

I. CALL TO ORDER.

A regular meeting of the City Council of the City of Litchfield was held in the City Council Chambers at the City Hall on Monday, July 6, 2020, commencing at 5:30 p.m. Mayor Johnson called the meeting to order.

A. ROLL CALL:

Mayor	Keith Johnson	Present
Council Member-at-Large	Ron Dingmann	Present
Council Member Ward I	Eric Mathwig	Present
Council Member Ward II	Darlene Kotelnicki	Present
Council Member Ward III	Betty Allen	Present
Council Member Ward IV	Vern Loch, Jr.	Present
Council Member Ward V	Sara Miller	Present
City Administrator	Dave Cziok	Present
Assistant City Administrator	Joyce Spreiter	Present
Assistant City Attorney	Rebecca Rue	Present
Assistant City Engineer	Chuck DeWolf	Present
Independent Review	Brent Schacherer	Present
KLFD	Tim Bergstrom	Present

II. CONSENT AGENDA -

Each item on the Consent Agenda was considered. No items were added or deleted.

A. COUNCIL MINUTES TO APPROVE:

- 1. June 15, 2020

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

- 1. Computer List of Bills for \$7,567,416.37

D. OTHER PAYMENTS:

- 1. Phase 2 Generation Improvements –

**CITY OF LITCHFIELD
RESOLUTION NO. 20-7-142
AUTHORIZE PAYMENT NO. 3
FOR THE PHASE 2 GENERATION IMPROVEMENTS**

WHEREAS, a contract has been awarded for the above titled item, and

WHEREAS, recommendation has been made and is on file to approve this payment,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves Payment No. 3 for the Phase 2 Generation Improvements totaling \$189,670.04 as attached and on file.

Adopted by the City Council this 6th day of July, 2020.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

E. ORDINANCES – SECOND READINGS:

- 1. Ordinance No. 800 –

**CITY OF LITCHFIELD
RESOLUTION NO. 20-7-140
SECOND READING OF ORDINANCE NO. 800
AMENDING THE ZONING ORDINANCE
154.011 BOUNDARIES OF OFFICIAL ZONING MAP, APPENDIX B - ZONING MAP
R-2, RESIDENCE DISTRICT**

WHEREAS, a First Reading was given on June 15, 2020, Resolution No. 20-6-126,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that this be the Second Reading of Ordinance No. 800, amending Zoning Ordinance 154.011 Boundaries of Official Zoning Map, Appendix B - Zoning Map, and

BE IT FURTHER RESOLVED that this be entered into the Book of Ordinances as Ordinance No. 800, and into the Codified Ordinances of the City of Litchfield.

Adopted by the City Council this 6th day of July, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

F. LICENSES:

- 1. Sales on Public Property –
 - a. Litchfield Fire Concessions
 - b. Litchfield Players League Softball Association
- 2. Liquor/3.2 Percent Malt Liquor On-Sale License Renewal –
 - a. Comes Investments, Inc. dba Pizza Hut

G. OTHER ROUTINE MATTERS:

- 1. 2020-2021 Workers Compensation Insurance Renewal –

**CITY OF LITCHFIELD
RESOLUTION NO. 20-7-139
2020-2021 WORKERS COMPENSATION INSURANCE RENEWAL**

WHEREAS, the City has had satisfactory insurance coverage with the League of Minnesota Cities Insurance Trust for several years,

NOW, THEREFORE, BE IT RESOLVED to enter into an Agreement with the League of Minnesota Cities Insurance Trust for renewal of Worker’s Compensation Insurance coverage from June 15, 2020 to June 15, 2021, and at the estimated annual premium in the amount of \$229,341.00, and

BE IT ALSO RESOLVED to authorize the Assistant City Administrator to sign the Agreement on behalf of the City of Litchfield.

Adopted by the City Council this 6th day of July, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

H. COMMUNICATIONS: None.

After review, it was moved by Council Member Allen, seconded by Council Member Mathwig, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-7-143
APPROVING CONSENT AGENDA**

WHEREAS, the Consent Agenda has been assembled and presented, and

WHEREAS, all requests to have items removed have been duly noted,

NOW, THEREFORE, BE IT RESOLVED to approve the Consent Agenda as presented except for items, if any, which were requested to be removed for individual consideration.

Adopted by the City Council this 6th day of July, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

III. TIMED ITEMS –

A. 5:30 P.M. PUBLIC HEARING - ALLEY VACATION –

This being the time, date and place set, with all notices published and posted as required by law, Mayor Johnson opened the Public Hearing at 5:31 p.m. to consider adopting an ordinance vacating the north/south alley, between Miller and Ramsey Avenue South, in Block 76, in Weisel’s Addition, less the north 100’ of the alley previously vacated in Ordinance No. 678.

There were no oral or written comments. An attendance list is on file. Mayor Johnson closed the hearing at 5:32 p.m.

After review, it was moved by Council Member Mathwig, seconded by Council Member Dingmann, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-7-141
FIRST READING OF ORDINANCE NO. 801
FOR AN ALLEY VACATION
THE NORTH/SOUTH ALLEY BETWEEN MILLER AND RAMSEY AVENUE SOUTH,
IN BLOCK 76, IN WEISEL’S ADDITION, LESS THE NORTH 100’ FEET**

WHEREAS, an application signed by the majority of property owners abutting on the north/south alley between Miller and Ramsey Avenue South, in Block 76, in Weisel’s Addition, less the north 100’ of the alley previously vacated by Ordinance No. 678, in the City of Litchfield, Meeker County, Minnesota has been submitted to the City of Litchfield, and

WHEREAS, said application requested that the City Council vacate the north/south alley between Miller and Ramsey Avenue South, in Block 76, in Weisel’s Addition, less the north 100’ of the alley previously vacated by Ordinance No. 678, in the City of Litchfield, Meeker County, Minnesota, and

WHEREAS, the Planning Commission considered this petition at its meeting on May 11, 2020 and recommended that the City Council set a hearing to consider this petition,

WHEREAS, the City Council held a public hearing to consider the vacation of the north/south alley between Miller and Ramsey Avenue South, in Block 76, in Weisel’s Addition, less the north 100’ of the alley previously vacated by Ordinance No. 678, in the City of Litchfield, Meeker County, Minnesota on July 6, 2020 at City Hall after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the Assistant City Administrator and all interested and affected persons were given the opportunity to voice their concerns and be heard, and

WHEREAS, there were no objections received at the hearing, and

WHEREAS, it is in the best interest of the public to grant this vacation,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield that this be the First Reading of Ordinance No. 801 to vacate the north/south alley between Miller and Ramsey Avenue South, in Block 76, in Weisel’s Addition, less the north 100’ of the alley previously vacated by Ordinance No. 678, in the City of Litchfield, Meeker County, Minnesota, contingent upon completion of final documents, easement reservations and agreements provided by the City Attorney.

Adopted by the City Council this 6th day of July, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

IV. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS –

A. PICKLEBALL –

Jason Tibbets, representing the organized pickleball group, addressed the Council concerning engagement in a permanent facility for pickleball. He informed the Council that fundraising within a 3 week timeframe resulted in donations in the amount of \$26,000 currently, noting that FDA was very generous with a large donation to enhance the park. Original discussions included replacing the tennis courts in South Park which are in poor condition with pickleball courts. Tibbets explained that upon reviewing the options, the recommendation is to

keep the tennis courts and add designated pickleball courts about 45 feet east of the existing courts. The Council reviewed and discussed the proposed concept. After review, it was moved by Council Member Dingmann, seconded by Council Member Kotelnicki, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-7-144
AUTHORIZE EXECUTING PLAN TO ADD
PICKLEBALL COURTS TO SOUTH PARK**

WHEREAS, there is growing interest in pickleball, and

WHEREAS, an organized group of pickleball players have requested consideration of a permanent facility for pickleball, and

WHEREAS, several options were considered at South Park including rehab of the current tennis courts for pickleball or adding new courts designated for pickleball, and

WHEREAS, the organized group of pickleball players were encouraged to come back to the Council with a fundraising commitment, and

WHEREAS, said group provided an initial commitment of \$26,000,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes administration to execute a joint venture with the organized pickleball players to construct designated pickleball courts approximately 45 feet east of the existing tennis courts in South Park, and

BE IT FURTHER RESOLVED that the Council authorizes up to \$50,000 towards construction of said pickleball courts.

Adopted by the City Council this 6th day of July, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

B. DOWNTOWN COUNCIL -

Council Member Kotelnicki presented a check from the Litchfield Downtown Council, Inc. for purchase of the historic clock to be placed downtown.

After review, it was moved by Council Member Miller, seconded by Council Member Dingmann, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-7-145
ACCEPTING DONATION FOR DOWNTOWN HISTORIC CLOCK**

WHEREAS, MnDOT is completing the US Highway 12/MN State Highway 22 Reconstruction Project which includes downtown, and

WHEREAS, HPC recommended placement of an historic clock downtown, and

WHEREAS, one condition was that the clock was to be privately financed, and

WHEREAS, the City approved providing installation costs including wiring, conduit, and cement, and

Resolution No. 20-7-145– Cont’d.

WHEREAS, the Litchfield Downtown Council, Inc. raised \$7,445.00 to fund the historic clock, and

WHEREAS, bids were solicited and the Council authorized purchasing the historic clock,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby accepts the donation of \$7,445.00 from the Litchfield Downtown Council, Inc. for the purchase of an historic clock for placement downtown.

Adopted by the City Council this 6th day of July, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, with the exception of Council Members Kotelnicki and Allen abstaining as Litchfield Downtown Council, Inc. Board Members, whereupon the resolution was declared adopted.

V. COMMISSION RECOMMENDATIONS – None.

VI. COMMITTEE REPORTS – None.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. COVID19 UPDATE –

City Administrator Cziok informed the Council that little has changed in the way of operations since the last update.

1. Street Closures –

City Administrator Cziok explained that under the authority of the City’s Emergency Declaration, he authorized forgiveness of the street closure fee for Churches. He recommended continuation of forgiveness of the fee for the next 3 months. He said the fee is not about supplying the barricades. Cziok explained his hesitancy of closing down streets and discussed the impacts including 911 coordination.

After review, it was moved by Council Member Mathwig, seconded by Council Member Allen, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-7-148
AUTHORIZE FORGIVING STREET CLOSURE FEE FOR CHURCHES**

WHEREAS, Administration recommended guidelines for allowing for closure of streets in order to regulate, and

WHEREAS, the Council established a fee of \$100.00 for street closures, and

Resolution No. 20-7-148– Cont’d.

WHEREAS, there are several requests from Churches for street closures for holding mass outside during the COVID-19 Pandemic, and

WHEREAS, City Administrator Cziok, under the City’s Emergency Declaration authorized forgiveness of the street closure fee for Churches and recommends continuation of forgiving said fee for the next 3 months,

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield hereby authorizes forgiving the street closure fee for Churches for the next 3 months.

Adopted by the City Council this 6th day of July, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

2. CaresAct

City Administrator Cziok explained that CARES Act funds were being distributed to local governments and the City will need to submit a Coronavirus Relief Fund Certification Form prior to disbursement of funds. He discussed the process for determining how the City will decide to use these funds. Cziok recommended adding expertise to staff to assist in coordinating the CARES Act funding.

After review, it was moved by Council Member Kotelnicki, seconded by Council Member Loch, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-7-146
APPROVE CORONAVIRUS RELIEF FUND CERTIFICATION FORM SUBMITTAL**

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was created by the federal government, and

WHEREAS, the CARES Act was designed to provide economic help to entities struggling because of the COVID-19 pandemic, and

WHEREAS, distribution of CARES Act funding has begun in the State of Minnesota, and

WHEREAS, the City of Litchfield is scheduled to receive \$509,939 of CARES Act funding, and

WHEREAS, the CARES Act outlines allowable uses of said funds, and

WHEREAS, local governments must submit a Coronavirus Relief Fund Certification Form prior to disbursement of funds,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves submittal of the Coronavirus Relief Fund Certification Form.

Adopted by the City Council this 6th day of July, 2020.

Resolution No. 20-7-146– Cont’d.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

After review, it was moved by Council Member Mathwig, seconded by Council Member Allen, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-7-147
AUTHORIZE ADDING EXPERTISE TO ASSIST IN COORDINATING
CARES ACT FUNDING**

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was created by the federal government, and

WHEREAS, the CARES Act was designed to provide economic help to entities struggling because of the COVID-19 pandemic, and

WHEREAS, distribution of CARES Act funding has begun in the State of Minnesota, and

WHEREAS, the City of Litchfield is scheduled to receive \$509,939 of CARES Act funding, and

WHEREAS, the CARES Act outlines allowable uses of said funds, and

WHEREAS, local governments must submit a Coronavirus Relief Fund Certification Form prior to disbursement of funds, and

WHEREAS, Administration recommends adding expertise to staff for assistance in coordinating CARES Act funding, and

WHEREAS, these additional costs qualify to be reimbursed by CARES Act funding,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes seeking additional expertise from Conway, Deuth & Schmiesing, PLLP and Lisa Graphenteen of Meeker County Economic Development Authority to assist in coordinating Cares Act funding.

Adopted by the City Council this 6th day of July, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

B. HOLCOMBE AVENUE CROSSINGS –

July 6, 2020

City Administrator Cziok informed the Council of concerns expressed from both Ecumen and Meeker County regarding the traffic on the 100 & 200 blocks of Holcombe Avenue North. He said there is an issue with sight lines with parking on both sides and pedestrians crossing the street in the middle of both blocks. He offered options for the Council to consider in addressing the concerns including reducing the speed limit to 25, same as the school zone limit.

After review, it was moved by Council Member Kotelnicki, seconded by Council Member Allen, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-7-149
AUTHORIZE SPEED LIMIT CHANGE AND TRAFFIC STUDY ON
100 & 200 BLOCKS OF HOLCOMBE AVENUE NORTH**

WHEREAS, safety concerns have been expressed by both Ecumen and Meeker County about traffic on the 100 and 200 blocks of Holcombe Avenue North, and

WHEREAS, the Council considered options for addressing the concerns expressed,

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield hereby authorizes changing the speed limit to 25 mph for the 100 and 200 blocks of Holcombe Avenue North, and

BE IT FURTHER RESOLVED that the City use passive enforcement including placement of a traffic speed indicator sign in said area, and

BE IT FURTHER RESOLVED that Bolton & Menk, Inc. be authorized to provide a study with options for said area.

Adopted by the City Council this 6th day of July, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

C. GOLF COURSE LOTS –

City Administrator Cziok reviewed the options concerning purchase of property from Golf Club, Inc. The Council discussed the opportunity for Golf Club, Inc. to sell the property to an interested party for \$90,000. There was also discussion on whether or not there was potential future use of the property if the City were to purchase. City Administrator Cziok said the golf course is landlocked and recommended purchasing property adjacent to the golf course if the City has the opportunity. Although a use hasn't been defined at this time, he said the property could be used as a potential storm pond in conjunction with future developments. It was noted that the City could sell the property if necessary as well.

After review, it was moved by Mayor Johnson, seconded by Council Member Dingmann, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 20-7-150
AUTHORIZE OFFER TO PURCHASE PROPERTY ADJACENT TO
LITCHFIELD GOLF COURSE FROM LITCHFIELD GOLF CLUB, INC.**

WHEREAS, the City owns and operates a municipal golf course, and

WHEREAS, the City has a Building Lease Agreement with Litchfield Golf Club, Inc. concerning the Litchfield Golf Club facility, and

WHEREAS, some modifications have been made to the Litchfield Golf Course Clubhouse by both Litchfield Golf Club, Inc. and the City, and

Resolution No. 20-7-150– Cont’d.

WHEREAS, Litchfield Golf Club, Inc. wishes to sell 2 lots located north of Hole No. 6 to capitalize on the proceeds for restaurant remodeling project costs,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby offers Golf Club, Inc. \$70,000 for the purchase of the 2 lots located north of Hole No. 6, and

BE IT FURTHER RESOLVED that the Infrastructure Revolving Fund finance purchase of said property.

Adopted by the City Council this 6th day of July, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS –

A. **WORK SESSION** –

A work session was held following the regularly scheduled Council meeting on topics including meeting management and Council norms established over time. Minutes of the work session are on file. No formal action was taken.

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:34 p.m. by unanimous consent.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR