

REGULAR MEETING
Litchfield City Council - City Council Room
October 20, 2020 at 6:30 p.m.
IN-PERSON & FREE PHONE CONFERENCE CALL

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

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

Absent: None:

Also Present – In- Person: City Manager - Douglas Terry, Treasurer/Finance Director - Jill Barrett, Clerk – Susan Ballinger, Brendan Sanger and Megan Stiverson.

On Free Conference Call: DPW Supervisor- Tony Langhann, Deputy Clerk/Treasurer – Lauren Skelly, HCC- Julie Games and Elizabeth Dilyard.

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

Call to the Public – Megan Stiverson informed board members that she is running for Hillsdale County District Court Judge and would like to have their support in November. Mrs. Stiverson updated the board regarding her credentials and how she feels she is the best candidate to serve as Hillsdale County, District Court Judge.

Attorney, Brendan Sanger informed board members that he too is running for the Hillsdale County District Court Judge seat and he would like to have the boards support in November. Attorney Sanger updated the board regarding his credentials and why he feels he would be the best candidate for Hillsdale County, District Court Judge.

Request to Combine Lots – Mr. & Mrs. Dilyard 415 Jonesville Street - Councilman Bannick moved to approve to allow the combination of both lots owned by Mr. & Mrs. Dilyard located at 415 Jonesville Street, supported by Councilwoman Bills. Motion Carried. (parcel #30-19-060-001-015 and #30-19-060-011-014)

Resolution 2020-12 Establishing Authorized Dealer and Institutions - Councilman Siebert moved to adopt Resolution 2020-12, supported by Councilman Collins. Motion Carried.

Resolution 2020-13 MERS Defined Benefit Plan Adoption Agreement Addendum – Authorize Mayor to Sign Councilman Bannick moved to adopt Resolution 2020-13, supported by Councilman Collins. Motion Carried.

Resolution 2020-14 Adopt a Policy & Procedures for Remote Attendance at Meetings for City Council or Other Public Body's of the City of Litchfield – Councilman Bannick moved to adopt Resolution 2020-14, supported by Councilman Siebert. Motion Carried.

Approval for Peerless Midwest Quote – Councilman Bannick moved to approve the quote from Peerless Midwest in an amount of \$5,405.00 for Well #3 and #5, supported by Councilwoman Bills. Motion Carried.

Discuss Copier Proposals – Treasurer Barrett informed the board on each copier lease quote that was provided to them and why changing to a lease was the best cost savings for the city. After discussion amongst the board, Councilman Siebert moved to allow administration to move forward with the copier of their choice from the AOS proposals and enter into a lease, supported by Councilwoman Bills. Motion Carried.

Councilman Siebert moved to allow city administration to dispose of the city's current copy machine and the hard drive to be destroyed by our current AOS supplier, supported by Councilwoman Bills. Motion Carried.

Annual Identity Theft Report – City Manager – Manager Terry informed board members that there have been no breaches within the city files. Councilman Siebert moved to accept Identity Theft Report as presented, supported by Councilman Collins. Motion Carried.

Discuss Amended City of Litchfield Covid-19 Preparedness & Response Plan – Clerk Ballinger explained to board members the reason to update the city's Covid-19 Plan so that it coincides with the new MDHHS recommendations. After discussion amongst board members. Councilman Reynolds moved to adopt the amended Covid-19 Preparedness & Response Plan and to include suggested changes from Councilman Siebert in Appendix B, supported by Councilman Collins. Motion Carried.

Discuss Water Assistance Program/Water Service to Customers – Clerk Ballinger updated the board on the Water Assistance Program that the board opted into to help residents that met the State's criteria with their past due water bills. Clerk Ballinger stated that she sent in just under 100 accounts to the State and of those sent in 15 water accounts met the State criteria to receive assistance. Clerk Ballinger also stated that of those 15 residential accounts that qualified only 2 would actually still be able to receive assistance due to the fact that the other accounts have either paid their bill in full already or made enough payments on their accounts to the point it disqualified them from receiving further assistance. Clerk Ballinger stated she will continue to move forward with the program and keep the board updated of the status of the grant.

Water Service to Customers - Clerk Ballinger explained to the board that since the Michigan State Supreme Court overturned the Governors Executive Orders and found them unconstitutional; this now changes the current situation of the city's water shut off ordinance to once again allow disconnection of service. The city was unable to disconnect water service to any resident based on an executive order that was put into place in March when the Covid-19 State of Emergency began. Now that there are no executive orders stopping disconnection of service for non-payment, she is requesting the board members input of how they would like city staff to proceed with disconnection of residential water/sewer service. Clerk Ballinger suggested to the board that since the board members have already waved penalty on water/sewer accounts through December 2020, she asks that the board wave disconnection of water/sewer service to customers the same through December 2020. This way if current legislators decided to put an executive order back in place stopping the disconnection of water service to customers, the city will already be in compliance.

Councilman Collins moved to wave disconnection water/sewer accounts that are in past due status through December 2020 and the board will revisit this agenda item at the regular council meeting of January 2021, seconded by Councilman Reynolds. Motion Carried.

Eye On Water App.- Clerk Ballinger informed board members that in their packets is information on how a water resident can download the "Eye On Water App" once their transmitter has been switched out to the new Beacon transmitter.

Board of Review Resignation – Bill Nobles – Mayor Smith moved to accept the resignation of Bill Nobles with regrets, supported by Councilman Siebert. Motion Carried.

Board of Review Resignation – Patsy Jones – Mayor Smith moved to accept the resignation of Patsy Jones with regrets, supported by Councilwoman Bills. Motion Carried.

Request for Appointment to Board of Review – William Aponte – Councilwoman Bills moved to accept the letter of interest and appoint Mr. Aponte to the City of Litchfield Board of Review, supported by Councilman Collins. Motion Carried.

Bills for Approval – Councilman Bannick moved to approve the bills in amount of \$75,097.71 and charge to the proper accounts, supported by Councilman Siebert. Motion carried.

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

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

Treasurers Update – Treasurer Barrett informed the board that she is working on closing the books for the 2019-2020 fiscal year and that she and to include the city staff have been doing a lot of on-line training. Things are changing all the time and the Michigan Department of Treasury and all the other State departments are training, so a lot of our time is being allocated to those training webinars. Treasurer Barrett is hoping to have an audit report at the city's November meeting.

City Manager's Update – Manager Terry informed board members that things are going good and day to day operations are moving along. Councilman Bannick asked about the pool grant. Manager Terry stated that bids are due back to the city on November 5th and it's not unusual not to receive bids until the day they are due.

Correspondence – None

Committee Reports – None

Councilpersons Concerns – Councilman Siebert gives his best to all the board candidates and all new comers that might be running.

Julie Games Hillsdale County Commissioner – Mrs. Games informed board members that Hillsdale County received a CDBG Grant for \$220,000 and if they have funds left over, they will allow other cities that have any PPE expenses to apply for reimbursement, cities will need to contact Financial Director, Dereck Ringman. Also, Hillsdale County Planning Commission is updating their Master Plan and would like surrounding cities to send them any ordinances for energy or marijuana that they might have in place to incorporate them into their new Master Plan.

Adjournment – Councilman Bannick moved to adjourn at 7:40 p.m., supported by Councilman Collins. Motion carried.