

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, July 3, 2023, commencing at 5:30 p.m. Mayor Dingmann called the meeting to order.

A. ROLL CALL:

Mayor	Ron Dingmann	Present
Council Member-at-Large	Malinda Larson	Excused
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	Emily Wood	Present
City Engineer	Chuck DeWolf	Present
Independent Review	Amy Wilde	Present
KLFD	Tim Bergstrom	Present

B. PLEDGE OF ALLIGIANCE

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 – June 20, 2023

B. FINANCIAL REPORTS TO APPROVE:

1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

1. Computer List of Bills for \$1,182,660.00

D. OTHER PAYMENTS:

1. Phase 2 Generation Improvements –

**CITY OF LITCHFIELD
RESOLUTION NO. 23-7-116
AUTHORIZE FINAL PAYMENT
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. 17 and the final payment for the Phase 2 Generation Improvements totaling \$50,694.00 as attached and on file.

Adopted by the City Council this 3rd day of July, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

- E. ORDINANCES – SECOND READINGS: None.
- F. LICENSES:
 - 1. Application for Lawful Gambling Permit – Crow River Area Chapter-MDHA –

**CITY OF LITCHFIELD
RESOLUTION NO. 23-7-115
LAWFUL GAMBLING PERMIT FOR AN EXEMPT
ORGANIZATION THE CROW RIVER AREA CHAPTER-MDHA
OF LITCHFIELD, MINNESOTA**

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

NOW, THEREFORE, BE IT RESOLVED to approve the application for an Exemption from a Lawful Gambling license for the Crow River Area Chapter-MDHA of Litchfield, Minnesota on September 30, 2023 at the Eagles Club, 389 CSAH 34, Litchfield, MN, 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 July, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

- 2. Temporary On-Sale Liquor License – Litchfield Baseball Association
- G. OTHER ROUTINE MATTERS: None
- H. COMMUNICATIONS:
 - 1. Minutes & Reports:
 - a. Heritage Preservation Commission – June 26, 2023
 - 2. Correspondence:
 - a. Meeker County Zoning Administrator Notification

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-7-118
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 July, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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. LITCHFIELD BUILDING PROPOSAL –

Steve Kotzer, representing Litchfield Building Center (LBC), addressed the Council concerning a proposal to purchase land adjacent to the Golf Course owned by the City. He provided a PowerPoint presentation outlining his proposal which includes purchasing land for a PUD development with an association with the potential to consist of up to 8 twin homes. Mr. Kotzer is asking for a partnership with the City that involves the City installing a culvert and filling in the existing drainage ditch. He would like the City to also consider including City owned lots that are unbuildable on Lake Ripley across from the Golf Course for use by the PUD development. The proposal includes the City financing the infrastructure upfront which would be reimbursed to the City upon each house closing.

City Administrator Cziok clarified that a soil test has not been completed upon Council Member Mathwig’s inquiry along with clarification of City owned lots on Lake Ripley in which the City owns four lots with one lot containing pumping infrastructure for the golf course. Steve Kotzer responded to Council Mathwig’s inquiry that the properties in the PUD development were intended to be sold and not be rental units.

Council Member Kotelnicki inquired about infrastructure costs and timelines for construction. Steve Kotzer discussed phases with the possibility of some progress this fall, acknowledging a portion of the property would require annexation. Council Member Kotelnicki inquired about future development to the west of the property that may benefit from the infrastructure installed and if the infrastructure would be sufficient to extend the services. City Engineer DeWolf explained minimum size requirements and that a lot of factors would be looked at, along with the potential need for a lift station due to how shallow it may be. City Administrator Cziok discussed past practices relating to infrastructure extensions.

Council Member Carlson inquired about the square footage with Steve Kotzer responding between 1600 and 1700 square feet/unit. Council Member Carlson expressed concern about flooding issues on Yale Street in which City Engineer DeWolf explained that grading plans would be prepared. Steve Kotzer added they would have to abide by the requirements. Kotzer responded to Council Member Carlson’s inquiry that the cost of units were between \$300,000 to \$350,000 per unit.

Mayor Dingmann inquired if there was an advantage to a PUD. Steve Kotzer shared that LBC would not have to request variances for the property. Kotzer responded to Mayor Dingmann’s inquiry about additional storage units in that they wouldn’t be allowed that he is aware of.

Steve Kotzer presented a purchase agreement with an earnest check included in a sealed envelope to be discussed at a future closed meeting. It was moved by Council Member Mathwig, seconded by Council Member Kotelnicki, that City Administration be authorized to schedule a special meeting to discuss the purchase agreement from Litchfield Building Center for golf course property in a closed meeting within a 2 week timeframe. The motion passed with 5 votes in favor and 0 against.

V. COMMISSION RECOMMENDATIONS – None.

VI. COMMITTEE REPORTS – None.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. MEEKER COUNTY ASSESSMENT SERVICES CONTRACT –

Mayor Dingmann explained that the proposed contract with Meeker County for providing assessment services for the City of Litchfield is a 4 year contract renewal that it is in line with the past contract.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-7-117
APPROVING RENEWAL OF ASSESSMENT CONTRACT
WITH MEEKER COUNTY**

WHEREAS, the City has a contract with Meeker County to provide assessment services on behalf of the City; and

WHEREAS, Meeker County provided a renewal agreement for the assessment years 2024 through 2027; and

WHEREAS, the City wishes to renew the contract with Meeker County to continue providing the assessment services on behalf of the City,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes the City to enter into a new contract with Meeker County to provide assessment services for the City as reviewed; and

BE IT FURTHER RESOLVED that the Mayor and City Administrator are authorized to sign the said assessment contract on behalf of the City.

Adopted by the City Council this 3rd day of July, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

B. MN TEAMSTERS LOCAL NO. 320 –

Mayor Dingmann explained that action needed concerning the MN Teamsters Local No. 70 Collective Bargaining Unit (CBA) is necessary to comply with legislative updates.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-7-119
APPROVING MN TEAMSTERS LOCAL NO. 320
MEMORANDUM OF UNDERSTANDING**

WHEREAS, the Minnesota Teamsters Public and Law Enforcement Employees’ Union, Local No. 320 represents police officers employed with the City; and

WHEREAS, the labor agreement with the Minnesota Teamsters Public and Law Enforcement Employees’ Union, Local 320 expires as of December 31, 2024; and

WHEREAS, there is new legislation effective July 1, 2023; and

WHEREAS, MN Teamsters Local No. 320 provided a Memorandum of Understanding to recognize the statutory amendment by adding appropriate language to the Collective Bargaining Agreement (CBA),

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the Memorandum of Understanding between Teamsters Local 320 and the City of Litchfield Police Officers.

Adopted by the City Council this 3rd day of July, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

C. APPOINTMENTS TO MAKE –

1. Housing and Redevelopment Authority –

City Administrator Cziok reported on discussions with Jenny Klima, Housing and Redevelopment Authority (HRA) Community Relations Manager, concerning appointments to the HRA. Based on conversations, he recommended to table action on appointments at this time. He explained the need to clarify with HRA since there may have been appointments outside of Council action. Cziok reported that the HRA is establishing a new set of bylaws. He advised the City Attorney review requirements with the City and HRA. City Administrator Cziok reported that there is another applicant that has expressed interest. No formal action was taken.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS – None.

XI. ADJOURNMENT –

It was moved by Council Member Mathwig, seconded by Council Member Allen, to adjourn the City Council meeting at 6:02 p.m. Motion Carried.

July 3, 2023

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR