

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 21, 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 after 5:31 p.m.
Council Member Ward V	Sara Miller	Present
City Administrator	Dave Cziok	Present
Assistant City Administrator	Joyce Spreiter	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 – August 7, 2017
2. City Council Work Session – August 7, 2017

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

1. Computer List of Bills for \$85,807.97

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-8-144
LAWFUL GAMBLING PERMIT FOR AN EXEMPT ORGANIZATION
LITCHFIELD/DASSEL-COKATO HOCKEY ASSN., INC.**

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

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for the Litchfield/Dassel-Cokato Hockey Assn., Inc. at the Litchfield Civic Arena located at 900 North Gilman, Litchfield, for the purpose of raffle on or about January 20, 2018, and to direct submittal of a copy of this resolution with their application to the State Gambling Control Division.

Resolution No. 17-8-144– Cont’d.

Adopted by the City Council this 21st day of August, 2017.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

G. OTHER ROUTINE MATTERS:

- 1. Noise Ordinance Variance Request –

**CITY OF LITCHFIELD
RESOLUTION NO. 17-8-145
APPROVE REQUEST FOR EXEMPTION FROM NOISE ORDINANCE**

WHEREAS, the City of Litchfield has a noise ordinance in place, and

WHEREAS, the City received a request for a private event to be held at the Opera House on November 10, 2017,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that Brad and Jeri Lueneberg be granted an exemption from the noise control regulations for the date as stated above.

H. COMMUNICATIONS TO REVIEW :

- 1. Minutes & Reports:
 - a. Planning Commission Minutes – August 14, 2017

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-8-151
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 21st day of August, 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 – None.

V. COMMISSION RECOMMENDATIONS –

A. **PLANNING COMMISSION** –

1. **Conditional Use Request** – By Gary VanDerPol – 701 North Ramsey Avenue –

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. 17-8-146
GRANT CONDITIONAL USE PERMIT TO GARY VANDERPOL
FOR PROPERTY LOCATED AT 701 N RAMSEY AVENUE
TO ALLOW MOVING IN AN EXISTING HOME OLDER THAN 10 YEARS OLD**

WHEREAS, the Planning Commission held a hearing on Monday, August 14, 2017, for a Conditional Use Permit request by Gary VanDerPol for property located at 701 N Ramsey Avenue, to allow moving in an existing home older than 10 years old, and

WHEREAS, the Litchfield Planning Commission has recommended that this Conditional Use Permit be granted, based upon the summation of the findings of facts, as follows, and be referred to the City Council for final action, and

WHEREAS, the Conditional Use Permit would conform to the conditions as outlined in the Zoning Ordinance, and

WHEREAS, the Conditional Use Permit would not have an adverse effect on the use, value or appearance, and of the uses already permitted in the area, and

WHEREAS, the Conditional Use Permit would not impede the normal and orderly development and improvement of the surrounding property, and

WHEREAS, the Conditional Use Permit would not be detrimental to the public welfare, safety, order, convenience, prosperity or general welfare of the community, and

WHEREAS, the Conditional Use Permit would have adequate utilities, access roads, drainage, parking and other facilities, and

WHEREAS, the Conditional Use Permit would not adversely affect the existing uses because of traffic generation, noise, glare, general unsightliness or other nuisance characteristics, and

WHEREAS, denying this Conditional Use Permit would not create a hardship for the use of the property,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the request for a Conditional Use Permit be granted to Gary VanDerPol for property located at 701 N Ramsey Avenue to moving in an existing home older than 10 years old. The legal description of this property is:

Parcel No. 27-0388000, Lots 15 & 16, Block 23
City of Litchfield, Meeker County, Minnesota

Adopted by the City Council on this 21st day of August, 2017.

Resolution No. 17-8-146– Cont’d.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-8-147
GRANT VARIANCE TO GARY VANDERPOL
FOR PROPERTY LOCATED AT 701 N RAMSEY AVENUE**

WHEREAS, the Planning Commission held a hearing on August 14, 2017, on a request for a variance by Gary VanDerPol to allow a ten (10’) foot variance to the required lot width of sixty (60’) feet and a six (6’) foot variance to the required corner side setback of twenty (20’) feet, for the purpose of moving in an existing home, 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

BE IT RESOLVED by the City Council of the City of Litchfield that a variance be granted to Gary VanDerPol at 701 N Ramsey Avenue, to allow a ten (10’) foot variance to the required lot width of sixty (60’) feet and a six (6’) foot variance to the required corner side setback of twenty (20’) feet, for the purpose of moving in an existing home. Property legally described as:

