

**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, January 3, 2022, 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	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
Operations Engineer	Mike Geers	Present
City Attorney	Mark Wood	Present
City Engineer	Chuck DeWolf	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.

A. COUNCIL MINUTES TO APPROVE:

1. City Council Minutes – December 20, 2021

B. FINANCIAL REPORTS TO APPROVE:

1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

1. Computer List of Bills for \$6,201,134.16

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES: None.

G. OTHER ROUTINE MATTERS:

1. Authorize 2022 Official Signatures –

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-1-1  
AUTHORIZE 2022 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)  
Keith Johnson, 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 –

Keith Johnson, 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 3rd day of January, 2022.

Attest:

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

Approved:

\_\_\_\_\_  
MAYOR

2. Authorize 2022 Interest Rate for City Invoices –

January 3, 2022

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-1-2  
SET 2022 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, 2021 is 3.25%,

**NOW, THEREFORE, BE IT RESOLVED** that during 2022 the City charge 6.25% 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 3rd day of January, 2022.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

3. Designate Depository for City Funds and Approve Securities –

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-1-3  
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 1, 2022.

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, 2022, with additions, deletions and substitutions as needed.

January 3, 2022

Resolution No. 22-1-3 – Cont'd.

Adopted by the City Council this 3rd day of January, 2022.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

H. COMMUNICATIONS: None.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-1-10  
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 3rd day of January, 2022.

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. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS – None.

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 Mathwig, seconded by Council Member Allen, to adopt the following:

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-1-4  
ANNUAL APPOINTMENTS**

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

- Wood
1. City Attorney – Mark Wood; Assistants – Rebecca M. Rue & Emily Wood
  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 3rd day of January, 2022.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

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

**B. COUNCIL COMMITTEES –**

Mayor Johnson reported there are no changes to the Council appointments for 2022 other than including the Housing Committee consisting of Council Members Kotelnicki and Carlson along with himself since they were previously approved to meet and have been meeting with developers already on behalf of the City.

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

January 3, 2022

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-1-5  
COUNCIL APPOINTMENTS TO COMMISSIONS/COMMITTEES/OTHER GROUPS**

**WHEREAS**, the Mayor recommends appointing Council Member representatives to Commissions/Committees/Other Groups for 2022,

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

**COUNCIL REPRESENTATIVE TO ANOTHER GROUP**

AIRPORT – Eric Mathwig  
COMMUNITY ED – John Carlson  
G.A.R. HALL – Keith Johnson  
HERITAGE PRESERVATION – Darlene Kotelnicki  
LIBRARY – Betty Allen  
CENTRAL COMMUNITY TRANSIT – Ron Dingmann and Betty Allen  
(Backup)  
CHAMBER OF COMMERCE – Sara Miller  
VISITORS BUREAU – Ron Dingmann and Cathy Haugo  
PLANNING – Eric Mathwig  
MEEKER COUNTY HOUSING – Darlene Kotelnicki  
SAFE ROUTES TO SCHOOL – John Carlson  
CABLE FRANCHISE NEGOTIATIONS – Betty Allen and Darlene Kotelnicki

\*Mayor serves as backup representative if contacted

**STANDING COMMITTEES**

PERSONNEL COMMITTEE – Ron Dingmann, Sara Miller, Keith Johnson

FINANCE & INFRASTRUCTURE COMMITTEE - Ron Dingmann, Eric Mathwig, and John Carlson

HOUSING COMMITTEE – Darlene Kotelnicki, John Carlson, Keith Johnson

Adopted by the City Council this 3rd day of January, 2022.

Attest:

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

Approved:

\_\_\_\_\_  
MAYOR

January 3, 2022

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

C. LABOR AGREEMENTS –

1. Police –

City Administrator Cziok provided a summary of the results of the negotiations with Minnesota Teamsters Public and Law Enforcement Employees’ Union, Local No. 320 and recommended approval of the 2022-2024 Labor Agreement.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-1-7  
APPROVING 2022-2024 LABOR AGREEMENT WITH  
MINNESOTA TEAMSTERS PUBLIC AND LAW ENFORCEMENT  
EMPLOYEES’ UNION, LOCAL NO. 320**

**WHEREAS**, the Minnesota Teamsters Public and Law Enforcement Employees’ Union, Local No. 320 represents police officers employed with the City; and

**WHEREAS**, the labor agreement with the Minnesota Teamsters Public and Law Enforcement Employees’ Union, Local 320 expired as of December 31, 2021; and

**WHEREAS**, Mayor Johnson, representing the Personnel Committee, and administration have been meeting with union representatives; and

**WHEREAS**, employees represented by the Minnesota Teamsters Public and Law Enforcement Employees’ Union, Local No. 320 have voted and accepted the most recent city proposal as summarized in the memo from administration,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves of the 2022-2024 Labor Agreement with Minnesota Teamsters Public and Law Enforcement Employees’ Union, Local No. 320.

Adopted by the City Council this 3rd day of January, 2022.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

\_\_\_\_\_  
MAYOR

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

January 3, 2022

2. Streets/Wastewater –

City Administrator Cziok provided a summary of the results of the negotiations with the International Union of Operating Engineers, Local No. 70 Streets/Wastewater divisions and recommended approval of the 2022-2024 Labor Agreement.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-1-8  
APPROVING 2022-2024 LABOR AGREEMENT WITH  
INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL NO. 70  
STREETS/WASTEWATER**

**WHEREAS**, certain City employees are members of three unions; and

**WHEREAS**, all labor agreements expired as of December 31, 2021; and

**WHEREAS**, Council Member Miller, representing the Personnel Committee, and administration have been meeting with union representatives from the International Union of Operating Engineers, Local No. 70 Streets/Wastewater divisions; and

**WHEREAS**, the Streets/Wastewater employees represented by the International Union of Operating Engineers, Local No. 70 have voted and accepted the most recent city proposal as summarized in the memo from administration,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves of the 2022-2024 Labor Agreement with the International Union of Operating Engineers, Local No. 70 Streets/Wastewater divisions.

Adopted by the City Council this 3rd day of January, 2022.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

\_\_\_\_\_  
MAYOR

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

3. Non-Contract Employees –



January 3, 2022

City Administrator Cziok recommended approving the same COLA adjustments for non-contract employees for 2022, 2023, & 2024 as the two prior ratified labor agreements.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-1-9  
APPROVING 2022-2024 WAGE/BENEFIT PACKAGE  
FOR NON-CONTRACT EMPLOYEES**

**WHEREAS**, certain City employees are members of three unions; and

**WHEREAS**, the City Council approved the 2022-2024 Labor Agreement with Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320 on January 3, 2022; and

**WHEREAS**, the City Council approved the 2022-2024 Labor Agreement with the International Union of Operating Engineers, Local No. 70 for Wastewater/Streets on January 3, 2022; and

**WHEREAS**, two of the three unions have ratified their agreements,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves the same wage /benefit adjustments for all full-time non-contract employees for 2022-2024 that was approved for the two union agreements approved.

Adopted by the City Council this 3rd day of January, 2022.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

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

City Administrator Cziok explained the two union agreements ratified include exchanging the Columbus Day Holiday for the Friday following Thanksgiving referred to as Black Friday.

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

January 3, 2022

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-1-11  
APPROVING COLUMBUS DAY HOLIDAY EXCHANGE FOR BLACK FRIDAY**

**WHEREAS**, certain City employees are members of three unions; and

**WHEREAS**, two of the three unions have ratified their labor agreements; and

**WHEREAS**, the expiring labor agreements included recognizing Columbus Day as a Holiday for employees; and

**WHEREAS**, the new labor agreements include the exchange of the Columbus Day Holiday for the Friday following Thanksgiving referred to as Black Friday; and

**WHEREAS**, Black Friday has been slow operationally and difficult to staff,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves organizationally wide of exchanging the Columbus Day Holiday for the Friday following Thanksgiving referred to as Black Friday.

Adopted by the City Council this 3rd day of January, 2022.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

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

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

D. GRANT AGREEMENT FOR FEDERAL AIRPORT EXPENSES REIMBURSEMENT –

City Administrator Cziok reported that there are additional federal dollars available to reimburse airport expenses.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-1-6  
AUTHORIZATION TO EXECUTE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR FEDERAL AIRPORT  
EXPENSES REIMBURSEMENT**

January 3, 2022

Resolution No. 22-1-6 – Cont'd.

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

1. That the state of Minnesota Agreement No. 1046754, “Grant Agreement for Federal Expenses Reimbursement,” for State Project No. A4701-C2 at the Litchfield Municipal 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 3<sup>rd</sup> day of January, 2022.

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.

**IX. ADDITIONAL ITEMS –**

A. WORK SESSION –

The Council held a work session for Capital Improvement Planning discussion. Minutes of the work session are on file. No formal action was taken.

**X. ANNOUNCEMENTS –**

A. NEXT COUNCIL MEETING –

The next Council meeting will be held on Tuesday, January 18, 2022 due to Martin Luther King Holiday.

**XI. ADJOURNMENT –**

The City Council meeting adjourned at 5:47 p.m. by unanimous consent.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR