

**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, November 20, 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 Coordinator	Mario Provencher	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 – November 6, 2023
2. Work Session – November 6, 2023

**B. FINANCIAL REPORTS TO APPROVE:**

1. Electronic and Wire Transfer Report

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

1. Computer List of Bills for \$394,548.43

**D. OTHER PAYMENTS: None.**

**E. ORDINANCES – SECOND READINGS: None.**

**F. LICENSES: None**

**G. OTHER ROUTINE MATTERS:**

1. Employment Offer –

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-11-189  
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 2023 Budget; and

**WHEREAS**, the supervisors will adjust the wage schedule for 2023 part-time employees to fill these positions, and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Litchfield to offer 2023 part-time employment with the City of Litchfield, to the following:

<u>Department</u>	<u>Re-Hires</u>	<u>New Hires</u>
<u>Cemetery</u>		Allen Swenson
<u>Liquor Store</u>		Abigail Hicks

Adopted by the City Council this 20th day of November, 2023.

Attest:

Approved:

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

\_\_\_\_\_  
MAYOR

**H. COMMUNICATIONS TO REVIEW :**

- 1. Minutes & Reports:
  - a. Planning Commission Minutes – November 3, 2023

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-11-192  
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 20th 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.

**III. TIMED ITEMS – None.**

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

V. COMMISSION RECOMMENDATIONS –

A. PLANNING COMMISSION –

1. Conditional Use Permit Request – By Beau Munsell at 516 Miller Avenue South –

Council Member Carlson provided the findings and recommendations of the Planning Commission. He explained that the initial ask was to move the house without a garage. With concerns expressed at the Planning Commission about a garage not included, Council Member Carlson reported that the applicant changed his request and will be providing a garage. He discussed approval of conditions unless Council has a basis for denial.

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-11-190  
GRANT CONDITIONAL USE PERMIT TO BEAU MUNSELL  
FOR PROPERTY LOCATED AT 516 SOUTH MILLER AVENUE  
TO ALLOW A PRINCIPAL STRUCTURE TO BE MOVED TO THE PROPERTY**

**WHEREAS**, the Planning Commission held a public hearing on November 13, 2023, for a conditional use permit request by Beau Munsell, and

**WHEREAS**, the conditional use permit has been requested to allow a 2006 manufactured home to be moved to the subject property, where the Zoning Ordinance requires conditional use approval to move a structure that is more than ten years old to a property within city limits, and

**WHEREAS**, the Litchfield Planning Commission, upon review of the findings of fact, as follows, has not recommended that this Conditional Use Request be granted, and they referred the application to the City Council for final action, and

**WHEREAS**, the Applicant provided updated plans for City Council review showing full conformance with Zoning Ordinance regulations pertaining to a proposed detached garage and driveway, and

**WHEREAS**, the property is located at 516 South Miller Avenue in the R-2 Residential District, and

**WHEREAS**, the proposed structure conforms to the District and conditional use provisions and all general regulations of the Zoning Ordinance, and

**WHEREAS**, the conditional use permit does not involve any element or cause any conditions that may be dangerous, injurious or noxious to any other property or persons and shall comply with the performance standards in the Zoning Ordinance, and

**WHEREAS**, the proposed structure is sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties, and

**WHEREAS**, the proposed structure produces a total visual impression and environment which is consistent with the environment of the District and neighborhood in which it is located, and

**WHEREAS**, there is adequate vehicular access and parking to minimize traffic congestion in the District, and

**WHEREAS**, the conditional use permit would not adversely affect the existing uses because of traffic generation, noise, glare, general unsightliness or other nuisance characteristics, and

**WHEREAS**, the issuance of the Conditional Use Permit promotes the objectives of this Ordinance and the overall Comprehensive Land Use Plan of the City,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Litchfield that the request for a conditional use permit be granted to Beau Munsell for a principal structure to be moved to property located at 516 South Miller Avenue, subject to the following conditions:

1. The property owner shall verify that the property has a suitable sanitary sewer stub and water service stub. If a service needs to be extended into the property or the service needs to be replaced, the property owner would be responsible for all costs associated with extending or replacing the service from the main into the property including all restoration costs.
2. The property owner shall identify the streets that will be utilized to move in the structure.
3. The property owner will be responsible for coordinating any potential utility issues associated with moving the structure to the lot.
4. Any damage associated with the move must be repaired upon relocation to the subject property.
5. Upon relocation, the building shall comply with all applicable building, plumbing, heating and electrical codes of the City.
6. The relocated home shall be ready for occupancy within six (6) months from the date of the relocation.
7. The driveway to serve the home shall be paved no later than July 1, 2024.
8. The detached garage must be provided, meeting all applicable zoning code requirements for size, placement and exterior materials. The final certificate of occupancy for the home will not be issued until the garage has been finished to these specifications.

The legal description of the subject property is:

LOT 4 AND THE NORTH ONE HALF OF LOT 5, BLOCK 104, WEISEL’S ADDITION TO THE CITY OF LITCHFIELD, ACCORDING TO THE PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER IN AND FOR MEEKER COUNTY, MINNESOTA

Adopted by the City Council this 20th 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. Preliminary and Final Plat – Sparboe Addition at 102 Gorman Ave. N. –

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

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

**CITY OF LITCHFIELD  
RESOLUTION NO. 23-11-191  
GRANT APPROVAL OF PRELIMINARY AND FINAL PLAT FOR  
SPARBOE ADDITION**

**WHEREAS**, the Planning Commission held a hearing on November 13, 2023, for a Preliminary and Final Plat by Ross Elenkiwich, on behalf of Sparboe Farms Inc., and

**WHEREAS**, the Litchfield Planning Commission, upon review of the findings of fact, as follows, has recommended that the plat for Sparboe Addition be granted and referred the application to the City Council for final action, and

**WHEREAS**, the Applicant is requesting preliminary and final plat approval for a replat of the four subject parcels into three parcels, and

**WHEREAS**, the subject properties are located at 102 and 104 North Gorman Ave., in the I-2 General Industry District, and 818 and 902 East 2<sup>nd</sup> St., in the B-4 General Business District, and

**WHEREAS**, each proposed lot conforms to the requirements of the applicable zoning district, and

**WHEREAS**, adequate easements have been provided on each lot, and

**WHEREAS**, the preliminary plat contains all necessary data to be approved by the City, and

**WHEREAS**, the final plat contains all necessary data to be approved by the City, and

**WHEREAS**, the Planning Commission recommends the following conditions:

1. If Lot 1 and Lot 2 are ever owned by different parties, the parking areas may need to be reconfigured or a mutual access agreement executed.
2. The Owner shall confirm that large vehicles are able to maneuver between the southwest portion of Lot 3 and the northeast portion of Lot 3.
3. If any of the new lots are redeveloped, the property owner will need to go through a site plan review process and meet all City requirements.

**WHEREAS**, the City Council has reviewed the Preliminary & Final Plat regarding the general acceptability of the layout,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Litchfield to grant approval of the Preliminary and Final Plat for Sparboe Addition.

Adopted by the City Council this 20th 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.

**VI. COMMITTEE REPORTS –**

**A. LARC UPDATE –**

City Administrator Cziok shared that he wants to provide Council Representatives from the POC and CPG the opportunity to update the Council on progress. He reported the POC (Project Oversight Committee) is leaning towards the Civic Arena site based on a number of factors including site and soil conditions, parking availability, ability to utilize existing spaces, programmatic synergies, operational efficiencies, and capital costs with a final recommendation yet to be determined.

Council Member Larson shared that the CPG (Core Planning Group) had a planning session this past week and reviewed tours of other facilities for planning purposes. She reported that the CPG is making good progress. Council Member Kotelnicki went into detail on discussions at the last CPG meeting that included locker room savings, wall coverings, fitness on demand, black light room, childcare, and indoor children play areas. Council Member Larson added that meeting space for community is really valuable as was learned through the tours.

Council Member Carlson shared that several people have approached him on willingness to serve on the user groups. The Council discussed if representation on focus groups should be limited to City residents only, with Council Member Carlson sharing he feels individuals living in the school district should be able to serve as well. City Administrator Cziok shared that focus groups will get involved once the spaces are defined. He is anticipating bringing the POC recommendation to the Council on December 4<sup>th</sup> to lock in a location in order to keep progressing on planning and design work. Mayor Dingmann reported that specific electrical equipment might be ordered ahead of time since there is a delay expected which could hold up the project if not ordered earlier. Council Member Kotelnicki inquired as to the status of the Crider funds in which City Administrator Cziok responded that approval has been given to release the Crider funds and it is currently work in progress. No formal action was taken.

**VII. LEGAL CONSIDERATIONS – None.**

**VIII. BUSINESS –**

**A. DOWNTOWN GRANT –**

**1. Professional Services Update –**

City Administrator Cziok reported that he just received the WSB proposal this afternoon that was provided at the Council dais but has not had the opportunity to review. The Council discussed the cost of professional services with 4% of \$2M equating to \$80,000. City Administrator Cziok noted that the Council didn't make this request for downtown funding. Council Member Mathwig questioned one of bullet points concerning impacts if the owner wants to sell the property. City Administrator Cziok concurred that has been a red flag and questioned how the property owner may feel about that. Mayor Dingmann discussed circumventing to get around DEED and questioned what was Representative Urdahl's intent with the funding. City Administrator Cziok discussed reaching out to Representative Urdahl to see what he envisioned.

It was moved by Council Member Kotelnicki, seconded by Council Member Allen to invite Representative Dean Urdahl to a future Council meeting when he is available, preferably in the next few months. The motion passed with 7 votes in favor and 0 against.

**2. Downtown Council Request –**

Council Member Kotelnicki shared that the cost is between \$4,500 to \$7,500 for New History to provide services concerning the Downtown Council request for applying for a grant up to \$750,000 from Saving America's Treasures (SAT). Due to application timelines, Council Member Kotelnicki shared that an application be considered in 2024 allowing the City to figure out the \$2M DEED grant. No formal action was taken.

**B. COMMUNITY SIGN –**

Council Member Larson shared the current condition of the community sign. City Administrator Cziok reported that the City has been troubleshooting for several months after Community Education has not been able to keep the sign operational. He explained that Community Education has less of a need for the community sign with the School District's two new LED signs. Cziok shared that the south façade has a number of panels that need replacement and communication to the sign is also not working making updating the sign difficult or impossible. He discussed the need to consider replacing the sign with cost to rehabilitate in excess of \$30k.

It was moved by Council Member Larson, seconded by Council Member Miller, to authorize staff to get estimates formalized in order for the Council to determine whether the community sign should be rehabilitated or replaced. The motion passed with 7 votes in favor and 0 against.

C. SHADY'S –

In response to the 3 proposals submitted by Shady's, City Administrator Cziok explained that the most viable option is to work to meet Shady's request for a one-year extension. He shared that this would allow time to evaluate long term solutions. He discussed questions to be considered including cost of the improvements, other multi-year lease options, property line identification, sale of property, what is the property value, and what is the intrinsic value. Cziok outlined next steps including negotiating a short-term lease, exploring a commercial real estate appraisal, exploring the scope of building improvements, and the Council adopting a multi-step exploratory study.

City Administrator Cziok reported that the City Building Inspector met with a contractor to give the City an idea of the scope and scale of the roof condition and improvements needed. He shared that it is a significant replacement estimated at \$122,000. He explained that there may be a short-term solution with an initial investment of \$65,000. Mayor Dingmann inquired if a one year extension is enough. City Administrator Cziok responded that the current lease between Shady's and Litchfield Golf Club, Inc. is until April so it would be 16 months.

Council Member Kotelnicki said sell it by April 1<sup>st</sup> with Council Member Allen concurring. Council Member Carlson likes Option #1. Council Member Larson prefers a short-term lease allowing time to figure out a long term solution. Mayor Dingmann prefers a one year lease. Council Member Mathwig questioned getting it done in one year with the roof issues, working together on expansion, and demolition of the fireplace. Council Member Miller prefers a one year extension, reporting she has received some comments with there being a lot of questions. Mayor Dingmann questioned the responsibility of deferred building maintenance.

It was moved by Mayor Dingmann, seconded by Council Member Kotelnicki to allow a representative from Golf Club, Inc., followed by a representative from Shady's to address the Council. The motion passed with 7 votes in favor and 0 against.

Litchfield Golf Club, Inc. Representative Pete Kormanik expressed concern about the City's handling of previous property sales including sales to Gregg Schilling and Steve Kotzer. He questioned why the sales to Shady's is any different. He said that there is no business on those properties, adding that Shady's has been leasing for 3 years and has been successful. Mr. Kormanik discussed past and ongoing concerns with the relationship between the City and Litchfield Golf Club, Inc. Council Member Kotelnicki inquired about continued meetings and discussions with Litchfield Golf Club, Inc. Council Member Larson shared that this has been a new experience for her and advised opening it up and making it apparent based on past results.

Shady's Representative Lee Mergen questioned what the Council wants to see with it and if the Council wanted to watch the golf course fail. He expressed concern on the number of rounds of golf being played and the impact to Shady's. Both Shady's and Litchfield Golf Club, Inc. requested continuing to meet. City Administrator Cziok concurred on continuing to meet and parameters of meeting including who would be in the room. He said that the City always has the option to continue the lease with Litchfield Golf Club, Inc. He added the Council has never made investments like they are asking the City to make.

The Council, by consensus, agreed to meeting with Litchfield Golf Club, Inc. and Shady's at 4pm prior to the Council meeting on December 18, 2023. Council Member Kotelnicki asked staff to provide rounds of golf for the meeting and Council Mathwig asked that the lease with Litchfield Golf Club, Inc. be provided. No formal action was taken.

**IX. ADDITIONAL ITEMS – None.**

**X. ANNOUNCEMENTS – None.**

**XI. ADJOURNMENT –**

It was moved by Council Member Mathwig, seconded by Council Member Carlson, to adjourn the City Council meeting at 7:12pm Motion Carried.

Attest:

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

Approved:

\_\_\_\_\_  
MAYOR