

**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 Tuesday, July 5, 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	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	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 – June 20, 2022

**B. FINANCIAL REPORTS TO APPROVE:**

- 1. Electronic and Wire Transfer Report

**C. CLAIMS TO AUTHORIZE FOR PAYMENT:**

- 1. Computer List of Bills for \$929,296.84

**D. OTHER PAYMENTS: None.**

**E. ORDINANCES – SECOND READINGS:**

- 1. Ordinance No. 812 –

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-7-123  
SECOND READING OF ORDINANCE NO. 812  
AMENDING THE ZONING ORDINANCE  
154.011 BOUNDARIES OF OFFICIAL ZONING MAP, APPENDIX B - ZONING MAP  
B-3, ROADSIDE BUSINESS DISTRICT**

**WHEREAS,** a First Reading was given on June 20, 2022, Resolution No. 22-6-111,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Litchfield that this be the Second Reading of Ordinance No. 812, amending Zoning Ordinance 154.011 Boundaries of Official Zoning Map, Appendix B - Zoning Map, and

**BE IT FURTHER RESOLVED** that this be entered into the Book of Ordinances as Ordinance No. 812, and into the Codified Ordinances of the City of Litchfield.

Resolution No. 22-7-123– Cont’d.

Adopted by the City Council this 5<sup>th</sup> day of July, 2022.

Approved:

Attest:

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MAYOR

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

- F. LICENSES: None.
- G. OTHER ROUTINE MATTERS:
  - 1. Employment Offer –

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-7-121  
EMPLOYMENT OFFER FOR  
PART-TIME POSITIONS**

**WHEREAS**, the City needs employees for part-time positions; and

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

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

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

<u>Department</u>	<u>Re-Hires</u>	<u>New Hires</u>
<u>Compost</u>		Delos Steinhaus

Adopted by the City Council this 5<sup>th</sup> day of July, 2022.

Approved:

Attest:

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MAYOR

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

- 2. Primary Election Judges –

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-7-122  
DATE, PLACE, AND JUDGES FOR  
2022 PRIMARY ELECTION**

**WHEREAS**, the Primary Election will be held in the City of Litchfield, County of Meeker, State of Minnesota, on Tuesday, August 9, 2022,

**NOW, THEREFORE, BE IT RESOLVED** that the place of voting, the hours of voting, and judges appointed to serve are designated as follows:

- Date:** August 9, 2022
- Place of Voting:** Church of St. Philip – 821 E 5<sup>th</sup> Street
- Hours of Voting:** 7:00 A.M. to 8:00 P.M.
- Judges:** To serve from 6:15 A.M. to about 9:00 P.M. and others working until finished

Resolution No. 22-7-122– Cont’d.

**Hourly Pay:** Judges - \$11.00; Health Care Facility Judges - \$11.00; Head Judges - \$13.00;

**JUDGES**

Lori Boettcher	Faye Kjolsing	Nancy Nicklasson
Beverly Diederich	Darlene Kotelnicki	Judy Oestreich
DiAnne Dingmann	Joan Kreger	Richard Pennertz
Erin Dollerschell	Lorraine Langemo	Brenda Rick
Karen Eberhard	Virginia Latham	Rod Rindahl
Pat Hanson	Connie Lies	Chris Schlueter
Sandy Hickman	Amanda Lund	Joyce Spreiter
Bernita Hup	Ruth Massingham	John Sufka
Richard Hup	Lottie McCormick	Lori Tierney
Judy Jones	Connie Meyer	Linnea Weida
Joyce Kellogg	Irene Miller	Donna Wendlandt
Leanne Kess	Bruce Moir	Ethel Young
Kristi Kuechle	Harriet Moir	Diane Young
Mario Provencher	Glendon Caron	Mitchell Kuechle
Bryce Manning	Jeremy Larson	Jammie McCarney

Adopted by the City Council this 5th day of July, 2022.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

\_\_\_\_\_  
MAYOR

H. **COMMUNICATIONS:**

1. **Minutes & Reports:**

- a. Finance Committee – June 11, 2022
- b. Housing Committee – June 15, 2022
- c. Heritage Preservation Commission – June 27, 2022

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-7-124  
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 5th day of July, 2022.

Approved:

Attest:

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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 – None.**

**V. COMMISSION RECOMMENDATIONS –**

**A. HERITAGE PRESERVATION COMMISSION –**

**1. Certificate of Appropriateness – By John Dyer – 226 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. 22-7-118  
GRANT CERTIFICATE OF APPROPRIATENESS  
TO JOHN DYER  
FOR PROPERTY LOCATED AT 226 NORTH SIBLEY AVENUE**

**WHEREAS**, the Litchfield Heritage Preservation Commission held a hearing on Monday, June 27, 2022, to consider a Certificate of Appropriateness Application request by John Dyer, for property located at 226 North Sibley Avenue, and

**WHEREAS**, the Litchfield Heritage 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 fixing of stucco on front of building and painting of stucco brightened cream Dutch Boy sample #005W or replacement of stucco with wood like Mimi’s café, replacement of glass in alley, removal of graffiti with non-abrasive chemical, replacement of concrete in front of rear addition door, painting of rear addition siding with Dutch Boy #005W cream white, replacement of rear addition door with half or full glass door, replacement of roof with metal roof or replacement with current roof type and fixing of leaks, fixing of rear addition walls and addition of gutters to rear addition, replacement of northside apartment shingles with metal or new shingles, and painting of northside apartment window and door with Dutch Boy cream, 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. 22-7-118– Cont’d.

**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

**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 North Sibley Avenue.

Adopted by the City Council on this 5th day of July, 2022.

Approved:

Attest:

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MAYOR

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

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

- 2. Certificate of Appropriateness – By the Litchfield Downtown Council – Sidewalk in front of 227 N. Sibley Ave. –

Council Member Kotelnicki provided the findings and recommendations of the Heritage Preservation Commission. She explained that the clock was donated by an anonymous donor and the City would have to assume ownership upon placement.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-7-119  
GRANT CERTIFICATE OF APPROPRIATENESS  
TO LITCHFIELD DOWNTOWN COUNCIL FOR PROPERTY LOCATED AT  
SIDEWALK IN FRONT OF 227 NORTH SIBLEY AVENUE**

**WHEREAS**, the Litchfield Heritage Preservation Commission held a hearing on Monday, June 27, 2022, to consider a Certificate of Appropriateness Application request by Litchfield Downtown Council, for property located at the sidewalk in front of 227 North Sibley Avenue, and

**WHEREAS**, the Litchfield Heritage 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 installation of a Chomko clock, Cambridge model, with Arabic numbers and lighted dial, two sided clock, black with gold trim, and no additional lettering previously approved for placement by Gemini Research, 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. 22-7-119– 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**, distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the property will be preserved, 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 Litchfield Downtown Council, for property located at the sidewalk in front of 227 North Sibley Avenue.

Adopted by the City Council on this 5th day of July, 2022.

Approved:

Attest:

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MAYOR

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ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye with the exception of Kotelnicki and Allen abstaining, whereupon the resolution was declared adopted.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-7-125  
ACCEPTING DONATION FOR DOWNTOWN HISTORIC CLOCK**

**WHEREAS**, an anonymous donor wishes to provide funds for placement of another downtown historic clock; and

**WHEREAS**, the clock was approved and location determined during the 2020 Highway 12 MnDOT Downtown Reconstruction Project,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby accepts the donation for purchase and placement of another downtown historic clock; and

**BE IT FURTHER RESOLVED** that the City assumes ownership of the clock upon placement.

Adopted by the City Council on this 5th day of July, 2022.

Approved:

Attest:

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MAYOR

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye with the exception of Kotelnicki and Allen abstaining, whereupon the resolution was declared adopted.

3. 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 Mayor Johnson, to adopt the following:

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-7-120  
GRANT CERTIFICATE OF APPROPRIATENESS  
TO JESSE NARR  
FOR PROPERTY LOCATED AT 229 NORTH SIBLEY AVENUE**

**WHEREAS**, the Litchfield Heritage Preservation Commission held a hearing on Monday, June 27, 2022, to consider a Certificate of Appropriateness Application request by Jesse Narr, for property located at 229 North Sibley Avenue, and

**WHEREAS**, the Litchfield Heritage 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 addition of black, raised letters not to exceed 40 SF on the west storefront façade and addition of black candy cane lights at top of building located where previous lights were placed on west storefront 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**, 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 Jesse Narr, for property located at 229 North Sibley Avenue.

Adopted by the City Council on this 5th day of July, 2022.

Approved:

Attest:

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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 Council Member Mathwig, to adopt the following:

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-7-126  
APPROVE CITY ADMINISTRATOR PERFORMANCE EVALUATION SUMMARY**

**WHEREAS**, the City Council met in a closed session on June 20, 2022 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 individual categories consisted of communication, administration and leadership; and

**WHEREAS**, the Personnel Committee completed a performance evaluation summary for Council review based upon the results of the closed session held on June 20, 2022,

**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 5th day of July, 2022.

Approved:

Attest:

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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. LITCHFIELD AREA RECREATIONAL CENTER –

City Administrator Cziok complimented the Litchfield Area Recreational Center (LARC) Committee members consisting of both School Board and Council representatives for their time and efforts throughout the process. He also thanked Wold/ICS representatives for their time, commitment and experience. He discussed the process and the meetings held involving the community.

City Administrator Cziok read the proposed resolution provided by bond counsel, to be considered by Council at the July 18, 2022 meeting, in support of a referendum. While bond counsel advised asking for the maximum of \$10,000,000 allowed to bond for, Cziok shared that number may be lowered.



City Administrator Cziok reviewed the project timeline, project location and the building concept. He explained that Meeker County/Meeker Memorial have been asked to participate in the warm water pool including capital, operation and maintenance with capital costs anticipated at \$1.8M and operation and maintenance costs at \$100k annually. He reviewed the overall budget for both school and city portions and outlined the two stand alone projects.

The projected operations and maintenance analysis is preliminary with the final design stage to provide closer numbers, City Administrator Cziok shared. Council Member Dingmann inquired as to whether or not the operational deficit anticipates revenue sources dropping off. City Administrator Cziok responded that the revenue number included is reflecting long term anticipated numbers. In response to Council Member Dingmann's inquiry on "gap funding" differences, Cziok outlined the City of Litchfield project budget and the impact to taxes. He explained there is room to lower the ask however bond counsel advised the City not to lower.

City Administrator Cziok responded to Council Member Kotelnicki's inquiry that the annual debt service payments are scheduled for 20 years. Council Member Dingmann commended the committee for their efforts. He inquired about other partners or options pursued relating to revenue sources. Upon request by Mayor Johnson, Council Member Carlson shared information concerning other options. He reported discussions with Meeker County/Meeker Memorial concerning the warm water pool. He shared that there are other ways the deficit could be reduced, adding the project was also substantially cut from the original design.

Council authorizations will be necessary for the sales tax referendum and the Joint Powers Agreement with the school, along with future approvals with a successful sales tax referendum, City Administrator Cziok noted. He stressed the importance of the sales tax revenue and the need for community support. With support of the State and school for the entire project, he commended the Council for keeping the project alive. City Administrator Cziok encouraged challenging community partners for funding along with overall support for the entire project, adding the stand alone projects are more attractive together than alone.

Council Member Allen questioned if engineering was additional to the project costs in which City Administrator Cziok responded those costs are included. Although in the beginning he wanted the full meal deal, Council Member Mathwig likes what he sees. He questioned future expansion possibilities of the building with it appearing to be locked in on the north side by the school and on the south side by the pool. City Administrator Cziok shared that this is conceptual but expansion would be to the west. Upon inquiry by Council Member Mathwig concerning managing the facility, Cziok reviewed the proposed management of day to day operations which will be outlined in the Joint Powers Agreement.

Council Member Kotelnicki inquired about the additional \$2M request from the State bonding bill. City Administrator Cziok responded that the budget shared doesn't include the \$2M or any additional funding. Council Member Kotelnicki asked for an update on where the City is at with the wastewater project, adding we are responsible to our citizens. City Administrator Cziok discussed the efforts on both the wellness/recreation center and the wastewater project. He explained that addressing wastewater issues requires years of development and is a long term project. He provided a timeline of future wastewater discussions at upcoming Council meetings. Council Member Kotelnicki shared that FDA has their own engineers and requested the presence of FDA engineers at a Council meeting. City Engineer DeWolf reported that City engineers have been working with FDA engineers.

State Representative Dean Urdahl provided the status of the current bonding bill which included a \$10M ask for the wastewater project and a \$1M ask for the Wellness/Recreation Center. He shared both wastewater and the wellness/recreation center are important issues and don't need to be in competition with each other. He encouraged being united as a Council and a community moving forward. Representative Urdahl advised presenting a tremendous sell job on the value to the community and focusing on selling to the community. No formal action was taken.

**IX. ADDITIONAL ITEMS –**

A. NOISE ORDINANCE VARIANCE REQUEST –

The Council reviewed the noise ordinance variance request submitted on July 5, 2022 for consideration from Shadys Number 7.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 22-7-127  
APPROVE NOISE ORDINANCE VARIANCE REQUEST  
SHADYS NUMBER 7**

**WHEREAS**, Shadys Number 7 submitted a noise ordinance variance for July 8, 2022 from 9pm to 12:30pm; and

**WHEREAS**, the request coincides with other Watercade events,

**NOW, THEREFORE, BE IT RESOLVED** that City Council hereby approves the Noise Ordinance Variance request from Shadys Number 7 for July 8, 2022 from 9pm to 12:30pm.

Adopted by the City Council on this 5th day of July, 2022.

Approved:

Attest:

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MAYOR

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ASSISTANT CITY ADMINISTRATOR

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

X. ANNOUNCEMENTS – None.

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:35 p.m. by unanimous consent.

Approved:

Attest:

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MAYOR

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ASSISTANT CITY ADMINISTRATOR