

REGULAR MEETING
Litchfield City Council - City Council Room
December 19, 2017 - 6:30 PM

Mayor O.R. Smith called the meeting to order at 6:30 PM.

Roll Call: Present – Mayor O.R. Smith, Councilpersons – Don Bannick, Rick Siebert, Dan Efstathiou, Kevin Collins, Jessica Bills and Andy Reynolds

Absent: None

Also Present – City Manager - Douglas Terry, Clerk – Susan Ballinger, Treasurer/Finance Director-Jill Barrett Chief – Dan Roberts, Deputy Clerk/Treasurer – Lauren Skelly, DPW Superintendent - Tony Langhann and Julie Games-Hillsdale County Road Commission.

Consent Agenda – Councilman Siebert moved to approve the consent agenda as presented and place on file, supported by Councilman Reynolds. Motion carried.

Call to the Public- None

2016-2017 Audit Presentation Jason Wade-Condon, Hecht, Bisher, Wade & Co., P.C.

Jason Wade informed the board that there were no findings in neither the City's or TIFA'S audit. Mr. Wade stated it is the opinion the city receives an unmodified/unqualified opinion which means the financial statements are correct in every material way. This is the best outcome that the city can receive from the audit.

Councilman Reynolds moved to accept the 2016-2017 audit as presented and place on file, support by Councilwoman Bills. Motion Carried.

Resolution 2017-22-Medical Marijuana – Clerk Ballinger informed the board that her office has been receiving an increase in calls from people asking if Litchfield is allowing the medical marijuana facilities under the Medical Marijuana Licensing Act; and since the board has expressed not wanting those of businesses at this time. It is in the best interest of the city to pass this resolution which states that the board does not want to adopt an ordinance to authorize medical marijuana facilities within the City of Litchfield.

Councilman Bannick moved to adopt Resolution 2017-22, support by Councilman Reynolds. Motion Carried.

Amendment to Personnel Policy Section 6.5 Longevity Pay – There was a brief discussion regarding the change to the policy.

Councilman Bannick moved to amend the personnel policy and move the payout date to the employee's anniversary date, support by Councilman Siebert. Motion Carried.

Hawkes Drive Sewer Liftstation Inspection Proposal - Manager Terry explained that Hawkes Drive in the main liftstation and this station is one of our oldest and deepest. The city administration is recommending allowing an inspection of this liftstation to be proactive rather than wait for the station to have a failure and the city having to scramble to get the station up and going. Councilman Siebert asked if there were any other quotes. DPW, Supervisor stated he had one verbal quote which was much higher than the quote being presented.

Councilman Bannick moved to accept the proposal from Jett in the amount of \$1,837.50, support by Councilman Reynolds. Motion Carried.

Request to purchase Manual Transfer Switch -DPW- Manager Terry explained the use of a manual transfer switch which allows you to automatically or manually disconnect power from Consumer's Energy. When the city loses power the city uses generators to power certain critical components of the city's operation. Manager Terry explained the need for this switch. Mayor Smith asked if there was another quote. Manager Terry stated no, and explained how this classifies under Professional Services. Manager Terry stated that Professional Services are those skills that require licenses through apprenticeships, state recognition such as electrician. Mayor, Smith stated that in the future he would like to have more than one quote presented to the board.

Councilman Bannick moved to approve the proposal from Wade Electro Option (1) for an amount of \$1,250.00, support by Councilman Reynolds. Motion Carried.

Finalize Council Committee Appointments – Mayor Smith recommended to the board to approve the removal of Kevin Collins from the Budget Committee and the removal of Dan Efstathiou from the Fire Board Committee; and to add Kevin Collins to the Fire Board Committee. The 2018 Committee list would be as follows:

Budget & Finance – Jessica Bills, Andy Reynolds and Mayor O.R. Smith
Police Administration- Mayor O.R. Smith
Fire Board- O.R. Smith and Kevin Collins
Sewer & Water- Rick Siebert and Dan Efstathiou
Streets & Sidewalks- Dan Efstathiou and Don Bannick
Planning Commission- Don Bannick and Dan Efstathiou
DDA- Jessica Bills and Mayor O.R. Smith

Councilman Bannick moved to approve the recommended changes to the 2018 Committee list, support by Councilwoman Bills. Motion Carried.

Board of Review Re-Appointments – Ken Bonifield- Councilwoman Bills moved to re-appoint Ken Bonifield to Board of Review, support by Don Bannick. Motion Carried

DDA Re-Appointment - Jack Smith – Councilman Bannick moved to re-appoint Jack Smith to the DDA Board, support by Councilman Reynolds. Motion Carried.

Police Administration Re-Appointments – Nancy Travis, Mike Murray and Dave Chapman – Councilman Siebert moved to re-appoint Nancy Travis, Mike Murray and Dave Chapman to the Police Administration Board, support by Councilwoman Bills. Motion Carried.

Bills for Approval – Councilman Bannick moved to pay the bills as presented in the amount of \$93,925.08 and charge to proper accounts, supported by Councilman Siebert. Motion carried.

Police Report – Councilman Reynolds, moved to accept the police report as presented and place on file, supported by Councilwoman Bills. Motion carried.

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

Treasurers Update – Treasurer Barrett informed the board that she is currently working on end of year and tax disbursements.

City Manager's Update – Manager Terry informed the board that the city was not selected for the pool grant and that the administration will continue to submit for future grants. The pool will open as usual this year and will run the pool as always.

Secondly, Manager Terry stated he would like the board's approval to transfer 8 hours of his vacation time to each full time employee and 4 hours of his vacation time to part time employees. This would still leave a balance of 257 vacation time hours.

Councilman Bannick moved to approve Manager Terry to transfer a total of 84 hours from his vacation time to the full and part time employees as presented, support by Councilman Reynolds. Motion Carried.

Correspondence – None

Committee Reports – None

Councilpersons Concerns – Councilman Siebert asked about TJ Jordan putting a parking lot located at 230 Jonesville Street and if that was an allowable use.

Manager Terry stated that he has spoken with the city attorney and in there is a section in the city's zoning book specifically about parking lots or off street parking. Mr. Jordan also inquired ingress and egress off of M-99 and Manager Terry stated he has also spoke with MDOT regarding the driveway and they are very resistant to give another ingress/egress out on M-99 for a couple different reasons. However, if you look at the ordinance, it is an allowable use to develop parking because its incidental to the use, so what the plan is to tear down the blue house and to tear down the shed next to the white house and use that as the main drive to go to parking lot for both Luigi's and public parking.

Councilman Efstathiou asked there are any updates on the Power Plants development. Mayor Smith stated that it's his understanding that they are still working on funding.

Mayor Smith asked if there could be a sign put up redirecting trucks from downtown to go around the Mill or M-99. Manager Terry stated that one of the things that we have looked at is prohibiting trucks from going on Saint Joe Street in front of Madigan's. Manager Terry stated one of the things we talked to MDOT about is turning Stock Street into a commercial route. Councilman Siebert stated that right now it's hard to see around the wagons when they are setting down by the mill, he has to pull out to be able to see and if a semi is there and has to turn when all those wagons are in the way it might cause more accidents. Manager Terry stated that the Mayor, Chief of Police and himself should meet with MDOT and try and get some signs up.

Adjournment – Councilman Bannick moved to adjourn at 7:25 p.m., seconded by Councilman Siebert. Motion carried.