

**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, October 2, 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
Operations Engineer	Mike Geers	Present
Assistant City Attorney	Emily 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 Minutes – September 18, 2023

B. FINANCIAL REPORTS TO APPROVE:

- 1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

- 1. Computer List of Bills for \$2,534,925.78

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

- 1. Lawful Gambling Permit – VFW Post 2818 –

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-10-166  
LAWFUL GAMBLING PERMIT FOR  
AN EXEMPT ORGANIZATION VFW POST 2818**

**WHEREAS**, an application for a lawful gambling license exemption was considered from the VFW Post 2818.,

**NOW, THEREFORE, BE IT RESOLVED** to approve the application for an Exemption from a Lawful Gambling license for VFW Post 2818 on February 10, 2024 at Lake Ripley on Lake Ripley Drive, 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 2nd day of October 2023.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

\_\_\_\_\_  
MAYOR

G. OTHER ROUTINE MATTERS: None.

H. COMMUNICATIONS:

- 1. Correspondence
  - a. Meeker County Zoning Administrator Notification

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-10-167  
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 2nd day of October, 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 –**

A. 5:30 PUBLIC HEARING – CONSIDER SALE OF PROPERTY –

This being the time, date and place set, with all notices published and posted as required by law, Mayor Dingmann opened the public hearing at 5:32 p.m. to consider the sale of public property located on West Ripley Street, adjacent to the golf course.

An attendance list is on file. There were no written comments. Oral comments are as follows:

Thad Larson – 318 South Yale Avenue – Mr. Larson distributed information to the Council to discuss. He shared that he is grateful to the Council for wanting development. He explained that he has one issue with the housing development to be located behind his property as proposed. Mr. Larson reported it floods often in the southeast corner with impacts to his property, and property owned by Steve Olson as well, which is next to the golf course with a low spot referred to as a pond. He expressed concern about more impervious service created with the proposed housing development which will result in increasing water volume in that area.

Referring to picture 2 of the document distributed, Mr. Larson said on August 11<sup>th</sup> there was 2” of rain reported by the resident at 314 South Yale Avenue resulting in the area to be filled to capacity with water. He said the drainage is fair and works as is but is concerned about more flooding. Mr. Larson referred to picture 4, in which golfers are shown in the area where the housing development is proposed, adding that the west property will be impacted by golf play unless there is a screen to protect the housing. He expressed concern about the geese on Hole 6 and that there be awareness with new residents of the proposed housing development. He is opposed to the development as is, with concern about mitigating water flooding.

With no further comments, Mayor Dingmann closed the hearing at 5:38 p.m.

Council Member Larson commented that the new proposed plan is different from the initial plan and with different costs associated. City Administrator Cziok responded that Council Member Larson is correct and explained that the development is conceptual at this stage but will be finalized through a developer agreement and the PUD process. Mayor Dingmann inquired about alleviating flooding and about plans with the drainage ditch. City Administrator Cziok responded that the ordinance doesn't allow increased run-off, adding the developer will need to figure out retention and ponding.

City Administrator Cziok reported that the City is retaining 30' of the far eastern parcel of the proposed housing development in order for staff to access the golf course property and provide an alleyway for improvements. Council Member Larson expressed concerns about digging and that the City not be burdened by any of the costs, adding that needs to be the responsibility of the builder. Mayor Dingmann clarified that the impervious service issues need to be in the agreement (with the developer). City Administrator Cziok responded that it would be part of a PUD, adding it would be difficult to not do a PUD with said development.

Existing flooding is not the responsibility of the developer, but increasing run-off is the developer's responsibility, City Administrator Cziok clarified Council Member Allen's inquiry. Council Member Kotelnicki shared that quite a few people have questioned the purchase price of \$40,000 when the City paid \$92,000 for said property. City Engineer DeWolf shared there is a review process in response to Council Member Kotelnicki's question on who reviews the topography maps.

Council Member Kotelnicki asked for clarification on the PUD process and if variances are required. City Administrator Cziok clarified that the street would not be plowed by City staff with it being a PUD, and the PUD process will not require variances. Council Member Kotelnicki questioned why the sale of parcels went from 4 down to 3. City Administrator Cziok explained that the developer does not need ownership of the fourth parcel for sewer/water access as originally thought.

City Administrator Cziok responded to Council Member Carlson's inquiry that at this time the ditch would not be covered. Council Member Kotelnicki expressed concern about the geese, sharing that it has to be addressed and the need to work with DNR.

Council Member Miller shared that she hears and acknowledges the concerns but feels like there is a substantial plan in place to address the concerns. Council Member Allen inquired about the process involved in which City Administrator Cziok shared the number of steps that need to take place including, but not limited to, PUD and annexation.

After review, it was moved by Council Member Miller, seconded by Council Member Mathwig, to adopt Resolution No. 23-10-164. Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted. Council Member Larson expressed concern about her vote and asked for reconsideration of the vote. It was moved by Council Member Larson, seconded by Council Member Miller to reconsider the vote. The motion passed with 7 votes in favor and 0 against.

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-10-164  
FIRST READING FOR ORDINANCE NO. 822  
AUTHORIZING SALE OF PUBLIC PROPERTY  
WEST RIPLEY STREET – ADJACENT TO THE GOLF COURSE**

**WHEREAS**, the City owns and maintains vacant property located on West Ripley Street, adjacent to the Golf Course; and

**WHEREAS**, the Council has been discussing the need for housing; and

**WHEREAS**, the City accepted an offer from Litchfield Building Center (LBC) for said property; and

**WHEREAS**, the City Council held a public hearing on October 2, 2023 at City Hall, to consider the sale of public property at located on West Ripley Street, adjacent to the golf course, after due published and posted notice had been given, and all interested and affected persons were given the opportunity to voice their concerns and be heard, and

**WHEREAS**, there were objections received at the hearing,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Litchfield that this be the First Reading of Ordinance No. 822 Authorizing Sale of Public Property to Litchfield Building Center (LBC), in the amount of \$40,000.00 as offered, for part of the following parcels:

- Parcel No. 14-0160001 (West Ripley Street)
- Parcel No. 14-0160000 (West Ripley Street)
- Parcel No. 27-0102000 (West Ripley Street)

Legally described as that part of the North Half of the Northwest Quarter, Section 14, Township 119, Range 31, Meeker County, Minnesota, described as follows: Commencing at the Northeast corner of the Northwest Quarter of the Northwest Quarter; thence on an assumed bearing of South 89 degrees 31 minutes 03 seconds West, along the north line of said Northwest Quarter of the Northwest Quarter, a distance of 490 feet; thence South 00 degrees 18 minutes 29 seconds East, a distance of 60 feet, to the point of beginning; thence continuing South 00 degrees 18 minutes 29 seconds East, a distance of 130.00 feet; thence North 89 degrees 31 minutes 03 seconds East, a distance of 498.80 feet; thence South 00 degrees 18 minutes 29 seconds East, a distance of 105.00 feet; thence North 89 degrees 31 minutes 03 seconds East, a distance of 294.69 feet; thence North 00 degrees 00 minutes 50 seconds East, a distance of 235.00 feet; thence South 89 degrees 31 minutes 03 seconds West, a distance of 794.81 feet to the point of beginning.

Adopted by the City Council this 2nd day of October, 2023.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

Upon roll call vote, all members present voted aye with the exception of Council Member Larson abstaining, whereupon the resolution was declared adopted.

**B. FRANCHISE AGREEMENTS –**

1. 5:30 PUBLIC HEARING – CONSIDER AMENDING ORDINANCE NO. 766 TO AMEND AND EXTEND THE CABLE TELEVISION FRANCHISE TERM FOR NUVERA COMMUNICATIONS, INC. –

This being the time, date and place set, with all notices published and posted as required by law, Mayor Dingmann opened the public hearing at 5:55 p.m. to consider amending Ordinance No. 766 to Amend and Extend the Cable Television Franchise Term for Nuvera Communications, Inc.

An attendance list is on file. There were no written comments.

Assistant City Attorney Emily Wood discussed the two cable television franchise agreements to be considered. She shared that Mediacom is not at a point to be considered. She explained that both cable television franchises, Nuvera Communications, Inc. and Mediacom Minnesota LLC, are up for renewal. Emily Wood shared that it is a 6 year extension and outlined the major changes including one major change of the PEG free increasing from .50 to \$1.00, which would be more in line with the rest of the state. She explained the reasoning for a shorter contract term is related to continuation of technology revolving.

With no further comments, Mayor Dingmann closed the public hearing at 5:58 p.m.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-10-162  
FIRST READING OF ORDINANCE NO. 820  
AN ORDINANCE AMENDING ORDINANCE NO. 766  
TO AMEND AND EXTEND THE CABLE TELEVISION FRANCHISE TERM  
FOR NUVERA COMMUNICATIONS, INC.**

**WHEREAS**, Nuvera Communications, Inc. as successor to New Ulm Telecom, Inc. (“Grantee”) holds a cable communications franchise, Ordinance No. 766 adopted on November 5, 2012, (“Franchise”) with an effective date of December 14, 2012, for the construction and operation of a cable communications system in the City of Litchfield, MN (“City”); and

**WHEREAS**, City and Grantee have mutually agreed to amend and extend the term of the Franchise by adopting this Ordinance; and

**WHEREAS**, the City Council held a public hearing on October 2, 2023 at City Hall, to consider adopting Ordinance No. 820, an Ordinance amending Ordinance No. 766 To Amend and Extend the Cable Television Franchise Term for Nuvera Communications, Inc., after due published and posted notice had been given and all interested and affected persons were given the opportunity to voice their concerns and be heard,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield that this be the First Reading of Ordinance No.820 an Ordinance amending Ordinance No. 766 to Amend and Extend the Cable Television Franchise Term for Nuvera Communications, Inc.

Adopted by the City Council this 2nd day of October, 2023.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

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MAYOR

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

- 2. 5:30 PUBLIC HEARING – CONSIDER AMENDING ORDINANCE NO. 767 – TO AMEND AND EXTEND THE CABLE TELEVISION FRANCHISE TERM FOR MEDIACOM MINNESOTA LLC –

It was moved by Council Member Mathwig, seconded by Council Member Allen, to cancel the Public Hearing since the franchise agreement with Mediacom Minnesota LLC is not at the point to be considered. The motion passed with 7 votes in favor and 0 against.

**IV. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS** – None.

**V. COMMISSION RECOMMENDATIONS** – None.

**VI. COMMITTEE REPORTS** – None.

**VII. LEGAL CONSIDERATIONS** – None.

**VIII. BUSINESS** –

A. GCI –

Golf Club, Inc. President Carl Minton reported that Golf Club, Inc. approved a motion that they are willing to surrender their lease (specifically defined as turning over the building in an “AS IS, WHERE IS” CONDITION, with no additional expenses charged to Golf Club Inc.), subject to the City of Litchfield and Shady’s entering into a purchase agreement or long term lease agreement. City Administrator Cziok shared that there are a lot of details to work out before a recommendation can be made including but not limited to the racquetball court and assets within the restaurant. Mayor Dingmann reported on previous discussions that were authorized with representatives of Shady’s and the City. Carl Minton offered additional statements on the members and ownership relating to the restaurant. It was moved by Council Member Miller, seconded by Council Member Mathwig, to continue discussions with representatives of the City, Golf Club, Inc. and Shady’s on the future of the restaurant building. The motion passed with 7 votes in favor and 0 against.

B. CENTRAL PARK LIGHTING –

Council Member Kotelnicki inquired about whether or not the City will be lighting the trees in Central Park again. Mary Petsche, representing the “Light Up Litchfield” Committee of the Litchfield Visitor’s Bureau, addressed the Council on phase two of “Light Up the Park.” She shared that they have 30 more candy canes to add to the previous 10 placed in Central Park last year which will line each walkway. She asked for the City to consider installing the posts for the candy canes and to string the lights and garland along the bandshell. Ms. Petsche shared that the Fire Department has approved of their group lighting the Santa House. She discussed the need for additional outlets for the lighting which is estimated at \$200 or less based upon discussions with City staff.

Council Member Miller inquired as to any damage last year, in which Mary Petsche reported there was none. The Council discussed whether or not they should arrange for lighting the two trees again with the lighting being proposed by the Litchfield Visitor’s Bureau.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-10-163  
APPROVING LITCHFIELD VISITORS BUREAU COMMITTEE  
CENTRAL PARK LIGHTING REQUESTS**

**WHEREAS**, the Litchfield Visitors Bureau Committee introduced phase one of “Light Up the Park” in 2022 which consisted of 10 candy canes lining the walkway in Central Park by the Santa House; and

**WHEREAS**, the Litchfield Visitors Bureau Committee has raised additional funds for phase 2 of their project and have purchased an additional 30 candy canes to line all of the walkways in Central Park; and

**WHEREAS**, the Litchfield Visitors Bureau Committee is requesting the City install the posts for the 40 candy canes; and

**WHEREAS**, the Litchfield Visitors Bureau Committee is requesting consideration of City staff stringing the lights and garland along the bandshell; and

**WHEREAS**, the Litchfield Visitors Bureau Committee has requested consideration of additional outlets to accommodate the lights estimated at \$200.00 or less,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves the requests by Litchfield Visitors Bureau Committee that the City provide installation of the posts for 40 candy canes, string lights and garland along the bandshell, and arrange for additional outlets to accommodate the lights.

Adopted by the City Council this 2nd day of October, 2023.

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.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-10-168  
APPROVING CENTRAL PARK TREE LIGHTING**

**WHEREAS**, there was a local initiative to add lighting in Central Park; and

**WHEREAS**, the City has provided for lighting of one or two trees in Central Park for several years; and

**WHEREAS**, the cost was approximately \$5,500 in 2022,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves lighting two trees in Central Park this upcoming holiday season anticipating some inflation above the cost in 2022.

Adopted by the City Council this 2nd day of October, 2023.

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.

C. MARIJUANA –

Mayor Dingmann reported on meetings he has attended with Meeker Area Partners and Prevention (MAPP) regarding the regulation and use of cannabis and derived products in public places. He discussed the options for Council consideration which include electing to comply with the ordinance drafted and approved by Meeker County or the City adopting its own ordinance which is more restrictive and would supersede and preempt the county ordinance. City Administrator Cziok shared that City Attorney Mark Wood has been involved in addressing one potential implication relating to the ability of the City police to enforce the Meeker County ordinance within Litchfield, possibly providing more transparency in the ordinance. The Council, by consensus, was supportive of the efforts to date. No formal action was taken.

D. DOWNTOWN GRANTS –

City Administrator Cziok provided an update relating to the \$2M Downtown Façade Grant from the State of Minnesota. He discussed the grant approval process, the Council setting criteria, and the administration of funds. Council Member Kotelnicki shared preliminary work she completed. She contacted Todd Grover from MacDonald & Mack Architects based on past experiences. She explained that there are laws that apply to bonding money involved, adding that DEED is involved in the process. City Administrator Cziok discussed the complexity of getting funds and shared that it isn't the first time the City has experienced the process with DEED, noting the generation grant as an example. He expressed the need to find a professional who has knowledge of the process and has the ability to assist the Council with creating the criteria relating to grant awards. City Administrator Cziok discussed an RFP process or possibly inviting Todd Grover from MacDonald & Mack Architects to meet with himself, Representative Dean Urdahl, Mayor Dingmann, and Council Member Kotelnicki to see if it is a good fit. The Council discussed that 4% of the grant funding could be utilized for professional fees.

It was moved by Council Member Carlson, seconded by Council Member Allen, to authorize City Administrator Cziok, Representative Dean Urdahl, Mayor Dingmann, and Council Member Kotelnicki to meet with Todd Grover from MacDonald & Mack Architects relating to consulting services for the downtown grant process and bring back recommendations to the Council moving forward. Upon roll call vote, all members present voted aye, whereupon the motion carried.

G. G.A.R. HALL PAINTING –

Council Member Larson reported on the process relating to painting the museum portion on the east side of the G.A.R. Hall building. She affirmed that a Certificate of Appropriateness was administratively approved, and the next step would be to notify SHPO of the intentions to paint. The Council reviewed the two quotes received. Council Member Miller acknowledged the cost difference between the quotes however, based upon her research of work completed and posted through social media and videos by the contractors, she believes there is a reason for the cost difference and feels it to be a lasting project with A+ Painting, INC.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-10-169  
ACCEPTING G.A.R. HALL PAINTING QUOTE**

**WHEREAS**, the City of Litchfield is responsible for the maintenance of the G.A.R. Hall building; and

**WHEREAS**, the museum portion on the east side of the G.A.R. Hall building is in need of painting; and

**WHEREAS**, City staff solicited quotes for preparing and painting said portion of the building; and



**WHEREAS**, the City received a quote from Star Lake Painting & Restoration in the amount of \$7,250.00 and a quote from A+ Painting, INC. in the amount of \$19,998.00; and

**WHEREAS**, the Reserve for GAR Hall fund has sufficient funds to cover said expense,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby accepts the A+ Painting, INC. to prepare and paint the G.A.R. Hall as outlined in the amount of \$19,998.00

Adopted by the City Council this 2nd day of October, 2023.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

\_\_\_\_\_  
MAYOR

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

H. LARC COMMITTEES –

City Administrator Cziok explained that administration has been working with Pat Overum to establish the number and types of committee assignments relating to the LARC. He outlined the communication and decision-making process. The Council reviewed the proposed committees and action needed. Council Member Kotelnicki expressed an interest in being on the Core Planning Group (CPG).

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-10-170  
LARC COMMITTEE ASSIGNMENTS**

**WHEREAS**, the Mayor recommends appointing Council Member representatives to Commissions/Committees/Other Groups annually and as necessary; and

**WHEREAS**, the City is embarking on the design and construction of the LARC; and

**WHEREAS**, administration has been working with ICS to establish the number and types of committee assignments in the designated categories,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby appoints Council Members as recommended by Mayor Dingmann as follows:

PROJECT OVERSIGHT COMMITTEE (POC) – Ron Dingmann and John Carlson  
CORE PLANNING GROUP (CPG) – Malinda Larson and Darlene Kotelnicki

Adopted by the City Council this 2nd day of October, 2023.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

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

It was moved by Council Member Mathwig, seconded by Council Member Miller, to authorize administration to appoint staff members to the appropriate committees and work with the school district on their appointments. The motion passed with 7 votes in favor and 0 against.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-10-171  
LARC COMMITTEE COMMUNITY MEMBER APPOINTMENT PROCESS**

**WHEREAS**, the Mayor recommends appointing Council Member representatives to Commissions/Committees/Other Groups annually and as necessary; and

**WHEREAS**, the City is embarking on the design and construction of the LARC; and

**WHEREAS**, administration has been working with Pat Overum of ICS to establish the number and types of committee assignments in the designated categories; and

**WHEREAS**, there are positions for community members to participate on the Core Planning Group (CPG) and with Focus or User Groups; and

**WHEREAS**, Council Members are encouraged to provide recommendations of community members to serve on the CPG to Mayor Dingmann for consideration,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby authorizes Mayor Dingmann appointing community members to the Core Planning Group (CPG) with the assistance of Pate Overum’s insight.

Adopted by the City Council this 2nd day of October, 2023.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

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

**I. MEEKER COUNTY REMODELING –**

City Administrator Cziok explained that Meeker County is moving forward with a remodeling project that includes remodeling offices occupied by City of Litchfield Police Officers. He discussed options to either pay upfront for remodeling offices occupied by City of Litchfield officers or amending the current lease agreement providing financing for the City.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-10-172  
AUTHORIZING UPFRONT PAYMENT FOR REMODELING  
POLICE OFFICERS SPACE AT MEEKER COUNTY COURTHOUSE**

**WHEREAS**, the City has a lease agreement with Meeker County for offices occupied by the City of Litchfield police officers; and

**WHEREAS**, Meeker County is moving forward with a remodel project; and

**WHEREAS**, Meeker County has offered options to either pay upfront for remodeling offices occupied by City of Litchfield officers or amending the current lease agreement providing financing for us; and

**WHEREAS**, the cost estimate is \$28,533; and

**WHEREAS**, administration recommends using cash out of the City’s revolving fund allowing the City to internally set the financing terms to fit within future annual budgets,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby authorizes upfront payment for remodeling City of Litchfield police officer space at the Meeker County Courthouse; and

**BE IT FURTHER RESOLVED** that the costs be expensed out of the City’s revolving fund as outlined above.

Adopted by the City Council this 2nd day of October, 2023.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

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

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

H. SET PUBLIC HEARING ON PROPOSED ASSESSMENT – MAINTENANCE OF GRASS -

City Administrator Cziok discussed the special assessment process for removal of property nuisances as provided for by Minnesota Statutes.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-10-165  
SET PUBLIC HEARING ON PROPOSED ASSESSMENT  
FOR REMOVAL OF PROPERTY NUISANCE**

**WHEREAS**, Minnesota Statute 429.061, provides for the City to special assess for grass/weed or snow removal maintenance, and

**WHEREAS**, the office of the Assistant City Administrator has prepared an assessment roll of the properties in which the pervasive grass/weed growth or snow removal maintenance has been provided, and

**WHEREAS**, the Assistant City Administrator has notified the Council that such proposed assessment has been completed and filed in her office for public inspection,

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Litchfield, Minnesota:

1. A hearing shall be held at approximately 5:30 p.m. on November 6, 2023 in the City Hall located at 126 Marshall Avenue North to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

- 2. The Assistant City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
- 3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the Assistant City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the proposed assessment. An owner may at any time thereafter, pay to the Assistant City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council this 2nd day of October, 2023.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

\_\_\_\_\_  
MAYOR

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

**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 7:12 p.m. Motion Carried.

Attest:

Approved:

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ASSISTANT CITY ADMINISTRATOR

\_\_\_\_\_  
MAYOR