

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, November 6, 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
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 – October 16, 2023

B. FINANCIAL REPORTS TO APPROVE:

- 1. Electronic and Wire Transfer Report

C. CLAIMS:

- 1. Computer List of Bills for \$1,216,092.99

D. OTHER PAYMENTS:

- 1. Water Treatment Facility Improvement Project –

**CITY OF LITCHFIELD
 RESOLUTION NO. 23-11-185
 AUTHORIZE PAYMENT NO. 12
 FOR THE LITCHFIELD WATER TREATMENT FACILITY
 IMPROVEMENT PROJECT**

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. 12 for the 2022 Litchfield Water Treatment Facility Improvement Project totaling \$23,750.00 as attached and on file.

Adopted by the City Council this 6th day of November, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

- E. ORDINANCES – SECOND READINGS: None.
- F. LICENSES: None.
- G. OTHER ROUTINE MATTERS: None.
- H. COMMUNICATIONS:
 - 1. Minutes & Reports:
 - a. Heritage Preservation Commission – October 23, 2023
 - b. Litchfield Library Board – October 24, 2023

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-11-187
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 6th day of November, 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 –

- A. 5:30 P.M. PUBLIC HEARING – CONSIDER SPECIAL ASSESSMENT FOR PROPERTY NUISANCE ABATEMENTS –

City Administrator Cziok provided an overview of the nuisance abatements. He reported that the properties received notifications on abatements prior to the notice of the public hearing to consider special assessments for nuisance abatement.

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 5:33 p.m. to consider adopting special assessments for property nuisance abatements.

An attendance list is on file. There were no oral or written comments received. Mayor Dingmann closed the hearing at 5:33 p.m.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-11-186
ADOPTING ASSESSMENT FOR PROPERTY NUISANCE ABATEMENTS**

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for nuisance abatement on private property throughout the City,

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefitted by nuisance abatement on private property in the amount of the assessment levied against it.

2. Such assessment shall be payable in one installment extending over a period of one (1) year, to be payable on or before the first Monday in January 2025, and shall bear interest at the rate of 5.25 percent per annum from the adoption of the assessment. To the installment shall be added interest on the entire assessment from the date of the adoption of the assessment until December 31, 2024.

3. The owner of the 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 assessment; and he/she 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.

4. The Assistant City Administrator shall forthwith transmit a certified duplicate of this assessment to the county auditor to be placed on the property tax lists of the county. Such assessments shall be collected and paid in the same manner as other municipal taxes.

Adopted by the City Council this 6th day of November, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

IV. ACKNOWLEDGMENT OF AUDIENCE/PRESENTATIONS – None.

V. COMMISSION RECOMMENDATIONS –

A. HERITAGE PRESERVATION COMMISSION –

- 1. Certificate of Appropriateness Application – by Greater Litchfield Opera House Association – 136 N. Marshall Ave. –

November 6, 2023

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 Miller, to adopt the following:

**CITY OF LITCHFIELD
RESOLUTION NO. 23-11-184
GRANT CERTIFICATE OF APPROPRIATENESS
TO GREATER LITCHFIELD OPERA HOUSE ASSOCIATION
FOR PROPERTY LOCATED AT 136 NORTH MARSHALL AVENUE**

WHEREAS, the Litchfield Heritage Preservation Commission held a hearing on Monday, October 23, 2023, to consider a Certificate of Appropriateness Application request by Greater Litchfield Opera House Association, for property located at 136 North Marshall 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 repairing of cap brick with like color and size Chaska brick that will match the original brick, 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, 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, new additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property, and

WHEREAS, new additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired;

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 Greater Litchfield Opera House Association, for property located at 136 North Marshall Avenue.

Adopted by the City Council on this 6th day of November, 2023.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

2. 2024 CLG Grant – Local Designation –

Council Member Kotelnicki discussed applying for a 2024 CLG grant to pursue local designation. She explained that the grant would allow for engaging with a consultant for the local designation process. No formal action was taken.

VI. COMMITTEE REPORTS –

A. LARC UPDATE –

City Administrator Cziok shared that the POC and CPG have met, and invited Council Members to add information on the meetings following his comments. He explained that the City is forecasting a deficit of \$1.3M preliminarily but that doesn't take into account other funds such as the Crider money that hasn't been received yet. Cziok discussed funding and the need to determine when to issue debt.

Council Member Carlson provided an overview of all 3 groups that are involved in the process including the POC (Project Oversight Committee), CPG (Core Planning Group), and the focus groups. Council Member Kotelnicki reported that the CPG will be visiting the YMCA in Willmar and the Paynesville Area Community Center.

No formal action was taken.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. DOWNTOWN GRANT –

1. Professional Services Update –

City Administrator Cziok reported that City representatives were able to meet with representatives from both New History and WSB. He shared that the proposal from New History is included in the packet and the City is waiting on the WSB proposal. He discussed potentially partnering with both consultants. Council Member Kotelnicki added that Todd Grover of MacDonald & Mack Architects be considered as well. No formal action was taken.

2. Downtown Council Request –

Council Member Kotelnicki shared that the application for the grant in the amount of up to \$750,000 is due towards the end of December. She inquired as to whether or not the City would be the fiscal agent and who would apply for said grant. She said it is a competitive national grant however the City's application may be very attractive with the allocation of state money for downtown façade improvements. Council Member Kotelnicki added that being a recipient of the Revitalization Mainstreet Grant would also help towards the national grant application process. She said the criteria is the same as for DEED. The Council discussed how much of the criteria needs to be established in order to apply for the national grant. City Administrator Cziok had two concerns including the cost to the City and how much horsepower is needed for the application process. Council Member Kotelnicki suggested the City get registered at a minimum. She shared that she would reach out to Meghan Elliott of New History to get her opinion and will report back to the Council at the next Council meeting. No formal action was taken.

B. STRATEGIC PLANNING –

Council Member Larson proposed a work session to discuss development of a strategic plan outside of the CIP already in place. She explained that it would be helpful to see what our priorities are. Council Member Dingmann said a strategic plan would coincide with the CIP, adding that the Council needs direction and focus. Council Member Miller concurred with developing a strategic plan. City Administrator Cziok shared that he reached out to Richard Fursman who has worked with the Council in the past from an organizational planning perspective. He explained who Mr. Fursman is and what his company does.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 23-11-188
AUTHORIZE ENGAGING WITH CONSULTANT TO
DEVELOP A STRATEGIC PLAN**

WHEREAS, the Council has been discussing the need to develop a strategic plan outside of the CIP; and

WHEREAS, the City has worked with Richard Fursman in the past from an organizational planning perspective; and

WHEREAS, Richard Fursman can assist the City in developing a strategic plan,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes engaging with Richard Fursman to develop a strategic plan.

Adopted by the City Council this 6th day of November, 2023.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

IX. ADDITIONAL ITEMS –

A. WORK SESSION –

A work session was held following the Council meeting to discuss the 3 options provided by Shady’s relating to either leasing or sale of the golf course restaurant. Minutes of the work session are on file. No formal action was taken.

X. ANNOUNCEMENTS –

XI. ADJOURNMENT –

It was moved by Council Member Mathwig, seconded by Council Member Allen, to adjourn the City Council meeting at 6:03 p.m. Motion Carried.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR