

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 18, 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	Excused
Council Member Ward V	Sara Miller	Excused
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

B. PROCLAMATION:

Mayor Johnson presented a proclamation that Monday, January 11, 2022 be designated as Litchfield Golden Fleece Masonic Lodge #89 Day, celebrating their 150th anniversary. He acknowledged members present at the meeting. Members Jim Curry and Jim Ellingson addressed the Council. No formal action was taken.

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 3, 2022
2. City Council Work Session – January 3, 2022

B. FINANCIAL REPORTS TO APPROVE:

1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

1. Computer List of Bills for \$360,361.34

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

1. Lawful Gambling Permit –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-1-12
LAWFUL GAMBLING PERMIT FOR AN EXEMPT ORGANIZATION
LITCHFIELD RESCUE SQUAD AUXILIARY**

WHEREAS, an application for a lawful gambling license exemption was considered from the Litchfield Rescue Squad Auxiliary,

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for the Litchfield Rescue Squad Auxiliary at 227 North Ramsey Avenue, Litchfield, for the purpose of a raffle on January 1, 2022, 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 18th day of January, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

2. Lawful Gambling Permit –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-1-14
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 the Litchfield Lion Club on February 21, 2022 at Litchfield Eagles Club 3424, 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 18th day of January, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

3. Lawful Gambling Permit –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-1-15
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 the Litchfield Rotary Club on April 4, 2022 at Litchfield Eagles Club 3424, 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 18th day of January, 2022.

Resolution No. 22-1-15 – Cont’d.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

- 4. Sales on Public Property – School of St. Philip

G. OTHER ROUTINE MATTERS:

- 1. Authorize Submittal and Posting of 2022 Pay Equity Report –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-1-13
AUTHORIZE SUBMITTAL AND POSTING
OF PAY EQUITY REPORT**

WHEREAS, the City has various pay levels for City employees, and

WHEREAS, there are state requirements to submit and post a pay equity report,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes City Staff to post the notice per state requirements and submit the 2021 Equity Implementation Report to the State of Minnesota, which lists job classes and pay levels as of December 31, 2022.

Adopted by the City Council this 18th day of January, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

- 2. 2021 DER Tariff Filing –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-1-16
APPROVING UPDATES TO THE CITY OF LITCHFIELD’S
COGENERATION AND SMALL POWER PRODUCTION TARIFF**

WHEREAS, the City of Litchfield’s rules and Minnesota Statutes Section 216B.164 require the utility to annually file a Cogeneration and Small Power Production Tariff with the Litchfield City Council; and

WHEREAS, Schedule 1 of this tariff shall provide the calculation of average retail utility energy rates; and

WHEREAS, Schedule 2 provides standard contracts to be used with qualifying facilities, and

WHEREAS, Schedule 3 provides the utility’s safety standards, required operating procedures for interconnected operations, and the functions to be performed by any control and protective apparatus; and

WHEREAS, Schedule 4 provides procedures for notifying qualifying facilities of periods when the City of Litchfield will not purchase energy or capacity; and

Resolution No. 22-1-16– Cont’d.

WHEREAS, Schedule 5 provides the estimated seasonal peak and off-peak system average incremental energy costs for the utility’s power supplier from which energy purchases are first avoided, as well as the power supplier’s net annual avoided capacity costs; and

WHEREAS, these filings shall be maintained at the City of Litchfield offices and shall be made available for public inspection during normal business hours, and

THEREFORE, BE IT RESOLVED that the Litchfield City Council approves the following updates to the Cogeneration and Small Power Production Tariff for transactions following the date of adoption stated below.

Adopted by the City Council this 18th day of January, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

H. COMMUNICATIONS TO REVIEW :

- 1. Correspondence:
 - a. Meeker County Zoning Administrator – Notice of Public Hearing in Extra-territorial Jurisdiction

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-1-17
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 18th 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. ACKNOWLEDGEMENT OF AUDIENCE/PRESENTATIONS – None.

V. COMMISSION RECOMMENDATIONS – None.

VI. COMMITTEE REPORTS –

A. Wellness/Recreation Center (Minutes) –

Mayor Johnson asked if there were any questions or comments concerning the Wellness/Recreation committee meeting minutes provided. There were no questions or comments. No formal action was taken.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. PLEDGE OF ALLEGIANCE –

Mayor Johnson recommended consideration of reciting the Pledge of Allegiance at Council meetings.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-1-18
APPROVE RECITING PLEDGE OF ALLEGIANCE
AT CITY COUNCIL MEETINGS**

WHEREAS, Mayor Johnson has asked for consideration of reciting the Pledge of Allegiance at City Council meetings; and

WHEREAS, the Pledge of Allegiance is a proper way to begin the Council meetings to honor our country and pay respect to our National Emblem, the flag of the United States of America,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves reciting the Pledge of Allegiance beginning with the February 7, 2022 Litchfield City Council meeting and at all City Council meetings henceforth.

Adopted by the City Council this 18th 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. GOLF COURSE RATES –

City Administrator Cziok outlined the proposed 2022 golf course rates for consideration.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-1-19
ADOPT 2022 GOLF COURSE RATES/FEEES**

WHEREAS, the Council approves annual golf course membership rates and green fees,
and

NOW, THEREFORE, BE IT RESOLVED to approve setting the following:

2022 Golf Course Rates & Fees

GREEN FEES:

Season Rates (May 1 – September 14, 2022):

		<u>Green Fee</u>	<u>½ Cart</u>	<u>Rate</u>	<u>Total w/Tax</u>
Mon-Fri	9 Holes	\$16.00	\$11.00	\$27.00	\$28.86
Mon-Fri	18 Holes	\$27.00	\$11.00	\$38.00	\$40.61
Weekends	9 Holes	\$22.00	\$11.00	\$33.00	\$35.27
Weekends	18 Holes	\$30.00	\$16.00	\$47.00	\$50.23

Spring/Fall Rates*:

9 Holes or 18 Holes	\$16.00	\$11.00	\$27.00	\$28.86
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*(March-April 2022 and September 15, 2022 to the end of 2022 golf season.)

TOURNAMENTS:

	<u>Rate</u>	<u>Total w/Tax</u>	<u>Includes</u>
9 Holes	\$1,400.00	\$1,496.25	9 Holes with 24 carts & unlimited Green Fees
18 Holes	\$2,700.00	\$2,885.62	18 Holes with 28 carts & unlimited Green Fees

MEMBERSHIPS (Includes USGA/MGA Handicap Fees):

	<u>Rate</u>	<u>Tax</u>	<u>Total</u>
Family/Couples	\$960.00	\$66.00	\$1,026.00
Single	\$810.00	\$55.69	\$865.69
Ages 23-29	\$640.00	\$44.00	\$684.00
Ages 18-22	\$320.00	\$22.00	\$342.00
High School Student	\$160.00	\$11.00	\$171.00
Middle School Student	\$110.00	\$ 7.55	\$117.65

GOLF CART OPTIONS:

	<u>Rate</u>	<u>Tax</u>	<u>Total</u>
Private Cart Usage	\$300.00	\$20.63	\$320.63
Cart Storage – Gas	\$200.00	\$13.75	\$213.75
Cart Storage – Electric	\$245.00	\$16.84	\$261.84
Seasonal ½ Cart Usage – Single	\$525.00	\$36.10	\$561.10
Seasonal ½ Cart Usage – Family	\$600.00	\$41.25	\$641.25

MEMBERSHIP EARLY PAY INCENTIVE:

Members who pay in full by April 15, 2022 will receive a \$50.00 discount.

2022 GOLF SEASON MEMBERSHIP INCENTIVE:

Receive a 10% discount on Pro-Shop merchandise priced over \$5.00 for 2022 season (excludes food items)

Resolution No. 22-1-19– Cont’d.

NEW MEMBERSHIP INCENTIVE (FAMILY/COUPLES/SINGLE ONLY):

New membership incentive for any family/couples/single is available only to first-time members of Litchfield Golf Course or if you have not had a membership the past 3 years. This rate will be \$650.00 plus tax for total of \$694.69. (The \$50 early pay incentive does not apply.)

SECOND YEAR MEMBERSHIP INCENTIVE (FAMILY/COUPLES/SINGLE ONLY):

Second year membership incentive for those who were new family/couple/single members under the 2021 new membership incentive. This rate will be \$750.00 plus tax for a total of \$801.56. (The \$50 early pay incentive does not apply.)

RECIPROCITY:

Litchfield Golf Course Members can request reciprocity rates from area courses offering reciprocity rates for 2022.

Adopted by the City Council this 18th 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.

C. **REDISTRICTING –**

City Administrator Cziok outlined the options for Council consideration concerning redistricting the City’s wards. He explained that following every census all election districts must be evaluated to ensure that each district is equally represented. The deadline for the Council to approve its ward map is March 29th with the deadline of April 15th for Meeker County to adopt its districts. He informed the Council that administration met with the Meeker County Auditor recently to review the census data. Cziok reviewed the 2020 census results provided on the map included in the Council agenda. He explained that although the City wards are not exactly balanced, an analysis completed by the Meeker County Auditor indicates that the population in each ward meets the criteria. Both the city wards and the county districts meet the criteria and are not required to make any adjustments. City Administrator Cziok said the City has the option to do nothing by meeting the criteria, however if the Council wishes to get the populations closer, City staff would meet with Meeker County staff to provide options on adjusting the ward boundaries, which in turn could impact the county districts.

Council Member Mathwig inquired about impacts to ward populations with potential multi-family housing developments. City Administrator Cziok responded that any impacts will be reviewed at the next census completed.

It was moved by Council Member Mathwig, seconded by Council Member Allen, that no changes be made to the existing ward boundaries. Upon roll call vote, all members present voted aye, whereupon motion carried.

D. CODE BOOK AND COMPREHENSIVE PLAN REVISIONS –

City Administrator Cziok discussed the proposals submitted by WSB for services to provided code revisions and land use revisions. The Council reviewed the costs and the timelines.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-1-20
APPROVE WSB SERVICES PROPOSALS FOR
CODE BOOK AND COMPREHENSIVE LAND USE PLAN REVISIONS**

WHEREAS, the Council authorized staff to seek a proposal from WSB for services to provide code revisions and land use revisions to include timelines to complete said services; and

WHEREAS, WSB submitted a proposal to provide services for Zoning Ordinance review and revisions for consideration in the amount of \$10,766; and

WHEREAS, WSB submitted a proposal to provide services for Litchfield Comprehensive Land Use Plan review and revisions for consideration in the amount of \$18,318 less \$3,416 for costs for Activity 1 of the proposal already completed and billed; and

WHEREAS, the Planning and Zoning Committee reviewed these proposals and recommends approval,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the proposals submitted by WSB to provide Zoning Ordinance and Comprehensive Land Use Plan revisions for consideration in the amount of \$10,766 and \$18,318 respectively.

Adopted by the City Council this 18th 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.

E. CAPITAL IMPROVEMENT PLAN –

City Administrator Cziok shared that the same information has been provided for consideration of the proposed Capital Improvement Plan (CIP) that the Council has previously reviewed. He acknowledged that the plan is aggressive but it is inclusive of the direction given by the Council to date. Council Member Dingmann agreed that Capital Improvement Plan is very aggressive and shared he is nervous about the impacts. He inquired as to whether or not the proposed CIP document could be broken down into two types of services; essential services and non-essential services. He discussed the complexity of the essential services provided by the City. With that said, Council Member Dingmann acknowledged that non-essential services are important too with providing recreational facilities, parks, campgrounds and possibly a wellness/recreation center. He shared a quote from a former administrator that has stuck with him. “If we fail to provide essential services, we fail as a City.” He expressed concern about the tax impacts relating to the proposed CIP along with potential user fee impacts. Council Member Dingmann said the proposed CIP includes both essential and non-essential services in one plan but again he would like to see them separated in the document. With that said, Council Member Dingmann is in favor of a wellness/recreation center and accepting the \$5 million from the State of Minnesota. He is also in favor of a sales tax referendum.

Council Member Mathwig inquired as to what happens in the event the economy changes in a couple years. City Administrator Cziok explained that the Council provides the direction. He described the CIP as a policy document that provides guidance. He said the Council is approving nothing and will have the opportunity to approve projects moving forward.

Council Member Allen echoed Council Member Dingmann's concerns in that the proposed CIP is very aggressive and she is very nervous as well. Council Member Kotelnicki agrees with Council Member Dingmann as well. She has shared that each time the CIP has been discussed she was skeptical about the tax and rate impacts. She said the voters will decide on the wellness/recreation center. Council Member Kotelnicki discussed the unknown impacts relating to wastewater treatment plant needs and MnDOT-Highway 12 undefined costs. She shared that she was not prepared to vote on the proposed CIP and cautioned that we have to be careful, adding that she doesn't feel informed about real implications of tax and rates for our citizens.

Council Member Mathwig acknowledged Council Member Dingmann's concerns. He is in favor of the document in front of the Council in that it is an opportunity allowing the City to start planning. Council Kotelnicki expressed concern that the City doesn't have the staff time to do all of this and is concerned about the costs involved. Mayor Johnson shared that he feels staff has taken time to develop the proposed CIP. Historically, he added, the City has always balanced essential and non-essential services. Mayor Johnson said the CIP is work in progress and if the Council doesn't approve, it will put the City back 3-4 months. He agrees with Council Member Mathwig that the Council has the opportunity to approve and a chance to look at funding, adding it is a road map.

It was moved by Mayor Johnson, seconded by Council Member Mathwig, to approve the Capital Improvement Plan presented using it as a guide to move forward. Council Member Dingmann inquired about the possibility of separating the essential and non-essential projects. City Administrator Cziok shared that pulling out the non-critical services may be beneficial. Council Member Allen said she would be more comfortable if the proposed CIP document was defined with the separation of the essential and non-essential services. Council Member Kotelnicki added that the City has not determined yet how to spend the American Recovery Act dollars. She would also rather be cautious with wastewater plant improvement unknowns. City Administrator Cziok explained that the full scope of wastewater needs is being evaluated. Upon roll call of the motion approving the Capital Improvement Plan, Mayor Johnson and Council Member Mathwig voted aye, Council Members Dingmann, Kotelnicki, and Allen voted nay whereupon the motion failed. The Council discussed identifying essential and non-essential services. City Administrator Cziok explained that there could be another category in between. The Council will have an opportunity to review the revised CIP document and make adjustments if they so choose.

It was moved by Council Member Mathwig, seconded by Mayor Johnson, that the proposed Capital Improvement Plan be broken down into essential and non-essential services. Upon roll call vote, all members present voted aye, whereupon the motion carried.

IX. ADDITIONAL ITEMS –

A. WORK SESSION –

The Council held a work session for administration to provide a report on process considerations in selling city lots. Minutes of the work session are on file. No formal action was taken.

X. ANNOUNCEMENTS –

A. TRAINING SESSION –

Mayor Johnson announced the training session with Tracy Bowes is scheduled for January 26, 2022. City Administrator Cziok shared that Ms. Bowes would like to change the time from 10am-1pm to noon until 3pm. The Council agreed by consensus that noon until 3pm will work. No formal action was taken.

B. SPECIAL COUNCIL MEETING –

Mayor Johnson announced a special meeting with the Council and the School Board is scheduled for Monday, January 31, 2022 at 7pm at the Opera House to review progress made towards a Wellness/Recreation Center. No formal action was taken.

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:40 p.m. by unanimous consent.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR