

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 Tuesday, January 2, 2024, commencing at 5:30 p.m. Mayor Dingmann called the meeting to order.

A. ROLL CALL:

Mayor	Ron Dingmann	Present
Council Member-at-Large	Malinda Larson	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	John Carlson	Present
Council Member Ward V	Sara Miller	Present
City Administrator	Dave Cziok	Present
Assistant City Administrator	Joyce Spreiter	Present
Operations Coordinator	Mario Provencher	Present
City Attorney	Emily Wood	Present
City Engineer	Chuck DeWolf	Present
Independent Review	Amy Wilde	Present
KLFD	Tim Bergstrom	Present

B. PLEDGE OF ALLEGIANCE

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 Minutes – December 18, 2023
2. Work Session – December 18, 2023

B. FINANCIAL REPORTS TO APPROVE:

1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

1. Computer List of Bills for \$13,426,708.93

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES: None.

G. OTHER ROUTINE MATTERS:

1. Authorize 2024 Official Signatures –

**CITY OF LITCHFIELD
RESOLUTION NO. 24-1-1
AUTHORIZE 2024 OFFICIAL SIGNATURES**

BE IT RESOLVED by the City Council of the City of Litchfield that the following City Officials are authorized to sign on behalf of the City of Litchfield:

CHECK SIGNATURES –

Joyce Spreiter, Assistant City Administrator (Designated)
Kristi Kuechle, Accounting Technician (Designated)
Ron Dingmann, Mayor (Alternate)
John Sufka, Accounting Technician (Alternate)

BANK ACCOUNT SIGNATURES – (Savings)

Joyce Spreiter, Assistant City Administrator (Designated)
Kristi Kuechle, Accounting Technician (Designated)
John Sufka, Accounting Technician (Alternate)

OFFICIAL DOCUMENT SIGNATURES –

Ron Dingmann, Mayor (Designated)
Dave Cziok, City Administrator (Designated)
Joyce Spreiter, Assistant City Administrator (Designated)
Kristi Kuechle, Accounting Technician (Alternate)

BE IT FURTHER RESOLVED that this resolution is in effect until a new resolution addressing this issue is adopted by the City Council.

Adopted by the City Council this 2nd day of January, 2024.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

2. Authorize 2024 Interest Rate for City Invoices -

**CITY OF LITCHFIELD
RESOLUTION NO. 24-1-2
SET 2024 INTEREST RATE FOR CITY INVOICES**

WHEREAS, Resolution No. 85-10-105 ordered an interest charge on city invoices, the amount to be set annually in January at three percentage points above the prime rate; and

WHEREAS, the prime rate in December, 2023 is 8.5%

NOW, THEREFORE, BE IT RESOLVED that during 2024 the City charge 11.5% interest on City invoices which are 30 days or more overdue, unless special circumstances warrant a lower rate, or that a longer time would be allowed before interest charges become effective.

Adopted by the City Council this 2nd day of January, 2024.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

3. Designate Depository for City Funds and Approve Securities –

**CITY OF LITCHFIELD
RESOLUTION NO. 24-1-3
DESIGNATED DEPOSITORIES FOR CITY FUNDS
AND APPROVE SECURITIES**

BE IT RESOLVED by the City Council of the City of Litchfield to designate the following as depositories of Public Funds for the City of Litchfield, for the term of one year from January 2, 2024.

- Center National Bank of Litchfield
- Wells Fargo Bank of Litchfield
- Mid-Country Bank of Litchfield
- Home State Bank of Litchfield

BE IT FURTHER RESOLVED that the list of pledged securities and the assignment of these securities on file be approved for the term of one year from January 1, 2024, with additions, deletions and substitutions as needed.

Adopted by the City Council this 2nd day of January, 2024.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

H. COMMUNICATIONS: None.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 24-1-8
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 2nd day of January, 2024.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

III. TIMED ITEMS –

A. 5:30 PUBLIC HEARING – Consider Amending Ordinance No 767 – To Amend and Extend the Cable Television Franchise Term for Mediacom Minnesota LLC. –

This being the time, date and place set, with all notices published and posted as required by law, Mayor Dingmann opened the public hearing at 5:32 p.m. to consider amending Ordinance No. 767 to Amend and Extend the Cable Television Franchise Term for Mediacom Minnesota LLC.

An attendance list is on file. There were no written comments.

City Attorney Emily Wood outlined the major change being the PEG fee increasing from .50 to \$1.00, which mirrors the Nuvera agreement. It was moved by Council Member Miller, seconded by Council Member Mathwig, to close the public hearing at 5:34 p.m. The motion passed with 7 votes in favor and 0 against.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 24-1-6
FIRST READING OF ORDINANCE NO. 821
AN ORDINANCE AMENDING ORDINANCE NO. 767
TO AMEND AND EXTEND THE CABLE TELEVISION FRANCHISE TERM
FOR MEDIACOM MINNESOTA LLC**

WHEREAS, Mediacom Minnesota LLC (“Grantee”) holds a cable communications franchise, Ordinance No. 767 adopted on November 5, 2012, (“Franchise”) with an effective date of December 24, 2012, for the construction and operation of a cable communications system in the City of Litchfield, MN (“City”); and

WHEREAS, City and Grantee have mutually agreed to amend and extend the term of the Franchise by adopting this Ordinance; and

WHEREAS, the City Council held a public hearing on January 2, 2024 at City Hall, to consider adopting Ordinance No. 821, an Ordinance amending Ordinance No. 767 To Amend and Extend the Cable Television Franchise Term for Mediacom Minnesota LLC, after due published and posted notice had been given and all interested and affected persons were given the opportunity to voice their concerns and be heard,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield that this be the First Reading of Ordinance No. 821, an Ordinance amending Ordinance No. 767 To Amend and Extend the Cable Television Franchise Term for Mediacom Minnesota LLC.

Adopted by the City Council this 2nd day of January, 2024.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

IV. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS –

A. CROSSWALK CONCERN –

Resident Melody Scott addressed the Council with safety concerns relating to the crosswalk at the intersection of North Armstrong Avenue and 9th Street East. She explained that North Armstrong Avenue was resurfaced in 2022 and this crosswalk was never repainted. She expressed safety concerns of children crossing the intersection to reach the bus stop. Ms. Scott shared that she witnessed children almost getting hit. She reviewed photos of intersections of concern. Council Member Kotelnicki discussed prior concerns that have been expressed relating to safety issues and spoke about the Safe Routes to School Plan.

City Administrator Cziok shared that there are options and opportunities to address the issue however there would be impacts to the CIP. With it being a T-intersection, the former crosswalk runs into a curb and is not ADA compliant. Cziok advised engaging with Meeker County on potential solutions. He explained solutions could be costly and he doesn't have authorization with expenditures as such without Council approval.

Melody Scott shared that the Council has 3 options in her opinion with one being to paint the crosswalk as is, acknowledging it as non-ADA compliant, make it ADA compliant, or lastly, take no action. Ms. Scott responded to Council Member Allen's inquiry that there was a crosswalk there prior to resurfacing. City Administrator Cziok explained that the landing on the crosswalk needs to be ADA compliant. City Engineer DeWolf shared that lots of factors go into crosswalks and although there may be a crosswalk there doesn't mean it is going to be safe.

Council Member Mathwig shared that with his experience in law enforcement, it comes down to human error. He explained that he is aware of the concerns from 10th Street to 6th Street and shared that most people don't realize there is a T-section along that stretch and people are not recognizing the crosswalks. Council Member Larson suggested other options to consider like having flags to cross the street, noting however that is still not foolproof. Council Member Miller shared her law enforcement background and expressed concern that a crosswalk would make it less safe. She worries about all crosswalks with individuals assuming that a crosswalk is a safety net.

Council Member Kotelnicki shared that there was a Safe Routes to School Plan that was reported to the Council but was never acted on. Mayor Dingmann suggested reviewing the plan and reporting back. He questioned creating a liability exposure with City Administrator Cziok responded yes it would. City Attorney Wood reported that she could look into the liability exposure if the Council chooses to do so. City Administrator Cziok discussed engaging with Mid-Minnesota Development Commission to provide some direction on ADA compliance.

It was moved by Council Member Kotelnicki, seconded by Council Member Carlson, to approve Council Member Carlson, City Engineer, and Safe Routes to School Committee to review the Safe Routes to School Plan to readdress some of safety issues relating to sidewalks and crosswalks. The motion passed with 7 votes in favor and 0 against.

V. **COMMISSION RECOMMENDATIONS** – None.

VI. **COMMITTEE REPORTS** – None.

VII. **LEGAL CONSIDERATIONS** – None.

VIII. **BUSINESS** –

A. **ANNUAL APPOINTMENTS** –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 24-1-4
ANNUAL APPOINTMENTS**

BE IT RESOLVED that it is standard procedure to make annual appointments to the following:

1. City Attorney – Emily Wood, Rebecca M. Rue
2. Official Newspaper – Independent Review
3. City Engineer – Chuck DeWolf – Bolton & Menk, Inc.
4. Weed Inspector – Operations Coordinator Mario Provencher.

Adopted by the City Council this 2nd day of January, 2024.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

B. COUNCIL COMMITTEES –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 24-1-5
COUNCIL APPOINTMENTS TO COMMISSIONS/COMMITTEES/OTHER GROUPS**

WHEREAS, the Mayor recommends appointing Council Member representatives to Commissions/Committees/Other Groups for 2024,

NOW, THEREFORE, BE IT RESOLVED that the Council Members be appointed as follows:

COUNCIL REPRESENTATIVE TO ANOTHER GROUP

- AIRPORT – Eric Mathwig
- COMMUNITY ED – Malinda Larson
- G.A.R. HALL – Malinda Larson
- HERITAGE PRESERVATION – Darlene Kotelnicki
- LIBRARY – Betty Allen
- CENTRAL COMMUNITY TRANSIT – Eric Mathwig and Betty Allen
- CHAMBER OF COMMERCE – Sara Miller
- VISITORS BUREAU – Malinda Larson and Carrie Danielson
- PLANNING – John Carlson
- SAFE ROUTES TO SCHOOL – John Carlson
- CABLE/SOLID WASTE FRANCHISE NEGOTIATIONS – Betty Allen and Darlene Kotelnicki

*Mayor serves as backup representative if contacted

STANDING COMMITTEES

PERSONNEL COMMITTEE – Ron Dingmann, Sara Miller, Malinda Larson

FINANCE & INFRASTRUCTURE COMMITTEE - Ron Dingmann, Eric Mathwig, and Betty Allen

HOUSING COMMITTEE – Darlene Kotelnicki, John Carlson, Eric Mathwig

Adopted by the City Council this 2nd day of January, 2024

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

C. GOLF COURSE COMMITTEE –

Mayor Dingmann explained, as the Council would recall, the Litchfield City Council approved forming a committee to assist Litchfield Golf Club in evaluating solutions for the restaurant vacancy. He discussed the proposed resolution to appoint members to the Golf Course Restaurant Committee. Carl Minton, representing Golf Club, Inc., presented Jamie Brekke and Carl Minton as approved to represent Golf Club, Inc. on said Committee, with Nate Nelson named as an alternate. He reported the board approved a resolution relinquishing their lease with the City upon a signed and approved purchase agreement or a signed lease agreement between the City and a restaurant tenant. Mayor Dingmann reported 4 Council Members expressed interest on representing the City on the Committee. He named Council Members Allen and Mathwig as Council representatives, noting he feels they will be providing different perspectives to the evaluation of these options. He said both at-large applicants are highly qualified and named Greg Langmo as a representative.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 24-1-7
GOLF COURSE RESTAURANT COMMITTEE**

WHEREAS, the Mayor recommends appointing Council Member representatives to Commissions/Committees/Other Groups annually and as necessary; and

WHEREAS, the City owns a golf course and clubhouse, and has a long-term lease with Golf Club Inc. for the clubhouse that allows Golf Club Inc. to sublet the restaurant, lounge, locker rooms and racquetball court; and

WHEREAS, Golf Club Inc’s tenant has given them notice to vacant the current lease on or about February 1st; and

WHEREAS, Golf Club Inc has requested the City assist Golf Club Inc. in evaluating the restaurant lease and potential sale; and

WHEREAS, the City Council previously approved forming a committee of two City Council Members, two Golf Club Inc. Board Members, and a Community Member-at-Large, to engage with GCI in evaluating solutions for the restaurant vacancy; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby appoints Council Members as recommended by Mayor Dingmann as follows:

Council Members Allen and Mathwig

AND BE IT FURTHER RESOVLED THAT that the City Council of the City of Litchfield hereby appoints Community Member-at-Large as recommended by Mayor Dingmann as follows:

Greg Langmo

Adopted by the City Council this 2nd day of January, 2024

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

D. DOWNTOWN COUNCIL REQUEST –

City Administrator Cziok reported that the Council has opinions from both the City Attorney and City Auditor relating to a recent Downtown Council request to increase funding for music in the park above the \$3,500 currently allowed by MN State Statute. Both opinions advise Council to comply with Minnesota Statute. No formal action was taken.

E. LARC USER GROUPS –

City Administrator Cziok shared that the POC Committee had significant discussions relating to focusing on the purpose and intent of user groups. He explained that the POC Committee has determined five User Groups to include Administration, Community Rooms, Weights and Fitness, Fieldhouse, and Operations and Maintenance and the Committee will be meeting to assign members to the User Groups. Cziok discussed committee group number limits. He shared lists of individuals for each group that have been provided but have not yet been contacted. He explained that the POC Committee would be narrowing the lists down. Mayor Dingmann advised the Council provide additional names to serve on one of these groups for consideration by the POC Committee. City Administrator Cziok will provide the current list to Council Members with a reminder that individuals listed have not been contacted.

No formal action was taken.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS –

A. NEXT COUNCIL MEETING –

The next Council meeting will be held on Tuesday, January 16, 2024 due to Martin Luther King Holiday.

XI. ADJOURNMENT –

It was moved by Council Member Larson, seconded by Council Member Allen, to adjourn the City Council meeting at 6:19pm Motion Carried.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR