

**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, October 5, 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 |
| Operations Engineer          | Mike Geers         | Present |
| City Attorney                | Mark Wood          | 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. Council Member Kotelnicki requested further discussion of topics included in the Heritage Preservation Commission Minutes but not included on the agenda for discussion. It was moved by Council Member Kotelnicki, seconded by Council Member Miller, to discuss additional items included in the Heritage Preservation Commission Minutes under Commission Recommendations following Item V.A.1.

**A. COUNCIL MINUTES TO APPROVE:**

1. City Council Minutes - September 21, 2020
2. Work Session - September 21, 2020

**B. FINANCIAL REPORTS TO APPROVE: None.**

**C. CLAIMS TO AUTHORIZE FOR PAYMENT -**

1. Computer List of Bills for \$5,172,517.27

**D. OTHER PAYMENTS -**

1. Phase 2 Generation Improvements -

**CITY OF LITCHFIELD  
 RESOLUTION NO. 20-10-210  
 AUTHORIZE PAYMENT NO. 5  
 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. 6 for the Phase 2 Generation Improvements totaling \$444,823.78 as attached and on file.

Adopted by the City Council this 5th day of October, 2020.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

- 1. Application for Lawful Gambling Permit – Litchfield/Dassel-Cokato Youth Hockey, Inc.

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-10-207  
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 a raffle on or about January 23, 2021, and to direct submittal of a copy of this resolution with their application to the State Gambling Control Division.

Adopted by the City Council this 5th day of October, 2020.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

- 2. Application for Lawful Gambling Permit - V.F.W. Post 2818

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-10-209  
LAWFUL GAMBLING PERMIT TO CONDUCT OFF-SITE GAMBLING FOR  
AN EXEMPT ORGANIZATION V.F.W. POST 2818**

**WHEREAS**, an application for a lawful gambling license to conduct off-site gambling was considered from the V.F.W. Post 2818,

**NOW, THEREFORE, BE IT RESOLVED** to approve the application to conduct off-site gambling from a Lawful Gambling license for the V.F.W. Post 2818 for February 13, 2021, on Lake Ripley, at the southwest edge of the City of Litchfield, and to direct submittal of a copy of this resolution with their application to the State Gambling Control Division.

Adopted by the City Council this 5th day of October, 2020.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

G. OTHER ROUTINE MATTERS:

1. General Election Judges -

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-10-204  
DATE, PLACE, AND JUDGES FOR  
2020 PRESIDENTIAL PRIMARY ELECTION**

**WHEREAS**, the Presidential Primary Election will be held in the City of Litchfield, County of Meeker, State of Minnesota, on Tuesday, November 3, 2020,

**NOW, THEREFORE, BE IT RESOLVED** that the place of voting, the hours of voting, and judges appointed to serve are designated as follows:

**Date:** November 3, 2020

**Place of Voting:** Church of St. Philip – 821 E 5<sup>th</sup> Street

**Hours of Voting:** 7:00 A.M. to 8:00 P.M.

**Judges:** To serve from 6:15 A.M. to about 9:00 P.M. and others working until finished

**Hourly Pay:** Judges - \$11.00; Health Care Facility Judges - \$11.00; Head Judges - \$13.00;

**JUDGES**

Lori Boettcher

Beth Boyle

Karin Brink

Glendon Caron

Beverly Diederich

DiAnne Dingmann

Kris Dollerschell

Harvey Graff

Pat Hanson

Mary Hendrickson

Sandy Hickman

Bernita Hup

Richard Hup

Sylvia Johnson

Judy Jones

Joyce Kellogg

Leanne Kess

Faye Kjolsing

Joan Kreger

Chadd Benson

Lorraine Langemo

Jeremy Larson

Virginia Latham

Lil Madson

Bryce Manning

Norma Marquardt

Ruth Massingham

Jammie McCarney

Lottie McCormick

Connie Meyer

Irene Miller

Marvin Miller

Bruce Moir

Harriet Moir

Robert Nickerson

Nancy Nicklasson

Judy Oestreich

Mario Provencher

Brenda Rick

Rod Rindahl

Agnes Schmitz

Joyce Spreiter

Lori Tierney

Linnea Weida

Donna Wendlandt

Ethel Young

Lois Yungk

Adopted by the City Council this 5th day of October, 2020.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

2. Employment Offer –

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-10-205  
EMPLOYMENT OFFER FOR  
TEMPORARY PART-TIME POSITIONS**

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

Resolution No. 20-10-205– Cont’d.

**WHEREAS**, the funds to fill these positions were approved in the 2020 Budget, and

**WHEREAS**, the supervisors will adjust the wage schedule for 2020 temporary part-time employees to fill these positions, and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Litchfield to offer 2020 temporary part-time employment with the City of Litchfield, to the following:

| <u>Department</u> | <u>Re-Hires</u>            | <u>New Hires</u> |
|-------------------|----------------------------|------------------|
| <u>Arena</u>      | Logan Caron<br>Jacob Jones |                  |

Adopted by the City Council this 5th day of October, 2020.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

**H. COMMUNICATIONS:**

1. Minutes & Reports:
  - a. Heritage Preservation Commission Minutes - September 28, 2020
  - b. Personnel Committee Minutes - October 1, 2020

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-10-206  
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 5th day of October, 2020.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

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 –**

**A. HERITAGE PRESERVATION COMMISSION**

**1. G.A.R. Hall National Nomination - Bid Acceptance -**

Council Member Kotelnicki provided the recommendations of the Heritage Preservation Commission.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-10-208  
AWARD BID FOR UPDATING THE  
G.A.R. HALL NATIONAL REGISTER NOMINATION**

**WHEREAS**, the Heritage Preservation Commission is a federally recognized Certified Local Government and eligible for federal dollars administered through the Minnesota Historical Society, and

**WHEREAS**, Certified Local Government (CLG) grant applications are available once a year, and

**WHEREAS**, the Council authorized application for a CLG to update the G.A.R. Hall’s National Register nomination to provide an accurate and current nomination for the National Register, and

**WHEREAS**, the current one page nomination from 1974 does not provide some of the current information found on other nominations, and

**WHEREAS**, the updated nomination would include the work that has been done on the building under the guidance of SHPO staff, and

**WHEREAS**, anticipated costs to update the G.A.R. Hall National Register nomination are \$6,000, and

**WHEREAS**, the grant is 100% federal funds, and

**WHEREAS**, the City was awarded a CLG in the amount of \$6,000, and

**WHEREAS**, Request for Proposals (RFPs) were prepared and one proposal was received for updating the G.A.R. Hall National Register nomination, and

**WHEREAS**, the HPC recommended awarding the bid to Hoisington Preservation Consultants,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby awards the bid to Hoisington Preservation Consultants in the amount of \$5,675.00 to update the G.A.R. Hall’s National Register nomination to provide an accurate and current nomination for the National Register.

Adopted by the City Council this 5th day of October, 2020.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

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

2. Additional Discussion from Heritage Preservation Commission Minutes (added for discussion from Consent Agenda) –

a. Joint Planning Commission/Heritage Preservation Commission meeting –

Council Member Kotelnicki explained that the Heritage Preservation Commission would like to have a joint meeting with the Planning Commission to work together on improving downtown including addressing parking needs. The Council was in agreement that a joint Heritage Preservation Commission/Planning Commission be arranged. No formal action was taken.

b. Small Cities Rehab Grant –

Council Member Kotelnicki discussed the application process for a Small Cities Rehab Grant. She said the pre-grant applications are due in November. She recommended the City begin the planning process early to meet the November 2021 deadline. No formal action was taken.

3. Façade Grant –

Council Member Kotelnicki reported the Heritage Preservation Commission would like the Council to consider some sort of grant for the Downtown Historic District in 2021. The Council inquired about available funds. City Administrator Cziok responded he would review the status of remaining obligations of prior façade grants and the funds available. Timelines were discussed and it was determined that consideration of offering another grant program follow completion of the audit. It was noted there are lots of unknowns with COVID-19 at this time and the City would be better prepared to consider additional allocations to the program following the audit. Also noted was that the grant could be retroactive if the Council so chooses. No formal action was taken.

**VI. COMMITTEE REPORTS** – None.

**VII. LEGAL CONSIDERATIONS** – None.

**VIII. BUSINESS** –

A. COVID-19 UPDATE –

City Administrator Cziok reported that City owned buildings continue to their opening phases. He said the racquetball group and the GAR Hall have preparedness plans in place. Cziok discussed potential impacts to staff City-wide and to City Hall. He advised the Council that City Hall could be closed depending on the availability of staff. He added that administration would communicate any changes to the Council and the public. No formal action was taken.

B. CARES ACT FUNDING –

City Administrator Cziok discussed the business and nonprofit grant allocations update included in the packet, provided by Meeker County EDA. He explained that the program may not have as much need for funds that have been allocated, adding that Meeker County is preparing contingencies if they are unable to distribute said funds through the program.

An updated bucket allocation spreadsheet was reviewed. City Administrator Cziok reported that there are also unallocated funds for the City. He explained that initially staff was looking at purchasing three trucks. At this time the Council has approved purchase of two and staff has recommended consideration of an aerial truck rather than purchase of the third

truck. Cziok said with the City only having one aerial truck currently, an additional one would keep individuals isolated when working in the bucket. He added timelines may make it difficult to accomplish a purchase as such. He asked the Council for guidance on other concepts to consider. In addition to the aerial truck, Council Member Kotelnicki recommended refunding liquor licenses for establishments not open for a period of time, along with making adjustments for peak usage for commercial businesses not having the normal demand. She would like to see the dollars go into the hands of businesses. Support of the purchase of an aerial truck was indicated by the Council. No formal action was taken.

C. GOLF COURSE –

City Administrator Cziok advised the Council to define goals on what they are trying to accomplish with a committee concerning the golf course. He recommended the Council commit to using a committee, commit to the committee format, and determine a member-at-large (approved by both the Council and Litchfield Golf Club, Inc.) Cziok recommended scheduling a work session, setting goals, and appointing committee members. Mayor Johnson said he would like to see a manager hired and the City take over managing everything.

It was moved by Mayor Johnson, seconded by Council Member Allen, to hold a work session following the next regularly scheduled Council meeting to discuss goals and the future of the Golf Course and restaurant. Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

D. CHARGERS –

City Administrator Cziok reviewed the location for the installation of an electric vehicle charging station on the north side of Central Park. He explained that ZEF Energy was awarded a grant by the State of Minnesota to manufacture and provide said charging station. The City will maintain and operate the EV Charging Station.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 20-10-211  
APPROVE ELECTRIC VEHICLE CHARGING STATION  
ON NORTH SIDE OF CENTRAL PARK**

**WHEREAS**, SMMPA member communities and ZEF Energy are partnering to assist in establishing an enhanced electric vehicle-charging network in Minnesota, and

**WHEREAS**, SMMPA provided three units for each member city, and

**WHEREAS**, City staff identified charging station locations including Memorial Park and along Central Park boulevard, and

**WHEREAS**, the Council authorized purchasing an additional charging station unit to be installed at the City Hall Parking lot, and

**WHEREAS**, access to power, parking conditions, charging times, and nearby amenities were all factors considered, and

**WHEREAS**, ZEF Energy received a grant through the State of Minnesota for manufacturing charging stations, and

**WHEREAS**, the City of Litchfield has been contacted by ZEF Energy to be a recipient of a charging station, and

**WHEREAS**, the City will be responsible for maintaining and operating said charging station, and

**WHEREAS**, the Council considered potential locations for said charging station,  
Resolution No. 20-10-211– Cont’d.

**NOW, THEREFORE, BE IT RESOLVED** that City Council of the City of Litchfield hereby approves being a recipient of the Electric Vehicle Charging station through ZEF Energy and approves construction of said charging station on the north side of Central Park.

Adopted by the City Council this 5th day of October, 2020.

Attest:

Approved:

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

\_\_\_\_\_  
MAYOR

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 6:27 p.m. by unanimous consent.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR