

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, January 4, 2021, commencing at 5:30 p.m. Mayor Johnson called the meeting to order. He commended outgoing Council Member Loch for his commitment and dedication with 12 years of service on the City Council, followed by comments by each Council Member. Mayor Johnson then presented him with his name plate. Council Member Loch made final comments.

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	Vern Loch, Jr.	Present (Outgoing)
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	Brent Schacherer	Present
KLFD	Tim Bergstrom	Present

B. INSTALLATION OF NEW COUNCIL MEMBERS –

Mayor Johnson recessed the meeting and the Oath of Office was administered to the newly elected Council Members for terms until January 1, 2025.

Council Member–At-Large	Ron Dingmann
Council Member – Ward II	Darlene Kotelnicki
Council Member – Ward IV	John Carlson

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 – December 21, 2020
2. Work Session – December 21, 2020

B. FINANCIAL REPORTS TO APPROVE: None.

January 4, 2021

C. CLAIMS TO AUTHORIZE FOR PAYMENT –

1. Computer List of Bills for \$10,022,377.32

D. OTHER PAYMENTS:

1. Phase 2 Generation Improvements –

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-6
AUTHORIZE PAYMENT NO. 9
FOR THE PHASE 2 GENERATION IMPROVEMENTS**

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,
Resolution No. 21-1-6– Cont’d.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby approves Payment No. 9 for the Phase 2 Generation Improvements totaling \$558,344.26 as attached and on file.

Adopted by the City Council this 4th day of January, 2021.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

2. Snow Removal Equipment Building –

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-7
AUTHORIZE PAYMENT NO. 4
FOR THE SNOW REMOVAL EQUIPMENT BUILDING**

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. 4 for the Snow Removal Equipment Building totaling \$15,117.35 as attached and on file.

January 4, 2021

Resolution No. 21-1-7– Cont’d.

Adopted by the City Council this 4th day of January, 2021.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

- E. ORDINANCES – SECOND READINGS: None.
- F. LICENSES: None.
- G. OTHER ROUTINE MATTERS:
 - 1. Authorize 2021 Official Signatures –

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-1
AUTHORIZE 2021 OFFICIAL SIGNATURES**

BE IT RESOLVED by the City Council of the City of Litchfield that the following City Officials are authorized to sign on behalf of the City of Litchfield:

CHECK SIGNATURES –

Joyce Spreiter, Assistant City Administrator (Designated)
Beth Kargas, Bookkeeper (Designated)
Keith Johnson, Mayor (Alternate)
Kristi Schlangen, Accounting/HR Tech (Alternate)

BANK ACCOUNT SIGNATURES – (Savings)

Joyce Spreiter, Assistant City Administrator (Designated)
Beth Kargas, Bookkeeper (Alternate)
Kristi Schlangen, Accounting/HR Tech (Alternate)

OFFICIAL DOCUMENT SIGNATURES –

Keith Johnson, Mayor (Designated)
Dave Cziok, City Administrator (Designated)
Joyce Spreiter, Assistant City Administrator (Designated)
Beth Kargas, Bookkeeper (Alternate)

BE IT FURTHER RESOLVED that this resolution is in effect until a new resolution addressing this issue is adopted by the City Council.

January 4, 2021

Resolution No. 21-1-1– Cont’d.

Adopted by the City Council this 4th day of January, 2021.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

2. Set 2021 Interest Rate for City Invoices

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-2
SET 2021 INTEREST RATE FOR CITY INVOICES**

WHEREAS, Resolution No. 85-10-105 ordered an interest charge on city invoices, the amount to be set annually in January at three percentage points above the prime rate, and

WHEREAS, the prime rate in December, 2020 is 3.25%,

NOW, THEREFORE, BE IT RESOLVED that during 2021 the City charge 6.25% interest on City invoices which are 30 days or more overdue, unless special circumstances warrant a lower rate, or that a longer time would be allowed before interest charges become effective.

Adopted by the City Council this 4th day of January, 2021.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR

3. Designated Depositories for City Funds

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-3
DESIGNATED DEPOSITORIES FOR CITY FUNDS
AND APPROVE SECURITIES**

BE IT RESOLVED by the City Council of the City of Litchfield to designate the following as depositories of Public Funds for the City of Litchfield, for the term of one year from January 1, 2021.

January 4, 2021

Resolution No. 21-1-3– Cont’d.

Center National Bank of Litchfield
Wells Fargo Bank of Litchfield
Mid-Country Bank of Litchfield
Home State Bank of Litchfield

BE IT FURTHER RESOLVED that the list of pledged securities and the assignment of these securities as presented and on file be approved for the term of one year from January 1, 2021, with additions, deletions and substitutions as needed.

Adopted by the City Council this 4th day of January, 2021.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

H. COMMUNICATIONS: None

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-12
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 4th day of January, 2021.

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

V. **COMMISSION RECOMMENDATIONS** – None.

VI. **COMMITTEE REPORTS** –

A. **GOLF COURSE DISCUSSIONS** –

Council Member Mathwig read a memo, provided in the Council agenda packet, concerning a recommendation from the negotiating team to consider making the payment of back membership allocations to Golf Club, Inc. Council Member Allen explained that after thinking more about it she cannot consider the payment. She explained that it has been anything but a smooth transition and she is not ready to make a decision. She doesn't feel that paying the money is going to end this situation.

Council Member Miller questioned why there were years that payment was skipped. Mayor Johnson responded that at an annual Golf Club, Inc. meeting the City reported losing money and asked forgiveness of payments for 2014 and 2016. Council Member Kotelnicki asked if it was the responsibility of Golf Club, Inc. to request payment. She added if it is in the agreement wouldn't the City automatically pay Golf Club, Inc.

Mayor Johnson discussed the status of the exit agreement. It was noted that nothing was discussed that doesn't involve money. Council Member Mathwig replied that discussions were focused on the financial terms included in the 2013 Lease Agreement. Council Member Kotelnicki stated confusion that the negotiating team was appointed to determine a termination agreement. Council Member Allen explained there is concern about the money invested with no tenant. Council Member Kotelnicki discussed respecting each side and their needs. She expressed concern about property that was purchased from Golf Club, Inc. without adopting a resolution and about how much the City spent on clubhouse and other improvements. Mayor Johnson replied that there was a resolution providing for the purchase. Council Member Kotelnicki responded she stands corrected then if that is the case. She requested a list of all the expenses for 2020, adding she was unaware that a pickup for the Golf Course was purchased with CARES Act dollars.

Council Member Dingmann discussed the history of communications and dialog and the standstill between entities, adding that golfing has changed. Council Member Dingmann said the City has a contractual obligation to pay the membership. He would like to

January 4, 2021

see the agreement terminated and start over. Mayor Johnson shared his support of the \$62,500 payment but would like to know what Golf Club, Inc. intends to do with the money. He wants to know the status of an exit agreement. He would like to see money going to Golf Club, Inc. to be allocated to restaurant improvements. Council Member Kotelnicki suggested the City reach out to the League of Minnesota Cities to terminate the agreement.

Pete Kormanik, representing Golf Club, Inc., requested to be heard by the Council. It was moved by Council Member Kotelnicki, seconded by Council Member Dingmann that Pete Kormanik be allowed to address the Council. Pete Kormanik said the \$62,000 payment was a contractual obligation outlined by the Lease Agreement. He explained the intentions of Golf Club, Inc. is to use the money for continuing golf leagues, starting a junior golf league and junior tournaments, continue to promote youth golf which may include providing golf clubs and providing membership scholarships to youth. They would also like to provide outings and tournaments. Kormanik explained that the City was bleeding on the course side and did forgive the City's membership obligations for 2014 and 2016. As a non-profit, Pete Kormanik reported Golf Club, Inc. has always paid their bills. If there is no compensation for the restaurant equipment Golf Club, Inc. has purchased, they (Golf Club, Inc.) will probably move forward and find a tenant on their own.

Mayor Johnson made final comments that he is expecting the committee continues to negotiate with Golf Club, Inc. moving forward.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-11
AUTHORIZING GOLF COURSE MEMBERSHIP ALLOCATION**

WHEREAS, the City of Litchfield entered into a Building Lease Agreement in 2013 with Golf Club, Inc., and

WHEREAS, the Council appointed Council Members Allen and Mathwig to meet with Golf Club, Inc. concerning future goals determined by the Council, and

WHEREAS, the lease agreement includes the language "That the City shall pay to Golf Inc. on an annual basis, \$75 per Family/Couple/Single Membership for Golf Club, Inc. operating allocation", and

WHEREAS, the payment for 2013 was made to Golf Club, Inc., and

WHEREAS, Golf Club, Inc. has forgiven the payments for 2014 and 2016, and

January 4, 2021

Resolution No. 21-1-11– Cont’d.

WHEREAS, Council Members Allen and Mathwig recommend the City allocate payment to Golf Club, Inc. for the years 2015, 2017-2020 in an effort to keep the separation process moving forward,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes payment to Golf Club, Inc. for membership as outlined in the 2013 Building Lease Agreement for the years 2015, 2017-2020 in the amount of \$62,250.

Adopted by the City Council this 4th day of January, 2021.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

Upon roll call vote, Council Members Dingmann and Mathwig voted aye, Council Member Kotelnicki voted nay, Council Member Allen asked for clarification on the resolution being voted on. City Attorney Wood referred to the resolution included in the packet. Council Member Kotelnicki asked to recant her nay vote and abstained, Council Member Allen voted nay, Council Members Carlson and Miller, along with Mayor Johnson, voted aye whereupon the resolution was declared adopted.

VII. LEGAL CONSIDERATIONS – None.

VIII. BUSINESS –

A. COVID-19 UPDATE –

City Administrator Cziok explained that the Council had two requests to consider. The first request was from LDC Youth Hockey to consider extending the Civic Arena ice season. The second request was to extend the length of time for the hanging Christmas garland and lights to be displayed for further enjoyment

1. Youth Hockey Request –

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

January 4, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-13
AUTHORIZE EXTENDING CIVIC ARENA ICE SEASON**

WHEREAS, Civic Arena usage for hockey was restricted for several weeks based on the Governor's Executive Order due to the COVID-19 pandemic, and

WHEREAS, the restrictions were removed beginning January 4, 2021, and

WHEREAS, the City received a request from LDC Youth Hockey to consider extending the Civic Arena ice season for an additional two weeks, and

WHEREAS, there will be an increase in costs due to the extension, and

WHEREAS, there are Federal and State social distancing guidelines still in place in response to the COVID-19 pandemic,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes extending the Civic Area ice season for an additional two weeks beyond the normal season.

Adopted by the City Council this 4th day of January, 2021.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

2. Garland Request –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-14
AUTHORIZE EXTENDING THE
HANGING CHRISTMAS GARLAND AND LIGHTS DISPLAY**

WHEREAS, the City hangs Christmas garland and lights across the road along Highways 12 and 22 annually over the Holiday season, and

WHEREAS, the garland and lights are typically removed following the 1st of the year weather permitting, and

January 4, 2021

Resolution No. 21-1-14– Cont’d.

WHEREAS, 2020 was a difficult year with all the events that took place, and

WHEREAS, the City received a request to consider extending the hanging Christmas garland and lights display for a longer term than normal because of unprecedented times in 2020,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Litchfield hereby authorizes extending the hanging Christmas garland and lights display for an additional two weeks.

Adopted by the City Council this 4th day of January, 2021.

Approved:

Attest:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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

B. ANNEXATION –

The updated Ordinance with the township payment amount included was provided for Council review.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-10
FIRST READING OF ORDINANCE NO. 805
ANNEXATION OF UNPLATTED LAND
SECTION 2, TOWNSHIP 119, RANGE 31**

WHEREAS, a petition for Annexation has been filed by Jeremy Johnson of JJ Holdings, LLC, and

WHEREAS, this Annexation may be accomplished by Ordinance under Minnesota Statute § 414.033 Subd. 2(3), under certain conditions contingent on final approval by the State Municipal Board, and

January 4, 2021

Resolution No. 21-1-10– Cont’d.

WHEREAS, a public hearing was held on December 21, 2020 to consider said annexation,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Litchfield to adopt the First Reading of Ordinance No. 805 for Annexation of unplatted land in Section 2, Township 119, Range 31.

Adopted by the City Council this 4th day of January, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

C. ANNUAL APPOINTMENTS –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-4
ANNUAL APPOINTMENTS**

BE IT RESOLVED that it is standard procedure to make annual appointments to the following:

- 1. City Attorney – Mark Wood; Assistants – Rebecca M. Rue & Emily Wood
- 2. Official Newspaper – Independent Review
- 3. City Engineer – Chuck DeWolf – Bolton & Menk, Inc.
- 4. Weed Inspector – Operations Coordinator Mario Provencher.

Adopted by the City Council this 4th day of January, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

January 4, 2021

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

D. COUNCIL COMMITTEES –

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-5
COUNCIL APPOINTMENTS TO COMMISSIONS/COMMITTEES/OTHER GROUPS**

WHEREAS, the Mayor recommends appointing Council Member representatives to Commissions/Committees/Other Groups for 2021,

NOW, THEREFORE, BE IT RESOLVED that the Council Members be appointed as follows:

COUNCIL REPRESENTATIVE TO ANOTHER GROUP

AIRPORT – Eric Mathwig
COMMUNITY ED – John Carlson
G.A.R. HALL – Keith Johnson
HERITAGE PRESERVATION – Darlene Kotelnicki
LIBRARY – Betty Allen
CENTRAL COMMUNITY TRANSIT – Ron Dingmann and Betty Allen
(Backup)
CHAMBER OF COMMERCE – Sara Miller
VISITORS BUREAU – Ron Dingmann and Cathy Haugo
PLANNING – Eric Mathwig
MEEKER COUNTY HOUSING – Darlene Kotelnicki
SAFE ROUTES TO SCHOOL – John Carlson
CABLE/SOLID WASTE FRANCHISE NEGOTIATIONS – Betty Allen and
Darlene Kotelnicki

*Mayor serves as backup representative if contacted

STANDING COMMITTEES

PERSONNEL COMMITTEE – Ron Dingmann, Sara Miller, Keith Johnson

FINANCE & INFRASTRUCTURE COMMITTEE - Ron Dingmann, Eric Mathwig, and John Carlson

Adopted by the City Council this 4th day of January, 2021.

Resolution No. 21-1-5– Cont’d.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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

E. ROTARY –

City Administrator Cziok discussed a request from Litchfield Rotary Club to consider the concept to add a shade canopy on the east side of the splash pad at Memorial Park. The concept includes the shade canopy to be constructed on a cement pad. Cziok reported that the proposed project budget is approximately \$16,000 and would be completely funded by Litchfield Rotary Club. Concern was expressed on whether or not tree removal was required. The Council indicated support of the project but requested additional information be provided including a visual of the concept and location for consideration. No formal action was taken.

F. DOWNTOWN COUNCIL – Downtown Lighting Request –

William Hicks explained that he was approached by the Litchfield Downtown Council to produce schematics for a couple of concepts for additional lighting downtown. The first concept includes hanging lights across main street, similar to the locations of the Christmas garland and lights now. The second concept would be to string lights between the existing acorn lights. Mr. Hicks provided an estimate for his services to present said concepts.

Council Member Dingmann inquired if any of these concepts would comply with the Heritage Preservation Commission. Mr. Hicks replied that it would not be a permanent fixture similar to the Christmas garlands and lights. Council Member Dingmann inquired if the Downtown Council would be providing for the costs and whether or not there was communication with the Chamber about the concept. William Hicks responded that he was unable to answer the questions since he wasn't part of the group; he was just asked to present his proposal to the Council.

Council Member Miller thanked Mr. Hicks for the information but said she would like to have more information on the cost of the lights and staffing impacts with maintaining said lights. Council Member Allen explained that the Downtown Council had to start somewhere, adding Downtown businesses have provided input and would like downtown to be more inviting with a warm atmosphere. It was determined that the topic be brought before the Heritage Preservation Committee (HPC) next. No formal action was taken.

G. TRANSPORTATIONS ALTERNATIVE GRANT –

City Engineer DeWolf discussed a grant opportunity to construct 10' wide sidewalk improvements from Commercial Street to Pleasure Drive on the west side of the street. The City applied for the Transportation Alternative Grant in 2020 however was not successful but was encouraged to apply again. He provided history that MnDOT had included sidewalk improvements on the west side to make ADA improvements in conjunction with the east side project intended for 2021. MnDOT removed the west side improvements out of their current project in order for the City to widen the sidewalk and turn it into a trail, allowing the City to pursue some funding to make the improvements. Estimated cost of the sidewalk improvements are \$615,300 with MnDOT participating in the amount of \$231,000. The grant would provide for \$239,000 of the costs with the project to be funded in 2025. The City would be responsible for the remainder of the costs in the amount of \$145,000.

City Engineer DeWolf discussed impacts to trees located between the existing curb and sidewalk. He explained that there are potentially six larger trees that may be able to remain in place, while the remaining 14 will need to be removed. He added in several locations where the large trees in the boulevard will need to be removed, there are larger existing trees behind the sidewalk that will remain in place

Mayor Johnson asked for clarification about the path going all the way out to Lake Ripley. City Engineer DeWolf responded that the City would be applying for funds for the west side to make it a trail all the way from Commercial to Lake Ripley School, adding it is part of the Safe Routes to School. Council Member Kotelnicki questioned that the City never passed the Safe Routes to School plan. She also questioned whether widening the path 10 feet is part of the Safe Routes to School plan, adding she was part of the committee which has not met in a year and a half. She inquired about when the grant was due. City Engineer DeWolf responded it has to be submitted this week and that it was due this week.

Council Member Kotelnicki stressed that she does not want to cut down trees and before anything was done someone qualified needs to look at them to see if they are healthy or diseased. She expressed concern about other areas in the community that need a trail.

Council Member Dingmann asked for clarification whether the east side will still be done. City Engineer DeWolf responded that the east side is a separate project to be completed in 2021 and the west side project would occur with funding in place in 2025 or could possibly begin the prior year. Council Member Kotelnicki asked about the width of the proposed sidewalk improvement on the east side. City Engineer DeWolf responded that MnDOT will try to match up to the existing sidewalk since not all the sidewalk will be replaced but it is estimated to be between 5' to 6' wide.

Council Member Allen doesn't support cutting down all the trees, adding for years you hear people driving down our main street admiring how beautiful is.

Mayor Johnson inquired if it had to be a 10' wide trail. City Engineer DeWolf responded that in order to qualify as a trail it would need to be a 10' wide sidewalk. In the event

January 4, 2021

the City didn't want it that wide the project would revert back to MnDOT to take care of ADA requirements sometime in the future. Council Member Kotelnicki responded that the City never passed the Safe Routes to School Plan. She questioned the need to widen the sidewalk 10'.

Council Member Kotelnicki expressed concern about the impacts to the trees without getting input from the public and property owners. She also expressed concern about the timeline with the grant application due by the end of the week. Council Member Allen agreed about getting more input from the people.

City Administrator Cziok provided a history recap in that there was discussion a year ago concerning the advantages of combining the project with existing projects. He discussed the opportunity to expand the trails with MnDOT already here. Cziok said we don't have to take advantage if the Council is uncomfortable, adding he understands the sensitivity with trees and other impacts.

Council Member Miller asked for clarification that the Council did approve and the City did apply for the same grant in 2020. City Administrator Cziok responded yes that it was just for a different project year. Council Member Kotelnicki commented there wasn't any discussion on impacts to the trees then. She said it is not part of the trail system and does not have any connectivity.

Council Member Mathwig shared support of providing a safe route and encouraged planting more trees to replace the trees to be removed for the next generation. He said the trail connects the north side of Litchfield to the lake. Council Member Dingmann agreed with replacing the trees, adding the sidewalk won't infringe on anyone's property only the boulevard. Mayor Johnson shared if the trees are removed, the City should replace with more substantial trees being larger in size. He agrees with Council Member Mathwig that the path is an artery out to Memorial Park.

Council Member Kotelnicki questioned there not being enough time to seek public input. She inquired as to whether or not the City could turn down the grant if awarded. City Engineer DeWolf responded that the City could but it might not look favorable for the City in the future when applying for grants. Council Member Miller questioned whether or not the City had any complaints last year after authorization to apply for the grant. City Administrator Cziok responded that he hadn't received any. Council Member Carlson inquired if the City would be able to communicate with the community before applying. It was noted that the application had to be submitted by the end of the week.

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

January 4, 2021

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-8
MNDOT 2025 TRANSPORTATION ALTERNATIVES
SPONSORING AGENCY FOR THE LAKE RIPLEY ELEMENTARY SCHOOL
TH22 SIDEWALK IMPROVEMENTS**

BE IT RESOLVED that City of Litchfield agrees to act as sponsoring agency for the project identified as the Lake Ripley Elementary School TH 22 Sidewalk Improvements seeking “Transportation Alternatives” funding and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations,

BE IT FURTHER RESOLVED that the City Engineer is hereby authorized to act as agent on behalf of this sponsoring agency.

Adopted by the City Council this 4th day of January, 2021.

Attest:

Approved:

ASSISTANT CITY ADMINISTRATOR

MAYOR

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.

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

**CITY OF LITCHFIELD
RESOLUTION NO. 21-1-9
LAKE RIPLEY ELEMENTARY SCHOOL
TH22 SIDEWALK IMPROVEMENTS**

WHEREAS, the Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA, and

WHEREAS, Transportation Alternatives projects receive federal funding, and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer, and

Resolution No. 21-1-9– Cont’d.

WHEREAS, the City of Litchfield is the sponsoring agency for the transportation alternatives project identified as the Lake Ripley Elementary School TH 22 Sidewalk Improvements,

NOW, THEREFORE, BE IT RESOLVED THAT the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

Adopted by the City Council this 4th day of January, 2021.

Approved:

Attest:

MAYOR

ASSISTANT CITY ADMINISTRATOR

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.

H. FUTURE WORK-SESSIONS TOPICS –

City Administrator Cziok discussed future work-session topics. He would like to speak on some future considerations with our drink, drive, flush, safely, with the lights on priorities. He added that some needs will require Council action prior to development of a new Capital Improvement Plan. Cziok said he didn’t fully finish the orientation material in the last work-session. The Council determined that they would review the remaining material on their own rather than finish at the next work-session.

Another topic City Administrator Cziok suggested would be continued League of Mn Cities training and onboarding. He discussed the training provided by the League of Mn Cities in 2019 and inquired if the Council had any needs from administration to continue operating as an effective board.

The final topic, City Administrator Cziok said was to discuss the Capital Improvement Plan (CIP) process. He said the current CIP was approved by the Council in 2015 and was designed as a 5-7 year plan. He expressed the importance of updating the CIP in that the CIP is considered when the City goes through the bonding process. The Council was on board with the future work session topics. No formal action was taken.

IX. ADDITIONAL ITEMS – None.

X. ANNOUNCEMENTS –

A. NEXT COUNCIL MEETING –

January 4, 2021

The next Council meeting will be held on Tuesday, January 19, 2021 due to Martin Luther King Holiday.

XI. ADJOURNMENT –

The City Council meeting adjourned at 7:11 p.m. by unanimous consent.

Attest:

ASSISTANT CITY ADMINISTRATOR

Approved:

MAYOR