

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 19, 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 |
| Parks Foreman/Arena Manager | Chadd Benson | Present |
| Assistant City Attorney | Rebecca Rue | Present |
| Assistant City Engineer | Chuck DeWolf | Present |
| Independent Review | | Not Present |
| KLFD | Tim Bergstrom | Present |

II. CONSENT AGENDA -

Each item on the Consent Agenda was considered. No items were added.

A. COUNCIL MINUTES TO APPROVE:

- 1. City Council Meeting – October 5, 2020

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

- 1. Computer List of Bills for \$121,813.20

D. OTHER PAYMENTS:

- 1. Snow Removal Equipment Building –

**CITY OF LITCHFIELD
 RESOLUTION NO. 20-10-212
 AUTHORIZE PAYMENT NO. 1
 FOR THE SNOW REMOVAL EQUIPMENT BUILDING**

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. 1 for the Snow Removal Equipment Building totaling \$9,043.05 as attached and on file.

Adopted by the City Council this 19th day of October, 2020.

Approved:

Attest:

ASSISTANT CITY ADMINISTRATOR

MAYOR

- E. ORDINANCES – SECOND READINGS: None.
- F. LICENSES: None.
- G. OTHER ROUTINE MATTERS:
 - 1. Employment Offer –

**CITY OF LITCHFIELD
RESOLUTION NO. 20-10-214
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 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> | Rick Loge | |

Adopted by the City Council this 19th day of October, 2020.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

- H. COMMUNICATIONS TO REVIEW: None.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-10-213
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 19th day of October, 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. ACKNOWLEDGEMENT 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 reported that nothing has changed since the last update provided. It was noted that the Library opening has not been announced and the G.A.R. Hall opening was dependent on the preparedness plan. No formal action was taken.

B. CARES ACT FUNDING –

City Administrator Cziok provided an update concerning the CARES Act funding. He reported that there was little change on the expense side. He discussed the business and nonprofit grant allocations update included in the packet, provided by Meeker County EDA, which still indicates that the program may not have as much need for funds that have been allocated. After discussion the Council, by consensus, agreed that the Meeker County EDA should utilize the City of Litchfield’s allocation of \$120,000 first for businesses within the Litchfield community.

Additional options were outlined by City Administrator Cziok for consideration of allocation of CARES Act funds including School District needs, electric bucket truck chassis, liquor license rebates, and a demand charge rebate program. Cziok explained that the School District has identified additional needs that could be funded which include nursing additions and automatic thermometers. It was moved by Council Member Allen, seconded by Council Member Kotelnicki, to allocate \$20,000 of CARES Act funding to Independent School District #465. Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

City Administrator Cziok discussed a bid received for an electric bucket truck chassis. Concern was expressed about using the CARES Act funding on trucks. It was noted that the Council could hold off on the purchase of this truck and/or previous trucks if there are additional needs to be funded.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-10-215
APPROVE PURCHASE OF ELECTRIC BUCKET TRUCK CHASSIS**

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was created by the federal government, and

WHEREAS, the CARES Act was designed to provide economic help to entities struggling because of the COVID-19 pandemic, and

WHEREAS, the City of Litchfield received \$509,939 of CARES Act funding, and

WHEREAS, the CARES Act outlines allowable uses of said funds, and

WHEREAS, the Council identified uses for said funds, and

WHEREAS, the Council allocated funds for Pandemic Preparedness Improvement Opportunities, and

WHEREAS, the Council identified Pandemic Preparedness Improvement Opportunities that include an electric bucket truck, and

WHEREAS, staff solicited bids for the electric bucket truck chassis, and

WHEREAS, the City received a quote from ABM Equipment & Supply of Waukee, Iowa for the purchase of a 2020 F-550 Chassis 4X4 SD Regular Cab in the amount of \$50,761,

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield hereby approves the purchase of a 2020 F-550 Chassis 4X4 SD Regular Cab in the amount of \$50,761 from ABM Equipment & Supply of Waukee, Iowa, contingent upon remaining CARES Act funding allocations.

Adopted by the City Council this 19th day of October, 2020.

Approved:

Attest:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

City Administrator Cziok discussed the option to provide a liquor license rebate. He reported other communities have handled a rebate as such which typically resulted in a 25% rebate of the license with confirmation that the business had been closed due to Covid-19. Cziok said there are 8 liquor licenses. The rebate would be \$250 for businesses holding a liquor license. Businesses holding a liquor license and a Sunday liquor license would receive a rebate of \$300. The Council discussed whether or not the rebate would already be covered by the small business grant opportunity through Meeker County EDA or would qualify under CARES Act dollars and determined that the rebate be provided through the General Fund.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-10-216
APPROVE LIQUOR LICENSE REBATES**

WHEREAS, several establishments were impacted with requirements mandated through the Governor’s Executive Orders concerning the COVID-19 pandemic, and

Resolution No. 20-10-216– Cont’d.

WHEREAS, businesses were shut down for a time period and then opened up with limitations, and

WHEREAS, the City of Litchfield wishes to provide rebates to those establishments holding liquor licenses that were closed down as required, and

WHEREAS, the Council determined that 25% rebate of a liquor license was reasonable,

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield hereby approves of a rebate of \$250 for liquor license holders and a \$300 rebate for those establishments that include Sunday sales, and

BE IT FURTHER RESOLVED that the rebates be provided through the General Fund.

Adopted by the City Council this 19th day of October, 2020.

Approved:

Attest:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

City Administrator Cziok discussed offering an electric demand charge rebate program. The Council discussed the application process and limiting the rebate to a maximum of \$500 which may be adjusted based upon need. Cziok reported that there were approximately 120 small businesses eligible for a program as such, estimating \$60,000 in rebates. Concern was expressed that the rebate may already be funded by the CARES Act grants provided through the Small Business Program that the City has also supported through Meeker County EDA. It was noted that the application process include whether or not the applicant received previous funding for said rebate.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 20-10-217
APPROVE ELECTRIC DEMAND CHARGE REBATE PROGRAM**

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was created by the federal government, and

WHEREAS, the CARES Act was designed to provide economic help to entities struggling because of the COVID-19 pandemic, and

WHEREAS, the City of Litchfield received \$509,939 of CARES Act funding, and

WHEREAS, the CARES Act outlines allowable uses of said funds, and

WHEREAS, the Council identified uses for said funds, and

WHEREAS, several establishments were impacted with requirements mandated through the Governor’s Executive Orders concerning the COVID-19 pandemic, and

WHEREAS, the City of Litchfield wishes to offer a rebate program to those establishments with electric demand charges who demonstrate need,

Resolution No. 20-10-217– Cont’d.

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield hereby approves of offering an electric demand charge rebate program with a maximum rebate of \$500, subject to change based on total program need, to establishments closed down due to the Governor’s Executive Orders, and

BE IT FURTHER RESOLVED that applications for said program are due by October 30, 2020, and

BE IT FURTHER RESOLVED that the applicant cannot apply for funding of the demand charge through the City if they have already received a CARES Act grant for said charge through the Small Business Program that the City of Litchfield has also supported through Meeker County EDA, and

BE IT FURTHER RESOLVED that the rebate be funded through CARES Act dollars.

Adopted by the City Council this 19th day of October, 2020.

Approved:

Attest:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

C. WELLNESS/RECREATION UPDATE –

City Administrator Cziok discussed approval of the \$5 million bonding bill the City received towards construction of the Wellness/Recreation facility. He explained that the local sales tax referendum for the City’s match would not be voted on until November 2022. The bonding bill does include language about involvement with the School District. Cziok cautioned the Council moving forward to continue to fund the organization and infrastructure projects. He was in contact with John McNamara of Wold Architects and recommended the Council engage with Wold Architects during the CIP planning process. While supportive of the Wellness/Recreation Center, City Administrator Cziok said it is a major investment for our community and expressed concern about impacts operationally, to the CIP and to other infrastructure needs. He would like to engage with Ehlers with a Financial Management Plan throughout the process as well. The Council was in agreement with his recommendations. No formal action was taken.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS –

A. WORK SESSION –

The Council held a work session to plan for Golf Club, Inc. discussions, along with providing updates on Council Chamber improvements. Minutes of the work session are on file. No formal action was taken.

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:31 p.m. by unanimous consent.

Attest:

ASSISTANT CITY ADMINISTRATOR

P:\COUNCIL MINUTES\CC 10-19-20

Approved:

MAYOR