

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 Monday, March 20, 2023, 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
Operations Engineer	Mike Geers	Present
City Attorney	Mark Wood	Present
City Engineer	Chuck DeWolf	Present
City Planner	Hannah Rybak	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 – March 6, 2023

B. FINANCIAL REPORTS TO APPROVE:

- 1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

- 1. Computer List of Bills for \$224,672.94

D. OTHER PAYMENTS:

- 1. 2022 Water Treatment Facility Imp Project –

**CITY OF LITCHFIELD
 RESOLUTION NO. 23-3-56
 AUTHORIZE PAYMENT NO. 4
 FOR THE LITCHFIELD WATER TREATMENT FACILITY
 IMPROVEMENT PROJECT**

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. 4 for the 2022 Litchfield Water Treatment Facility Improvement Project totaling \$31,970.35 as attached and on file.

Adopted by the City Council this 20th day of March, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

- E. ORDINANCES – SECOND READINGS: None.
- F. LICENSES:
 - 1. Sales on Public Property –
 - a. Ladies of the Grand Army
 - b. Meeker County ADA/Dairy Princesses and Ambassadors
- G. OTHER ROUTINE MATTERS: None.
- H. COMMUNICATIONS TO REVIEW :
 - 1. Minutes & Reports:
 - a. Planning Commission Minutes – March 13, 2023

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-3-67
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 20th day of March, 2023.

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 –

A. LARC –

Council Member Kotelnicki, joint committee member, outlined photos of the LARC facility. As part of the joint committee, Council Member Carlson shared the efforts in developing the project. Members of the School Board and administration were present seeking support for the upcoming bond referendum to fund the schools’ portion of the LARC. School Board Chairman Alex Carlson expressed thanks and appreciation for the partnership and support from the City.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-3-65
SUPPORTING LITCHFIELD PUBLIC
SCHOOLS’ DECISION TO HOLD A BOND REFERENDUM**

WHEREAS, residents of the City of Litchfield approved a one-half of one percent sales tax in November 2022 to fund the City’s portion of the Litchfield Area Recreation Center; and

WHEREAS, the City of Litchfield and Litchfield Public Schools have partnered in a unique way to provide wellness and recreational opportunities to serve all citizens and visitors of all age to improve their physical, emotional, and social health; and

WHEREAS, the City of Litchfield and Litchfield Public Schools jointly created a fiscally responsible plan to fully fund that Center and shares the tax impact between city residents, residents of the communities surrounding Litchfield who will access the Center and the State of Minnesota; and

WHEREAS, the Litchfield Public Schools bond referendum to fund its portion of that Center was narrowly defeated by school district voters in November 2022; and

WHEREAS, representatives of Litchfield Public Schools have received strong feedback that they should propose a new referendum to complete the funding for the Center; and

WHEREAS, further delays in funding that Center would likely result in increased construction costs or building a facility that does not meet community expectations for broad range of activities and events to individuals and groups of all ages,

NOW, THEREFORE, BE IT RESOLVED that the City of Litchfield reaffirms its desire to partner with Litchfield Public Schools to build a multi-purpose facility to meet the needs of area residents for decades into the future; and

BE IT FUTHER RESOLVED that the City of Litchfield continue to work with the school district to define how a joint project would proceed, including the conditions that would guide the work of a joint powers agreement; and

BE IT FURTHER RESOLVED the Litchfield City Council directs City staff to work with the school district administration to provide answers to city residents who want to learn more about this joint development project; and

BE IT FURTHER RESOLVED that the City of Litchfield supports Litchfield Public Schools’ decision to approve a May 9 referendum to complete the funding needed for the Center.

Duly adopted by the City Council this 20th day of March, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

B. FIRE AND RESCUE ANNUAL REPORTS –

Fire Chief Beckstrand provided his annual report to the Council. He shared the Fire Department had five retirements in which 4 vacancies have been filled. He reported that there were more calls and more time spent at calls. Beckstrand outlined changes in the expenses.

March 20, 2023

Rescue Chief Tangen provided his annual report to the Council. He shared that they are down in member numbers. He reported that calls were down with some changes being made with dispatch relating to calls the Rescue Squad responds to.

The Council commended both the Fire Department and Rescue Squad for their efforts.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-3-61
APPROVE 2023 FIRE AND RESCUE SERVICE CONTRACTS**

WHEREAS, governmental units who contract with the City of Litchfield for Fire and Rescue Service met informally on February 15, 2023, with Litchfield Fire and Rescue Service personnel to consider 2022 annual reports, estimated 2023 billings (which are on file), present and future needs of the departments; and

WHEREAS, the contract holders were able to express any concerns; and

WHEREAS, 2023 Fire and Rescue Squad Contracts were distributed and are expected to be executed and returned after the townships have their annual meetings later in March,

NOW, THEREFORE, BE IT RESOLVED to approve the 2023 Fire and Rescue Service contracts and billings; and

BE IT FUTHER RESOLVED to direct the Mayor and Assistant City Administrator to sign said contracts on behalf of the City of Litchfield.

Adopted by the City Council this 20th day of March, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

C. LAWFUL GAMBLING –

Mayor Dingmann explained that Council Member Mathwig would like to provide information prior to anyone from the public addressing the Council. Council Member Mathwig provided a brief explanation of his reasoning regarding the use of gaming funds from gambling sites within the community to help with funding the LARC. He shared since he brought it up at the previous Council meeting, he was contacted by several gaming boards not in favor of the City taking 10% of their gaming funds. He said that he brought it up to have an open discussion about different streams of funding available to the City that had not been explored. Mathwig reported that “MN Statute §349.213, Subd 1 authorizes the collection of a 10% Contribution Fund that can be required by ordinance from all organizations conducting lawful gambling within a local jurisdiction. This statute has been in effect since 1987. There is a requirement for jurisdictions that implement this contribution fund to report amounts collected and spent to the GCB.” He provided statistics and shared the actual gross net gaming sites received from July 2021 to June 2022 were in excess of \$1.4M. Mathwig explained that entities were permitted to claim allowable expenses, taxes, and prizes resulting in net proceeds of \$338,000 in which the City’s 10% share would then be \$33,800. He shared that gaming is highly regulated and with the information collected and reporting requirement expenses, pursuing gaming funds may not be advantageous to the City.

Council Member Mathwig continued that pursuing this as a revenue source would negatively impact the gaming community. He explained prior to bringing the concept to the Council for consideration, the response he received was good from people who were gaming with the understanding the funds would be going to a project benefitting all aspects of the community. He shared that use of the funds for the LARC meets the parameters of State Statutes. Council Member Mathwig reported that other entities, including area cities and townships, were collecting from gaming funds as allowed.

Dan Lease, Commander of Litchfield VFW Post 2818, inquired as to which gaming operations qualified in order for the City to require their 10% share. He questioned annual fundraising events by other entities such as the Rescue Squad and the Fire Department. Council Member Mathwig believes the 10% share would be on pull tabs and electronic gaming, and not on single time events. Dan Lease discussed the impacts to non-profit organizations throughout the City.

Council Member Kotelnicki shared that while she originally supported the concept, she received feedback on the impacts to non-profit organizations. Council Member Miller commented that Council Member Mathwig provided good information and that it is their job as Council Members to look outside the box. Council Member Allen responded that there is not enough money to rock the boat. Council Member Carlson shared that the City and non-profit organizations have the same desire to make the community better. Dan Lease reported that his organization looks at every request that comes in. Mayor Dingmann echoed everyone's comments. It was moved by Council Member Mathwig, seconded by Council Member Allen, to not move forward with pursuing gaming funds from entities/organizations. The motion passed with 7 votes in favor and 0 against.

V. COMMISSION RECOMMENDATIONS –

A. PLANNING COMMISSION –

1. Conditional Use Permit Request – By Independent School District 465 – 100 W. Pleasure Drive –

City Planner Rybak provided the findings and recommendations of the Planning Commission.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-3-62
GRANT CONDITIONAL USE PERMIT TO INDEPENDENT SCHOOL DISTRICT 465
FOR PROPERTY LOCATED AT 100 WEST PLEASURE DRIVE
TO ALLOW THE INSTALLATION OF A DYNAMIC SIGN**

WHEREAS, the Planning Commission held a public hearing on March 13, 2023, for a Conditional Use Permit request by John Swanson of RHL Inc., on behalf of Independent School District 465, and

WHEREAS, the Litchfield Planning Commission, upon review of the findings of facts, as follows, has recommended that this Conditional Use Request be granted, subject to conditions, and they referred the application to the City Council for final action, and

WHEREAS, the Conditional Use Permit has been requested to allow the installation of a 44 square foot sign, containing a 30 square foot electronic graphic display cabinet, which is considered a dynamic sign, and

WHEREAS, the property is located at 100 West Pleasure Drive in the R-1 Single-Family Residential District, and

WHEREAS, the Conditional Use Permit would conform to the conditions as outlined in the Zoning Ordinance, and

WHEREAS, the Conditional Use Permit would not have an adverse effect on the use, value or appearance, and of the uses already permitted in the area, and

WHEREAS, the Conditional Use Permit would not impede the normal and orderly development and improvement of the surrounding property, and

WHEREAS, the Conditional Use Permit would not be detrimental to the public welfare, safety, order, convenience, prosperity or general welfare of the community, and

WHEREAS, the Conditional Use Permit would have adequate utilities, access roads, drainage, parking and other facilities, 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, denying this Conditional Use Permit would not create a hardship for the use of the property,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the request for a Conditional Use Permit be granted to Independent School District 465 for property located at 100 West Pleasure Drive to allow the installation of a dynamic sign, subject to the following conditions:

1. The proposed sign must be installed in a location outside of the required clear vision triangle.
2. The sign shall not exceed an illumination level of 0.3 foot candles above ambient lights as measured using a foot-candle meter at a distance of 55 feet from the sign.
3. The sign must be designed and equipped to freeze the device in one position if a malfunction occurs. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions.
4. Each message shall be displayed for a minimum of 8 seconds.
5. Each message shall change instantaneously, and shall not fade, dissolve, blink, or appear to simulate motion in any way.
6. The images and messages displayed must be complete in themselves, without continuation in content to the next image.

The legal description of this property is:

THE SOUTH 116 FEET OF THE EAST 200 FEET OF LOT D & THE EAST 200 FEET OF
LOT E, EXCEPTING THE SOUTH 66 FEET THEREOF OF HOWARD’S
SUBDIVISION OF GOVERNMENT
LOT 2, SECTION 14, TOWNSHIP 119 NORTH, RANGE 31 WEST

Adopted by the City Council on this 20th day of March, 2023.

Approved:

Attest:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

2. Conditional Use Permit Request – By Independent School District 465 – 901 N. Gilman Ave. -

City Planner Rybak provided the findings and recommendations of the Planning Commission.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-3-63
GRANT CONDITIONAL USE PERMIT TO INDEPENDENT SCHOOL DISTRICT 465
FOR PROPERTY LOCATED AT 901 NORTH GILMAN AVENUE
TO ALLOW THE INSTALLATION OF A DYNAMIC SIGN**

WHEREAS, the Planning Commission held a public hearing on March 13, 2023, for a Conditional Use Permit request by John Swanson of RHL Inc., on behalf of Independent School District 465; and

WHEREAS, the Litchfield Planning Commission, upon review of the findings of facts, as follows, has recommended that this Conditional Use Request be granted, subject to conditions, and they referred the application to the City Council for final action; and

WHEREAS, the Conditional Use Permit has been requested to allow the installation of a 44 square foot sign, containing a 30 square foot electronic graphic display cabinet, which is considered a dynamic sign; and

WHEREAS, the property is located at 901 North Gilman Avenue in the R-1 Single-Family Residential District; and

WHEREAS, the Conditional Use Permit would conform to the conditions as outlined in the Zoning Ordinance; and

WHEREAS, the Conditional Use Permit would not have an adverse effect on the use, value or appearance, and of the uses already permitted in the area, and

WHEREAS, the Conditional Use Permit would not impede the normal and orderly development and improvement of the surrounding property; and

WHEREAS, the Conditional Use Permit would not be detrimental to the public welfare, safety, order, convenience, prosperity or general welfare of the community; and

WHEREAS, the Conditional Use Permit would have adequate utilities, access roads, drainage, parking and other facilities; 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, denying this Conditional Use Permit would not create a hardship for the use of the property,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the request for a Conditional Use Permit be granted to Independent School District 465 for property located at 901 North Gilman Avenue to allow the installation of a dynamic sign, subject to the following conditions:

1. The sign shall not exceed an illumination level of 0.3 foot candles above ambient lights as measured using a foot-candle meter at a distance of 55 feet from the sign.
2. The sign must be designed and equipped to freeze the device in one position if a malfunction occurs. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions.
3. Each message shall be displayed for a minimum of 8 seconds.
4. Each message shall change instantaneously, and shall not fade, dissolve, blink, or appear to simulate motion in any way.

- 5. The images and messages displayed must be complete in themselves, without continuation in content to the next image.

The legal description of this property is:

A part of the North Half of the Northwest Quarter (N1/2 of NW1/4) of Section Twelve (12), Township One Hundred Nineteen North (119N), Range Thirty-one West (31W), described as follows, to-wit: Beginning at a point 475.0 feet South of the Northwest corner of Section Twelve (12), Township One Hundred Nineteen North (119N), Range Thirty-one West (31W), thence South on the West line of said section to the one-sixteenth (1/16) section line (and the Southwest corner of said North Half of the Northwest Quarter (N1/2 of NW1/4) of Section Twelve (12), Township One Hundred Nineteen North (119N), Range Thirty-one West (31W), thence East on the said one-sixteenth (1/16) section line to a point 1650.0 feet West of the Southeast corner of the Northeast Quarter of the Northwest Quarter (NE 1/4 of NW 1/4) of Section Twelve (12), Township One Hundred Nineteen North (119), Range Thirty-one West (31W), thence North 848.5 feet, thence West to the point of beginning EXCEPT that part platted as SCHOOL SUBDIVISION as of public record Meeker County, Minnesota.

Adopted by the City Council on this 20th day of March, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

3. Zoning Code Amendments –

City Planner Rybak outlined the process that took place with the Planning Commission in repealing and replacing the Zoning Ordinance in its entirety. She noted that the portion of the proposed zoning amendment concerning Adult-Orientated Businesses was a duplication and already included in the business regulations section of the code book and can therefore be disregarded.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-3-64
FIRST READING OF ORDINANCE NO. 817
AN ORDINANCE RESCINDING AND REPLACING THE
ZONING ORDINANCE IN ITS ENTIRETY
CODIFIED ORDINANCES TITLE XV: LAND USAGE,
CHAPTER 154: ZONING ORDINANCE**

WHEREAS, the Zoning Ordinance was last reviewed and updated in its entirety in 2009; and

WHEREAS, the current Ordinance does not provide clear requirements and/or processes for day to day zoning administration items; and

WHEREAS, the City has processed many variance requests since 2017, indicating that the current Zoning Ordinance regulations do not align with current needs of the community; and

WHEREAS, Planning Consultant WSB, with the guidance of the Planning Commission, has drafted amendments to the Zoning Ordinance for Council consideration; and

WHEREAS, the Planning Commission is charged with the duty of reviewing all proposed amendments to the zoning ordinance and holding at least one public hearing on the proposed amendments pursuant to Litchfield City Ordinance 31.08; and

WHEREAS, the Planning Commission held a public hearing on March 13, 2023 to consider adoption of the amended Zoning Ordinance; and

WHEREAS, the Planning Commission voted to recommend that the City Council adopt the amended Zoning Ordinance,

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Litchfield that this be the First Reading of Ordinance No. 817, an ordinance rescinding and replacing the Zoning Ordinance in its entirety, Codified Ordinances Title XV: Land Use Regulations, Chapter 154: Zoning Ordinance, including the reorganization of the document and an overall update to modernize and provide clarity for users of the document, as fully set forth on copies maintained at City Hall, which may be obtained at City Hall or viewed in its entirety on the City of Litchfield’s official website at www.ci.litchfield.mn.us.

Adopted by the City Council this 20th day of March, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

VI. COMMITTEE REPORTS – None.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. EQUIPMENT –

City Administrator Cziok outlined the requests for purchasing equipment.

1. Crack Seal Melter –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-3-57
AUTHORIZE PURCHASE OF A CRACK SEAL MELTER**

WHEREAS, City staff has been evaluating equipment needs for 2023; and

WHEREAS, City staff has recommended purchasing a new crack seal melter for the Street Department; and

WHEREAS, City staff has solicited bids for said equipment,

AND WHEREAS, the Equipment Revolving Fund has sufficient funds to accommodate the purchase,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves purchasing a new Crafcro Super Shot 125 Diesel Crack Seal Melter for the amount of \$71,515.05 from Brock White Company of St. Cloud, MN through State Bid Pricing.

Resolution No. 23-3-57 – Cont’d.

Adopted by the City Council this 20th day of March, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

2. Caterpillar Wheel Loader –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-3-58
AUTHORIZE PURCHASE OF A CATERPILLAR WHEEL LOADER**

WHEREAS, City staff has been evaluating equipment needs for 2023; and

WHEREAS, City staff has recommended purchasing a new Caterpillar 938M Wheel Loader for the Street Department; and

WHEREAS, City staff has solicited bids for said equipment,

AND WHEREAS, the Equipment Revolving Fund has sufficient funds to accommodate the purchase,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves purchasing a new Caterpillar 938M Wheel Loader less trade in of a 2015 Caterpillar 938M Wheel Loader for the amount of \$209,171.85 from Ziegler Cat of St. Cloud, MN through State Bid Pricing.

Adopted by the City Council this 20th day of March, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

3. Reelmaster –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-3-59
AUTHORIZE PURCHASE OF A REELMASTER 3555-D**

WHEREAS, City staff has been evaluating equipment needs for 2023; and

WHEREAS, City staff has recommended purchasing a new Reelmaster 3555-D for the Golf Course; and

WHEREAS, City staff has solicited bids for said equipment,

AND WHEREAS, the Equipment Revolving Fund has sufficient funds to accommodate the purchase,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves purchasing a new Reelmaster 3555-D for the amount of \$66,874.88 from MTI Distributing of Brooklyn Center, MN through State Bid Pricing.

Adopted by the City Council this 20th day of March, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

4. Bobcat Mini Excavator –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-3-60
AUTHORIZE PURCHASE OF E60 BOBCAT MINI EXCAVATOR**

WHEREAS, City staff has been evaluating equipment needs for 2023, and

WHEREAS, City staff has recommended purchasing a new E60 Bobcat Mini Excavator for the Public Works Department, and

WHEREAS, City staff has solicited bids for said equipment, and

AND WHEREAS, the Equipment Revolving Fund has sufficient funds to accommodate the purchases,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves purchasing a new E60 Bobcat Mini Excavator less trade in of a 2017 E55 Mini Excavator and 2 buckets for the amount of \$49,900.00 from Farm-Rite Equipment of Dassel, MN through State Bid Pricing.

Adopted by the City Council this 20th day of March, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

City Administrator Cziok reported that many cities allow staff to purchase equipment up to \$25,000 and requested the Council consider formalizing a minimum amount.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-3-68
AUTHORIZE EQUIPMENT PURCHASES LESS THAN \$25,000**

WHEREAS, City staff has been evaluating equipment needs for 2023; and

WHEREAS, the Council has preapproved equipment purchases in the past although not required; and

WHEREAS, staff requested consideration of approval of equipment purchases less than \$25,000 without prior Council approval,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves staff purchasing equipment less than \$25,000 without prior Council approval; and

BE IT FURTHER RESOLVED that equipment purchases need to fit in the budget and Equipment Revolving Fund has to have sufficient funds to accommodate the purchase,

AND BE IT FURTHER RESOLVED that the equipment purchased be listed on the consent agenda for Council information.

Adopted by the City Council this 20th day of March, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

B. POTHoles -

City Administrator Cziok discussed financial and operational impacts with road maintenance due to the number and size of potholes. He shared that every city in Minnesota is experiencing road maintenance issues as a result of the unusual season. He discussed the condition of the campground road being almost to the point where it could be considered to be restricted from use. City Administrator Cziok explained that discussion was for information purposes only in that the City doesn't have solutions, but he is reporting to the Council in order for them to respond to public feedback. No formal action was taken.

C. TRANSFERS -

City Administrator Cziok outlined the proposed transfers. He reviewed past general fund year end transfers and attributed the ability to transfer excess funds to different areas to spending based on need. Council Member Kotelnicki expressed concern on the transfer made to the golf course fund. She also expressed concern on consulting fees and that it should be looked at, naming Cintas and exterminating costs as a few. City Administrator Cziok advocated for golf course staff in that staff can reduce expenses if the Council wants to however, that will affect the golfing experience.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-3-66
PERMANENT FUND TRANSFER**

WHEREAS, from time to time, it is necessary to transfer money from one fund to another; and

Resolution No. 23-3-66 – Cont’d.

WHEREAS, the City Council reviewed a proposed transfer summary,

NOW, THEREFORE, BE IT RESOLVED to make permanent transfers as listed on the transfer summary, a complete copy is on file and attached with the filing of this resolution.

Adopted by the City Council this 20th day of March, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye with the exception of Council Member Kotelnicki voting nay, whereupon the resolution was declared adopted.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS – None.

XI. ADJOURNMENT –

It was moved by Council Member Mathwig, seconded by Council Member Allen, to adjourn the City Council meeting at 7:04 p.m. Motion Carried.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR