

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 20, 2018, 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	Excused
Assistant City Administrator	Joyce Spreiter	Present
Operations Coordinator	Mario Provencher	Present
Operations Engineer	Mike Geers	Present
Police Chief	Pat Fank	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 – August 6, 2018

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

- 1. Computer List of Bills for \$119,961.68

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

- 1. Lawful Gambling Permit – LDC Youth Hockey, Inc.

**CITY OF LITCHFIELD
 RESOLUTION NO. 18-8-136
 LAWFUL GAMBLING PERMIT FOR AN EXEMPT ORGANIZATION
 LITCHFIELD/DASSEL-COKATO YOUTH HOCKEY, INC.**

WHEREAS, an application for a lawful gambling license exemption was considered from the Litchfield/Dassel-Cokato Youth Hockey, Inc.,

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for the Litchfield/Dassel-Cokato Youth Hockey, Inc. at the Litchfield Civic Arena located at 900 North Gilman, Litchfield, for the purpose of raffle on or about December 15, 2018, and to direct submittal of a copy of this resolution with their application to the State Gambling Control Division.

Resolution No. 18-8-136 – Cont’d.

Adopted by the City Council this 20th day of August, 2018.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

G. OTHER ROUTINE MATTERS:

- 1. Sales on Public Property –
 - a. Humane Society of Kandiyohi & Meeker Counties

H. COMMUNICATIONS TO REVIEW :

- 1. Minutes & Reports:
 - a. Planning Commission Minutes – August 13, 2018

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

**CITY OF LITCHFIELD
RESOLUTION NO. 18-8-142
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 20th day of August, 2018.

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 – None.

V. COMMISSION RECOMMENDATIONS –

A. PLANNING COMMISSION

- 1. Variance Request - By Zach Rogness – 811 North Marshall Ave –

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 Dingmann, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 18-8-137
GRANT VARIANCE TO ZACH ROGNESS
FOR PROPERTY LOCATED AT 811 N MARSHALL AVENUE**

WHEREAS, the Planning Commission held a hearing on August 13, 2018, on a request by Zach Rogness to allow a variance of 2,489 square feet from the required minimum lot area in order to split the existing parcel with two residences on it, and a variance of 20.4 feet from the required minimum rear yard setback for one of the residences on the property, and

WHEREAS, the Litchfield Planning Commission, upon review of the 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, 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

WHEREAS, the purpose of the request is not solely financial, and

BE IT RESOLVED by the City Council of the City of Litchfield that a variance be granted to Zach Rogness at 811 N Marshall Avenue, to allow a variance of 2,489 square feet from the required minimum lot area in order to split the existing parcel with two residences on it, and a variance of 20.4 feet from the required minimum rear yard setback for one of the residences on the property. Property is legally described as:

Parcel No. 27-0353000, Lot 15, Lot 16, and the South 20.00 feet of Lot 17, Block 16, and the East Half of north-south vacated alley lying adjacent thereto,
City of Litchfield, Meeker County, Minnesota

Adopted by the City Council this 20th day of August, 2018.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

- 2. Tax Parcel Split Request– By Zach Rogness – 811 North Marshall Ave

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 Miller, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 18-8-138
WAIVER OF TAX PARCEL
SUBDIVISION REGULATIONS
FOR ZACH ROGNESS AT 811 N MARSHALL AVENUE**

WHEREAS, an application for a Waiver of Subdivision regulations regarding splitting of a tax parcel was received from Zach Rogness on July 2, 2018, and

WHEREAS, the Planning Commission considered this application at their meeting on August 13, 2018, and has recommended that this application be granted and their reasons for such action have been considered by the Council,

NOW, THEREFORE, BE IT RESOLVED that this application is granted based on the following determinations:

1. Compliance with the Subdivision Regulations does create unnecessary hardship.
2. Failure to comply with the Subdivision Regulations does not interfere with the purpose of Subdivision Regulations as defined in City Code 152.002.

BE IT ALSO RESOLVED to grant a Waiver of the city of Litchfield Subdivision Regulations for Parcel No. 27-0353000 legally described as:

Lot 15, Lot 16, and the South 20.00 feet of Lot 17, Block 16, and the East Half of north-south vacated alley lying adjacent thereto,
City of Litchfield, Meeker County, Minnesota

BE IT ALSO RESOLVED that this Resolution No. 18-8-138 shall be considered a Waiver of Compliance for filing or recording of the splitting of Tax Parcel No. 27-0353000 into two tax parcels of record.

Adopted by the City Council this 20th day of August, 2018.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

VI. COMMITTEE REPORTS – None.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. POLICE APPOINTMENT –

Mayor Johnson discussed the appointment process as outlined in the City Charter for filling vacancies that exist within the Police Department. He explained the need to add another officer to accommodate the partnership with the School District concerning a School Resource Officer (SRO) along with the need to replace an officer due to an upcoming vacancy with the retirement of Officer Dennis Hanson. He gave his recommendation on appointment of Dillon Reiner to fill one opening with the intent to fill the other vacancy in 2 to 4 weeks.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 18-8-139
APPROVING POLICE OFFICER APPOINTMENT**

WHEREAS, the Council approved adding another officer to accommodate the agreement with the School District in reference to a School Resource Officer (SRO), and

WHEREAS, there is one position to be filled within the Litchfield Police Department due to the retirement of an officer, and

WHEREAS, the Police Civil Service Commission performed the written testing and conducted interviews, and

WHEREAS, the Police Civil Service certified three individuals to the Mayor, and

WHEREAS, Mayor Johnson recommends Dillon Reiner to fill one of the openings,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby appoints Dillon Reiner to fill one of the openings within the Litchfield Police Department, and

BE IT FURTHER RESOLVED THAT the other police officer position opening be filled within the next 2-4 weeks.

Adopted by the City Council this 20th day of August, 2018.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

B. COA PROCESS –

Council Member Kotelnicki addressed the Council concerning the Certificate of Appropriateness (COA) process. The Council discussed whether conducting the HPC similar to the Planning Commission was warranted or just providing outside professional assistance concerning administrative approval of COA's was needed. Council Member Kotelnicki shared costs to have Bill Hicks provide professional assistance including a stipend for attendance at HPC meetings adding however that he would be a non-voting member. Concern was expressed on the costs and impacts to the budget. Mayor Johnson recommended a detailed analysis on costs be developed to provide professional assistance for the purpose of administratively approving COA's. No formal action was taken.

C. DUMP TRUCK –

Operations Coordinator Provencher provided information concerning replacement of the 1996 dump truck. Assistant City Administrator Spreiter recapped previous discussions in which administration provided options on funding the dump truck which included a one-time cash payment from the Capital Equipment Revolving Fund. She said the recommendation is for a one-time cash payment from the Capital Equipment Revolving Fund which has sufficient funds to accommodate the purchase.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 18-8-140
AUTHORIZE PURCHASE OF DUMP TRUCK & BODY**

WHEREAS, City staff has been evaluating equipment needs for 2018, and

WHEREAS, City staff has recommended purchasing a dump truck & body, and

WHEREAS, the Capital 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 one dump truck in the amount of \$142,965.24 from Nelson Leasing, Inc. of Willmar, MN through State Contract, and

BE IT FURTHER RESOLVED that the City Council of the City of Litchfield hereby approves purchasing a dump body and electric hoist in the amount of \$49,405.00 from Towmaster Truck Equipment of Litchfield, MN through State Contract, and

BE IT FURTHER RESOLVED that a one-time cash payment be made out the Capital Equipment Fund for the purchase of the dump truck & body.

Adopted by the City Council this 20th day of August, 2018.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

D. APPOINTMENTS TO MAKE –

1. Airport Commission – Two – 3 year terms
Incumbents: Delmer Dammann, Judy Freitag
Applicants: Delmer Dammann, Judy Freitag

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

**CITY OF LITCHFIELD
RESOLUTION NO. 18-8-141
AIRPORT COMMISSION APPOINTMENTS**

WHEREAS, there are openings on the Litchfield Airport Commission, and

WHEREAS, these openings were advertised, and

WHEREAS, two applications were received,

NOW, THEREFORE, BE IT RESOLVED to reappoint incumbents Delmer Dammann and Judy Freitag to the Litchfield Airport Commission for the term 09/01/19-09/01/21.

Adopted by the City Council this 20th day of August, 2018.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

August 20, 2018

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

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS – None.

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:00 p.m. by unanimous consent.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR