

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 17, 2017, 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	Mike Boyle	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
Operations Engineer	Mike Geers	Present
Parks Foreman/Arena Manager	Chadd Benson	Present
City Attorney	Mark Wood	Present
Assistant City Engineer	Chuck DeWolf	Present
Independent Review	Amy Wilde	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. City Council Meeting – July 3, 2017

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

- 1. Computer List of Bills for \$99,022.85

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES: None.

G. OTHER ROUTINE MATTERS:

- 1. Employment Offer –

**CITY OF LITCHFIELD
 RESOLUTION NO. 17-7-126
 EMPLOYMENT OFFER FOR
 TEMPORARY PART-TIME POSITIONS**

WHEREAS, the City needs employees for temporary part-time positions, and

WHEREAS, the funds to fill these positions were approved in the 2017 Budget, and

WHEREAS, the supervisors will adjust the wage schedule for 2017 temporary part-time employees to fill these positions, and

Resolution No. 17-7-126– Cont’d.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Litchfield to offer 2017 temporary part-time employment with the City of Litchfield, to the following:

<u>Department</u>	<u>Re-Hires</u>	<u>New Hires</u>
<u>Liquor Store</u>		Arthur Ellson Amy Winings

Adopted by the City Council this 17th day of July, 2017.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

ACTING MAYOR

2. 2017-2018 Workers Compensation Insurance Renewal –

**CITY OF LITCHFIELD
RESOLUTION NO. 17-7-125
2017-2018 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, 2017 to June 15, 2018, and at the estimated annual premium in the amount of \$104,293.00, 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 17th day of July, 2017.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

H. COMMUNICATIONS TO REVIEW :

1. Minutes & Reports:
 - a. Planning Commission Minutes – July 10, 2017
 - b. Community Development/Public Facilities Committee Minutes – July 13, 2017
 - c. Finance/Infrastructure Committee Minutes – July 13, 2017

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-7-128
APPROVING CONSENT AGENDA**

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

Resolution No. 17-7-128– Cont’d.

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 17th day of July, 2017.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

III. TIMED ITEMS – None.

IV. ACKNOWLEDGEMENT OF AUDIENCE/PRESENTATIONS –

A. LEGISLATIVE UPDATE –

Representative Dean Urdahl provided an update on the 2017 legislative session. He discussed various areas of funding benefitting local governments including education, transportation, and the bonding bill. He said he was pleased that the City of Litchfield received \$4 million for electric generation which was included in the bonding bill. Representative Urdahl added the State will have another bonding bill year again in 2018 since there was there was no bonding bill approved in 2016. No formal action was taken.

B. SPLASHPAD –

Bev Mathwig, Mike Solbrack and Diane Mitchell were present to discuss the results of input provided by the community concerning the location of a proposed splashpad. They provided the results of the input received on the 5 parks approved by the Council for consideration.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-7-124
DESIGNATING SPLASHPAD LOCATION**

WHEREAS, the Litchfield Rotary Club has presented a splash pad concept to the Council for consideration, and

WHEREAS, the Litchfield Rotary Club and the Community Development Committee, along with administration, have met to discuss the project including public finance laws, location, and project scope, and

WHEREAS, the City supports partnering with Litchfield Rotary Club on the splash pad concept, and

WHEREAS, Litchfield Rotary Club recommends the splashpad be located Memorial Park based upon the results of community input provided, and

Resolution No. 17-7-124– Cont’d.

WHEREAS, the Litchfield Rotary Club also prefers the splashpad be located at Memorial Park,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby designates Memorial Park as the location for the community splashpad, and

BE IT FURTHER RESOLVED that City staff be authorized to begin the process of preparing a budget, a timeframe and a Request for Proposals.

Adopted by the City Council this 17th day of July, 2017.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

V. COMMISSION RECOMMENDATIONS –

A. PLANNING COMMISSION –

1. Conditional Use Request - By Casey’s Retail Company – 527 East Depot Street –

Council Member Boyle provided the findings and recommendations of the Planning Commission.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-7-127
GRANT VARIANCE TO CASEY’S RETAIL COMPANY
FOR PROPERTY LOCATED AT 527 EAST DEPOT STREET**

WHEREAS, the Planning Commission held a hearing on July 10, 2017, on a request for a variance by Casey’s Retail Company to allow additional signs and additional sign square footage, and

WHEREAS, the Litchfield Planning Commission, upon review of their summation of the five findings of facts, as follows, has recommended that this variance be granted and they referred the application to the City Council for final action, and

WHEREAS, the variance is in harmony with the general purposes and intent of the ordinance and consistent with the comprehensive plan, and

WHEREAS, there are practical difficulties in complying with the zoning ordinance, and

WHEREAS, the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance, and

WHEREAS, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and

WHEREAS, the variance will not alter the essential character of the locality, and

Resolution No. 17-7-127– Cont’d.

BE IT RESOLVED by the City Council of the City of Litchfield that a variance be granted to Casey’s Retail Company at 527 East Depot Street, to allow four additional signs and 108.335 square feet of additional sign square footage. Property legally described as:

Parcel No. 27-1580000 & 27-1581000, Lots One (1), Two (2), Three (3), and Six (6), and the vacated alley between said Lots all in Block One (1), Angier’s Addition to the City of Litchfield, except State Trunk Highway 12, all in Meeker County, Minnesota.

Adopted by the City Council this 17th day of July, 2017.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

VI. COMMITTEE REPORTS–

A. COMMUNITY DEVELOPMENT/PUBLIC FACILITY COMMITTEE –

1. Downtown Façade Grant –

Mayor Johnson presented an alternative downtown historic grant concept for Council consideration. He explained that the façade grant offered in the past would be replaced with an Exterior Building Improvement grant allowing property owners more flexibility. He said the recommended grant provisions include matching up to \$5,000 per property address in the Downtown Historic District, the grant award cannot exceed \$5,000 per property address in a 3 year timeframe, and property owners can reapply for grant every 3 years. Council Member Boyle added that the grant program would be capped at \$60,000, subject to Council review once funds are spent. Mayor Johnson explained that in order to be eligible for the grant there needs to be approval of a Certificate of Appropriateness Application or an Administratively Approved Certificate of Appropriateness by the Heritage Preservation Commission and the City Council.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-7-129
APPROVE EXTERIOR BUILDING IMPROVEMENT GRANT CONCEPT
FOR DOWNTOWN HISTORIC COMMERCIAL DISTRICT**

WHEREAS, the City authorized providing up to \$1,000 in grant dollars requiring a match by the property owner within the Downtown Historic Commercial District from 2013-2016, and

WHEREAS, the grant allowed for facade improvements that meet design guidelines including, but not limited to, signage, painting of wood, re-pointing of brick, glass repair, door, and window repair, and

WHEREAS, the Council wishes to provide an Exterior Building Improvement Grant beginning in 2017 replacing the Façade Improvement grant allowing property owners more flexibility,

Resolution No. 17-7-129– Cont’d.

NOW, THEREFORE, BE IT RESOLVED that City Council hereby approves providing an Exterior Building Improvement Grant up to \$5,000 requiring a match by the property owner within the Downtown Historic Commercial District retroactive to January 1, 2017, and

BE IT FURTHER RESOLVED that the proposed grant be funded through the Downtown/Heritage Preservation fund, and

BE IT FURTHER RESOLVED that administration develop a document defining the grant application process for Council review.

Adopted by the City Council this 17th day of July, 2017.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. LIQUOR ORDINANCE –

City Administrator Cziok addressed the Council concerning requests for temporary liquor licenses for special events. He explained that while state law does allow for the licensing of this type, the City Liquor Ordinance does not. City Attorney Wood stated that liquor license holders in the City are site specific to their application address in that the licensee can only sell at their location and not anywhere else within the community, with the exception of the community festival, Watercade. He said the City has no temporary liquor licensing available if licensed establishments desire to sell at any other location. He explained it could be tied into a Caterer’s license which is not included in the City Liquor Ordinance. Resident Connie Lies addressed the Council about limitations to fundraising events held at the Opera House and other venues in the Community since the City does not allow for temporary liquor licensing. It was moved by Mayor Johnson, seconded by Council Member Miller to authorize City Attorney Wood to explore alternatives including drafting an ordinance concerning temporary liquor licensing for Council consideration. Upon roll call vote, all members present voted aye, whereupon the motion carried.

B. COMPUTER INFRASTRUCTURE –

City Administrator Cziok discussed the need to replace the City’s two servers.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-7-130
AUTHORIZE CITY SERVER UPGRADE**

WHEREAS, the City runs two servers that mirror themselves to operate phone, internet, email, and software programs, and

WHEREAS, the servers are old and require an operating software update, and

Resolution No. 17-7-130– Cont’d.

WHEREAS, the City IT consultant recommends an upgrade to the units, and

WHEREAS, the City was provided with a proposal to replace the existing servers,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes an upgrade to the server units by Jamie’s Service and Repair, Inc. in the amount of \$28,263.14 and approves installation labor estimated at \$3,000.

Adopted by the City Council this 17th day of July, 2017.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

C. WASTEWATER TRUCK –

City Administrator Cziok addressed the Council concerning purchase of a Wastewater Truck and Crane. He explained the City received state contract pricing including a discount since it is a demo unit.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-7-131
AUTHORIZE WASTEWATER TRUCK/CRANE PURCHASE**

WHEREAS, City staff has been evaluating equipment needs for 2017, and

WHEREAS, City staff has recommended purchasing a wastewater truck and crane, and

WHEREAS, the City received a bid from Truck Utilities, Inc. for the purchase of a 2016 Ford F-550 Supercab 4 x 4 Diesel demo unit with a 7500 hydraulic telescopic crane, and

WHEREAS, the Equipment Revolving Fund has sufficient funds to accommodate the purchase,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves purchasing a 2016 Ford F-550 Supercab 4 x 4 Diesel demo unit with a 7500 hydraulic telescopic crane from Truck Utilities, Inc. through the state bid contract in the amount of \$119,850.

Adopted by the City Council this 17th day of July, 2017.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

D. DEVELOPER'S AGREEMENT –

City Administrator Cziok explained discussions with a developer concerning extension of the existing frontage road along East Highway 12. He asked the Council for approval to continue discussions with the developer, the City Attorney, the City Engineer, and Ehler's (the City's financial consultants) to establish a Developer's Agreement. It was moved by Mayor Johnson, seconded by Council Member Miller to authorize City staff and consultants including the City Attorney, the City Engineer and Ehler's to continue discussions in establishing a Developer's Agreement concerning extension of the existing frontage road along East Highway 12 for Council consideration. Upon roll call vote, all members present voted aye, whereupon the motion carried.

E. SETTLEMENT OFFER –

City Administrator Cziok explained that the City was hopeful in reaching a settlement and had planned as such, but no settlement was reached prior to the meeting so there is no request at this time. No formal action was taken.

F. CITY ADMINISTRATOR PERFORMANCE EVALUATION –

Mayor Johnson closed the City Council meeting pursuant to MN Statutes Section 13D.05 Subdivision 3(b) to discuss and to evaluate the performance of City Administrator Cziok within the Council's authority. He explained that following the closed session, the Litchfield City Council will reopen the meeting and that the proceedings of the meeting will be electronically recorded and will be preserved for a minimum of three years from the date of this meeting. Council Member Boyle clarified that this is standard operating procedures that the Council evaluates the City Administrator. The meeting was closed at 6:45 p.m. The meeting was reopened at 8:15 p.m. No formal action was taken.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS –

A. LOCAL BOARD OF REVIEW AND EQUALIZATION TRAINING –

The City is required to have at least one certified Local Board of Appeal and Equalization Trained Member and as of July 1, 2017 there is not a certified member. Training is available online only and needs to be completed online by February 1, 2018.

XI. ADJOURNMENT –

The City Council meeting adjourned at 8:15 p.m. by unanimous consent.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR