

REGULAR MEETING
Litchfield City Council - City Council Room
April 20, 2021 at 6:30 p.m.
IN-PERSON AND FREE PHONE CONFERENCE CALL

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

Roll Call: Present In-Person – Mayor Smith, Councilpersons –Abe Dane, Kevin Collins, Rick Siebert, Steve Schlumm, Dan Bannick and Jessica Bills.

Absent: None

Present In-Person – City Manager - Douglas Terry, Clerk – Susan Ballinger, Treasurer/Finance Director - Jill Barrett, Chief -Dan Roberts, DPW-Tony Langhann, Kathleen Schmit -HCC and Jerry Richards- MML.

Present Via Phone Conference – Deputy Clerk/Treasurer – Lauren Skelly and Gretchen Schmitt-Invoice Cloud

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

Call to the Public – Hillsdale County Commissioner- Kathleen Schmit gave an update to the board regarding job opportunities, pre-school head start, Community Action Agency Rent Funding, Medical Care Facilities, Equalization VA scholarships for seniors and road construction.

Discuss Invoice Cloud Proposals -Gretchen Schmitt – Gretchen Schmitt gave a presentation regarding the benefits that Invoice Cloud could offer to city residents and after a lengthy discussion amongst board members. Councilman Siebert moved to table the proposal until May 2021 regular meeting and have administration bring back other possible options, supported by Councilman Bannick. Motion Carried

MML Executive Proposal – Mr. Richards informed board members of the process and timeline that would take place in the MML efforts to help with the search for a new city manager. Manager Terry asked board members to review the proposal and give him their feedback so he can keep MML informed. After a lengthy discussion it was the consensus of the board to table this proposal to allow more time to review the document as presented and to have more discussions with City Manager, Doug Terry regarding the search.

Jones & Henry Engineering Proposal – Manager Terry presented the board with the information the board members had requested information for engineering services for street/watermain repairs for Williams Street, East Street, Teal Drive, Park Street, Centennial Street and Adams Street. Manager Terry reminded board members that Williams, East and Teal Streets are all closer to the water tower and that means the watermains are bigger and any improvements coming out from the exterior will be improving the system; rather than putting a watermain in that's not connected to a 12inch main; some watermains are smaller like 4inch and 6 inch and the engineers study shows that in Project A there would be a benefit of doing that watermain, which are the ones that I had recommended not necessarily the streets. So, if we were to improve the system, if we wanted improve the watermain pressures, quality in the water circulation, Williams, East and Teal would benefit the water system better. Now, there is a \$250,000 grant available and they have to be infrastructure ready. What we are suggesting is that with both grant and covid money we feel we can do all of these projects next year. We would save money by bidding them all out at the same time, not necessarily completing them, but bidding out all the street with watermain replacement. What we would end up doing is mobilization cost, advertising costs and engineering costs and go out for bid in February of 2022 and we would do all these projects at the same time. We don't know if we will receive the grant but we do know the city will receive the covid money which is infrastructure required and it's about \$131,000.00. So, between the covid money and possibly grant money and we might take same approach we did with Mill Street meaning our water fund might have to pay for a portion of the watermain project. Manager Terry requested that he be allowed to bring back a plan to board members at the May regular meeting. It was consensus of the board to review this again at the May regular meeting.

Discuss Door Proposals for City Garage on W. Saint Joe Street – Councilman Bannick moved to enter into a contract with Skelly Construction for an amount of \$5,525.00, supported by Councilman Dane. Motion Carried.

Discuss Pool Bid / Byce & Associates Change Request - After discussion amongst board members. Councilman Collins moved to reject the pool bid from Baruzzini, LLC and give administration permission to discuss with the state the possibility of alternatives with the grant money from the MDNR Land & Water Conservation Fund, supported by Councilman Seibert. Motion Carried.

Discuss/Review Dubois-Cooper Quote for Lift Station W. Saint Joe Street - Manager Terry requested that this item to be withdrawn from the agenda and stated that the city administration is working with the property owner and different engineer companies to look at other options.

2021-2022 Budget Presentation & Discussion - Manager Terry presented board members with the 2021-2022 Litchfield City budget. After some discussion it was the consensus of the board to set the Public Hearing date for the 2021-2022 City of Litchfield Budget.

Set Public Hearing Date for 2021-2022 Litchfield City Budget – Councilman Bannick moved to set the public hearing date for the 2021-2022 city budget for Tuesday, May 18, 2021, supported by Councilman Collins. Motion Carried.

First Reading Ordinance 2021-01 Salaries for Certain Appointed Officials – Clerk Ballinger gave the first reading of Ordinance 2021-01, no action required at this time.

Request for Library Appointment – Lora Shields – Councilman Bannick moved to appoint Mrs. Shield to the Library board, supported by Councilman Siebert. Motion Carried.

Discuss Lot Line Adjustment Post Office/City Office – Councilman Dane moved to authorize Mayor, O.R. Smith to sign a Quit-Claim Deed for \$1.00 transferring property as describe in the presented survey to the Post Office property owner, supported by Councilman Collins. Motion Carried with 1 Abstain vote from Councilwoman Bills.

Sewer Credit Request -Scoops Ice Cream, Colten Tefft - Councilman Collins moved to approve a sewer credit for an amount of \$175.89 to Scoops Ice Cream stand, supported by Councilman Bannick. Motion Carried.

Discuss Sweet Corn Days Festival – Councilman Dane moved to cancel this year’s festival with regrets, supported by Councilman Bannick. Motion Carried.

Bills for Approval – Councilman Bannick moved to approve the bills in amount of \$49,914.81 and charge to the proper accounts, supported by Councilwoman Bills. Motion carried.

Police Report – Chief Roberts informed board members that we have a new part-time officer. Councilman Siebert moved to approve the police report as presented and place on file, supported by Councilman Bannick. Motion carried.

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

Treasurers Update – Treasurer Barrett informed board members that in their packets are the quarterly financial reports and if anyone has any questions, please contact her and stated there will be some budgets amendments and those will be presented in June.

City Manager's Update – Manager Terry stated that he wanted to follow up on Jill's update stating that when we budget for something doesn't necessarily mean we spend it. We budget for worse case scenarios but that doesn't necessarily mean we spend it like that and that's why we always end up with a surplus balance.

Committee Reports – Mayor Smith informed the board that Tony Langhann has stepped down from being the Fire Chief and Scott Skelly is now Litchfield's Fire Chief.

Councilpersons Concerns – None

Adjournment – Councilman Bannick moved to adjourn at 8:55 p.m., supported by Councilman Collins.
Motion carried.