Parcel No. 27-0388000, Lots 15 & 16, Block 23
City of Litchfield, Meeker County, Minnesota

Adopted by the City Council on this 21st day of August, 2017.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

2. Interim Use Request - By Kristina Olson – 63054 CSAH 11 –

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. 17-8-148
GRANT INTERIM USE PERMIT TO KRISTINA OLSON
FOR PROPERTY LOCATED AT 63054 CSAH 11
TO ALLOW A TEMPORARY SECOND DWELLING TO REMAIN ON PROPERTY
LOCATED IN ANA-1, AGRICULTURAL PRESERVATION DISTRICT ZONE,
WITHIN THE CITY'S
EXTRATERRITORIAL ADMINISTRATIVE AUTHORITY SUBDIVISION ZONING**

WHEREAS, the Litchfield Planning Commission held a hearing on August 14, 2017, for an Interim Use Permit request by Kristina Olson for property located at 63054 CSAH 11 to allow long term RV storage on the property in an A-1, Agricultural Preservation District Zone, in the City of Litchfield's Extraterritorial Administrative Authority Subdivision Zoning, and

WHEREAS, the Planning Commission has recommended that this Interim Use Permit be approved, based upon the summation of Meeker County's findings of facts for an Interim Use Permit, and be referred to the City Council for final action, and

WHEREAS, the Planning Commission reviewed and modified the findings of facts as follows:

1. The use proposed is not detrimental to or will not endanger the public health, safety, comfort, convenience or general welfare of the County.
2. The use proposed will be harmonious with the general and applicable specific objectives of the County's Comprehensive Land Use Plan and Ordinance.
3. The use proposed will be designed, constructed, operated and maintained to be compatible in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area.
4. The use proposed will not be hazardous or disturbing to existing or future neighboring uses.
5. The use proposed will be served by essential public facilities and services or will be served adequately by such facilities and services provided by the persons or agencies responsible for the establishment of the proposed use:
 - a. Streets?
Yes
 - b. Police and fire protection?
Yes
 - c. Drainage structures?
Yes
 - d. Refuse disposal?
Yes
 - e. Water and sewer systems?
Yes
 - f. Schools?
N/A
6. The use proposed will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the community.

Resolution No. 17-8-148– Cont’d.

- 7. The use proposed does not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or general welfare because of excessive production of traffic, noise, smoke, fumes, glare or odors.
- 8. The use proposed will have vehicular approaches to the property that do not create traffic congestion or interfere with traffic on surrounding public thoroughfares.
- 9. The use proposed will not result in the destruction, loss or damage of a natural, scenic or historic feature of major significance within the County.
- 10. The use proposed will not adversely affect the property values of the surrounding landowners to an unreasonable degree.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the request for an Interim Use Permit be granted to Kristina Olson for property located at 63054 CSAH 11 to allow long term RV storage on the property in an A-1, Agricultural Preservation District Zone, within the City of Litchfield’s Extraterritorial Zoning Administrative Authority. The legal description of this property is:

Parcel No. 06-0058-000, That part of the West 77.90 acres of the Southwest Quarter (SW¼) of Section Six (6), Township One Hundred Nineteen (119), Range Thirty (30), lying south of the following described line: Said line commencing at the Southwest corner of said SW¼; thence on an assumed bearing of North 00° 18’ 32” West along the west line thereof, a distance of 569.77 feet to the point of beginning of the line to be described; thence South 85° 57’24” East, a distance of 1288.78 feet to the east line of said West 77.90 acres and said line terminating thereat; the here described tract containing 15.47 acres, more or less; subject to existing public roads along the west line and along the south line of the here described tract, Meeker County, Minnesota

Adopted by the City Council on this 21st day of August, 2017.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

3. Change of Zoning Request – By Ambrose & Janis Borowicz – 822 North Holcombe Avenue –

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

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-8-149
GRANT CHANGE OF ZONING TO AMBROSE & JANIS BOROWICZ
FOR A PORTION OF PROPERTY TO BE SPLIT OFF OF 822 NORTH HOLCOMBE
AVENUE**

WHEREAS, the Planning Commission held a hearing on August 14, 2017, on a request for a change of zoning by Ambrose & Janis Borowicz from R-2, Residential District, to B-4,

Resolution No. 17-8-149– Cont’d.

General Business District, for a portion of property to be split off at 822 North Holcombe Avenue, for the purpose of B-4 uses, and

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

WHEREAS, there is a public need for additional land to be zoned as requested and this public need is best served by rezoning in this area, and

WHEREAS, granting this rezoning would conform to the presently accepted future land use plans for the City as well as present land uses, and

WHEREAS, granting this rezoning would not adversely affect property values of adjacent landowners to an unreasonable degree, and

WHEREAS, granting this rezoning would not impose other undue hardships on the adjacent landowners such as noise, lights, odors, traffic or other nuisances, and

WHEREAS, the necessary utilities are available to serve the area if the rezoning is granted, and

WHEREAS, there is no reasonable alternate area available for use that eliminates the necessity for this rezoning, and

WHEREAS, there was not an error or oversight in preparing the original zoning map which indicates that this zoning should have been included at that time, and

WHEREAS, this rezoning could be merely a convenience for the owner, and

WHEREAS, the Change in Zoning shall be contingent on approval of the required variances and tax parcel split that would be forthcoming. If the property is not subdivided, the zoning shall remain R-2 Residence District,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield to grant this Change of Zoning, and

BE IT FURTHER RESOLVED that this be the First Reading of Ordinance No. 788 to Amend the Zoning Ordinance 154.011 Boundaries of Official Zoning Map, Appendix B - Zoning Map, to Change the Zoning from R-2 to B-4, for the property described as follows:

Parcel No. 27-0326000. East 57.5’ of Lot 1 and Lot 2 Except the North 5’ of the West 92.5’ and the North 20’ of Lot 3, Block 14,
City of Litchfield, Meeker County, Minnesota

Adopted by the City Council this 21st day of August, 2017.

Approved:

MAYOR

Attest:

ASSISTANT CITY ADMINISTRATOR

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

4. Change of Zoning Request – By Monroe Towmasters, LLC – 61381 US HWY 12 –

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. 17-8-150
GRANT CHANGE OF ZONING TO MONROE TOWMASTER
FOR PROPERTY LOCATED AT 61381 US HIGHWAY 12**

WHEREAS, the Planning Commission held a hearing on August 14, 2017, on a request for a change of zoning by Monroe Towmaster, LLC, from R-1, Residential District to I-2, General Industrial District, for property located at 61381 US Highway 12 for the purpose of I-2 uses, and

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

WHEREAS, there is a public need for additional land to be zoned as requested and this public need is best served by rezoning in this area, and

WHEREAS, granting this rezoning would conform to the presently accepted future land use plans for the City as well as present land uses, and

WHEREAS, granting this rezoning would not adversely affect property values of adjacent landowners to an unreasonable degree, and

WHEREAS, granting this rezoning would not impose other undue hardships on the adjacent landowners such as noise, lights, odors, traffic or other nuisances, and

WHEREAS, the necessary utilities are available to serve the area if the rezoning is granted, and

WHEREAS, there is not an alternate area available for use that eliminates the necessity for this rezoning, and

WHEREAS, there was not an error or oversight in preparing the original zoning map which indicates that this zoning should have been included at that time, and

WHEREAS, this rezoning is not merely a convenience for the owner,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield to grant this Change of Zoning, and

BE IT FURTHER RESOLVED that this be the First Reading of Ordinance No. 789 to Amend the Zoning Ordinance 154.011 Boundaries of Official Zoning Map, Appendix B - Zoning Map, to Change the Zoning from R-1 to I-2, for the property described as follows:

Parcel No. 27-0002001, Part of the South Half of the Northwest Quarter in Section 2, Township 119 North, Range 31 West, Meeker County, Minnesota, described as follows:

Beginning at a point 1085.4 feet west and 699.8 feet north of the center of said Section 2, Township 119 North, Range 31 West; thence South 80°22' West, a distance of 215.8 feet; thence North 9°38' West, 145.0 feet; thence North 89°47' East, 194.0 feet; thence South 22°55' East, 116.5 feet to the point of beginning.

Resolution No. 17-8-150– Cont’d.

Parcel No. 27-0002002, That part of the Northwest Quarter of Section 2, Township 119 North, Range 31 West, Meeker County, Minnesota, described as follows:

Commencing at the southwest corner of the Northwest Quarter of said Section 2; thence north along the west line of said Northwest Quarter, said west line having an assumed bearing of north, a distance of 1243.30 feet to the actual point of beginning; thence south along said west line a distance of 643.30 feet; thence east a distance of 1348.27 feet; thence North 10°01' West a distance of 213.79 feet; thence North 89°09' East a distance of 194.4 feet to the westerly right of way of Trunk Highway No. 12; thence northerly along said right of way line a distance of 466.59 feet to a point on a line bearing east from the point of beginning; thence west a distance of 1324.00 feet to the point of beginning.

Excepting therefrom the following two described tracts:

Exception No. 1: That part of the Northwest Quarter of Section 2, Township 119 North, Range 31 West, described as follows: Commencing at the southwest corner of the Northwest Quarter of said Section 2; thence north along the west line of said Northwest Quarter a distance of 600 feet to the point of beginning; thence north 643.3 feet; thence east a distance of 509.0 feet; thence south 33 feet; thence east to the intersection of the west right of way line of Trunk Highway No. 12; thence northwesterly along the right of way of Trunk Highway No. 12 to a point straight east from that point, 643.3 feet north of the point of beginning; thence westerly along a line toward said point, to a point a distance of 509.0 feet east of said point; thence south 33 feet; thence in a southwesterly direction to the point of beginning.

Exception No. 2: That part of the Northwest Quarter, Section 2, Township 119 North, Range 31 West, described as follows: Commencing at the southwest corner of said Northwest Quarter; thence on an assumed bearing of north along the west line thereof, a distance of 600.00 feet; thence on a bearing of east, a distance of 796.71 feet to the point of beginning of the tract to be described; thence continue on a bearing of east, a distance of 551.56 feet; thence North 10°01'00 West, a distance of 81.24 feet; thence on a bearing of west, a distance of 537.43 feet; thence on a bearing of south, a distance of 80.00 feet to the point of beginning.

Parcel No. 27-0002003, That part of the Northwest Quarter, Section 2, Township 119 North, Range 31 West, Meeker County, Minnesota, described as follows: Commencing at the southwest corner of said Northwest Quarter; thence on an assumed bearing of north along the west line thereof, a distance of 600.00 feet; thence on a bearing of east, a distance of 796.71 feet to the point of beginning of the tract to be described; thence continue on a bearing of east, a distance of 551.56 feet; thence North 10°01'00 West, a distance of 81.24 feet; thence on a bearing of west, a distance of 537.43 feet; thence on a bearing of south, a distance of 80.00 feet to the point of beginning.

Parcel No. 27-0002004, Part of the Northwest Quarter of Section 2, Township 119 North, Range 31 West, Meeker County, Minnesota, described as follows:

Beginning at a point on the south line of the Northwest Quarter of Section 2, 1,183.5 feet west of the southeast corner of the Northwest Quarter of Section 2, Township 119 North, Range 31 West; thence continuing west 1,459.0 feet to the southwest corner of the Northwest Quarter of Section 2; thence north 600.0 feet; thence east 1,348.27 feet; thence North 9°38' West, 68.79 feet; thence North 80°22' East, 165.0 feet to a point on the westerly right of way line of Trunk Highway No. 12; thence in southeasterly direction along the westerly right of way line of said highway to a point 213.8 feet due north of the south line of the Northwest Quarter of Section 2; thence due west 256.9 feet; thence due south 213.8 feet to the point of beginning.

Parcel No. 27-0002006, All that part of the Southwest Quarter of Section 2, Township 119 North, Range 31 West, Meeker County, Minnesota, described as follows:

Resolution No. 17-8-150– Cont’d.

Commencing at the northwest corner of the Southwest Quarter of said Section 2; thence North 89°57’04” East on an assumed bearing along the monumented north line of said Southwest Quarter, 660.41 feet to the west line of the East Half of the West Half of said Southwest Quarter, also being the point of beginning; thence South 00°24’32” West, along said west line, 544.59 feet; thence North 89°57’04” East, parallel with said north line, 802.08 feet; thence North 00°2’56” West, 494.57 feet to a point on a line parallel and 50.00 feet south of said north line; thence North 89°57’04” East, parallel to said north line, 375.56 feet to the westerly right-of-way of Minnesota State Highway 12; thence North 24°25’34” West along said westerly right-of-way 54.89 feet to the north line of said Southwest Quarter; thence South 89°57’04” West along said north line 1150.63 feet to the point of beginning.

Adopted by the City Council this 21st day of August, 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 – None.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. **FRONTAGE ROAD AGREEMENT** –

City Administrator Cziok addressed the Council concerning an improvement agreement for the development of a frontage road in conjunction with a proposed project by a developer.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-8-153
AUTHORIZING IMPROVEMENT AGREEMENT
WITH ETC ENTERPRISES, INC.**

WHEREAS, ETC Enterprises, Inc. (the Developer) has proposed a project that includes construction of three townhouse complexes, and

WHEREAS, participation by the City of Litchfield is needed to provide certain public improvements necessary and required in conjunction with development of the proposed project, and

WHEREAS, the City would be responsible for financing and constructing a public road through this property provided right of way agreements can be reached with surrounding properties, and

Resolution No. 17-8-153– Cont’d.

WHEREAS, development of a frontage road has been a topic of Council discussion since the community continues expansion to the east, and

WHEREAS, an improvement agreement is necessary to outline the responsibilities of the City and the Developer, and

WHEREAS, additional agreements and documents will be necessary in moving forward with the development of a frontage road, and

WHEREAS, the Council and the Developer have reviewed the Improvement Agreement,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes an Improvement Agreement with ETC Enterprises, Inc. (the Developer) outlining responsibilities of the City and the Developer as a step toward development of a frontage road.

Adopted by the City Council this 21st day of August, 2017.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

B. NORTH SIBLEY ASSESSMENTS –

Assistant City Engineer Chuck DeWolf addressed the Council concerning the Trunk Highway (TH) 12 Reconstruction Project. He explained that the City is responsible for designing the sanitary sewer and watermain improvements associated with the project that will be incorporated into MNDOT’s construction plans. He stated the City would need to follow the Chapter 429 assessment process to assess adjacent property owners.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-8-154
ORDER PREPARATION OF REPORT ON
THE TRUNK HWY (TH) 12 RECONSTRUCTION PROJECT**

WHEREAS, it is proposed to improve North Sibley Avenue from the intersection of Highways 12 & 22 to 4th Street, as part of the Trunk Highway (TH) 12 Reconstruction Project through the downtown area, by installing sanitary sewer and watermain and to assess the benefitted property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield, Minnesota, that the proposed improvement be referred to the City Engineer for study, who is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted by the City Council this 21st day of August, 2017.

Resolution No. 17-8-154– Cont’d.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

C. PARKS INVENTORY –

Council Member Kotelnicki provided an update of the parks inventory she has been working on. She said there are some issues concerning names of parks along with the lack of park signage. She stated that signs identifying parks were made years ago in one of the classes at the school. Council Member Kotelnicki said she has been in contact with the school to see if they would consider a project as such again. It was determined that Council Member Kotelnicki report back at the completion of the inventory. No formal action was taken.

D. WORK SESSION FOLLOW-UP –

The Council discussed the results of the work session held following the last City Council meeting. Council Members shared individual thoughts concerning a proposed Wellness/Recreation Center which included requesting presentation by committee members to the Council on a proposed facility. There was a question as to what party should be responsible for developing a business plan for said facility, whether it be the committee or the City. Also discussed were tax impacts, financing options including imposing a local sales tax, and public support for the project. Concern was also expressed on any further spending on studies. It was determined by consensus that Donn Hoffman, representing the Wellness/Recreation Center Committee, make a presentation to the Council on a proposed facility along with costs associated with said facility, including capital and operational costs. No formal action was taken.

E. AIRPORT MAINTENANCE AND OPERATION GRANT AGREEMENT –

City Administrator Cziok addressed the Council concerning the biannual Airport Maintenance and Operation Grant.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-8-152
AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield as follows:

1. That the state of Minnesota Contract Number 1028907, “Airport Maintenance and Operation Grant Contract,” at the Litchfield Municipal Airport is accepted.
2. That the Mayor and Assistant City Administrator are authorized to execute this Agreement and any amendments on behalf of the City of Litchfield.

Adopted by the City Council this 21st day of August, 2017.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

F. APPOINTMENTS TO MAKE –

1. Airport Commission – One – 3 year term, One – Unexpired term

Council Member Loch recommended appointing both applicants to the Airport Commission. He discussed the difficulty in developing roles and responsibilities since the Airport Commission struggles to maintain attendance and establish a quorum.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 17-8-155
AIRPORT COMMISSION APPOINTMENTS**

WHEREAS, there are two 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 incumbent James Swenson to the Litchfield Airport Commission for the term 09/01/17-09/01/20, and

BE IT FURTHER RESOLVED that Steve Lagergren be appointed to the Litchfield Airport Commission for the term 09/01/17-09/01/20.

Adopted by the City Council this 21st day of August, 2017.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

IX. ADDITIONAL ITEMS –

A. NEXT COUNCIL MEETING –

The next council meeting is set for Tuesday, September 5, 2017 due to the Labor Day Holiday.

X. ANNOUNCEMENTS – None.

XI. ADJOURNMENT –

The City Council meeting adjourned at 5:43 p.m. by unanimous consent.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR