

REGULAR MEETING
Litchfield City Council - City Council Room
November 17, 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, Abe Dane, Kevin Collins, Jessica Bills and Steve Schlumm.

Absent: None:

Also Present – In- Person: City Manager - Douglas Terry, Treasurer/Finance Director - Jill Barrett, Clerk – Susan Ballinger, Attorney-Tom Thompson and Betty Leinbach.

On Free Conference Call: Mayor Smith, DPW Supervisor- Tony Langhann, Deputy Clerk/Treasurer – Lauren Skelly, Chief-Dan Roberts, Cathy Ochsenrider and DDA Chairman -Jack Smith.

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

Call to the Public – None

Appointment of Mayor Pro-Tem – Councilman Bannick moved to approve the appointment of Councilwoman Jessica Bills for Mayor Pro-Tem, supported by Councilman Dane. Motion Carried.

Discuss City of Litchfield DDA Plan Update - Attorney Tom Thompson, DDA Chairman Jack Smith, City Manager Douglas Terry and Treasurer Barrett all spoke to inform board members on the reasons why the DDA Plan needs to be updated and what and how the DDA does as far as helping and serving the downtown area in Litchfield. Manager Terry stated that what the DDA board is seeking to do is to complete and revamp the DDA Plan through a new financing plan, new development plan and twenty years from now the city will have an evolving commercial area in our downtown. So, what we want to do is have the tools in place that if the city could attract new business, we can use funds in the development plan to help accommodate that new business. The company that DDA Chairman Jack Smith is recommending to help with updating the DDA Plan is McKenna out of Kalamazoo for an amount not to exceed \$8500.00. After a long discussion amongst the administration with board members.

Councilman Dane moved to allow DDA Chairman Jack Smith to move forward with updating the DDA Plan and to hire McKenna without using city funds; the chairman is to use grant funding or personal donations to pay for McKenna's services, supported by Councilman Collins. Motion Carried.

Discuss Approval of Lot Split Request Parcel #30-19-040-011-350 – 333 E. Saint Joe Street – Councilman Bannick moved to approve the lot split as presented, supported by Councilman Collins. Motion Carried.

Resolution 2020-15 – MERS Adoption Agreement Addendum Defined Contribution Plan - Councilman Bannick moved to adopt Resolution 2020-15, supported by Councilwoman Bills. Motion Carried.

Resolution 2020-16 -Authorize the Approval and Signing of Interlocal Agreement for the Hillsdale County Designated Assessor – Councilman Bannick moved to adopt Resolution 2020-16, supported by Councilman Collins. Motion Carried.

Resolution 2020-17 December Board of Review Meeting Date – Councilman Collins moved to adopt Resolution 2020-17, supported by Councilman Dane. Motion Carried.

Approval of MIOSHA Covid-19 Amended Preparedness and Response Plan- City of Litchfield – Attorney Tom Thompson explained to board members the new required rules set by MIOSHA and that they must be followed.

Councilman Dane moved to adopt the amended Litchfield covid-19 Preparedness and Response Plan and allow the city manager to update the plan as needed without having to bring those changes back to council for approval, supported by Councilman Siebert. Motion Carried 6 Yeas Votes and 1 Nay Vote by Councilman Bannick

Sewer Credit Request – Joe Collins – Clerk Ballinger informed the board that Mr. Collins is requesting a sewer request due to an outside hose left on.

Councilman Collins moved to allow a sewer credit of \$57.59 due to a leak, supported by Councilwoman Bills. Motion Carried.

Review Vacation Carry Over Request- City Manager Douglas K. Terry – Councilman Bannick moved to approve to allow the City Manager to carry over his vacation hours with the understanding that the manager must use at least 1 week of vacation time within the next year, supported by Councilwoman Bills. Motion Carried.

Pool Grant Update – Manager Terry informed board members that the city did not receive any bids for the pool construction project and that administration has spoken with our MDNR State representative and was informed that the city could go out for bids again and the state suggested that we go out for bid in January 2021. Manager Terry stated that administration is having Bryce work on updating our bid documents along with our project schedule to go out for bids a third time in January or February.

Accept Resignation Board of Review Member – Abe Dane – Councilman Bannick moved to accept Mr. Dane's resignation from the board of review with regrets, supported by Councilwoman Bills. Motion Carried.
6 Yeas 0 Nays 1 Abstain Councilman Dane

Accept Resignation Compensation Committee Member – Abe Dane - Councilman Bannick moved to accept Mr. Dane's resignation from the compensation committee with regrets, supported by Councilwoman Bills Motion Carried. 6 Yeas 0 Nays 1 Abstain Councilman Dane

Bills for Approval – Councilman Bannick moved to approve the bills in amount of \$42,612.83 and charge to the proper accounts, supported by Councilwoman Bills. Motion carried.

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

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

Treasurers Update –Treasurer Barrett stated she has been working on the Covid 19 plan and preparing to mail out winter tax bills. The audit is still on it's underway and our auditor has been exposed to Covid so she can't come to our location to do the audit so I have to supply her documents remotely so she can finish the audit. We are getting close to being finished. Winter tax bills will go out soon. Mayor Smith asked what does the city's in-coming state funding look like. Treasurer Barrett stated that they are projecting lower income coming from the state's revenue sharing but they are coming in as we budgeted so far but it's only been a couple months. We will re-evaluate all of it at the beginning of the new calendar year and do some budgets amendments and see where we will be at the end of the fiscal year.

City Manager's Update – Manager Terry stated all a lot of his time has been spent working on TIFA projects. There is a new condo unit going in and Alliance Builders have poured the foundations and basements poured in Hawthorn Heights Phase 4. The problem is that Covid has backed them up and Alliance is trying to finish up houses in Coldwater and there is a material shortage.

Call to the Public - Betty Leinbach addressed the board regarding her concerns on the condition of Warriner Avenue's water shut off valves/curb mounts and also asked the board to reconsider their decision not to reimburse a resident's cost to replace the broken water line to their home that happened in November of 2019. Ms. Leinbach is asking the board to review the water valves of the properties on Warriner Avenue. Ms. Leinbach referenced to the work done on Mill Street.

Committee Reports – None

Councilpersons Concerns – None

Adjournment – Councilman Bannick moved to adjourn at 8:10 p.m., supported by Councilman Dane. Motion carried.