

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 7, 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	Excused
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. No items were added or deleted.

A. COUNCIL MINUTES TO APPROVE:

- 1. City Council Minutes – May 17, 2021

B. FINANCIAL REPORTS TO APPROVE: None.

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

- 1. Computer List of Bills for \$732,681.03

D. OTHER PAYMENTS:

- 1. Phase 2 Generation Improvements –

**CITY OF LITCHFIELD
RESOLUTION NO. 21-6-121
AUTHORIZE PAYMENT NO. 14
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. 14 for the Phase 2 Generation Improvements totaling \$10,478.50 as attached and on file.

Adopted by the City Council this 7th day of June, 2021.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-6-120
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 the Litchfield Dragon Goal Line Club on October 15, 2021 at Litchfield Football Complex, 6th Street East, 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 7th day of June, 2021.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

- 2. Lawful Gambling Permit – Church of St. Philip –

**CITY OF LITCHFIELD
RESOLUTION NO. 21-6-122
LAWFUL OFF-SITE GAMBLING PERMIT FOR
CHURCH OF ST. PHILIP**

WHEREAS, an application for a lawful off-site gambling license was considered from the Church of St. Philip,

NOW, THEREFORE, BE IT RESOLVED to approve the application for an a lawful off-site gambling license for the Church of St. Philip on September 12, 2021 at Church of St. Philip, 821 E 5th 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 7th day of June, 2021.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

- 3. Sales on Public Property –

- a. Litchfield Fire Department
- b. Meeker County ADA

G. OTHER ROUTINE MATTERS:

- 1. Accepting Statutory Tort Liability Limits –

**CITY OF LITCHFIELD
RESOLUTION NO. 21-6-119
ACCEPTING STATUTORY TORT LIABILITY LIMITS**

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

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

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

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

Adopted by the City Council this 7th day of June, 2021.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

2. Employment Offer –

**CITY OF LITCHFIELD
RESOLUTION NO. 21-6-124
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 2021 Budget, and

WHEREAS, the supervisors will adjust the wage schedule for 2021 part-time employees to fill these positions, and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Litchfield to offer 2021 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>		Jacob Lundin
<i>Liquor Store</i>	Ellery Jones	David Opitz John Brose Maxwell Reznick

Adopted by the City Council this 7th day of June, 2021.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

H. COMMUNICATIONS:

1. Minutes & Reports:

- a. Heritage Preservation Commission – May 24, 2021

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-6-126
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 7th day of June, 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 –

A. AUDIT PRESENTATION –

Justin McGraw, representing Conway, Deuth and Schmeising, PLLP, addressed the Council concerning the 2020 Audit. He highlighted areas of the financials including the General Fund, Special Revenue and Capital Projects Funds, Liquor Fund, Sewer Fund, Electric and Water Funds. He said the City has been managed as such to prepare for a time in which they can weather some financial hardships where there may be some revenue shortages. He added the General Fund carries a healthy balance in which it can carry 8 months’ worth of expenditures allowing for a buffer in the event there are revenue impacts. With the single audit requirement due to receipt of the CARES Act funds received and the Airport SRE building, McGraw reported there were no issues with funds spent.

Council Member Kotelnicki inquired about the requirements concerning the American Rescue Plan Act of 2021. Justin McGraw responded that single audit requirements are dependent on when the money is spent. In this case, the City has more time to spend the allocation which could be spent over a period of several years and therefore may not meet the threshold requirements of a single audit. In response to Council Member Carlson’s question concerning restricted funds, McGraw provided an explanation of restricted and unrestricted funds.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-6-123
ACCEPT 2020 CITY FINANCIAL AUDIT REPORT**

WHEREAS, Conway, Deuth and Schmiesing, PLLP have been authorized to conduct an audit of 2020 Financial and other related matters, and

WHEREAS, a detailed report was reviewed previously with staff, and

WHEREAS, the report was reviewed by the Council on June 7, 2021,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Litchfield to accept the 2020 Financial Audit Report as on file, and

BE IT FURTHER RESOLVED to order its submission to other governmental units and to be published as required by State Statute.

Adopted by the City Council this 7th day of June, 2021.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

V. COMMISSION RECOMMENDATIONS –

A. HERITAGE PRESERVATION COMMISSION –

1. Certificate of Appropriateness – 126 Sibley Avenue North –

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. 21-6-125
GRANT CERTIFICATE OF APPROPRIATENESS
TO KOCH ASSOCIATES
FOR PROPERTY LOCATED AT 126 SIBLEY AVENUE NORTH**

WHEREAS, the Litchfield Historic Preservation Commission held a hearing on Monday, May 24, 2021, to consider a Certificate of Appropriateness Application request by Koch Associates, for property located at 126 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 replacement of the front store window, replacement of the second story rear door with a steel or fiberglass wood door and replacement of the second story rear windows with triple or double pane, double hung, (non-public façade) wood, vinyl, or metal clad, 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. 21-6-125– 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, the 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 Koch Associates, for property located at 126 Sibley Avenue North.

Adopted by the City Council on this 7th day of June, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

2. Second CLG Grant –

Council Member Kotelnicki provided the recommendations concerning applying for a second CLG grant that has become available. She explained that the application has been submitted for the grant before Council authorization in order to meet the deadline however the Council could still turn it down if they so choose.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-6-127
AUTHORIZE SECOND CLG GRANT APPLICATION FOR
PREPARATION OF A FREQUENTLY ASKED QUESTIONS DOCUMENT**

WHEREAS, the Heritage Preservation Commission (HPC) is a federally recognized Certified Local Government and eligible for federal dollars administered through the Minnesota Historical Society, and

WHEREAS, Certified Local Government (CLG) grant applications are typically available once a year, and

WHEREAS, the HPC applied for a CLG grant for purchasing park benches to be placed downtown with historic information included on the back of said benches, and Resolution No. 21-6-127– Cont’d.

WHEREAS, the HPC became aware of availability of a second CLG grant in the amount of \$7,000 with an in-kind match of \$3,000, and

WHEREAS, the HPC reviewed options to consider in applying for the second CLG grant, and

WHEREAS, the HPC recommended seeking a historic consultant for preparation of a document which includes frequently asked questions to provide more information for historic property owners,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes application for a second Certified Local Government (CLG) grant in the amount of \$7,000 with an in-kind match of \$3,000 for professional preparation of a document which provides frequently asked questions for historic property owners.

Adopted by the City Council on this 7th day of June, 2021.

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. City Administrator Performance Evaluation Summary –

Council Member Dingmann provided the City Administrator Performance Evaluation Summary as prepared by the Personnel Committee.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-6-128
APPROVE CITY ADMINISTRATOR PERFORMANCE EVALUATION SUMMARY**

WHEREAS, the City Council met in a closed session on May 17, 2021 to conduct an annual performance review of City Administrator David Cziok pursuant to Minnesota Statutes Section 13D.05 Subdivision 3, and

WHEREAS, City Administrator Cziok was evaluated by the Council in areas reflecting job knowledge and abilities based on the job description, and

WHEREAS, the Personnel Committee completed a performance evaluation summary for Council review based upon the results of the closed session held on May 17, 2021,

NOW, THEREFORE, BE IT RESOLVED that City Council hereby approves the “Summary of City Administrator Performance Evaluation” as presented.

Adopted by the City Council on this 7th day of June, 2021.

Resolution No. 21-6-128– Cont’d.

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 – None.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS –

A. WORK SESSION –

The Council held a work session to review the prioritization of projects to be included in the CIP. Also included for discussion were communication changes between the Council and Administration along with reviewing the Administration’s current missions. Minutes of the work session are on file. No formal action was taken.

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:18 p.m. by unanimous consent.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR