

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, May 2, 2022, commencing at 5:30 p.m. Acting Mayor Dingmann called the meeting to order.

A. ROLL CALL:

Mayor	Keith Johnson	Excused
Council Member-at-Large	Ron Dingmann	Present
Council Member Ward I	Eric Mathwig	Excused
Council Member Ward II	Darlene Kotelnicki	Present
Council Member Ward III	Betty Allen	Excused
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
Assistant City Attorney	Rebecca Rue	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 – April 18, 2022

B. FINANCIAL REPORTS TO APPROVE:

- 1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

- 1. Computer List of Bills for \$5,936,722.04

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS:

- 1. Ordinance No. 811- Resolution No. 22-5-66

**CITY OF LITCHFIELD
 RESOLUTION NO. 22-5-66
 SECOND READING FOR ORDINANCE NO. 811
 FOR AN EASEMENT VACATION**

VACATING PART OF AN EASEMENT LYING IN BLOCK 24 OF TOWN OF LITCHFIELD BEING BOUNDED ON THE SOUTH BY THE NORTH RIGHT-OF-WAY OF W. SEVENTH STREET AND BOUNDED ON THE NORTH BY A LINE DISTANT 5.00 FEET, SOUTHERLY OF, AS MEASURED AT A RIGHT ANDGLE TO AND PARALLEL WITH A LINE RUNNING EASTERLY FROM THE NORTHEAST CORNER OF LOT 8, SAID BLOCK 24, TO THE NORTHWEST CORNER OF LOT 21, SAID BLOCK 24, TOWN OF LITCHFIELD

WHEREAS, a First Reading was given on April 18, 2022, Resolution No. 22-4-58,

Resolution No. 22-5-66– Cont’d.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that this be the Second Reading of Ordinance No. 811, vacating a part of an Easement lying in Block 24 of the Town of Litchfield, being bounded on the south by the north right-of-way of W. Seventh Street and bounded on the north by a line distant 5.00 feet, southerly of, as measured at a right angle to and parallel with a line running easterly from the northeast corner of Lot 8, said Block 24, to the northwest corner of Lot 21, said Block 24, Town of Litchfield, Meeker County, Minnesota.

BE IT FURTHER RESOLVED that this be entered into the Book of Ordinances as Ordinance No. 811, and into the Codified Ordinances of the City of Litchfield.

Adopted by the City Council this 2nd day of May, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

ACTING MAYOR

F. LICENSES:

- 1. Sales on Public Property –
 - a. Boy Scouts of America – Troup #3353
- 2. 3.2 Percent Malt Liquor On-Sale License Application- Litchfield Baseball Association

G. OTHER ROUTINE MATTERS:

- 1. Accepting Statutory Tort Liability Limits –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-65
ACCEPTING STATUTORY TORT LIABILITY LIMITS**

WHEREAS, the City of Litchfield obtains liability coverage from the League of Minnesota Cities Insurance Trust (LMCIT), and

WHEREAS, the City of Litchfield must elect whether or not to waive the statutory tort liability limits to the extent of the coverage purchased, and

WHEREAS, the City of Litchfield accepts liability coverage limits of \$1,500,000 from the League of Minnesota Insurance Trust (LMCIT),

NOW, THEREFORE, BE IT RESOLVED that the City of Litchfield does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Adopted by the City Council this 2nd day of May, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

ACTING MAYOR

- 2. Employment Offer –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-67
EMPLOYMENT OFFER FOR
PART-TIME POSITIONS**

WHEREAS, the city needs employees for part-time positions, and

WHEREAS, the funds to fill these positions were approved in the 2022 Budget, and

WHEREAS, the supervisors will adjust the wage schedule for 2022 part-time employees to fill these positions, and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Litchfield to offer 2022 part-time employment with the City of Litchfield, to the following:

<u>Department</u>	<u>Re-Hires</u>	<u>New Hires</u>
<u>Golf Course</u>	Dale Granlund Joe Langemo	
<u>Parks</u>	Marshall Carlson	
<u>Pro-Shop</u>	Whitney Jansen Hunter Ruschmeyer	
<u>Cemetery</u>	Duane Hickler	
<u>Compost</u>	Robert Hall James Schmit	

Adopted by the City Council this 2nd day of May, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

ACTING MAYOR

H. COMMUNICATIONS:

1. Minutes & Reports:
 - a. Heritage Preservation Commission – April 25, 2022
 - b. Housing Committee – April 8, 2022

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-69
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.

Resolution No. 22-5-69– Cont’d.

Adopted by the City Council this 2nd day of May, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

ACTING 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 –

A. MEEKER COOPERATIVE/VIBRANT UPDATE –

Tim Mergen, General Manager of Meeker Cooperative, along with Luke Johnson provided an update on the internet services project in progress in the city. Tim Mergen provided the history of Meeker Cooperative Light & Power. He shared the positive experiences with the partnership between Meeker Cooperative and the City over the years. Luke Johnson reported that construction began last Tuesday for installation of broadband in the city. He shared that there are currently 3 contractors in town and construction completion is anticipated in September.

Acting Mayor Dingmann inquired about the location of services with utility easements as to whether or not the service can go in these areas or if they have to go in the front side of properties. Luke Johnson explained there is a main line that will be installed and provided the reasoning behind location of the services. Acting Mayor Dingmann questioned what percentage of properties do not have access to the back. Johnson responded that he was unsure of the number. Council Member Carlson asked what does finish mean. Tim Mergen and Luke Johnson both responded that the main line will be finished but not individual services.

Council Member Kotelnicki asked about the installation process for downtown. Luke Johnson explained that they would remove and replace. Council Member Kotelnicki asked for clarification on the drops and if citizens interested in the service should contact them now. She also asked if they were going to reseed the grass. Luke Johnson said yes, they will take calls now and they will be fixing the grass. He said the goal is to have cleanup on a weekly basis.

Council Member Miller shared that she doesn’t think the public understands what they are doing. Luke Johnson responded that the quarters of town are broken down into sections; adding in a sense block to block. Council Member Dingmann asked whether or not if there is sparse interest will the service be put in. Luke Johnson explained that the main line would be built with 100% access for the community.

Upon Council discussion complete, citizen Connie Lies, resident at East 2nd Street and Hubbard, addressed the Council concerning the installation of services. She reported that installation has begun and she noticed flags where boxes are to be located. She is concerned that it looks like there will be a box in her front yard. Connie Lies shared that there is an easement in her back yard. She is questioning if they are putting it in her front yard because it’s the easiest thing they can do. She shared that people are encouraged to have nice front yards. Connie Lies questioned how it came about and the public knew nothing about, adding she has real opposition to that. She commented that Meeker Cooperative has been familiar with county but not city installation. Luke Johnson reported that they have done work in Eden Valley, Paynesville, Watkins and Kimball. He shared that backyard easements are reserved in some cases.

No formal action was taken.

V. COMMISSION RECOMMENDATIONS –

A. HERITAGE PRESERVATION COMMISSION –

- 1. Certificate of Appropriateness Application – by Connie Lies for Greater Litchfield Opera House Association – 136 Marshall Ave. N. –

Council Member Kotelnicki provided the findings and recommendations of the Heritage Preservation Commission.

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

**CITY OF LITCHFIELD
 RESOLUTION NO. 22-5-64
 GRANT CERTIFICATE OF APPROPRIATENESS
 TO GREATER LITCHFIELD OPERA HOUSE ASSOCIATION
 FOR PROPERTY LOCATED AT 136 MARSHALL AVE. N.**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, April 25, 2022, to consider a Certificate of Appropriateness Application request by Connie Lies for Greater Litchfield Opera House Association, for property located at 136 Marshall Avenue North, and

WHEREAS, the Litchfield Historic Preservation Commission has recommended that this Certificate of Appropriateness Application be granted, based upon the summation of the checklist, as follows, and be referred to the City Council for final action, and

WHEREAS, the Certificate of Appropriateness would allow the replacement of damaged brick with like and repoint deteriorated mortar with like; removal and replacement of sealant on brick façade; removal and replacement of sealant on façade windows and lintel; repair lintel with same color, and

WHEREAS, the Certificate of Appropriateness would allow the property to be used as it was historically or given a new use that requires minimal changes to its distinctive features, spaces, or spatial relationships, and

WHEREAS, the Certificate of Appropriateness would allow the property’s historic character to be retained and preserved, and

WHEREAS, the Certificate of Appropriateness would allow the property to be recognized as a physical record of its time, place and use, and

WHEREAS, distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the property will be preserved, and

WHEREAS, deteriorated historic features will be repaired rather than replaced, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that the request for a Certificate of Appropriateness be granted to Greater Litchfield Opera House Association with the condition that the alterations be code compliant, for property located at 136 Marshall Avenue N.

Adopted by the City Council on this 2nd day of May, 2022.

Attest:

Approved:

ACTING 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. GRANT AGREEMENT FOR FEDERAL AIRPORT EXPENSES REIMBURSEMENT –

City Engineer DeWolf explained that the grant is additional funding received for operation and maintenance of the airport through the Federal Rescue Act. He added that the State of Minnesota will handle the funds.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-5-68
AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR FEDERAL AIRPORT
EXPENSES REIMBURSEMENT**

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

1. That the state of Minnesota Agreement No. 1050635, “Grant Agreement for Federal Expenses Reimbursement,” for State Project No. A4701-C3 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 2nd day of May, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

ACTING MAYOR

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

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS – None.

XI. ADJOURNMENT –

The City Council meeting adjourned at 5:49 p.m. by unanimous consent.

Approved:

May 2, 2022

Attest:

ASSISTANT CITY ADMINISTRATOR

MAYOR