

REGULAR MEETING  
Litchfield City Council - City Council Room  
April 21, 2015 - 6:30 PM

Mayor, Ed Smith called the meeting to order at 6:30 PM.

Roll Call: Present – Mayor Edwin Smith, Councilpersons Jessica Bills, Rick Siebert, OR Smith-Mayor Pro-Tem, Dan Efstathiou and Don Bannick.

Absent – Brenda Thomas

Also Present – City Manager- Douglas Terry, Clerk-Susan Ballinger, Treasurer-Jill Howard, Chief- Dan Roberts, DPW Superintendent-Langhann, Mike Warner-Homer Index, Andy Barrand-HDN, and Gary Brandeberry-Coldwell Banker.

**Consent Agenda** – Councilman, Siebert moved to approve the consent agenda, seconded by Councilwoman, Bills. Motion Carried.

**Call to the Public** – None

**Discuss Request for Lot Line Adjustment – 203 Marshall Street-** Mr. Brandeberry of Coldwell Bank informed the board that the property located at 203 Marshall Street belonging to Mr. Tom Trader was one parcel that consisted of 3 lots. The said lots were illustrated in the survey that was provided to the board; the lots were identified as lots 116B, 117A, and 128C. Mr. Brandeberry stated that property owner Mr. Trader was requesting that his lot line be adjusted as shown in the illustration so that Lot 128C could be sold to Mr. Sikes whose property Lot number 125 was currently already adjacent to Lot 128C and Mr. Sikes address is 210 W. Saint Joe Street. (Refer to page 3 of provided packet for property description of Lot C)  
Councilman Smith moved to approve Mr. Tom Trader's request for the lot line adjustment of property 203 Marshall St.- Lot 128C for the purpose of being sold to Mr. Sikes owner of Lot 125- 210 W. Saint Joe Street., seconded by Councilman Efstathiou. Motion Carried.

**Litchfield Senior Citizens Contract** – Councilman Bannick moved to approve the Litchfield Senior Contract in the amount of \$650.00 and authorizes Mayor Smith to sign, seconded by Councilman Smith. Motion Carried.

**Resolution 2015-05 Election Filing Deadline-** Councilman Siebert moved to adopt Resolution 2015-05 Election Filing Deadline, seconded by Councilwoman Bills. Motion Carried.

**Basketball/Tennis Court Bids** – Councilman Bannick stated that since the difference in the bid amounts is only \$2,370.00 he wouldn't mind keeping the work local. Mayor Smith, doesn't know why he wouldn't take the lower bid. Councilman Bannick asked where Excell Paving was located. Mayor Smith stated Coldwater.  
Councilman Bannick moved to accept the bid from Excell Paving in the amount of \$39,940.00, seconded by Mayor Smith. A Roll Call Vote was taken; Councilman Bannick – Yea, Councilman Siebert – Nay, Councilwoman Bills - Nay, Councilman Efstathiou – Nay, Councilman Smith – Nay, and Mayor Smith –Yea. Motion Failed - lack of support.

Councilman Bannick moved to accept the bid from Burns Excavating in the amount of \$42,310.00, seconded by Councilman Siebert. Motion Carried.

**2015 Pool Schedule and Rates** – Manager Terry presented the board with the proposed 2015 pool rates and that there were no changes to the rates from the previous season. Manager Terry informed the board that the pool needs a recoating on the surface of the pool liner at a cost of around \$30,000.00. The pool house will also need some new piping and concrete will need to be removed to do an upgrade to those pipes. This will probably result in the pool being closed down for a season to complete that project. However, every year the city has growing expenses and the city wants to make the pool affordable for everyone in the entire area. One of the problem the city is encountering is the pool is in need of some serious maintenance, such as recoating with some type of epoxy as opposed to Gunite which is sprayed on concrete liquid. The city has several recreation projects on the board right now like the basketball/tennis courts. City council needs to be advised that at some point some serious maintenance needs to be put into the pool. Now the city can pursue grants and/or donations. The city staff has discussed the rates and even if the rates were to be raised it still would not be enough to pay for the improvements. However, in the near future the city should have the pool recoated with some type of epoxy. Councilman Smith asked at the same time should the other plumbing be done. Manager Terry said it could be but it's not necessary and the reason why is because the city could reach the piping through the side. Also, the roof to the pool house needs to be reconstructed. Councilman Smith asked how much it would cost to have all repairs done and if the city were to shut the pool down for one summer and put the money into the pool maintenance would it be a wash. The board discussed the possibility of closing the pool for one summer in order to do the needed repairs and decided to table the issue for now. Councilman Bannick requested that the board approve for the pool to be open for free swimming for any day that reaches 90 degrees or higher. After a brief discussion, Councilman Bannick motioned that the Litchfield City Pool be open to the public for free when the weather reaches 90 degrees, with no support the Motion Failed. There was some discussion about Manager Terry pursuing funding sources for future pool repairs.

Councilwoman Bills motioned to set the 2015 Pool Rates as presented, seconded by Councilman Smith. Motion Carried.

**CHBW-Audit Proposal** - Councilman Smith moved to renew the contract with CHBW for years 2015, 2016, and 2017 at the rates stated of \$8200.00, 8300.00, and \$8400.00 as presented, seconded by Councilman Efstathiou. Motion Carried

**BS&A Software Proposal – Pervasive to .Net** – Councilman Smith moved to accept the bid in the amount of \$5,780.00 for the Assessing and Tax conversion to .Net, seconded by Councilman Siebert. Motion Carried.

**2015-2016 Budget Presentation** – Manager Terry stated per City Charter he is responsible to present the board with the proposed 2015-2016 budget for the next fiscal year which will begin on July 1, 2015. The purpose of tonight's presentation is to present council with a preliminary copy of the prepared budget with recommendations. This allows the board a month's time to review and to challenge the administration with any questions that council might have and in May we will be holding our first public hearing on this budget. Manager, Terry went over a few sections of General Fund with the board and informed the board that the city is in good shape. Manager Terry recommended a 2% raise to employees and stated that the employees will be picking up an additional 6% cost in their healthcare. Mayor Smith asked if Treasurer Howard had a copy of the capital expenditures for review. Treasurer Howard stated all of that information will be presented to the board a couple weeks before May's meeting. Manager Terry informed the board that the Police Department is all set with vehicles and equipment. Down the road the city needs to think about a pickup- truck for the Department of Public Works but that is not in the budget. The lift stations are in great shape. The city has a grant from the DEQ what is a Saw Grant which is an asset study and down the road the city will have to probably look into lagoon cleaning or maybe some other underground improvements.

**Set the Public Hearing Date for the 2015-2016- Budget** – Councilman Bannick moved to set the Public Hearing date for May 19, 2015, seconded by Councilman Smith. Motion Carried.

**First Reading Ordinance 2015-01 Salaries for certain appointed Officials** – Clerk Ballinger gave the first reading of Ordinance 2015-01 Salaries for certain appointed Officials.

**Bills for Approval** – Councilman Bannick moved to approve the bills in the amount of \$42,454.20 and apply to the proper accounts, seconded by Councilwoman Bills. Motion Carried.

**Police Report** – Chief Roberts stated all is going good within his department and that Officer Steve Fisher was brought on as a full time offer as of April 1, 2015. Councilman Bannick moved to accept the police report as presented and place on file, seconded by Councilman Smith. Motion Carried.

**Public Works Report** – Councilman Smith moved to accept the public works report as presented and place on file, seconded by Councilman Bannick. Motion Carried.

**Treasurers Update** – Treasurer Howard stated that she has been working on the budget. Also, Treasurer Howard stated she wanted to address a question from Councilwoman, Bills regarding the payroll history of percentage increases over the past few years. Treasurer Howard presented board members with a spread sheet containing a results analysis along with the percentage increases. Treasurer Howard stated due to changes in personnel and efforts of the board and manager to try and use part-time employees and not replacing them right away; there are years of savings when the board voted in an increase of salary. Treasurer Howard stated the council has been doing a good job and the main thing is to look at the numbers not so much percentages. Most of the time when the employee's percentage is going up it's sometimes because their workload is also going up beyond the percentage. It's reflected in the numbers because the services that have always been provided are still being provided and the city has had a savings. Treasurer Howard went over the spread sheet and continued to review the payroll history/analysis with the board.

**City Manager's Update** – Manager Terry stated he had nothing further at this time.

**Correspondence** – None

**Committee Reports** – None

**Councilman Concerns**- Clerk Ballinger reported on Councilman Siebert's question from March's meeting regarding updating our Utility Billing to see if our current UB system could be updated to alerting our office in a faster way for water leaks that may arise. Clerk Ballinger stated that after speaking with a representative from Galaxy she was informed that they are currently working on an upgrade that will not only notify our office via email, but the new upgrade would have the capability of informing the customer themselves via email or through smart phones. Galaxy could not give our office a date that this upgrade would be available but they will notify us as soon as it is ready.

**Adjournment** – Councilman Bannick moved to adjourn at 7:22 p.m., seconded by Councilman, Smith. Motion Carried.