

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, August 3, 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	Excused
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	Excused
City Administrator	Dave Cziok	Present
Assistant City Administrator	Joyce Spreiter	Present
Operations Engineer	Mike Geers	Present
City Attorney	Mark Wood	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. July 20, 2020

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

- 1. Computer List of Bills for \$1,224,314.65

D. OTHER PAYMENTS:

- 1. Phase 2 Generation Improvements –

**CITY OF LITCHFIELD
 RESOLUTION NO. 20-8-166
 AUTHORIZE PAYMENT NO. 4
 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. 4 for the Phase 2 Generation Improvements totaling \$315,061.17 as attached and on file.

Adopted by the City Council this 3rd day of August, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

E. ORDINANCES – SECOND READINGS:

- 1. Ordinance No. 802 –

**CITY OF LITCHFIELD
RESOLUTION NO. 20-8-163
SECOND READING OF ORDINANCE NO. 802
AMENDING THE ZONING ORDINANCE
154.011 BOUNDARIES OF OFFICIAL ZONING MAP, APPENDIX B - ZONING MAP
R-3, MULTI-FAMILY RESIDENTIAL DISTRICT**

WHEREAS, a First Reading was given on July 20, 2020, Resolution No. 20-7-153,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that this be the Second Reading of Ordinance No. 802, 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. 802, and into the Codified Ordinances of the City of Litchfield.

Adopted by the City Council this 3rd day of August, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

F. LICENSES:

- 1. Liquor/3.2 Percent Malt Liquor Off-Sale License
 - a. Family Fare

G. OTHER ROUTINE MATTERS:

- 1. 2020-2021 Liquor Liability Insurance Renewal –

**CITY OF LITCHFIELD
RESOLUTION NO. 20-8-164
2020-2021 LIQUOR LIABILITY INSURANCE RENEWAL**

WHEREAS, the City has had satisfactory insurance coverage with the League of Minnesota Cities Insurance Trust (L.M.C.I.T.) for several years, and

WHEREAS, our insurance agent recommends continuation of this policy,

NOW, THEREFORE, BE IT RESOLVED to approve coverage with the League of Minnesota Cities Insurance Trust (L.M.C.I.T.) for Liquor Liability Insurance coverage from June 15, 2020 to June 15, 2021, and to authorize submittal of the premium in the amount of \$2,408.00, and

Resolution No. 20-7-164– Cont’d.

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

Adopted by the City Council this 3rd day of August, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

2. 2020-2021 Property, Casualty and Liability Insurance Renewal –

**CITY OF LITCHFIELD
RESOLUTION NO. 20-8-165
2020-2021 PROPERTY, CASUALTY AND LIABILITY INSURANCE RENEWAL**

WHEREAS, the City has had satisfactory insurance coverage with the League of Minnesota Cities Insurance Trust (L.M.C.I.T.) for several years, and

WHEREAS, our insurance agent recommends continuation of this policy,

NOW, THEREFORE, BE IT RESOLVED to accept the Quotation Premium with the League of Minnesota Cities Insurance Trust (L.M.C.I.T.) for renewal of Property, Casualty and Liability Insurance coverage from June 15, 2020 to June 15, 2021, and to authorize submittal of the premium in the amount of \$302,086.00, plus Municipal Excess Liability (umbrella) Insurance premium in the amount of \$17,473.00, and

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

Adopted by the City Council this 3rd day of August, 2020.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

H. COMMUNICATIONS:

2. Minutes and Reports:

- a. Litchfield Library Board - July 28, 2020

2. Correspondence:

- a. District #2 County Commissioner Candidate Letter

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-8-167
APPROVING CONSENT AGENDA**

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

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

Resolution No. 20-7-167– Cont’d.

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 3rd day of August, 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 – None.

IV. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS – None.

V. COMMISSION RECOMMENDATIONS – None.

VI. COMMITTEE REPORTS – None.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. **COVID-19 UPDATE** –

City Administrator Cziok informed the Council there were no new changes in operations related to COVID-19. He said staff is complying with the mask mandate under the Governor’s Executive Order. Cziok said the G.A.R. Hall is considering opening up for research assignments and is anticipating a September opening timeframe. He added that a preparedness plan would need to be developed for review prior to opening. As far as opening up City Hall, he has been researching what other cities have done and reported that 2/3 are still closed with the exception of opening up for appointments only, while some have reduced hours and some are back to business as usual. City Administrator Cziok said staff is prepared for being open 3-4 days a week with reduced hours such as 10:00 a.m. to 4:00 p.m. Also discussed was limiting the numbers of customers allowed in the building at the same time.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-8-168
AUTHORIZE OPENING CITY HALL WITH REDUCED HOURS**

WHEREAS, Federal and State social distancing guidelines are in effect in response to the COVID-19 pandemic, and

WHEREAS, City Hall was closed in response to the pandemic in an effort to keep staff healthy in order to maintain critical services, and

Resolution No. 20-7-168– Cont’d.

WHEREAS, Administration is preparing to open City Hall with reduced hours,

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield hereby authorizes opening up City Hall 4 days a week from 10:00 a.m. to 4:00 p.m., and

BE IT FURTHER RESOLVED that Administration is allowed the flexibility of adjusting as they deem necessary.

Adopted by the City Council this 3rd day of August, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

B. GOLF CLUB, INC. -

City Administrator Cziok provided a response to a letter submitted by Golf Club, Inc. that included denying the City’s proposal in the amount of \$70,000 to purchase property on the north side of the golf course. He explained that the City and Golf Club, Inc. are at somewhat of a crossroads. He said while the restaurant is viewed as a big asset to the community, replacing the long term tenant has been difficult during the current conditions. Cziok recommended that the City seek public input and engagement concerning continued support of both the course side and restaurant side. The Council discussed options to engage with the public. It was determined that Council Members provide Administration with questions to include in the public engagement process to be discussed at the next Council meeting. No formal action was taken.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS –

A. WORK SESSION –

A work session was held following the regularly scheduled Council meeting on the topics of CARES Act Funding and the 2021 Outlook. Minutes of the work session are on file. No formal action was taken.

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:15 p.m. by unanimous consent.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

August 3, 2020

P:\COUNCIL MINUTES\CC 8-3-2020