

REGULAR MEETING
Litchfield City Council - City Council Room
November 19, 2013 - 6:30 PM

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

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

Absent –

Also Present – City Manager- Douglas Terry, Clerk-Susan Ballinger, Treasurer-Jill Pelham, Chief, John Michelin, Assessor-Jim Uyl, Admin/ Asst.- Lauren Skelly, Kelly Gampel (Index), Andy Barrand (HDN), Brett Smith, Shannon Lewis, Allen Watkins, Andy Reynolds, Nicole Reynolds, and Jaasen Barrett.

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

Call to the Public – None

Appointment of Vacant Council Seat - Mayor, Smith thanked all of the residents for submitting "Letters of Interest" for the vacant council seat. After discussion and suggestions amongst the board members, Councilman, Bannick moved to nominate Dan Efstathiou to the open council seat, seconded by Councilman, Smith. Roll Call Vote: Councilman, Bannick- Yea, Councilman Smith- Yea, Councilwoman, Bills-Yea, Councilman, Siebert-Yea, Councilwoman, Thomas-Yea, Mayor, Smith -Yea. Motion Carried. Yeas-6 Nays -0

Oath of Office of newly appointed Council Member- Clerk, Ballinger proceeded to present the Oath of Office to Dan Efstathiou and swear him in as a newly appointed council member.

PA 198 Report - Jim Uyl- Assessor, Uyl gave the board an update of the 2013 PA 198 totals for ending tax date of December 31, 2012.

Accept Resignation of DDA Board Member Cindy Paletis - Councilman, Bannick moved to accept the resignation of Cindy Paletis with regrets, seconded by Councilman, Smith. Motion Carried.

Semco Energy, Inc. Utility Easement Agreement - (19-015-100-011) Authorize Mayor to Sign Easement - Manager, Terry explained to the board the reason and need for this easement is to place a six inch gas main in the city's right-of-way which is also referred to as the old railroad right-of-way that runs diagonally through our town. Starting at M-99 and continues through town and across M-49 going toward the Power Plant. The Power Plant is going from the ignition of oil to natural gas. The administration sees this as a good thing because this offers opportunity for our industries and future home owners in our community. Councilman, Smith moved to approve the easement for Semco Energy and authorize the Mayor to sign, seconded by Councilwoman, Thomas. Motion Carried.

Annual Identity Theft Report - Clerk, Ballinger 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. Councilwoman, Bills moved to accept the Identity Theft Report and place on file, seconded by Councilman, Siebert. Motion Carried.

Resolution 2013-20 SAW Grant Agreement - Manager, Terry informed the board that this resolution is required to authorize the city to make application to DNR and MDEQ for the purpose of applying for the SAW Grant this is a strategic asset management program. Manager, Terry explained this program in further detail to the board and the requirements asked by the State of Michigan. Also, stating that this is a grant ratio of 95 % which is a total project cost approximately \$233,000.00 and the city match would be approximately \$25,000.00. Manager, Terry stated that every city in the state is applying for this so there is no guarantee that Litchfield will be chosen the first go around. Once the City of Litchfield is in this program it will guarantee that our discharge permits are renewed, communities that ignore this program will be subject to have their future discharge permits denied. Councilman, Smith moved to adopt Resolution 2013-20, seconded by Councilman, Bannick. Roll Call Vote: Councilman, Bannick- Yea, Councilman Smith- Yea, Councilwoman, Bills-Yea, Councilman, Siebert-Yea, Councilwoman, Thomas-Yea, Mayor, Smith -Yea. Motion Carried. Yeas-6 Nays -0
Councilman, Smith motioned to authorize Clerk, Ballinger to sign the SAW Grant agreement, seconded by Councilman, Bannick. Motion Carried.

Rescind Resolution 2013-19 Taking Custody of DDA Real and Personal Property - Treasurer, Pelham explained to the board that the language in the last sentence of this resolution and the way it is worded would dissolve the DDA and that is not currently the intention of the board. The DDA board chairman requested in their minutes that the city take position of the downtown historical photos and only see cash on their books. So the new resolution that Treasurer, Pelham has created will take position of those photos. Treasurer, Pelham requested that Resolution 2013-19 be rescinded and adopt the newly created resolution which will accomplish acquiring the historical photos and if the DDA board would like to have the city pass a resolution to accept their assets should the board dissolve which would happen automatically, but if the board would like this in a resolution than a motion would need to be made at the next DDA meeting. Councilman, Bannick moved to rescind Resolution 2013-19, seconded by Councilwoman, Thomas. Motion Carried.

Resolution 2013-21 Accepting Custody of DDA Property - Councilman, Bannick moved to adopt Resolution 2013-21, seconded by Councilwoman, Thomas. Motion Carried.

2nd Reading Adoption of Ordinance 2013-02- Clerk, Ballinger read the second reading of Ordinance 2013-02 To Amend Chapter 1266 of the Codified Ordinances of Litchfield, Michigan to allow a Single Family Dwelling as a Conditional Use in the B-1 District in the City of Litchfield. Councilman, Bannick moved to adopt Ordinance 2013-02 with correction to the date of adoption, seconded by Councilwoman, Bills. Motion Carried.

2nd Reading Adoption of Ordinance 2013-03-Clerk, Ballinger read the second reading of Ordinance 2013-03 To Amend Chapter 1266 of the Codified Ordinances of the Litchfield, Michigan by adding Offices, Personal Services, and Storage Facilities as Permitted Uses in the B-1` District in the City of Litchfield. Councilman, Smith moved to adopt Ordinance 2013-03, seconded by Councilman, Siebert. Motion Carried.

Community Survey - Renewal of Five (5) year Recreation Plan - Manager, Terry informed the board that administration is preparing to renew the (5) year Recreation Plan and this survey is part of the process. This plan will allow the city to apply for recreation grants. Manager, Terry explained the recreation grant program. Manager, Terry asked for the board's permission to send out the recreation survey which is a requirement of the recreation plan. Councilman, Bannick asked if the city will send them out with a stamped returned envelope. Manager, Terry stated stamped envelopes could be included if the board chooses to include them with the survey. Councilman, Smith moved to allow administration to send out the survey for the recreation plan, seconded by Councilwoman, Bills. Motion Carried.

Bills for Approval – Councilman, Bannick moved to approve the bills in the amount of \$36,861.34 and charge to the proper accounts, seconded by Councilwoman, Thomas. Motion Carried.

Police Report – Chief, Michelin informed the board that a new part-time Officer, Jason Walker has been hired. Chief, Michelin stated that it's been hard to have 24 hour coverage with the part time his department currently has due to other commitments. Councilwoman, Bills moved to accept the police report and place on file, seconded by Councilwoman, Thomas. Motion Carried

Public Works Report – Manager, Terry stated that Superintendent, Langhann has been off the past two days, but their department has been busy picking up leaves around the city. Councilman, Siebert moved to accept the public works report and place on file, seconded by Councilwoman, Bills. Motion Carried

Treasurers Update – Treasurer, Pelham informed the board that the auditors were in the office last week and did not find any deficiencies and the city should have a very good audit report next month. The financial statements have also been audited and Treasurer, Pelham is in the process of currently reviewing those statements now. The tax bills are being prepared to go out next week. Treasurer, Pelham thanked all the residents for the interest they've shown in our city and encourage them to keep trying to be involved because there are other boards and commissions that they could be placed on. Treasurer, Pelham extended an invitation to newly appointed council member Dan Efstathiou to make an appointment with her within the next month for a mini training session on how municipal finance works and go over the financial reports.

City Manager's Update – Manager, Terry talked about the new approach our congress has taken in regards to natural disasters. So what our congress has decided is that through Federal Emergency Management Agency (FEMA) to revise the flood plain maps and being stricter on building in the flood plain. The city has received purposed flood plain maps and right now some of those flood plains do mostly reach out into the industrial park. Mostly the industrial park has been affected by these new flood plain maps, so our Tax Increment Finance Authority (TIFA) has engaged the services of an engineer whose expertise is flood plains. At December's meeting there will be a report given by the engineer on the approach the city should take, now the city doesn't have to agree with the maps, but it's difficult to argue with science. Manager, Terry stated that he has looked into the requirements and most of the requirements that occur food plains usually have to do with a home. There are certain building requirements within a flood plain. Fortunately, The City hasn't had too many problems in our industrial park from the Saint Joe River, but FEMA has flag it and said the city needs to have ordinances in place controlling the building of structures in a flood plain area. So, between now and February there's a good possibility of city administration bringing before the board an ordinance that addresses building and it will probably be attached to our zoning ordinance and the ordinance will outline the requirements of building within a flood plain. This should only affect two or three companies.

Manager, Terry stated that earlier, Assessor, Jim Uyl, had provided the board with a report today with 1610 jobs out in the industrial park not all the company's were accounted, most were, but what the city has is approximately the latest census of jobs and not sure if this includes temporary positions but there is around 2200 jobs in the industrial park.

Manager, Terry stated that in the last few months he has spent a lot of working time with Mr. Nobles and Litchfield Initiative. Developing the Krohn's Center and the Vocational Education, the city has a real need in this community as well as the state of good trained people. With the industrial park this city has we need to further enhance our kids ability to get jobs.

Manager, Terry stated the city will be putting in a new lift station and this will happen with TIFA's help and will complete all but two of the city's lift stations. The Hawkes Drive station which is in good shape and the Metropolitan which is located in Hawthorne Heights. Also, the city is starting to advertise Hawthorne Heights lots for sale.

Manager, Terry stated he is very thankful for Chief, Michelins dedication to keep this city covered with public safety.

Manager, Terry thanked all the residents that submitted Letter's of Interest, the city has boards and commissions and the city welcomes any questions that anyone might have regarding budget's or anything.

Mayor, Smith stated at the Economic Development Partnership (EDP) annual meeting, Martinrea Industries received the Purdy Award and when speaking with their manager afterward, he brought up how serious it was finding skilled workers to fill the current jobs.

Committee Reports – None

Councilman Concerns -Councilman, Smith thanked the residents for submitting Letter's of Interest", Councilman, Siebert thought maybe the board could review the charter for possible updates. Councilman, Bannick also thanked the residents and welcomed Dan Efstathiou to the board.

Mayor, Smith stated that the board needs to elect a Mayor, Pro Tem and recommends the board continues with the current Mayor, Pro Tem. Councilwoman, Thomas motioned to elect Councilman, OR Smith as Mayor, Pro Tem for the City of Litchfield Council, seconded by Councilman, Bannick. Motion Carried.

Mayor, Smith stated he will assign committee appointments for board members at December's meeting.

Correspondence –

Adjournment – Councilman, Bannick moved to adjourn at 7:25pm, seconded by Councilman, Smith. Motion Carried.