

**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 Tuesday, January 16, 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	Excused
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 Meeting – January 2, 2024

B. FINANCIAL REPORTS TO APPROVE:

- 1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

- 1. Computer List of Bills for \$282,514.02

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS:

- 1. Ordinance No. 821 –

**CITY OF LITCHFIELD  
 RESOLUTION NO. 24-1-11  
 SECOND READING FOR ORDINANCE NO. 821  
 AMENDING ORDINANCE NO. 767  
 TO AMEND AND EXTEND THE CABLE TELEVISION FRANCHISE TERM  
 FOR MEDIACOM MINNESOTA LLC**

**WHEREAS**, a First Reading was given on January 2, 2024, Resolution No. 24-1-6,

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

**BE IT FURTHER RESOLVED** that this be entered into the Book of Ordinances as Ordinance No. 821, and into the Codified Ordinances of the City of Litchfield.

Adopted by the City Council this 16th day of January, 2024.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

F. LICENSES:

- 1. Lawful Gambling Permit – Litchfield Lions Club –

**CITY OF LITCHFIELD  
RESOLUTION NO. 24-1-9  
LAWFUL GAMBLING PERMIT FOR  
AN EXEMPT ORGANIZATION LITCHFIELD LIONS CLUB**

**WHEREAS**, an application for a lawful gambling license exemption was considered from the Litchfield Lions Club,

**NOW, THEREFORE, BE IT RESOLVED** to approve the application for an Exemption from a Lawful Gambling license for Litchfield Lions Club on February 19, 2024 at Eagles Club 389 South CSAH 34, 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 16th day of January 2024.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

- 2. Lawful Gambling Permit – MN Palomino Horse Exhibitors, Inc. –

**CITY OF LITCHFIELD  
RESOLUTION NO. 24-1-10  
LAWFUL GAMBLING PERMIT FOR  
AN EXEMPT ORGANIZATION MN PALOMINO HORSE EXHIBITORS, INC.**

**WHEREAS**, an application for a lawful gambling license exemption was considered from the MN Palomino Horse Exhibitors, Inc.,

**NOW, THEREFORE, BE IT RESOLVED** to approve the application for an Exemption from a Lawful Gambling license for MN Palomino Horse Exhibitors, Inc. on June 19, 2024 at Edina Realty 125 S. Sibley Ave., Suite 4, 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 16th day of January 2024.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

3. Lawful Gambling Permit – Litchfield Rotary Club –

**CITY OF LITCHFIELD  
RESOLUTION NO. 24-1-12  
LAWFUL GAMBLING PERMIT FOR  
AN EXEMPT ORGANIZATION LITCHFIELD ROTARY CLUB**

**WHEREAS**, an application for a lawful gambling license exemption was considered from the Litchfield Rotary Club,

**NOW, THEREFORE, BE IT RESOLVED** to approve the application for an Exemption from a Lawful Gambling license for Litchfield Rotary Club on April 8, 2024 at Eagles Club 389 South CSAH 34, 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 16th day of January 2024.

Attest:

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

Approved:

\_\_\_\_\_  
MAYOR

4. Lawful Gambling Permit – Litchfield Area Mentorship Program- Kinship –

**CITY OF LITCHFIELD  
RESOLUTION NO. 24-1-13  
LAWFUL GAMBLING PERMIT FOR  
AN EXEMPT ORGANIZATION LITCHFIELD AREA MENTORSHIP PROGRAM - KINSHIP**

**WHEREAS**, an application for a lawful gambling license exemption was considered from the Litchfield Area Mentorship Program – Kinship,

**NOW, THEREFORE, BE IT RESOLVED** to approve the application for an Exemption from a Lawful Gambling license for Litchfield Area Mentorship Program - Kinship on March 22, 2024 at Eagles Club 389 South CSAH 34, 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 16th day of January 2024.

Attest:

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

Approved:

\_\_\_\_\_  
MAYOR

G. OTHER ROUTINE MATTERS: None.

H. COMMUNICATIONS TO REVIEW :

- 1. Minutes & Reports:
  - a. Airport Advisory Board – January 8, 2024
  - b. Planning Commission – January 8, 2024

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 24-1-15  
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 16th 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.

**III. TIMED ITEMS** – None.

**IV. ACKNOWLEDGEMENT OF AUDIENCE/PRESENTATIONS** – None.

**V. COMMISSION RECOMMENDATIONS** –

A. PLANNING COMMISSION –

- 1. Conditional Use Permit and Variance Request/Site Approval – By Meeker County at 102 North Armstrong Ave. –

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

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 24-1-14  
GRANT CONDITIONAL USE PERMIT, VARIANCE AND SITE PLAN APPROVAL  
FOR A PARKING LOT TO MEEKER COUNTY FOR PROPERTY LOCATED AT 102  
NORTH ARMSTRONG AVENUE**

**WHEREAS**, the Applicant is requesting a conditional use permit, two variances and site plan approval for to construct a parking lot to serve the Family Services Building, and

**WHEREAS**, the property is located at 102 North Armstrong Avenue, in the R-2 Residential District, and

**WHEREAS**, the Planning Commission reviewed the request at their regular meeting on January 8, 2024, and

**WHEREAS**, the project includes a conditional use permit to allow off-street parking as a principal use on a residential property, two variances for reduced setbacks (8 feet and 10.66 feet, where 15 feet is required) for a parking lot adjacent to a residential property and site plan approval for the parking lot, and

**WHEREAS**, the Litchfield Planning Commission, upon review of the findings of facts, as follows, has recommended that the conditional use permit, variances and site plan be approved and they referred the application to the City Council for final action, and

**WHEREAS**, the site plan complies with all zoning requirements of the R-2 District, with the exception of the two setbacks for which variances have been requested, and

**WHEREAS**, the site plan is consistent with the Comprehensive Plan, and

**WHEREAS**, the variances are in harmony with the general purposes and intent of the ordinance, and

**WHEREAS**, the variances are consistent with the Comprehensive Plan, and

**WHEREAS**, the property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance, and

**WHEREAS**, the proposed parking lot conforms to the District and conditional use provisions and all general regulations of the Zoning Ordinance, and

**WHEREAS**, the conditional use permit does not involve any element or cause any conditions that may be dangerous, injurious or noxious to any other property or persons and shall comply with the performance standards in the Zoning Ordinance, 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**, the issuance of the Conditional Use Permit promotes the objectives of this Ordinance and the overall Comprehensive Land Use Plan of the City,

**BE IT RESOLVED** by the City Council of the City of Litchfield grants conditional use permit, two variances and site plan approval at 102 N Armstrong Ave., subject to the following conditions:

1. Detailed drainage calculations shall be submitted for review and approval. The project shall comply with the City's stormwater ordinance. In addition, a SWPPP shall be submitted.
2. Any street or curb and gutter area disturbed by construction shall be restored to match the in-place style and sections.
3. Meeker County will be responsible for obtaining all necessary permits to complete the project.
4. The concrete sidewalk replaced along Armstrong Avenue shall meet all ADA requirements.
5. The "No-Parking" areas along Armstrong Avenue will need to be adjusted to account for the new entrance.
6. The casting on the catch basin located in the new driveway opening will need to be replaced with a drive over style casting. Details on the new casting shall be provided for review and approval.

Property legally described as:

PID: 27-1195000

THE WEST 100 FEET OF LOT 5, BLOCK 125, THIRD ADDITION TO THE CITY OF LITCHFIELD, ACCORDING TO THE PLAT THEREOF AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER IN AND FOR MEEKER COUNTY, MINNESOTA

Adopted by the City Council this 16<sup>th</sup> 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.

**VI. COMMITTEE REPORTS –**

**A. GOLF COURSE RESTAURANT COMMITTEE –**

Greg Langmo, representing the Golf Course Restaurant Committee, provided an update on the progress of said committee. He shared that Council resolution tasked the committee with limiting discussion to the golf course restaurant building only, and anything else was beyond the scope of said committee. He reported that there are parties who have shown interest in leasing and/or purchasing the golf course restaurant. Mr. Langmo discussed proposed Council resolutions for consideration including authorizing an appraisal of the golf course restaurant and appointing one or two negotiators to negotiate with interested parties for the lease/ and or purchase of said restaurant. He explained that the negotiators would have no power of authority and all decisions would rest with the City Council.

Mayor Dingmann read the letter from Council Member Mathwig, in his absence, supporting negotiations with interested parties and that the City maintain ownership and responsibility of the golf course proper. City Administrator Cziok cautioned on being biased to local parties interested, adding if there is justification that would be appropriate.

Council Member Kotelnicki inquired what the appraisal would include such as the restaurant, racquetball courts, pro-shop or locker rooms. It was determined that the entire building would be appraised. Council Member Kotelnicki inquired about sale of the property with the building being on two separate parcels. The Council discussed determining the needs of the interested parties and that a survey would be necessary based on needs. Council Member Carlson shared that Greg Langmo needs to be involved in the negotiation process. Council Members Miller and Larson agreed that the whole building needs to be appraised.

Council Member Kotelnicki inquired about the involvement of GCI in the process in which City Administrator Cziok responded that future tenants want to negotiate with the owner of the building.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 24-1-16  
AUTHORIZING GOLF COURSE RESTAURANT BUILDING APPRAISAL**

**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 1<sup>st</sup>; 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 approved forming a committee consisting 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

**WHEREAS**, there are parties who have shown interest in leasing and/or purchasing said restaurant, and

**WHEREAS**, the Golf Course Restaurant Committee recommended pursuing lease and/or sale of said restaurant and requested Council consideration of authorizing an appraisal of said restaurant,

**WHEREAS**, an appraisal firm proposed \$2,500 to complete an appraisal of the property,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby authorizes an appraisal of the golf course restaurant building in an amount not to exceed \$3,500.

Adopted by the City Council this 16th 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.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 24-1-17  
GOLF COURSE RESTAURANT LEASE OR SALE COMMITTEE**

**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 1<sup>st</sup>; 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 approved forming a committee consisting 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

**WHEREAS**, there are parties who have shown interest in leasing and/or purchasing said restaurant, and

**WHEREAS**, the Golf Course Restaurant Committee recommended pursuing lease and/or sale of said restaurant and requested Council consideration of authorizing an appraisal of said restaurant,

**WHEREAS**, the Council discussed establishing a negotiating committee for the lease and/or sale of the golf course restaurant,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby authorizes establishment of a negotiating committee for the lease and/or sale of the golf course restaurant; and

**BE IT FURTHER RESOLVED** that Council Members Allen and Mathwig be appointed to said negotiating committee,

**AND BE IT FURTHER RESOLVED** that Greg Langmo be appointed as at-large member to said negotiating committee.

Adopted by the City Council this 16th 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.

**VII. LEGAL CONSIDERATIONS – None.**

**VIII. BUSINESS –**

**A. GOLF COURSE LETTER OF INTEREST –**

City Administrator Cziok shared that he wasn't sure how the letter of interest from Twin Cities Golf relating to both the restaurant and golf course came to fruition. He said staff has been fielding a lot of questions and the Council hasn't had discussion. Since the Golf Course Restaurant Committee has been authorized to move forward with seeking a lease or sale of the restaurant at this time, the Council, by consensus, agreed that the City respond to the letter of interest as such. Any and all interested parties have an opportunity to lease or purchase the building. No formal action was taken.

**B. CITY WIDE CLEAN-UP –**

Keith Johnson, representing the Litchfield Lions Club, discussed partnering with the City in the City wide clean-up event in 2024. He outlined responsibilities for parties involved and shared costs of past events.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 24-1-18  
AUTHORIZE CITY WIDE CLEAN-UP EVENT FOR 2024**

**WHEREAS**, the City wishes to promote community beautification awareness; and

**WHEREAS**, a City wide clean-up event has been held for the several years and has proven to be successful; and

**WHEREAS**, the Litchfield Lions Club presented a proposal to administer and facilitate the annual event,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby agrees to a partnership with the Litchfield Lions Club on the City wide clean-up event to be scheduled for May 18, 2024 from 8-10:30am; and

**BE IT FURTHER RESOVLED THAT** the Litchfield Lions Club will administer and facilitate the annual event,



**AND BE IT FURTHER RESOVLED THAT** the City of Litchfield continue to fund the event and will provide police and staff as needed.

Adopted by the City Council this 16th 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. ROLES AND STANDARDS OF CONDUCT FOR COUNCIL MEMBERS –**

Mayor Dingmann discussed consideration in developing a code of conduct for Council Members. He talked about the role of the Council stating that we perform our statutory duties, almost without exception, by the council as a whole. He said individually we have no authority. Mayor Dingmann continued that we have no authority to investigate or terminate employees; we cannot supervise administrative officers, nor can we directly give orders to City employees; we cannot exercise City powers; and we have no authority to sidestep committees authorized by the Council to perform a requested task or assignment.

Our duties consist of passing ordinances, adopting policies and budgets, and developing a Strategic Plan and Capital Improvement Plan for the well-being of our community, Mayor Dingmann said. He feels that the Council needs a refresher on our code and standards of conduct. He believes each one of us has either inadvertently or deliberately breached a code of conduct and requested consideration of developing a code of conduct.

Mayor Dingmann stated issues to address including conflict of interest, open meeting law, individual authority, serial gatherings, gift law, and preparing for meetings. In developing our own code of conduct we will provide leadership for our community, provide transparency to the process, create teamwork moving forward, and avoid liability exposures.

The Council discussed assistance and resources available, as well as doing their own research. City Administrator Cziok suggested there might be a benefit of bringing the League of Minnesota Cities in. He shared the difficulty in the Mayor being able to participate, moderate, and organize without some assistance.

It was moved by Council Member Larson, seconded by Council Member Miller, that a work session to begin discussing development of a code of conduct for Council Members be held prior to the Council meeting scheduled on February 5, 2024 at 4pm. Upon roll call vote, all members present voted aye, whereupon the motion carried.

**D. APPOINTMENTS TO MAKE –**

**1. Heritage Preservation Commission –**

The Council reviewed the applications and noted they were both good applicants.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 24-1-19  
HERITAGE PRESERVATION COMMISSION APPOINTMENTS**

**WHEREAS**, there is one term from January 1, 2024 until December 31, 2026 open on the Heritage Preservation Commission; and

**WHEREAS**, this opening was advertised; and

**WHEREAS**, two applications were received,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby appoints Ian McGuire to the Heritage Preservation Commission for a term January 1, 2024 until December 31, 2026.

Adopted by the City Council this 16th 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.

**IX. ADDITIONAL ITEMS** – None.

**X. ANNOUNCEMENTS** –

A. SAFE ROUTES TO SCHOOL –

A Safe Routes to School meeting is scheduled for January 23, 2024 at 11:00 am at City Hall.

**XI. ADJOURNMENT** –

It was moved by Council Member Allen seconded by Council Member Larson, to adjourn the City Council meeting at 6:20pm Motion Carried.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

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