

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 3, 2021, 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	Excused
City Administrator	Dave Cziok	Present
Assistant City Administrator	Joyce Spreiter	Present
Assistant City Attorney	Rebecca Rue	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. It was moved by Council Member Allen, seconded by Council Member Carlson that Item II.A.1. City Council Minutes – April 19, 2021 be removed for consideration of an amendment to Resolution No. 21-4-82. (See Additional Items IX. A.) Upon roll call vote, all members present voted aye, whereupon the motion carried.

A. COUNCIL MINUTES TO APPROVE:

1. City Council Minutes – April 19, 2021
2. Work Session – April 19, 2021

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

1. Computer List of Bills for \$798,079.15

D. OTHER PAYMENTS:

1. Phase 2 Generation Improvements –

May 3, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-94
AUTHORIZE PAYMENT NO. 13
FOR THE PHASE 2 GENERATION IMPROVEMENTS**

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. 13 for the Phase 2 Generation Improvements totaling \$26,623.31 as attached and on file.

Adopted by the City Council this 3rd day of May, 2021.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

1. Application for Lawful Gambling Permit –

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-91
LAWFUL GAMBLING PERMIT FOR AN EXEMPT ORGANIZATION
CROW RIVER AREA CHAPTER - MDHA**

WHEREAS, an application for a lawful gambling license exemption was considered from the Crow River Area Chapter - MDHA,

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license at Crow River Area Chapter – MDHA at Eagles Club, 3424 389 South CSAH, 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 3rd day of May, 2021.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

G. OTHER ROUTINE MATTERS: None

H. COMMUNICATIONS:

1. Minutes & Reports:

- a. Finance Committee Meeting – April 14, 2021
- b. Heritage Preservation Commission – April 26, 2021

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-95
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 May, 2021.

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 –

A. HERITAGE PRESERVATION COMMISSION

1. Certificate of Appropriateness – 205 Sibley Ave. North –

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

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-88
GRANT CERTIFICATE OF APPROPRIATENESS
TO BRENNAN ROSENOW
FOR PROPERTY LOCATED AT 205 SIBLEY AVENUE NORTH**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, April 26, 2021, to consider a Certificate of Appropriateness Application request by Brennan Rosenow, for property located at 205 Sibley 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 for the installation of an exterior door on the second story, framed into the stucco wall, 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, new additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property, and

WHEREAS, new additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired,

May 3, 2021

Resolution No. 21-5-88– Cont’d.

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 Brennan Rosenow, for property located at 205 Sibley Avenue North.

Adopted by the City Council on this 3rd day of May, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

2. Certificate of Appropriateness – 226 Sibley Ave North –

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

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-89
GRANT CERTIFICATE OF APPROPRIATENESS
TO JOHN DYER
FOR PROPERTY LOCATED AT 226 SIBLEY AVENUE NORTH**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, April 26, 2021, to consider a Certificate of Appropriateness Application request by John Dyer, for property located at 226 Sibley 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 for the removal of Tavern on Main sign, application of exterior vinyl signage on North and South windows, replacement of door and frame of wood or composite material, replacement of wood or composite door on south façade, scrape transom area and paint to match door and trim, and removal of graffiti with gentle chemical, and

May 3, 2021

Resolution No. 21-5-89– Cont’d.

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

WHEREAS, chemical or physical treatments, if appropriate, will be undertaken using the gentles means possible, and

WHEREAS, new additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property, and

WHEREAS, new additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired,

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 John Dyer, for property located at 226 Sibley Avenue North.

Adopted by the City Council on this 3rd day of May, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

3. Certificate of Appropriateness – 301 Sibley Ave. North –

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

May 3, 2021

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-90
GRANT CERTIFICATE OF APPROPRIATENESS
TO YANGHANG ZHENG
FOR PROPERTY LOCATED AT 301 SIBLEY AVENUE NORTH**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, April 26, 2021, to consider a Certificate of Appropriateness Application request by Yanghang Zheng, for property located at 301 Sibley 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, Administrative Approval was given for the portion of the Certificate of Appropriateness Application for the removal or repair of the current roof if able, also replacement of all the rubber membrane roof, and

WHEREAS, the Certificate of Appropriateness would allow for replacement of the broken window on the south side with clear glass, 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, new additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property,

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 Yanghang Zheng, for property located at 301 Sibley Avenue North.

Adopted by the City Council on this 3rd day of May, 2021.

May 3, 2021

Resolution No. 21-5-90– Cont’d.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

4. Facade Grant –

Council Member Kotelnicki explained that she was unclear about the resolution concerning the availability of the façade grant and notification to property owners of their responsibilities. The Council reviewed the sample letter Council Member Kotelnicki prepared to send to downtown property owners. They discussed at length how to address the nuisance and code violations. City Administrator Cziok responded that the expectations for staff were pretty clear to identify code violations versus other issues, adding it meets the requirements of the resolution adopted. He inquired as to whether the Council would like to go through the normal nuisance abatement process for the downtown properties. The Council discussed whether all the downtown property owners should be notified of nuisances and code violations or just the property owners applying for a Certificate of Appropriateness. Mayor Johnson commented that he wants all issues downtown addressed whether the property owners are applying or not applying for a Certificate of Appropriateness. Council Member Dingmann expressed concern that it is a monumental task to enforce all the nuisances along with the staff requirements to enforce. He would like to enforce the property owners applying for a Downtown Façade grant but not all the downtown property owners, adding the City needs to enforce all properties within the City if all the downtown properties are going to be enforced. Council Member Carlson commented that if we are going to have a rule, referring to nuisances, then it needs to be a goal to enforce. Council Member Allen said it would only take one or two times and property owners would know that we are serious. Council Member Dingmann agreed with Council Member Carlson but doesn't want to target one area. Council Member Kotelnicki said the City has operated on a complaint basis. She agrees it should be straight across the board. She is concerned that the City is discouraging rather than encouraging property owners to apply for the grant. City Administrator Cziok said staff does concentrate and try to improve the top 10-20% violations every year within the community. He suggested the Council revoke the previous resolution concerning the Downtown Façade Grant if the Council was not on the same page. Council Member Kotelnicki didn't feel it was necessary to revoke the resolution. She suggested defining the process and to have transparency.

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

May 3, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-96
APPROVE NOTIFICATION OF DOWNTOWN FACADE GRANT
AVAILABILITY AND REQUIREMENTS**

WHEREAS, the City authorized providing up to \$8,000 in grant dollars requiring a match by the property owner within the Downtown Historic Commercial District retroactive to January 1, 2021 through December 31, 2023, and

WHEREAS, the Council authorized Administration to prepare a letter that before property owners are eligible for grant dollars they need to resolve any issues identified as code violations by the City of Litchfield, and

WHEREAS, Council Member Kotelnicki prepared a letter for Council consideration which was included in the Council packet, and

WHEREAS, the Council discussed what to include with said letter,

NOW, THEREFORE, BE IT RESOLVED that City Council hereby approves sending said letter, with any modifications as necessary, signed by the City Council to property owners in the Downtown Commercial Historic District who qualify for the grant about availability of the Downtown Façade Grant program, and

BE IT FURTHER RESOLVED that a blank Certificate of Appropriateness Application be included with notification of the Downtown Façade Grant program,

AND BE IT FURTHER RESOLVED that a copy of Codified Ordinances Title IX: General Regulations, Chapter 91: Health and Sanitation: Nuisances also be included with said notification.

Adopted by the City Council on this 3rd day of May, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

5. CLG Grant Opportunity –

Council Member Kotelnicki discussed a second CLG grant opportunity. She said HPC discussed and that 2 possibilities surfaced including a procedure or policy manual with clear steps involved or replacement of the historic sign. She explained it was a 70:30 matching grant and the City's 30% match could be a non-cash match and in-kind qualifies as a match. The

May 3, 2021

Council, by consensus, sent the topic back to the HPC to provide more direction for Council consideration. No formal action was taken.

VI. COMMITTEE REPORTS – None.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. **ERICKSON ACRES STABLES APPLICATION** –

The Council reviewed the application from Erickson Acres Carriage Company, LLC for a permit to offer carriage rides from May through December 2021. The application includes the days and proposed routes. The applicant was approved previously for a permit for offering carriage rides for the month of December 2020.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-97
APPROVE PERMIT FOR CARRIAGE RIDES
ERICKSON ACRES CARRIAGE COMPANY, LLC**

WHEREAS, the City received a request for a permit from Sherri Erickson of Erickson Acres Carriage Company, LLC to allow for horse carriage rides within the City on Sundays and Thursdays from May through December, 2021, and

WHEREAS, the proposed carriage rides are designated on Marshall Avenue North from City Hall to Central Park and in other historic areas with the City Hall parking lot being a staging area, and

WHEREAS, Erickson Acres Carriage Company, LLC is also donating rides for prom on May 8, 2021 with a designated route from the High School parking lot to the Civic Arena parking lot,

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield hereby approves the permit from Erickson Acres Carriage Company, LLC to allow for horse carriage rides within the City as outlined in the application.

Adopted by the City Council on this 3rd day of May, 2021.

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Resolution No. 21-5-97– Cont’d.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

B. DOG PARK –

City Administrator Cziok reviewed the list of potential dog park sites provided by staff and a list provided by the Park 4 Paws Committee. He recommended the Council narrow the potential sites to 2-3 and allow for public input. He outlined the steps to follow including narrowing it down to one, establishing a budget, authorizing bids and approving the improvement. Council Member Dingmann inquired as to whether or not a public hearing was required. City Administrator Cziok responded there is no public hearing requirement but the Council could invite the public if they so choose.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-98
APPROVE TWO DOG PARK SITES FOR FURTHER CONSIDERATION**

WHEREAS, the City has received a request from the Parks 4 Paws Committee for establishment of a dog park, and

WHEREAS, staff conducted research and provided a report on ideas and potential locations for a dog park, and

WHEREAS, the Park 4 Paws Committee provided their list of preferred locations for consideration as well, and

WHEREAS, the Council selected two potential dog park locations after reviewing both the staff list and the Parks 4 Paws Committee list,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves selecting the area west of the water treatment plant off of CR11 and the area west of the Street Department between 4th and 5th Streets for potential dog park site locations for further consideration, and

May 3, 2021

Resolution No. 21-5-98– Cont’d.

BE IT FURTHER RESOLVED that the Council be allowed 2 weeks for public input concerning the locations identified and a final selection be considered at the May 17, 2021 Council meeting.

Adopted by the City Council on this 3rd day of May, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

C. FARMERS MARKET –

Council Members Dingmann and Allen provided a recommendation on a location for the Farmers Market for 2021. They discussed the need to provide a safer location. The recommendation involves temporary closing of East 4th Street between Sibley and Marshall Avenues, allowing for the charging stations to remain open during the street closure. While there are 2 Farmers Markets located in different locations, they want to encourage both to utilize the new location. Council Members Dingmann and Allen also recommended waiving the fee for 2021 as an incentive. They requested Council input for determining the schedule for the Farmers Market. City Administrator Cziok discussed time limits required by State law. Council Member Kotelnicki expressed concern over not charging the Farmers Market (for profit group) but charging non-profit organizations. Concern was also expressed with liability for products sold.

City Administrator Cziok said the angst about Farmers Market is common all over and a topic for many cities. He explained the Farmers Market vendors are subject to Department of Health guidelines and they hold the responsibility. Council Member Dingmann spoke about one advantage of an organized Farmers Market would be one liability insurance policy for the entire group. He is unsure that Central Park is big enough to accommodate the Farmers Market in the future but designating this location for 2021 allows for the opportunity to study the results and make future changes.

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

May 3, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-99
AUTHORIZE FARMERS MARKET IN CENTRAL PARK AND 4TH STREET**

WHEREAS, the City has entertained a Farmers Market in Central Park for several years,
and

WHEREAS, in past years there were two markets open to the public on Thursdays with one located on the east side of Central Park along Marshall Avenue and the other on private property located in the east section of Litchfield, and

WHEREAS, concern has been expressed about safety issues with traffic along with safety issues along North Marshall Avenue, and

WHEREAS, an alternative location was recommended by Council Members Dingmann and Allen which involves temporary closing of East 4th Street between Sibley Avenue and Marshall Avenue allowing for the charging stations to remain open during the street closure, and

WHEREAS, vendors can set up on 4th Street or along the diagonal walkways on the northeast section of Central Park,

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield hereby authorizes the Farmers Market to be relocated with temporary closure of East 4th Street between Sibley Avenue and Marshall Avenue allowing for the charging stations to remain open during the street closure, and

BE IT FURTHER RESOLVED that Farmers Market vendors set up on 4th Street or along the diagonal walkways on the northeast section of Central Park.

Adopted by the City Council on this 3rd day of May, 2021.

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 Mayor Johnson, seconded by Council Member Allen, to adopt the following:

May 3, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-100
AUTHORIZE FARMERS MARKET SCHEDULE**

WHEREAS, the City has entertained a Farmers Market in Central Park for several years,
and

WHEREAS, the Farmers Market will be located with a temporary closure of East 4th
Street between Sibley Avenue and Marshall Avenue allowing for the charging stations to remain
open during the street closure, and

WHEREAS, the Council has determined the schedule for the Farmers Market,

NOW THEREFORE BE IT RESOLVED that City Council of the City of Litchfield
hereby authorizes the Farmers Market to be held on Thursdays beginning May 13, 2021, and

BE IT FURTHER RESOLVED that the hours of Farmers Market be from 10:00 a.m. to
2:00 p.m., and

BE IT FURTHER RESOLVED that the Sales on Public Property fee be waived for
2021 for the Farmers Market vendors, and

BE IT FURTHER RESOLVED that vendors from both markets be invited to utilize the
new location.

Adopted by the City Council on this 3rd day of May, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

D. SONGS OF SUMMER –

City Administrator Cziok discussed provisions included in the City's Liquor
Ordinance concerning a request for approval of selling strong beer and wine at the Songs of the
Summer Festival. There is a requirement that an existing license holder provides for serving the
alcohol.

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

May 3, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-101
DECLARING SONGS OF SUMMER A COMMUNITY FESTIVAL**

WHEREAS, the City received a request from the Songs of Summer Festival coordinators to sell strong beer and wine in lieu of 3.2 beer, and

WHEREAS, State Statutes allow for the following: “the governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality”, and

WHEREAS, the Liquor Ordinance was amended to allow for the sale of intoxicating liquor at a community festival, and

WHEREAS, the Council recognized a Watercade event as a community festival,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that Songs of Summer Festival is declared a community festival to be licensed in accordance with Liquor Ordinances, Codified Ordinances Title XI: Business Regulations, Chapter 112: Liquor Regulations, Section 112.46, and

BE IT FURTHER RESOLVED that a liquor license application be submitted for the Songs of Summer Festival for Council consideration.

Adopted by the City Council on this 3rd day of May, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye with the exception of Council Member Mathwig declaring a conflict of interest and voting nay, whereupon the resolution was declared adopted.

E. DOWNTOWN BUILDINGS –

City Administrator Cziok explained that there has been concern expressed on the process for reporting unsafe conditions with downtown buildings. The Council reviewed several options provided by administration concerning the process followed when an unsafe condition is reported.

May 3, 2021

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-102
AUTHORIZE DOWNTOWN BUILDING CONDITION WINDSHIELD EVALUATION**

WHEREAS, there has been some discussion concerning the process for reporting unsafe conditions with downtown buildings, and

WHEREAS, staff is unaware of any specific safety concern at this time, and

WHEREAS, administration offered several options for Council consideration,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes administration to retain a structural engineer to complete a windshield evaluation of the downtown buildings, and

BE IT FURTHER RESOLVED that administration work with Bolton & Menk to retain a structural engineer.

Adopted by the City Council on this 3rd day of May, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

F. 3.2% OFF-SALE LIQUOR LICENSE APPLICATION –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-103
APPROVING OFF-SALE 3.2 % LIQUOR LICENSE
FOR CASEY'S RETAIL COMPANY**

WHEREAS, Council approval is required for liquor licensing, and

WHEREAS, Casey's Retail Company applied for an Off-Sale 3.2% Liquor License, and

WHEREAS, a background check was completed and reviewed by the Council,

May 3, 2021

Resolution No. 21-5-103– Cont’d.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the application from Casey’s Retail Company for an Off-Sale 3.2 % Liquor License for Casey’s General Store #3638 from 5/04/21 to 6/30/21.

Adopted by the City Council on this 3rd day of May, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

G. AIRPORT AGRICULTURAL LEASES –

City Administrator Cziok explained the proposed airport agricultural leases are with existing lease holders with the rates adjusted to be comparable to agricultural rentals. He discussed the need to address hunting on airport property and to formalize a lease agreement outlining the terms in the proposed resolutions.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-92
AIRPORT AGRICULTURAL LEASE WITH WILLARD PIEPENBURG**

WHEREAS, the City currently leases agricultural land surrounding the municipal airport to two farmers, and

WHEREAS, the City has an ongoing agreement with Willard Piepenburg for the lease of 138.95 tillable acres at \$59.13/acre, and

WHEREAS, the City has also had an ongoing agreement for hay land to be maintained and the hay crop utilized by Willard Piepenburg at no extra cost to either party, reducing the need for City personnel to maintain it, and

WHEREAS, Willard Piepenburg has maintained the hay land to airport standards, and

May 3, 2021

Resolution No. 21-5-92– Cont’d.

WHEREAS, the City would like to increase the rent amount to \$75.00/acre for the agricultural land leased by Willard Piepenburg, and

WHEREAS, the City would like to charge \$1,000 for all hay land at the airport,

WHEREAS, the City would like to limit the lease term to 2 years,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes increasing the rent to \$75.00 for the agricultural land leased by Willard Piepenburg, and

BE IT FURTHER RESOLVED that the cost for hay land be an additional \$1,000, and

BE IT FURTHER RESOLVED that said agricultural land lease and hay land lease agreement remain in place for two years, and

BE IT FURTHER RESOLVED that no hunting or trapping of any kind will be allowed on any City or Municipal Airport property, and

BE IT FURTHER RESOLVED that besides the above stated land leases any trespassing other than for farming purposes is unlawful and can be charged,

AND BE IT FURTHER RESOLVED that City Administration is authorized to prepare a written lease with the terms found in the resolution.

Adopted by the City Council on this 3rd day of May, 2021.

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

May 3, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-93
AIRPORT AGRICULTURAL LEASE WITH WIGEN SEED FARMS**

WHEREAS, the City currently leases agricultural land surrounding the municipal airport to two farmers, and

WHEREAS, the City has an ongoing agreement with Wigen Seed Farms for leasing 23.52 acres at \$65.00/acre, and

WHEREAS, the City would like to increase the rent amount to \$115.00/acre, and

WHEREAS, the City would like to limit the lease term to 2 years,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes increasing the rent to \$115.00 for the agricultural land leased by Wigen Seed Farms, and

BE IT FURTHER RESOLVED that said agricultural land lease agreement remain in place for two years, and

BE IT FURTHER RESOLVED that no hunting or trapping of any kind will be allowed on any City or Municipal Airport property, and

BE IT FURTHER RESOLVED that besides the above stated land leases any trespassing other than for farming purposes is unlawful and can be charged,

AND BE IT FURTHER RESOLVED that City Administration is authorized to prepare a written lease with the terms found in the resolution.

Adopted by the City Council on this 3rd day of May, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

H. BENCH POLICY –

City Administrator Cziok explained that the City is getting requests for placement of benches on City property. The Council reviewed a bench policy from Arden Hills provided

May 3, 2021

by staff for consideration. After review, it was moved by Council Member Mathwig, seconded by Council Member Allen, to authorize staff to draft a bench policy similar to Arden Hills. Upon roll call vote, all members present voted aye, whereupon the motion carried.

I. TREE REMOVAL REQUEST –

City Administrator Cziok explained that staff faced a request for tree removal from a property owner on Friday which was included in the agenda for Council consideration. He discussed the history of tree removal in that past practice has been to not remove trees unless they are diseased or pose a hazard. He said the tree is currently healthy however it is an ash tree and at some point if it becomes diseased it will be removed.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-104
DENYING REQUEST FOR REMOVAL OF BOULEVARD TREE**

WHEREAS, the City maintains boulevard trees, and

WHEREAS, diseased trees are removed during summer months, and

WHEREAS, branches are trimmed in winter months, and

WHEREAS, MnDOT is in the process of completing sidewalk improvements and meeting ADA requirements, and

WHEREAS, the City has received a request from a property owner on South Sibley to remove a non-diseased boulevard tree that they feel may cause injury or damage, and

WHEREAS, contractors will cutting into the roots for sidewalk improvements which the property owner feels will make the tree more vulnerable to falling in a storm, and

WHEREAS, the City currently does not have a policy to address removal of a non-diseased boulevard tree in this or similar situations,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby denies the request by a property owner for removal of a non-diseased boulevard tree on South Sibley at this time however City staff will remove if the tree is determined to be diseased or a safety hazard in the future as is current and past practice with maintaining boulevard trees.

Adopted by the City Council on this 3rd day of May, 2021.

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Resolution No. 21-5-104– Cont’d.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

IX. ADDITIONAL ITEMS –

- A. CITY COUNCIL MINUTES APRIL 19, 2021 (removed from Consent Agenda Item II.A.1.)

City Administrator Cziok recommended an amendment to Resolution No. 21-4-82 to define the end date of the Downtown Façade Grant.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-105
APPROVING AMENDMENT TO RESOLUTION NO. 21-4-82**

WHEREAS, the Council adopted Resolution No. 21-4-82 approving a Downtown Façade Grant for the Downtown Historic Commercial District, and

WHEREAS, staff identified the need to amend Resolution No. 21-4-82 to provide an end date to said grant,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves amending Resolution No. 21-4-82 to add the end date language of “through December 31, 2023.”

Adopted by the City Council on this 3rd day of May, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

May 3, 2021

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

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-5-106
APPROVING APRIL 19, 2021 CITY COUNCIL MINUTES**

WHEREAS, the Consent Agenda was assembled and presented, and

WHEREAS, the Council removed the minutes from the Consent Agenda to amend Resolution No. 21-4-82,

NOW, THEREFORE, BE IT RESOLVED to approve the April 19, 2021 City Council Minutes with amendment to Resolution No. 21-4-82.

Adopted by the City Council on this 3rd day of May, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

X. ANNOUNCEMENTS –

A. WORK SESSION –

The Council held a work session to begin the initial stage of development of the CIP plan. Minutes of the work session are on file. No formal action was taken.

XI. ADJOURNMENT –

The City Council meeting adjourned at 7:35 p.m. by unanimous consent.

Approved:

May 3, 2021

Attest:

ASSISTANT CITY ADMINISTRATOR

MAYOR