

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, June 6, 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	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
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 – May 16, 2022

B. FINANCIAL REPORTS TO APPROVE:

1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

1. Computer List of Bills for \$943,120.85

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

1. Lawful Gambling Permit - LAMP – Kinship –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-83
LAWFUL GAMBLING PERMIT FOR
AN EXEMPT ORGANIZATION LITCHFIELD AREA MENTORSHIP PROGRAM - KINSHIP**

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

Resolution No. 22-6-83– Cont’d.

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for Litchfield Area Mentorship Program-Kinship on June 24, 2022 at Litchfield United Methodist Church 1000 S. Sibley Ave., 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 6th day of June, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

2. Lawful Gambling Permit - Crow River Area Chapter – MDHA –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-84
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 for Crow River Area Chapter - MDHA on September 20, 2022 at Eagles Club 389 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 6th day of June, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

3. Lawful Gambling Permit - Crow River Area Chapter – MDHA –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-85
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 for Crow River Area Chapter - MDHA on September 24, 2022 at Eagles Club 389 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 6th day of June, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

4. Lawful Gambling Permit - Litchfield Dragon Goal Line Club –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-86
LAWFUL GAMBLING PERMIT FOR
AN EXEMPT ORGANIZATION LITCHFIELD DRAGON GOAL LINE CLUB**

WHEREAS, an application for a lawful gambling license exemption was considered from the Litchfield Dragon Goal Line Club,

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for Litchfield Dragon Goal Line Club on October 19, 2022 at Marcus Buschette residence 338 E. 6th St., 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 6th day of June, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

- 5. Sales on Public Property –
 - a. Watercade
 - b. Again and Again Too
 - c. Litchfield Youth Wrestling
 - d. Litchfield Wrestling Club

G. OTHER ROUTINE MATTERS:

- 1. Employment Offer –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-97
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>
<i>Golf Course</i>	Gavin Manning	
<i>Parks</i>	Dennis Jaster	Jacob Dietel Creighton Huhner
<i>Pro-Shop</i>		Ty Olson
<i>Cemetery</i>	Larry Dahl	
<i>Streets</i>	Cade Marquardt	
<i>Liquor Store</i>		John Tomes

Resolution No. 22-6-97– Cont’d.

Electric Jack Ramthun

Adopted by the City Council this 6th day of June, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

2. Temporary Street Closure Application – Litchfield Baseball Association

H. COMMUNICATIONS:

1. Minutes & Reports:

- a. Heritage Preservation Commission – May 23, 2022
- b. Personnel Committee – May 31, 2022

2. Correspondence – Meeker County Zoning Administrator Notice

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-98
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 6th day of June, 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. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS –

A. CONCERNED CITIZEN – Miranda Gohn –

Litchfield resident Miranda Gohn, 612 East 3rd Street, expanded on the letter she provided to Council included in the agenda packet and the newspaper editorial on the Council dais prior to the meeting. She requested consideration of public health safeguards for the wellness center. Ms. Gohn explained there are vulnerable individuals with underlying health conditions and suggested having time blocks for those individuals in order for them to utilize the

facility. She is supportive of the facility but encourages public health safeguard measures in place for maximum participation and revenue resulting in greater chance of success. No formal action was taken.

V. COMMISSION RECOMMENDATIONS –

A. HERITAGE PRESERVATION COMMISSION

1. Certificate of Appropriateness – By JSI-32, Inc. – 129 N. Sibley Ave. –

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 Dingmann, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-87
GRANT CERTIFICATE OF APPROPRIATENESS
TO JSI-32, INC.
FOR PROPERTY LOCATED AT 129 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, May 23, 2022, to consider a Certificate of Appropriateness Application request by JSI-32, Inc., for property located at 129 North Sibley Avenue, 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 patching of holes; application of bonding agent; smearing of masonry coating; installation of new, white vinyl windows; repair or replacement of jams; priming; painting; caulking; installation of new electrical service on back of building; leveling and new concrete or blacktop in parking lot; and possible roof/gutter repairs, 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

WHEREAS, chemical or physical treatments, if appropriate, will be undertaken using the gentlest 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 JSI-32, Inc., for property located at 129 North Sibley Avenue.

Adopted by the City Council on this 6th day of June, 2022.

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 – By Larry Ackerman – 213 N. Sibley Ave. –

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. 22-6-88
GRANT CERTIFICATE OF APPROPRIATENESS
TO LARRY ACKERMAN
FOR PROPERTY LOCATED AT 213 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, May 23, 2022, to consider a Certificate of Appropriateness Application request by Larry Ackerman, for property located at 213 North Sibley Avenue, 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 second story windows with aluminum clad, energy efficient, double hung, black windows and replacement of storefront windows with black, aluminum clad windows of same size and spatial relationship; replacement of non-functioning A/C unit with glass pane matching existing window; replacement of front door frame; painting to match bulkhead; replacement of door with black aluminum door; reframing of sidelights and painting to match; replacement of roof with rubber membrane roof not visible to public; washing and repointing of south and east brick façades; replacement of west and south façade windows with black aluminum clad or white vinyl windows; replacement of back and screen door with wood, aluminum, or composite door and screen to fit opening and replace hardware; replace steps and walkway to second story apartment with same style steps in same location; replace main story door with wood, aluminum, or composite door with a window and replace screen; replace window sign with vinyl of same wording and colors; replace east façade awning, 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

Resolution No. 22-6-88– Cont’d.

WHEREAS, distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the property will be preserved, 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 Larry Ackerman, for property located at 213 North Sibley Avenue.

Adopted by the City Council on this 6th day of June, 2022.

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 – By Tim Cook – 214 N. Sibley Ave. –

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 Allen, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-89
GRANT CERTIFICATE OF APPROPRIATENESS
TO TIM COOK
FOR PROPERTY LOCATED AT 214 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, May 23, 2022, to consider a Certificate of Appropriateness Application request by Tim Cook, for property located at 214 North Sibley Avenue, 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 roof with rubber membrane roof not visible to public; removal of awning from second story windows; powerwashing, repointing, and repairing of bricks; replacement of storefront windows with energy efficient, period appropriate, black, aluminum clad windows and no change in opening or keeping current window frame and replacing glass, double pane only; replacement of storefront door with black commercial door; removal of siding over transom and painting of transom if need be; removal, replacement, and painting of bulkhead; possible installation of awning using original hardware, 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

Resolution No. 22-6-89– Cont’d.

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, the changes to the property that have acquired historic significance in their own right will be retained and preserved, and

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

WHEREAS, chemical or physical treatments, if appropriate, will be undertaken using the gentlest 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 Tim Cook, for property located at 214 North Sibley Avenue.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

4. Certificate of Appropriateness – Tim Cook – 217 N. Sibley Ave. –

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. 22-6-90
GRANT CERTIFICATE OF APPROPRIATENESS
TO TIM COOK
FOR PROPERTY LOCATED AT 217 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, May 23, 2022, to consider a Certificate of Appropriateness Application request by Tim Cook, for property located at 217 North Sibley Avenue, 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 roof with rubber membrane roof not visible to public; replacement of storefront windows with energy efficient, aluminum clad, black windows and extension of opening on top and bottom as close to original openings as possible; replacement of front door with black, aluminum clad door and transom; removal of vertical siding on transom; replacement of east exterior doors with wood solid core doors or wood with hardware; removal and replacement of second story east windows with taller, black, aluminum clad windows; removal and replacement of bulkhead with vertical siding painted black; possible removal of paint on brick after test patch using “peel away”; replacement of west façade stairs with enclosed second story staircase and landing area to code; repairing original windows or replacement of north second story windows with black vinyl or aluminum clad, double hung windows using original opening; replacement of back door with steel, black door; painting of stucco to match existing brick; replacement of west façade windows with vinyl or aluminum clad windows, 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, the changes to the property that have acquired historic significance in their own right will be retained and preserved, 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 gentlest 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 Tim Cook, for property located at 217 North Sibley Avenue.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

5. Certificate of Appropriateness – Charles Burdick – 225 N. Sibley Ave. –

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

June 6, 2022

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-91
GRANT CERTIFICATE OF APPROPRIATENESS
TO CHARLES BURDICK
FOR PROPERTY LOCATED AT 225 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, May 23, 2022, to consider a Certificate of Appropriateness Application request by Charles Burdick, for property located at 225 North Sibley Avenue, 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 roof with 60 mil EPDM adhered roof; installation of metal flashing; installation of laminated veneer framing members to existing fire-damaged ceiling; patching and repainting of metal cornice and strengthening of attachment to roof; spot tuckpointing and spot rebuilding around window openings with original brick where appropriate; installation of Pella “Reserve Traditional” wood clad windows; removal of storefront stucco and replacement of cracked glass and aluminum frames if necessary, 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

WHEREAS, chemical or physical treatments, if appropriate, will be undertaken using the gentlest 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 Charles Burdick, for property located at 225 North Sibley Avenue.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

6. Certificate of Appropriateness – By Jesse Narr – 229 N. Sibley Ave. –

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 Dingmann, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-92
GRANT CERTIFICATE OF APPROPRIATENESS
TO JESSE NARR
FOR PROPERTY LOCATED AT 229 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, May 23, 2022, to consider a Certificate of Appropriateness Application request by Jesse Narr, for property located at 229 North Sibley Avenue, 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 removal and replacement of east façade windows with energy efficient, black, aluminum windows with no change in opening; replacement of storefront door with black, aluminum framed door with no change in opening; powerwashing of brick and repointing with same mortar and replacement of damaged brick; installation of metal framed sign to east façade matching corporate sign; painting of metal cornice black; trim and medallion matching the brick; replacement of west façade concrete to ADA compliant concrete; replacement of west façade service door with black, metal framed, aluminum door; moving of A/C unit from west façade to roof; installation of an up to 6' overhead door on west façade, 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

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 Jesse Narr, for property located at 229 North Sibley Avenue.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

7. Certificate of Appropriateness – By Charles Burdick – 231 N. Sibley Ave. –

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. 22-6-93
GRANT CERTIFICATE OF APPROPRIATENESS
TO CHARLES BURDICK
FOR PROPERTY LOCATED AT 231 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, May 23, 2022, to consider a Certificate of Appropriateness Application request by Charles Burdick, for property located at 231 North Sibley Avenue, 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 removal of existing roof and replacement with 60 mil EPDM adhered roof; installation of metal flashing; spot rebuilding of parapet; spot repainting of façade and elevations; replacement of windows to fill original openings; replacement of existing windows with Pella “Reserve Traditional” windows and Curries fire-rated windows where code required, 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, the changes to the property that have acquired historic significance in their own right will be retained and preserved, 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, 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 Charles Burdick, for property located at 231 North Sibley Avenue.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

8. Certificate of Appropriateness – By Charles Burdick – 237 N. Sibley Ave. –

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 Allen, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-94
GRANT CERTIFICATE OF APPROPRIATENESS
TO CHARLES BURDICK
FOR PROPERTY LOCATED AT 237 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, May 23, 2022, to consider a Certificate of Appropriateness Application request by Charles Burdick, for property located at 237 North Sibley Avenue, 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 cracked glass pane on storefront; patching of roof where needed; addition of roof framing to reshape slope for proper drainage, 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, the changes to the property that have acquired historic significance in their own right will be retained and preserved, 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, new additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property, 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 Charles Burdick, for property located at 237 North Sibley Avenue.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

9. Certificate of Appropriateness – By JSI-32, Inc. – 240 N. Sibley Ave. –

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 Carlson, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-95
GRANT CERTIFICATE OF APPROPRIATENESS
TO JSI-32, INC.
FOR PROPERTY LOCATED AT 240 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, May 23, 2022, to consider a Certificate of Appropriateness Application request by JSI-32, Inc., for property located at 240 North Sibley Avenue, 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 storefront windows with black, aluminum clad, energy efficient windows; replacement of storefront door with black, aluminum clad door to match windows; washing, repair, and replacement of transom and storefront brick and repointing where necessary; and addition of black, wooden background sign, 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, new additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property, and

Resolution No. 22-6-95– Cont’d.

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 JSI-32, Inc., for property located at 240 North Sibley Avenue.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

10. Certificate of Appropriateness – By Garmon Tipka – 311 N. Sibley Ave. –

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 Carlson, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-96
GRANT CERTIFICATE OF APPROPRIATENESS
TO GARMON TIPKA
FOR PROPERTY LOCATED AT 311 NORTH SIBLEY AVENUE**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, May 23, 2022, to consider a Certificate of Appropriateness Application request by Garmon Tipka, for property located at 311 North Sibley Avenue, 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 roof with membrane roofing material not visible to public; replacement of west façade service door with solid core door with window, 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, the changes to the property that have acquired historic significance in their own right will be retained and preserved, and

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

Resolution No. 22-6-96– Cont’d.

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 Garmon Tipka, for property located at 311 North Sibley Avenue.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

11. Certificate of Appropriateness Completion Deadline Consideration –

Council Member Kotelnicki explained that a Certificate of Appropriateness is valid for 6 months with the consideration of an additional 6 months. She shared HPC discussions concerning the timeframe and 12 months may not be enough time to complete projects with the shortage of building supplies and labor.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-99
APPROVE CERTIFICATE OF APPROPRIATENESS EXTENSIONS
FOR UP TO TWO YEARS**

WHEREAS, the current Certificate of Appropriateness application policy defines a Certificate of Appropriateness is valid for 6 months with consideration of an additional 6 months; and

WHEREAS, the Heritage Preservation Commission reviewed the timeframe and expressed concern that projects may not be completed within 12 months due to the shortage of building supplies and labor; and

WHEREAS, the Heritage Preservation Commission is recommending for consideration allowing extensions for up to 2 years in 6 month increments requiring approval,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield that Item #6 on the signature page of the Certificate of Appropriateness application include the language “The COA is valid in 6 month increments up to two years from the date of issue when there are extenuating circumstances like labor, materials, or weather issues and progress is being made. This extension is granted by administration when a written request is received before the expiration date.”

Adopted by the City Council on this 6th day of June, 2022.

Resolution No. 22-6-99– Cont’d.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

VI. COMMITTEE REPORTS –

A. PERSONNEL COMMITTEE –

1. Police Sergeant –

City Administrator Cziok provided the history relating to sergeant positions in the past. He shared discussions by the Personnel Committee and recommendations for funding two sergeants. He outlined the process required by the Civil Service Commission in order to fill the positions.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-100
AUTHORIZING TWO SERGEANT POSITIONS**

WHEREAS, the City has not had a sergeant position filled since 2017; and

WHEREAS, the Police Department held two sergeant positions in the past; and

WHEREAS, the Personnel Committee has reviewed and recommends two sergeant positions to provide additional leadership; and

WHEREAS, one sergeant position has remained in the budget since 2017; and

WHEREAS, given Council approval on funding the Civil Service Commission would be tasked with reviewing job descriptions, updating the qualifications list, posting the openings, and evaluating candidates for promotion,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes funding two sergeant positions; and

BE IT FURTHER RESOLVED that the Civil Service Commission be tasked with the promotion process as outlined above.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

2. City Administrator Performance Evaluation Summary –

Council Member Dingmann discussed the City Administrator Performance Evaluation process in the past and outlined the revised format offered by the Personnel Committee. He explained that the revised format allows Council Members to complete their worksheet during the evaluation process since not all evaluations were completed prior to the evaluation.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-101
APPROVE CITY ADMINISTRATOR PERFORMANCE EVALUATION PROCESS**

WHEREAS, the Personnel Committee reviewed procedural options for the annual City Administrator performance evaluation; and

WHEREAS, the Personnel Committee offered a revised format to be considered in which the evaluation and scoring will be done the same night of the evaluation; and

WHEREAS, the evaluation procedures were outlined in detail for Council consideration,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the City Administrator evaluation process as outlined and schedules the evaluation for the June 20, 2022 Council meeting.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. OVERLAYS –

City Engineer Chuck DeWolf outlined the proposed 2022 Street Overlay Improvement project. He reviewed the proposed streets to be overlaid and the proposed schedule relating to the project moving forward.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-102
AUTHORIZE THE PREPARATION OF PLANS AND
SPECIFICATIONS AND ADVERTISING FOR BIDS FOR THE
2022 STREET OVERLAY IMPROVEMENT PROJECT**

WHEREAS, the City routinely completes maintenance on existing streets to extend the service life until at which time street reconstruction on a larger scale is warranted; and

WHEREAS, City staff has identified overlay projects to be considered for 2022; and

WHEREAS, the Council reviewed the proposed streets to be overlaid; and

Resolution No. 22-6-102– Cont’d.

WHEREAS, the Council has reviewed a proposed schedule for the project moving forward,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes preparation of plans and specifications and the advertisement of bids for the 2022 Street Overlay Improvement Project.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

B. PUBLIC WORKS STAFFING NEEDS –

1. Lead Positions –

City Administrator Cziok reviewed recommendations for some position adjustments within the Public Works Department.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-103
APPOINTING MITCH KUECHLE TO
MECHANIC POSITION**

WHEREAS, the City currently has a maintenance worker doing more mechanical work on a day to day basis; and

WHEREAS, City staff recommends appointing Mitch Kuechle to the Mechanic position,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes appointing Mitch Kuechle to Mechanic position within the Public Works Department at Pay Grade 3.

Adopted by the City Council on this 6th day of June, 2022.

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 Miller, seconded by Council Member Dingmann, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-104
APPOINTING GLENDON CARON TO
MAINTENANCE WORKER LEAD POSITION**

WHEREAS, the Operations Coordinator is responsible for many departments within the Public Works Department; and

WHEREAS, administration advises providing department leads to assist the Operations Coordinator in day to day operational leadership in areas within the Public Works Department; and

WHEREAS, the City has entertained a maintenance lead worker position in the past; and

WHEREAS, City staff recommends appointing Glendon Caron to Maintenance Worker Lead,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes appointing Glendon Caron to Maintenance Worker Lead position within the Public Works Department at Pay Grade 3.

Adopted by the City Council on this 6th day of June, 2022.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-105
APPOINTING BRYCE MANNING TO
GOLF COURSE LEAD POSITION**

WHEREAS, the Operations Coordinator is responsible for many departments within the Public Works Department; and

WHEREAS, administration advises providing department leads to assist the Operations Coordinator in day to day operational leadership; and

WHEREAS, the City has a golf course technician doing supervisory work; and

WHEREAS, City staff recommends appointing Bryce Manning to Golf Course Lead position,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes appointing Bryce Manning to Golf Course Lead position at Pay Grade 3.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

C. CITY LOTS RFPS –

City Administrator Cziok discussed the RFP process and the results concerning City owned vacant lots. He explained the evaluation process and shared that there was congruency in the process which involved himself, City Planner Rybak, and Code Enforcement Officer Tews. He reported that one RFP was submitted for the vacant property located on East Nelson Street and Meadow Road and three received for the vacant property at the corner of East 2nd Street and North Gorman Avenue.

In reference to the property located on East Nelson Street and Meadow Road, City Administrator Cziok said the one proposal submitted rated higher than the proposals submitted for both RFPS. He explained that it is fairly similar to existing housing and should receive a positive review with Planning/Zoning with the proposed number of units associated with the lots. He recommended that the City doesn't sell the lot, adding his perspective is the City should not pay \$20,000 to the developer in addition to giving the lot to the developer as outlined in the proposal submitted. Cziok shared that there may be legal issues with giving money to the developer and would be considered a business subsidy.

City Administrator Cziok reported that two RFPs were submitted from the same developer for the vacant property at the corner of East 2nd Street and North Gorman Avenue providing different options for consideration. He discussed the results of the evaluations for the three RFPS and shared the reasoning behind scoring. He explained that the one RFP had a maximum score with neighborhood fit with two single family homes while the other two lacked site plans but provided multi-family housing. City Administrator Cziok recommended entering into a developer's agreement with Dan Kirth for development of two single family homes and to set a public hearing for the sale of the City lot.

Council Member Allen shared that she had received more than one call concerning the vacant property at the corner of East 2nd Street and North Gorman Avenue. She is nervous about the negative \$20,000 and thinks we should wait on it. City Administrator Cziok shared that all the vacant lots will require some infrastructure improvements. Discussion followed on potential interest of neighboring properties in purchasing the property and of a past handshake deal offered for purchase of the property. Council Member Carlson questioned if the property is difficult to develop with fill being the issue, would there be value in keeping the property or offering to the neighbors for sale. Council Member Kotelnicki inquired if the property could be put up for auction and if no one buys, the City would then keep. She added there are challenges with every developer.

Council Member Carlson questioned if the City could negotiate with the individual. City Administrator Cziok said the City would initiate a developer's agreement. He added his preference would then be to auction rather than pay to develop the property. Mayor Johnson inquired if the property could be put on hold. City Administrator Cziok responded that this has not been a staff goal of getting rid of property. Council Member Allen expressed concern on the legalities associated with giving the developer \$20,000. City Administrator Cziok responded it would be considered a business subsidy and there are requirements associated with business subsidies. Council Member Miller expressed concern by setting a precedent.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-106
DENY PURCHASE PROPOSAL FOR EAST NELSON STREET AND
MEADOW ROAD VACANT LOTS**

WHEREAS, the City owns vacant property; and

WHEREAS, several parties have shown interest in acquiring the vacant property; and

Resolution No. 22-6-106-- Cont'd.

WHEREAS, the Council authorized administration to create an RFP for acquiring the vacant lots located on East Nelson Street and Meadow Road, and

WHEREAS, the City received one RFP for the vacant property located on East Nelson Street and Meadow Road; and

WHEREAS, City staff evaluated the RFP and while the score was high the RFP required the City to pay the developer \$20,000; and

WHEREAS, the Council did not support paying \$20,000 to the developer,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby denies the proposal from Gregg Schilling for the purchase of vacant property located on East Nelson Street and Meadow Road.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

It was moved by Council Member Kotelnicki, seconded by Council Member Dingmann, to put the vacant lots located on East Nelson Street and Meadow Road up for auction. Council Member Allen inquired if the developer would have an opportunity to come back with another offer. City Administrator Cziok explained that the process for selling property is a lengthy process and the Council could entertain other options if they so desired. Upon roll call vote, all members present voted aye, whereupon the motion carried.

Pertaining to the vacant property at the corner of East 2nd Street and North Gorman Avenue, Council Member Kotelnicki expressed concern about selling the lot through this process and not having specified the housing priorities in that points were given on something that was not approved by the Housing Committee. She added preference can not be given on one over the other relating to single housing and multi-family housing. She shared the calls she received concerning the property. Council Member Dingmann questioned why the City went through the process. Mayor Johnson said the scores were pretty close.

City Administrator Cziok responded that in the evaluating process it was clear to staff that single family homes fit into the neighborhood better than multi-family housing. He shared the Council was not very descriptive in what they wanted. Council Allen expressed concern about asking for a list of criteria and starting over. Council Member Kotelnicki questioned what is the goal. Council Member Miller said that Gregg Schilling did put the effort in. She acknowledged that the Council didn't exactly know what we wanted and City staff did what we asked them to. She said we have been talking about housing and we each need to make a decision and move forward.

Council Member Mathwig questioned if there were any legal ramifications if we don't choose the RFP that scored the highest. Assistant City Attorney Rue responded that she would need to look into further but initially she doesn't believe there would be because the scoring was completed by staff and not the Council.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-107
AUTHORIZING CITY STAFF TO WORK WITH GREGG SCHILLING
ON MULTI-FAMILY HOUSING ON PROPERTY LOCATED AT THE CORNER
OF EAST 2ND STREET AND NORTH GORMAN AVENUE**

WHEREAS, the City owns vacant property; and

WHEREAS, several parties have shown interest in acquiring the vacant property; and

WHEREAS, the Council authorized administration to create an RFP for acquiring the vacant lots located at the corner of East 2nd Street and North Gorman Avenue, and

WHEREAS, the City received three RFPs for the vacant property located at the corner of East 2nd Street and North Gorman Avenue; and

WHEREAS, City staff evaluated the RFPs and recommended awarding the sale of the lot to Dan Kirth with his RFP receiving the highest score; and

WHEREAS, Dan Kirth proposed building 2 single family homes; and

WHEREAS, Gregg Schilling provided 2 RFPs offering different multi-family housing options; and

WHEREAS, the Council prefers multi-family housing,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes City Staff to work with Gregg Schilling on multi-family housing for the vacant property located at the corner of East 2nd Street and North Gorman Avenue.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

D. BANNERS –

Mayor Johnson provided information on display banners for downtown including cost and display styles for consideration. Rotation of the display banners was discussed along with funding sources for the banners.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-6-108
AUTHORIZE DOWNTOWN BANNERS**

WHEREAS, the Council discussed placing display banners downtown on the acorn lights; and

WHEREAS, there are 18 acorn lights within the 3-block area; and

WHEREAS, the Council reviewed three banner styles including patriotic banners, “Litchfield” banners, and winter banners; and

WHEREAS, the hardware cost is \$1,710 from Display Sales; and

Resolution No. 22-6-108– Cont’d.

WHEREAS, the banner costs range from \$701.81 to \$1,692; and

WHEREAS, the Council wishes to support local vendors who can provide the banners and will rotate purchasing from each local vendor; and

WHEREAS, staff recommends purchasing the first set of banners from Display Sales since they can provide the hardware; and

WHEREAS, the Community Reinvestment Fund can finance the initial purchase with a fundraising campaign planned to defray costs,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the banner styles as presented and authorizes staff to order the banners.

Adopted by the City Council on this 6th day of June, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

E. NOISE ORDINANCE –

Council Member Kotelnicki reported receiving 4 noise complaints and shared the people who are reporting do not want their names used. She inquired how this should be dealt with. Mayor Johnson shared that the City of Hutchinson operates on a complaint basis. Council Member Kotelnicki requested guidance from the Council. Council Member Dingmann inquired if law enforcement has to share the information on who reported the complaint. Assistant City Attorney Rue explained the process involved with criminal charges and the need to be able to prove the violation. She shared that unless law enforcement is actually present to witness sometimes it is more difficult to charge without the complainant being involved. Council Member Allen shared that she understands the complaints but is not sure it is the job of the Council to enforce. Council Member Miller shared both dispatch and law enforcement responses to complaints filed. No formal action was taken.

F. MEEKER COUNTY FAIR –

Council Member Carslon reported that the American Legion is no longer providing for Bingo at the Meeker County Fair and that the Auxiliary is now doing it. He inquired if the City Council was interested in doing shifts with possibly being able to designate some of the funds raised. There was interest indicated by Council Members. It was noted that if there were over 4 in attendance it would be considered a quorum so the intent would be to have a maximum of 3 during a shift. No formal action was taken.

G. FUTURE WORK SESSION SCHEDULING –

City Administrator Cziok outlined scheduling for future work sessions. No formal action was taken.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS –

A. WORK SESSION –

The Council held a work session to discuss dog waste stations and a dog park. Minutes of the work session are on file. No formal action was taken.

XI. ADJOURNMENT –

The City Council meeting adjourned at 7:28 p.m. by unanimous consent.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR