

REGULAR MEETING
Litchfield City Council - City Council Room
June 18, 2013 - 6:30 PM

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

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

Absent – Greg Chapman

Also Present – City Manager- Douglas Terry, Clerk-Susan Ballinger, Treasurer-Jill Pelham, Chief Michelin, DPW Supervisor-Tony Langhann, Admin/ Asst.- Lauren Skelly.

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

Call to the Public – None

Engineering Proposals/Assets Management – Manager, Terry presented two engineering proposals to the board regarding a new program called “SAW” or Storm Water Asset Management or Sanitary Sewer. This program will pay for 90% of accounting for and looking at both the storm water and sanitary systems. Manager, Terry explained the reason the state has asked the municipalities to come up with Asset Management, which is taking inventory of what the city has and defining the condition then putting into a GIS format. Manager, Terry informed the board of the benefits of being part of this program. Manger, Terry requested the board to allow Jones & Henry engineers to move forward with this grant program, the cost of having Jones & Henry write this grant \$200.00, but Manager, Terry feels that their company will give more attention to the details. Councilman, Bannick moved to accept the proposal from Jones & Henry with the SAW Grant, seconded by Councilman, Smith. Motion Carried.

Resolution 2013-09- Resolution to Establish Financial Institutions & Dealers – Treasurer, Pelham stated that its part of the city’s investment policy to have the board approve financial institutions for the upcoming fiscal year and that is what this resolution will accomplish. Councilman, Bannick moved to approve Resolution 2013-09, seconded by Councilwoman, Bills. Motion Carried.

Resolution 2013-10-Budget Amendments 2012-2013/with Addendums 1 & 2- Treasurer, Pelham stated she had went through the budget once again and she attempted to make sure that the city isn’t over budget in any of the line items. Councilman, Smith moved to approve Resolution 2013-10 with Addendums 1 & 2, seconded by Councilman, Siebert. Motion Carried.

Sweet Corn Days – City Sponsorship – Clerk, Ballinger informed the board that MCM Group would like to have a motion by the board acknowledging that the city is a sponsor for the Sweet Corn Day Festival and it’s committee to send in with the special events application. Secondly, there is a contract from Michigan Pony Dynamometer Association along with a Certificate of Liability that names both the City of Litchfield and the festival committee as holders. They are requesting to do a show at this year’s festival, what the committee would like is permission from the board to use lots 18 & 19 on the corner of Simpson Drive and authorize the clerk to sign the contract. Councilman, Smith moved to be a Sponsor of the Sweet Corn Days Festival and it’s committee members, seconded by Councilwoman, Thomas. Motion Carried.

Councilman, Smith moved to allow Michigan Pony Dynamometer Association to use lots 18 & 19 on Simpson Drive and authorize Clerk, Ballinger to sign the contract with the Pony Association, seconded by Councilwoman, Thomas. Motion Carried.

Planning Commission Re-Appointment – Brett Smith- Councilman, Bannick motioned to reappoint Brett Smith to the Planning Commission Board, seconded by Councilwoman, Bills. Motion Carried.

Accept Planning Commission Member's Resignation – Randy Hawkes – Councilman, Bannick motioned to accept the resignation from Randy Hawkes with regrets, seconded by Councilman, Smith. Motion Carried.

Bills for Approval – Councilman, Bannick moved to accept the Bills for Approval as presented in the amount of \$66,452.21, seconded by Councilwoman, Thomas. Motion Carried.

Police Report – Chief Michelin stated the only thing he would add to the report is that his department has received money in the amount of \$136.95 for Ordinance fines. Councilman, Bannick motioned to accept the police report and place on file, seconded by Councilwoman, Thomas. Motion Carried.

Public Works Report – Supervisor, Langhann stated that the pool is up and running good and they are almost done painting the fence. Councilwoman, Thomas motioned to accept the public works report and placed on file, seconded by Councilwoman Bills. Motion Carried.

Treasurers Update – Treasurer, Pelham stated that she is currently working on finishing closing out the accounts and preparing the tax bills to go out and that Lauren had informed her that the new web-site has went live. Treasurer, Pelham stated the city staff met to discuss things that could improve the web-site, and asked the board if they had any suggestions please let Lauren know. Councilman, Bannick asked if it's any easier to pay tax bills on line. Treasurer, Pelham stated that everything is cost versus demand because currently a third party fee is involved to pay your taxes on line and it doesn't matter what company the city chooses there will be a charge. Treasurer, Pelham stated she is trying to make it more user friendly, but to use a different service provider the cost increase even more. Currently the city has the ability to debit directly out of the residents accounts and most residents don't want to pay the xtra fee to use the credit cards. If the board would like the administration to explore the option of credit cards more and take on the cost's for that she would, but she will continue to try and make the current program more user friendly. Mayor, Smith questioned if the city could be liable because of data that could be intercepted by users. Treasurer, Pelham stated no, that why the city uses BS&A and the data that the public has access to is public information already, but if it's a third party wants to see your information they would have to pay a fee and if you want to look at your own parcel information it's a little more difficult because you would have to set up an account with a user name and password.

City Manager's Update – Manager, Terry stated that he and Supervisor, Langhann are working together putting together spec's for the new truck. Also, through Karen Swartz and Gametime the city received a grant to buy equipment for the playground to go between the pool and pavilions. Only now one of the support poles was incorrect and we just received the correct pole so the equipment will probably start being installed sometime next week. Thanks to TIFA, we will be replacing the lift station on Simpson Drive and this is the last lift station that will be replaced other than the one on Hawkes Drive and that is a good thing. That will be identified in the city's Asset Management plan other than that there will be a new sign going up by City Limits Deli and new signs listing for Hawthorne Heights will be going up in a couple weeks. Councilman, Siebert asked about the new Veteran Memorial Site at Riblet Park. Manager, Terry stated the survey was completed and turned over to the volunteer group and their architect is working with the survey to come up with a design. Councilman, Smith asked if there were any problems with the survey. Manager, Terry stated that there is a small difference and he doesn't anticipate any problems. Manager, Terry stated that he and the Mayor met with both Wolverine & Stantec Surveyors concerning Stock Street. Manager, Terry thanked Councilwoman, Bills for working with Rakers on the flower arrangements around town.

Committee Reports –

Councilman Concerns –

Correspondence –

Adjournment – Councilwoman, Bills moved to adjourn at 7:02pm, seconded by Councilman, Siebert. Motion Carried