

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, September 19, 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 Meeting – September 6, 2022

B. FINANCIAL REPORTS TO APPROVE:

- 1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

- 1. Computer List of Bills for \$300,686.89

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES: None.

G. OTHER ROUTINE MATTERS:

- 1. General Election Judges –

**CITY OF LITCHFIELD
 RESOLUTION NO. 22-9-170
 DATE, PLACE, AND JUDGES FOR
 2022 GENERAL ELECTION**

WHEREAS, the Primary Election will be held in the City of Litchfield, County of Meeker, State of Minnesota, on Tuesday, November 8, 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: November 8, 2022

Place of Voting: Church of St. Philip – 821 E 5th 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

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

JUDGES

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

Adopted by the City Council this 19th day of September, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

2. Employment Offer –

**CITY OF LITCHFIELD
RESOLUTION NO. 22-9-171
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>Streets</i>		Aaron Norris

Resolution No. 22-9-171– Cont’d.

Adopted by the City Council this 19th day of September, 2022.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

H. COMMUNICATIONS TO REVIEW :

- 1. Minutes & Reports:
 - a. Planning Commission Minutes – September 12, 2022

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-9-172
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 19th day of September, 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. ACKNOWLEDGEMENT OF AUDIENCE/PRESENTATIONS –

A. G.A.R. Hall –

Danelle Erickson, Meeker County Museum and G.A.R. Hall Executive Director, addressed the Council concerning the newly created G.A.R. Hall handbook. The document was compiled by representatives of the Meeker County Historical Society staff and board, the Litchfield City Council, and the Grand Army of Republic, Frank Daggett Circle, No. 105. Ms. Erickson explained the purpose of the document being to clarify the interrelationship of the Meeker County Historical Society and the City of Litchfield as they relate to the Meeker County Museum and the G.A.R. Memorial Hall, Frank Daggett Post #35.

The “living” document contains 4 key documents. The first document included is the most important; the deed of Frank Daggett Post #35 to the Village of Litchfield, 21 November 1885. The second document is the agreement between Frank Daggett Post #35, Grand Army of the Republic and Village of Litchfield, 10 October 1933 which surrenders to the Village of Litchfield “the right of possession, control, supervision and management of the G.A.R. Hall.”

The third document is the Litchfield City Council Resolution, 22 October 1956 in which Meeker County Historical Society (MCHS) is given permission by the City of Litchfield to use the G.A.R. Hall for its meetings under outlined conditions. The fourth and final document is the Ninety-Nine Year Lease Between City of Litchfield and the Meeker County Historical Society, 15 July 1957 which allowed for construction of a “historical building” on the east of the G.A.R. Hall by the Meeker County Historical Society (MCHS). The proposed “living” document provides the history of the G.A.R Hall and the relationship between the City and the Meeker County Historical Society and explains the role of the City relating to maintenance of the building.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-9-173
ADOPT G.A.R. HALL “LIVING” DOCUMENT**

WHEREAS, a “living” document was compiled to clarify the interrelationship of the Meeker County Historical Society and the City of Litchfield as they relate to the Meeker County Museum and the G.A.R. Hall, Frank Daggett Post #35, Litchfield, Minnesota; and

WHEREAS, through the years there have been significant shifts in the roles and responsibilities between the Village of Litchfield (now City of Litchfield), G.A.R. Frank Daggett Post #35, and Meeker County Historical Society; and

WHEREAS, the “living” document includes both summaries and full text of the documents that have shaped the relationship between the G.A.R. Hall, City of Litchfield, and the Meeker County Historical Society; and

WHEREAS, the “living” document includes a deed, lease, resolution, and agreement between said agencies; and

WHEREAS, the “living” document outlines the roles and responsibilities of its organizations and the relationships between them; and

WHEREAS, as changes will continue, the compiled report is intended as a living, dynamic document to be edited and updated as needed,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the “living” document clarifying the interrelationship of the Meeker County Historical Society and the City of Litchfield as they relate to the Meeker County Museum and the G.A.R. Hall, Frank Daggett Post #35, Litchfield, Minnesota to provide a resource for any future concerns.

Adopted by the City Council this 19th day of September, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

V. COMMISSION RECOMMENDATIONS –

A. PLANNING COMMISSION –

1. Site Plan Review – 212-216 East Nelson Street –

Council Member Mathwig provided the findings and recommendations of the Planning Commission.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-9-169
GRANT SITE PLAN APPROVAL TO GREGG SCHILLING
FOR PROPERTY LOCATED AT 212 AND 216 EAST NELSON STREET**

WHEREAS, the Applicant is requesting site plan approval for the development of five-unit apartment development, and

WHEREAS, the property is located at 212 and 216 East Nelson Street, in the R-3 Multifamily Residence District, and

WHEREAS, the Planning Commission considered the request for site plan review on September 12, 2022, by Gregg Schilling, for property currently owned by the City of Litchfield, and

WHEREAS, the Litchfield Planning Commission, upon review of the proposal, has recommended that the site plan be approved, and they referred the application to the City Council for final action, and

WHEREAS, the proposed use is a permitted use within the R-3 Multifamily Residence District; and

WHEREAS, the proposed development will fit well with the existing uses in the neighborhood; and

WHEREAS, the site plan complies with all zoning requirements, and

BE IT RESOLVED by the City Council of the City of Litchfield grants site plan approval at 212 and 216 East Nelson Street, subject to the following conditions:

1. The two subject parcels must be combined together prior to issuance of a building permit.
2. Five trees must be planted, as shown on the site plan, following construction.
3. Any alterations to the site plan shall be submitted to City Staff for determination on whether they are minor or major. Any major alteration shall require a site plan amendment, with review by the Planning Commission and City Council.
4. A final site plan, grading plan and drainage plan shall be submitted to the City for review and approval.
5. All street and curb and gutter areas disturbed by construction shall be restored to match the in-place style and sections.
6. The developer shall be responsible for all permits required for the development.
7. The developer will need to verify the location of the in place sanitary sewer and water services as they relate to the proposed building location. All connections to the existing service lines and any new service connections will need to be inspected by the City.

Property legally described as:

LOTS 5 AND 6, BLOCK 2, PAUL'S ADDITION, MEEKER COUNTY, MINNESOTA

Adopted by the City Council this 19th day of September, 2022.

Resolution No. 22-9-169– 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 – None.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. AIRPORT –

Litchfield Airport Commission Chairperson Steve Lagergren addressed the Council with a request to consider delaying action for 6 months at a minimum concerning approval of the proposed Litchfield Airport Advisory Rules and Procedure. He discussed the reasons for requesting delay being the Litchfield Airport Commission needs time to gather information, the City’s recommendations fall short, and the argument for change states that we lack Bylaws and have difficulty meeting quorum. He distributed a document prior to the Council meeting that provided more detail on the request to delay. Mr. Lagergren shared in said document that the current relationship between the city and the commission has been poor, lacking in transparency, good communication, and stakeholder community involvement. He said it is the intention of the Litchfield Airport Commission to improve the operation relationship between the city and airport stakeholders.

Council Member Mathwig, Council representative to the Litchfield Airport Commission, explained that Litchfield Airport Commission minutes from their meeting on September 8, 2021, included in the September 20, 2021 agenda packet, prompted development of alternatives relating to airport commission or advisory board. He read a portion of the minutes verbatim as follows: Item IV. E. “Chairman position of commission: I commented that per our Bi-laws, Chairman, Vice chair, & secretary positions were two-year terms, and I was over that amount and wished to step down. I asked for volunteers to replace me as Chairman and heard crickets for several moments. Eric broke the silence and asked if we really needed an airport commission. Discussion followed and we agreed to Eric’s volunteering to get with the city administrator and discuss the matter. Commissioners agreed in part to the idea of meeting less frequent (possibly as needed) and with less members.”

Council Member Mathwig shared that he reached out to other airport managers and gathered what other cities were doing and provided the information to administration. He reiterated that we are at this spot at the direction of the commission. He thinks we need to move forward and need something positive, adding he thinks there is a disconnect on what the Airport Commission’s responsibilities are and what their role is compared to what the City’s authority is. Council Member Dingmann inquired if the lack of communication issue could be addressed with the new advisory board. Council Member Mathwig responded that he felt communication would be better with staff and administration on the board getting information directly. Council Member Dingmann inquired about the concern expressed by current commission members about the lack of number of pilots on the proposed advisory board. Council Member Mathwig responded that part of what he thinks we need to improve is the structure with established meeting dates. He shared there a number of ways for communication between all parties including messaging the advisory board with concerns. He flies into other airports and the Litchfield Municipal Airport is a functional airport from a pilot’s perspective.

September 19, 2022

Council Member Allen expressed concern relating to communication issues and thinks we need time and thinks they need time. She doesn't necessarily think it needs to be more pilots, but we need somebody that understands the FAA. She added we need to listen and do our part too and get this more functional. Council Member Allen said we don't need another board upset because things aren't getting done. Council Member Kotelnicki said after reading the last Airport Commission minutes, it is clear that the Airport Commission is very concerned about some things not getting done such as safety issues. She agreed to a 6-month delay at a minimum before moving forward. She added that we need to work with the commission that we have and expressed concern about kicking the can down the road. Council Member Kotelnicki asked if the City has contacted FAA. City Administrator Cziok provided clarification that the City does have communications with the FAA, adding in fact there was communication today. Council Member Kotelnicki said she would like to see something in black and white from the FAA.

Council Member Carlson inquired about the makeup of members of the current Airport Commission and the proposed advisory board and is aware there is less pilot representation on the proposed advisory board. Council Member Mathwig would like to see more community stakeholders involved since it is the City's airport, and the City has the authority. He expressed the need to have a group working positively together. Council Member Carlson inquired about the number of meetings the Airport Commission has had since 2021 in which Council Member Mathwig responded one. Council Member Carlson thinks the City should move forward to try the proposed advisory board. Council Member Mathwig shared that there would be a trial period of 12-14 months which would be structured with 4 meetings scheduled in the coming year to see how it functions. If it doesn't function, Council Member Mathwig said we can revisit it. Council Member Dingmann reiterated previous conversations that the proposed advisory board will be well-structured with set meetings in which pilots will have an opportunity to be heard with the meetings being open.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-9-174
APPROVING LITCHFIELD AIRPORT ADVISORY RULES AND PROCEDURE**

WHEREAS, at the September 20, 2021 Council meeting, Council Member Mathwig highlighted discussions that took place at the Airport Commission meeting held on September 8, 2021 that included the difficulties in finding commission members, scheduling meetings, reaching a quorum, and selecting a chairperson; and

WHEREAS, a motion was passed by the City Council on September 20, 2021 that Council Member Mathwig, City Administrator Cziok and City Wood meet and provide alternatives for Council consideration concerning requirements involved with the absence of an Airport Commission and development of an advisory board; and

WHEREAS, Council Member Mathwig researched other municipalities relating to airport commissions or advisory boards; and

WHEREAS, administration, Council Member Mathwig, and City Attorney Wood reviewed the Litchfield Airport Advisory Rules and Procedure compiled from the information provided by Council Member Mathwig; and

WHEREAS, there was a request by members of the current Airport Commission to consider delaying approval of said Litchfield Airport Advisory Rules and Procedure allowing for a time extension on reorganization; and

WHEREAS, the Council wishes to approve the Litchfield Airport Advisory Rules and Procedure presented on a trial basis,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Litchfield hereby approves the Litchfield Airport Advisory Rules and Procedure as reviewed on a trial basis for a 12-14 month time period which includes holding four meetings which are posted and open to others as required.

Adopted by the City Council this 19th day of September, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

After the motion to adopt the resolution, Council Member Kotelnicki asked for discussion on the proposed advisory board and discussion continued upon receiving a second motion. Council Member Miller asked for clarification that the Council has discussed AIP and AIG grants. She felt like the Council had this discussion in the past because she recalls discussion about money being given and borrowed with cities. City Administrator Cziok responded that she was correct. She asked for clarification that the airport was owned by the City, if she was missing something, in which City Administrator Cziok responded yes, it is owned by the City. She shared there are similarities to what the City has experienced with the golf course. From what she is hearing a lot of problems relate to the lack of structure and no continuous meetings, adding that meetings need to happen and there needs to be communication.

Council Member Kotelnicki reiterated that the Council has not discussed the proposed rules and procedures for the Airport Advisory Board. She expressed concern about appointing individuals to a one year-term and felt it should be changed to a three-year term. Assistant City Attorney Rue clarified that it did include 3-year staggered terms. Council Member Kotelnicki expressed concern about making the wrong decision here, adding that there are other boards, such as the Library, that have concerns and she questioned whether the City would go after them as well. Mayor Johnson feels it is dysfunctional and said there was work completed by Council Member Mathwig, administration, and City Attorney Wood. He believes that working together with this new idea is better than sitting for the next 6 months kicking the can down the road. Council Member Carlson shared that no matter what happens it always has to come back to us.

City Administrator Cziok understands the term but has a real aversion to us using the term dysfunctional. He explained there has been difficulty in finding a chairperson and there was a request to terminate the Airport Commission. Hesitant in terminating the Airport Commission, Cziok said there needs to be a formal process in which it functions like it should. Council Member Miller encouraged Mr. Lagergren and other commission members to continue with what their goals were in the first place. She didn’t think it is fair to say we are going after boards, and we are going to start picking and choosing as we go down the line. She said this is an attempt to improve the communications. Mayor Johnson shared his appreciation for the pilots involved on the Airport Commission. He clarified his reference to dysfunctional in that there aren’t regular meetings and people stepping up to the plate for positions on said commission.

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

B. KAYAKS –

City Administrator Cziok discussed information gathered by staff relating to kayak/paddle board trailer units. He shared good news in that the units are available, can be assembled very quickly, and believes the City can get a unit in approximately 2 months. The Council discussed funding and several Council Members questioned whether fundraising for the unit was an option.

City Administrator Cziok shared that Sleepy Eye reported revenue of \$1,600 to \$2,000 per summer. He said it would be a policy decision as to whether or not the Council wanted to see if any service group was interested. Council Member Kotelnicki commented that no one is coming to the City about funding the unit. Mayor Johnson and Council Member Allen both shared that maybe no one is aware.

Council Member Miller suggested purchasing one and see if others would donate. Council Member Kotelnicki suggested purchasing two units to begin with. Council Member Dingmann questioned funding in which City Administrator Cziok responded that it would make sense to fund it out of the Community Reinvestment Fund. Mayor Johnson suggested putting a hold on the purchase to see if anyone wants to provide financial support.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 22-9-175
AUTHORIZE PURCHASE OF TWO KAYAK/PADDLE BOARD TRAILER UNITS**

WHEREAS, Council Member Kotelnicki provided information on a kayak and paddle board rental unit program that Sleepy Eye has engaged in; and

WHEREAS, the Council determined that staff research the program and report information back to the September 19, 2022 Council meeting for further consideration; and

WHEREAS, several staff members met with Sleepy Eye staff and reviewed the program, trailer, and equipment; and

WHEREAS, operationally, City staff cleans the units every Monday and Friday; and

WHEREAS, the supplier handles all rentals, the technology, and assists with some repairs; and

WHEREAS, administration contacted the owner, Bill Howe of System Services LLC, and reported that delivery time for the unit is about 2 months; and

WHEREAS, System Services LLC becomes the customer facing group in which they maintain the website, take calls, deal with any returns, rainchecks, and fees/fines; and

WHEREAS, City staff becomes responsible for maintenance, repairs, and replacement; and

WHEREAS, the cost of the unit is estimated at \$37,399.50 which includes the trailer, kayaks, paddle boards, paddles, life jackets, and delivery,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Litchfield hereby approves purchasing two kayak/paddle board trailer units from System Services LLC in an amount up to \$75,000 with funding to be determined; to be placed at Lake Ripley; and to be available for rental in spring of 2023.

Adopted by the City Council this 19th day of September, 2022.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS – None.

September 19, 2022

XI. ADJOURNMENT –

The City Council meeting adjourned at 6:22 p.m. by unanimous consent.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR