

REGULAR MEETING  
Litchfield City Council - City Council Room  
November 19, 2019 at 6:30 PM

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

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

Absent: None

Also Present – City Manager - Douglas Terry, Treasurer/Finance Director - Jill Barrett, Clerk – Susan Ballinger, Police Chief – Dan Roberts, DPW Supervisor- Tony Langhann, Deputy Clerk – Lauren Skelly, Deputy Assessor – James Uyl, Abe Dane, Julie Games-HCC, Danielle Rhodes-Byce Associate.

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

**Call to the Public-** Julie Games updated the board on what’s happening with the Hillsdale County Commission.

**IFT Annual Report – Deputy Assessor, James Uyl** - Councilman Siebert moved to accept the IFT report as presented and place on file, seconded by Councilman Reynolds. Motion carried.

**Land & Water Conservation Fund Development Project Agreement – Authorize Mayor to Sign** – Councilman Bannick moved to authorize the Mayor to sign the Land & Water Project Agreement Pool Project, seconded by Councilman Collins.

Clerk Ballinger did a Roll Call Vote. Ayes: 7 Nays: 0 Absent: None

City Board Members recommended a change in the pool design and asked city administration to bring back an updated design to the December meeting for approval.

**Resolution 2019-22 Accepting Terms of Project Agreement (Litchfield Pool Project)** – Councilman Bannick moved to adopt Resolution 2019-22, seconded by Councilman Siebert. Motion carried.

**Hillsdale County Equalization Contract Renewal – Authorize Mayor & Clerk to Sign** – Treasurer Barrett stated this contract contains two separate motions. One for the mapping and the other for assisting local units in property tax administration process.

Councilman Bannick moved to authorize the City Manager and City Clerk to sign the contract for Option 1 for assistance with tax administration process, seconded by Councilman Siebert. Motion carried.

Councilman Siebert moved to approve an upgrade to a 3-inch mapping resolution for Hillsdale County Imagery for 2020 and authorizes the City Manager and City Clerk to sign, seconded by Councilwoman Bills. Motion carried.

**Assessor Description** - Clerk Ballinger asked board members to add the new Assessor Description to the agenda for approval. Councilman Siebert moved to approve the Assessor Description as presented, seconded by Councilman Bannick. Motion carried.

**Discuss Litchfield Assessor Position** – After discussion amongst the board, Councilman Bannick moved to accept the proposal for the appointment of the Assessor position from CSZ Services (Charles Zemla), seconded by Councilman Reynolds. Motion carried.

**Resolution 2019-23 – December BOR Meeting Date** - Councilman Siebert moved to approve Resolution 2019-23, seconded by Councilwoman Bills. Motion carried.

**Resolution 2019-24-MERS Health Care Savings Program** - After discussion amongst board members. Councilman Reynolds moved to table Resolution 2019-24 and encourage all employees to attend the December 2019 regular meeting for their input, seconded by Councilwoman Bills. Motion carried.

**Water System Reliability Study Proposal-Jones & Henry & Authorize City Manager to Sign** – Councilman Bannick moved to authorize the City Manager to sign the contract from Jones & Henry on the Water System Reliability Study, seconded by Councilman Collins. Motion carried.

**Second Reading/Adoption Ordinance 2019-04 Re-Zoning of Herring Rd. Annexed Property** – Councilman Siebert moved to adopt Ordinance 2019-04, seconded by Councilwoman Bills. Motion carried.

**Discuss Pest Control Treatment – DPW Garage** – Councilman Bannick moved to have the City Manager accept the contract from Rose Pest Control in an amount not to exceed \$2000.00, seconded by Councilwoman Bills. Motion carried.

**Discuss Quote for Police Vests** – Councilman Bannick moved to approve the purchase of 3 police vests for the amount of \$1,890.00, seconded by Councilman Reynolds. Motion carried.

**Discuss Quote for Police Digital Camera** – Councilman Siebert moved to approve the purchase of one body camera from Digital Ally for Litchfield Police Department, seconded by Councilman Collins. Motion carried.

**Review Vacation Carry Over Request – City Manager** – Councilman Bannick moved to approve to allow the administration to roll City's Manager's vacation time and request that the City Manager must use at least 1 week vacation time within the next year, seconded by Councilman Collins. Motion carried.

**Approve Resignation of Library Board Member – Janice Strait** – Councilman Siebert moved to accept Janice Straits resignation with regrets, seconded by Councilman Reynolds. Motion carried.

**Bills for Approval** – Councilman Bannick moved to approve the bills in the amount of \$60,765.95 and charge to the proper accounts, seconded by Councilwoman Bills. Motion carried.

**Police Report** – Councilman Reynolds moved to approve the police report as presented and place on file, supported by Councilman Siebert. Motion carried.

**Public Works Report** – Councilwoman Bills moved to approve the public works reports as presented, seconded by Councilman Reynolds. Motion carried.

**Treasurers Update** – Treasurer Barrett informed board members that the auditors have been to the city office and the city will have a good report and she is hoping to have the auditors at the December meeting for their annual report to board members. Also, she is preparing to print winter tax bills to go out.

**City Manager's Update** – Manager Terry stated that the Adams Street foam installation is complete which relines the sanitary sewer. DPW has been working with Parrish on the city's lagoon bank to get that properly repaired. Mill Street the snow has put us behind, we still anticipate to start anytime. We hope to have Mill Street completed sometime between Christmas and New Year's. That does not include paving the street, the paving will be done in the spring. Also, the Golf Course is closed for the season.

**Correspondence** – None

**Committee Reports** – None

**Councilpersons Concerns** – None

**Adjournment** – Councilman Bannick moved to adjourn at 8:03 p.m., supported by Councilwoman Bills Motion carried.