

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 Monday, August 21, 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	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
City Attorney	Mark Wood	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 Meeting – August 7, 2023

B. FINANCIAL REPORTS TO APPROVE:

- 1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

- 1. Computer List of Bills for \$224,248.94

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

- 1. Sales on Public Property –
 - a. The Chamber
 - b. Litchfield Downtown Council

G. OTHER ROUTINE MATTERS:

- 1. Litchfield Fire Relief Board of Trustees Appointments –

**CITY OF LITCHFIELD
 RESOLUTION NO. 23-8-139
 APPOINTING MUNICIPAL OFFICIALS TO
 LITCHFIELD FIRE RELIEF ASSOCIATION BOARD OF TRUSTEES**

WHEREAS, the Litchfield Fire Relief Association is governed by state law; and

WHEREAS, the Litchfield Fire Relief Association Board of Trustees requires three municipal trustees consisting of one elected municipal official, one elected or appointed municipal official, and the fire chief,

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Litchfield hereby appoints Mayor Ron Dingmann and Assistant City Administrator Joyce Spreiter to the Litchfield Fire Relief Association Board of Trustees for 2023.

Adopted by the City Council this 21st day of August, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

H. COMMUNICATIONS TO REVIEW : None

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-8-140
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 21st day of August, 2023.

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. ACKNOWLEDGEMENT OF AUDIENCE/PRESENTATIONS –

A. SKATE PARK REQUEST –

Franklin Rech addressed the Council with a request to consider a skate park and BMX pump track. He distributed a folder with information including drawings, possible sites, details and costs. While there is already one commitment in the amount of \$10,000, Franklin Rech shared he will continue seeking pledges.

Council Member Kotelnicki recommended establishing a fund through the City to collect donations on behalf of the proposed project. In response to Council Member Miller expressing concern relating to noise if there were motorized bikes involved, Franklin Rech shared that the BMX track would be used mostly by pedal bikes. Council Members commended Franklin Rech for his presentation and preparation.

Council Member Carlson inquired about the previous skate park with Council Member Kotelnicki responding that the previous park was isolated and not in the best location. Council Member Mathwig shared that the Finance Committee has been discussing the level of commitment from special interest group requests which has focused on a minimum match of 50% required. Council Member Dingmann advised that staff research and report back.

It was moved by Council Member Kotelnicki, seconded by Council Member Carlson, that City staff be authorized to look into a skate park/BMX pump track and provide information back to the Council for consideration by the first Council meeting in October. The motion passed with 7 votes in favor and 0 against.

V. **COMMISSION RECOMMENDATIONS** – None.

VI. **COMMITTEE REPORTS** – None.

VII. **LEGAL CONSIDERATIONS** – None.

VIII. **BUSINESS** –

A. **LARC** –

1. **JPA** –

City Administrator Cziok shared it was a goal to get the JPA approved at this Council meeting however, the School District hasn't taken final action on the commitment concerning the tennis court and parking lot improvements. He is trying to get the final version for the Council to approve without having conditions as part of the approval. No formal action was taken.

2. **Design/Development Team Selection** –

City Administrator Cziok said the City has the sole authority in developing and constructing the LARC and will retain ownership of the facility. He shared that they have been working with the City's bond counsel. He explained that DEED requirements limit the City's abilities in that a design/build format is not possible in this environment with competitive bidding requirements.

City Administrator Cziok explained that an architect led, or program manager are project delivery methods the City can choose and provided details on both options. He reviewed timelines for the project from start to the end of construction. He recommended engaging with ICS as program manager with Wold Architects as the architect. Cziok shared that the City is familiar and has established working relationships with ICS and Wold Architects throughout the process to date, adding that both ICS and Wold Architects have worked with the School District on several projects. Council Member Carlson questioned if the City was ready to commit to keep moving the project forward. City Administrator Cziok responded that the City hasn't reached an agreement with ICS on contracting services yet.

Council Member Kotelnicki submitted her resignation from the LARC committee to Mayor Dingmann.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-8-141
AUTHORIZING ADMINISTRATION TO NEGOTIATE CONTRACT DETAILS
WITH ICS/WOLD ARCHITECT RELATING TO THE LARC**

WHEREAS, the City is in the process of selecting a delivery method for completion of the LARC; and

WHEREAS, the City has been working with ICS and Wold Architects with the LARC project including support of the project through the City’s sales tax referendum and three school district referendums; and

WHEREAS, the Council wishes to continue the current relationships with ICS and Wold Architects moving forward,

WHEREAS, City Administration has been working with ICS and Wold Architects on contract services,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves City Administration to negotiate and work out contract details with ICS/Wold Architects on contract services relating to the LARC.

Adopted by the City Council this 21st day of August, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

B. GOLF COURSE LOTS -

City Administrator Cziok shared that LBC has accepted and signed the offer approved at the last Council meeting with the closing date scheduled for September 30, 2023. There will be upcoming actions that the Council/community will see moving forward. No formal action was taken.

C. INTERPRETER -

City Administrator Cziok provided information concerning whether or not the City was required to provide an interpreter for a future HPC meeting based on discussions at the August 7, 2023 Council meeting. He reported findings on research conducted with the City’s attorney office and the League of Minnesota Cities that there is no state law that requires language interpreters unless in certain situations covered under Minnesota Statutes. He discussed services available such as LanguageLine that other cities use. City Administrator Cziok shared that some cities have their own policies for providing language interpreters.

City Administrator Cziok responded to Council Member Allen’s inquiry the cost estimated is \$175 depending on where the interpreter is commuting from. Council Member Kotelnicki expressed concern that it is a public hearing and there is no one else available to assist the individual (such as family/friends). The Council discussed other options such as partnering with Meeker County to provide the services since they deal with it through social services, the sheriff’s office, and the court system.

It was moved by Council Member Miller, seconded by Council Member Mathwig, to find an option for providing interpreter services for the individual needing assistance at the HPC meeting next Monday night to begin with, followed by exploring long term options. The motion passed with 7 votes in favor and 0 against.

D. CITY ADMINISTRATOR PERFORMANCE EVALUATION –

Mayor Dingmann explained that MN Statutes Section 13D.05 Subdivision 3 provides that “A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting.” At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. Mayor Dingmann asked City Administrator Cziok what his wishes were with Cziok replying he would like the meeting to be closed. Mayor Dingmann announced this meeting is closed for an evaluation of David Cziok. The meeting was closed at 6:18 p.m. No formal action was taken.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS – None.

XI. ADJOURNMENT –

It was moved by Council Member Miller, seconded by Council Member Mathwig, to adjourn the City Council meeting at 8:15 p.m. Motion Carried.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR