

REGULAR MEETING  
Litchfield City Council - City Council Room  
October 9, 2012 - 6:30 PM

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

Roll Call: Present – Mayor Edwin Smith, Councilpersons Greg Chapman, Jessica Bills, Rick Siebert, Brenda Thomas, Don Bannick and OR Smith.

Absent – None

Also Present – City Manager- Douglas Terry, Clerk-Susan Ballinger, Treasurer-Jill Pelham, Chief Michelin, DPW Superintendent-Tony Langhann, and Nicole Acker.

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

**Call to the Public** – Nicole Acker was present to inform the board that she is endorsing Valery White for Probate Judge in Hillsdale County. Ms. Acker gave Valery White's statistics for her career to date and Ms. Acker stated that Valery White is dedicated to her job and community.

**City Manager- Annual Report for Identity Theft Prevention Program** – Manager, Terry informed that board that this report is required by the Federal Trade Commission and to date there has been no breaches in security, no thefts of Identity and all training has been completed. Councilman Smith moved to accept the 2012 Identity Theft Report, seconded by Councilwoman, Thomas. Motion Carried.

**Resolution 2012-10-Banking Resolution-** Councilman Bannick moved to adopt Resolution 2012-10 Banking Resolution, seconded by Councilwoman, Bills. Motion Carried.

**Resolution 2012-11 Establish a Receiving Board for Elections** – Councilman, Bannick moved to adopt Resolution 2012-11 To Establish a Receiving Board, seconded by Councilman, Smith. Motion Carried.

**First Reading Ordinance 2012-04 – To Approve the Editing & Inclusion of Certain Ordinances and Resolutions** – Clerk, Ballinger informed the board that this ordinance was created when the board approved that the City of Litchfield Ordinance Codification books were to be updated with ordinances and resolutions that have been passed, bringing the books up-to-date to May 2012. This Ordinance gives a list of what ordinances and resolutions changes and/or updates that will be entered into the books.

**Election Commission Appointment** – Councilman, Bannick moved to appoint Jill Pelham to the Election Commission Board, seconded by Councilwoman, Thomas. Motion Carried.

**Fire Service Contract- Litchfield Fire Board & City of Litchfield-** Manager, Terry stated to the board the proposed fire agreement is for fire protection services, between the Fire Board, City, and Township. The City has had this agreement reviewed by our attorney. There have been some minor changes in the agreement but we have a representative form of government, the city has two representatives, the township also has two representatives, and both Butler and Scipio each have one representative. Councilwoman, Bills moved to approve the Intergovernmental Agreement as presented, seconded by Councilman, Smith. Motion Carried.

**Approve City Manager Training July-August 2012-** Treasurer, Pelham explained to the board that this was brought to her attention through the audit process. Although, the auditors understand the intent of what the goals were, the auditor's feel it could be handled a little different and accomplish the same end result. So what I'm asking the board is to accept the training contribution from TIFA, also approve the City Manager's training expense to Harvard, and approve to enter into an agreement with the City Manager, which I have not yet brought to you, because first I want to make sure the board is giving us authority to enter into this agreement, which requires the City Manager to repay a prorated portion if he was to become unemployed with the city. Councilwoman, Thomas moved to approve the following steps (1) Accept training contribution from TIFA to the City of Litchfield in the amount of \$12,000. (2) Approve the City Manager's training expense of \$12,000 to Harvard Kennedy School Senior Executive in the State and Local Government Program. (3) Enter into an agreement with the City Manager requiring him to repay a prorated portion of the training should he become unemployed with the City of Litchfield at any time within the next six years. Retroactive to May of 2012. seconded by Councilman, Bannick. Motion Carried.

**Sewer Drain Cleaner Equipment Approval** – Manager, Terry stated to the board that in their packets there are two illustrations of drum cleaning equipment. As you can see we have received two quotes one from Wolfinger's Hardware the other from USA Blue Book. Wolfinger's quote with shipping is the lesser of the two quotes. The administration is asking the board to approve this purchase from Wolfinger's and this expense was already budgeted for in this budget year. Councilman, Smith moved to approve the purchase a K-750 Drum Machine from Wolfinger's Hardware in the amount \$1,995.00 plus shipping, seconded by Councilman, Bannick. Councilwoman, Bills abstaining from the vote. Motion Carried.

**Bills for Approval** – Councilman, Bannick moved to approve the bills in the amount of \$53,792.14 and charge to the proper accounts, seconded by Councilwoman, Thomas. Motion Carried.

**Police Report** – Chief, Michelin informed the board that all his officers have finished with their firearms qualifications except two part-time officers that will be doing their qualifications this weekend. Councilwoman, Thomas moved to accept the Police Report and place on file, seconded by Councilwoman, Bills Motion Carried.

**Public Works Report** –Superintendent, Langhann stated they have received their first report on the Water Tower since the renovations last year and everything looks good. The report for the Saint Joe Bridge Inspection is in your packets for your review. Councilwoman, Thomas asked how much the epoxy will cost for the bridge. Tony stated he is unsure at this time. Councilwoman, Thomas moved to accept the Public Works Report and place it on file, seconded, by Councilman Smith. Motion Carried.

**Treasurers Update** – Treasurer, Pelham wanted to clarify with the board that the auditors and she have been working constantly to try and get the audit information to the board in October, but neither the auditors nor Jill want to rush the process so we are requesting to present the audit to the board in November. Treasurer, Pelham stated that the audit will have a note attached within the financial statement due to the change in the process of the audit.

Treasurer Pelham informed the board of the current status regarding the bankruptcy of the Comprehensive Rehab Center located on Marshall Street, and that personal property for 2011 equipment has not been collected, although Jill filed a jeopardy tax assessment making their taxes due immediately once she had been informed that the business had closed down, which allows her to accelerate the collection process. The tax bill which is for two years is under a \$1000.00, but the personal property involved is not worth the cost and time it would take to sell the items in order to recoup the money for the unpaid personal property taxes. Treasurer, Pelham asked the board to allow her to write off the past due personal property taxes for the rehab center in an amount of \$841.08. Councilwoman, Thomas moved to instruct the Treasurer to no longer pursue the collection/sell of equipment for the Comprehensive Rehab Center and to allow the write off of the past due personal property tax in the amount of \$841.08, seconded by Councilman Bannick. Motion Carried.

**City Manager's Update** – Manager Terry stated the downtown park was decorated by Jessica Bills. Jessica said that Eric Heckel helped as a service project for the National Honor Society. Jessica stated that Scott Ferry donated the bails of straw, Rakers donated the mums, and Deb Abegg donated the corn stalks. Manager, Terry stated that he and Jessica will be pursuing the DDA to purchase fall flags for the downtown poles. Manager, Terry informed the board that the survey on Stock Street is moving ahead. The Post Office meeting was held to today regarding reduction of hours. Manager, Terry stated the city needs to do whatever we can to stop this and the people we need to contact is our federal representatives, so we need to lobby them in every way possible to make them aware how critical the post office is to our community. Manager, Terry stated that we have a free Energy Audit service being done by a consultant of Consumer's Energy, which started as part of the Litchfield Initiative Krohn's Center and from there we will go up to the Litchfield High School making improvements. Manager, Terry stated that he and the Mayor will be meeting with the school board next Monday, to let them know how important it is to work together. Manager, Terry also wants to have Semco Energy take a look at both the school's facility and our facilities here at the city office to help point out where and how the city can maximize on savings. Manager, Terry talked some on problems within the city that must be addressed in the next couple of years regarding roads. Councilman, Bannick asked about the closed head injury facility located in the industrial park. Manager, Terry stated that the owner is no longer looking to open a facility of any type and that the building could be bought if someone was to show interest in purchasing. Councilwoman, Thomas asked if the homeless situation from last month was addressed. Manager, Terry stated that Chief, Michelin and Tony Langhann have been handling this and could give explanation as to what is going on. Chief, Michelin said the area has been cleaned by Tony and the homeless men are gone. Councilman, Siebert asked about the Spec Building in the industrial park. Manager, Terry stated after receiving no bids I plan on asking the TIFA board to defer this project until spring. Manager, Terry informed the board that fire department was successful in retrieving a grant for a new siren and will be moving forward to have this installed.

**Committee Reports** - Jessica stated that the DDA board Chairman, Jack Smith is working with Mid Star homes to put packages together that will include the marketing of Hawthorne Heights Lots.

**Councilman Concerns** – Councilman, Siebert thanked Jill for her budget class.

Mayor, Smith stated that a committee has formed to discuss the possibility of moving the WW II memorial and to include other monuments' that include all veterans of past and present. Anybody, that might want to get involved is more than welcome.

**Adjournment** –Councilman, Chapman moved to adjourn at 7:30pm, seconded by Councilman, Smith. Motion Carried.