

REGULAR MEETING  
Litchfield City Council - City Council Room  
December 20, 2016 - 6:30 PM

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

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

Absent: None

Also Present – City Manager - Douglas Terry, Treasurer - Jill Barrett, Clerk- Susan Ballinger, Sgt. Steve Fisher, Deputy Clerk – Lauren Skelly, Jason Wade –CHBW and Bob DeOrsey-Republic Waste.

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

**Call to the Public** – None

**Republic Waste Contract Addendum-Bob DeOrsey** – Mr. DeOrsey presented the board with an addendum to the current contract with the city. The addendum stated that there will be new recyclable containers distributed to all city residents along with a letter, new schedule and list of recyclable products. The carts will be the 95 gallon carts similar to the current trash bins and Republic will increase their pickup schedule to every other week. The new recyclable carts will be delivered to residents the first week of January. Mr. DeOrsey stated that there will be no changes of cost to our current contract and this is to help make it easier for residents and picking up twice a month has shown a 20-30 percent increase in participation in other communities. This will help eliminate problems with blowing wind and if someone misses a day they are not going another whole month without service. The new bins will be dark blue with a different colored lid and a recyclable lid logo on top of the lid. Councilman Bannick moved to approve the new recycling addendum, seconded by Councilwoman Bills. Motion carried.

**2015-2016 Audit Presentation Jason Wade – CHBW** – Mr. Wade informed the board that the City of Litchfield's financial statements were given an unqualified opinion and that is the highest level opinion that can be received and that opinion was issued both to the City and TIFA. Mr. Wade stated the unqualified opinion means that the financial statements are correct in every material way. Also, there were no deficiencies found within the city's internal controls. Mr. Wade stated that the other area they are required to look at is compliance with laws and regulations and there was a budget overage found in that area. In this case the Parks & Recreations there was an overage and it was due to donation of park equipment. So yes, the city went over budget, however, it's one of those things that are somewhat out of the city's control. Things get donated at the end of the year, the city has to report them as revenue and expenses and it's hard to budget for donated items if the city doesn't know what they are, so it's not something to be concerned with. Mr. Wade went over each department's fund balance figures with the board and stated that all the funds are healthy with the exception of the water fund having a small loss.

Councilman Smith moved to accept the 2015-2016 audit as presented and place it on file, seconded by Councilman Reynolds. Motion carried.

**2017-2018 City of Litchfield & Litchfield Fire Service Contract Authorize Mayor and City Clerk to sign-** Councilman Bannick moved to authorize the Mayor and Clerk to sign the 2017-2018 Fire Service contract in the amount of \$37, 621.00, seconded by Councilman Reynolds. Motion carried.

**Board of Review Re-Appointment – Patsy Jones** – Councilman Smith moved to re-appoint Patsy Jones to the Litchfield's Board of Review, seconded by Councilman Bannick. Motion carried.

**DDA Re-Appointments - Teresa Bonifield and Tom Sawdey-** Councilman Smith moved to re-appoint Teresa

Bonifield and Tom Sawdey to Litchfield's DDA Board, seconded by Councilman Reynolds. Motion carried.

**Bills for Approval** – Manger Terry had a short discussion with the board regarding the Thompson Construction's 2016 Street Paving Project and their final bill. The board would like Manager Terry to talk with Thompson Construction to see if they will come back in the spring to do some maintenance to N. Chicago Street.

Councilman Bannick moved to approve the bills in the amount of \$147,030.50 and apply to the proper accounts, seconded by Councilman Reynolds. Motion carried.

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

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

**Treasurers Update** – Treasurer Barrett wanted to elaborate on the audit regarding the over budget finding. Treasurer Barrett stated that she underestimated on what Mrs. Swartz was spending on the mulch for the playground. The budget is to be amended at the June meeting and it was still unclear at the June meeting on what exactly Mrs. Swartz would be spending. Manager Terry had given her a number to put into the budget although Treasurer Barrett felt the amount wasn't correct it was the number they had at that time for the budget. As far as the Veteran's Memorial, Treasurer Barrett stated that she was a little late on getting a number for the memorial.

Treasurer Barrett is also working on end of year reports to the State of Michigan.

**City Manager's Update** – Manager Terry reported on job creation in the industrial park. Manager Terry and Bill Nobles have been working on the Training Center and all of that is going very well.

Manager Terry stated he isn't sure what was going on with the Power Plant, but after speaking with Mr. White he stated the company that is in the plant isn't going as well as they had hoped.

**Correspondence** – None

**Committee Reports** – None

**Councilpersons Concerns** – None

**Adjournment** – Councilman Reynolds moved to adjourn at 7:45 p.m., seconded by Councilman Smith. Motion carried.