

REGULAR MEETING  
Litchfield City Council - City Council Room  
October 15, 2019, - 6:30 PM

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

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

Absent: None

Also Present – City Manager - Douglas Terry, Treasurer/Finance Director - Jill Barrett, Clerk – Susan Ballinger, Police Chief–Dan Roberts, DPW Supervisor- Tony Langhann, Deputy Clerk – Lauren Skelly, Ed Smith, Abe Dane, Tammy Dow, Mike Warner-Index and Mr. & Mrs. Ron Taylor-Precision Prototype.

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

**Call to the Public-** Ed Smith- Tifa Chariman, updated board members regarding the recently purchased Herring Road property farm land.

**Public Hearing IFT Transfer Precision Prototype** - Mayor Smith opened the public hearing at 6:35 p.m. with no comments, the public hearing was closed at 6:36 p.m.

**Resolution 2019-20 IFT Transfer Certificate #2009-270** - Councilman Bannick moved to approve Resolution 2019-20, supported by Councilman Siebert. Motion carried.

**First Reading ordinance 2019-04 Re-Zoning of Herring Rd. Annexed Property** – Clerk Ballinger gave a first reading of Ordinance 2019-04 with no action required at this time.

**Review Property Assessing Reform Discussion** – Manager Terry updated board members on the current status of the City's AMAR Tax Audit review and that the city administration is working with the State of Michigan and we are currently seeking proposals from qualified level III Assessors.

**Review/Approve Final Draft of 5-year Recreation Plan/Survey Results** – Councilman Bannick moved to approve the 2020 Recreation Plan as presented, supported by Councilman Siebert. Motion carried.

**Annual Identity Theft Report** – Clerk Ballinger reported that the city has had no breaches of security. Councilwoman Bills move to accept the Identity Theft report as presented and place on file, supported by Councilman Reynolds. Motion carried.

**Bills for Approval** – Councilman Bannick moved to approve the bills in the amount of \$70,105.80 and charge to the proper accounts, seconded by Councilman Reynolds. Motion carried.

**Police Report** – Councilman Reynolds moved to approve the police report as presented and place on file, supported by Councilwoman Bills. Motion carried.

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

DPW Supervisor Langhann asked the board to approve the Adams Street sewer repair and stated that the funds are in this year's budget. After discussion amongst the board, Mayor, Smith moved to approve and have DPW Supervisor Langhann move forward with the Adams Street sewer repair not to exceed \$35,000, supported by Councilman Siebert. Motion carried.

**Treasurers Update** – Treasurer Jill Barrett informed the board that she is still working on closing the city's books and that she has closed DDA's and TIFA's books. She wants to have the city's books done within the next couple weeks in order to have the field work done by the auditors. Treasurer Barrett stated that she has been in training and there are changes coming to chart of accounts and the city will be required to change the structure of the city's accounts which will be a major undertaking. The State has moved the date out that the changes are to be in place due to changes that the State has made.

Treasurer Barrett informed the board that there is some personal property that she has been trying to collect on and has been working with the said industry to try and give them time to understand the personal property process within the State. But she will have to start getting more aggressive and start by making a personal visit and the ultimate consequence is that she would have to take the property and pay the tax bill off and that is very disruptive to the business, but she has tried to work with the business but they are not working back with the city.

**City Manager's Update** – Manager Terry gave an update on the pool grant and the State is currently understaffed and Erin Campbell that works for the State went ahead and forwarded to both the City and Danielle of Byce and Associates the bidding criteria this past week. Our instruction to Danielle was to start preparing the bid documents and get those and anything we can get done as soon as possible. The city should be receiving the grant agreement by this Friday. So, what the administration will do is get those bid documents out as soon as possible. With the rise of construction cost, we are hoping the city can come within budget.

**Correspondence** – Councilman Siebert asked what is the change to the Hillsdale County ORV Ordinance. Clerk Ballinger stated that the county removed the golf cart from the ordinance.

**Committee Reports** – Councilman Siebert asked about sidewalk repair. Manager Terry stated that MDOT projects include some sidewalk repair on M-99.

**Councilpersons Concerns** – None

**Adjournment** – Councilman Bannick moved to adjourn at 7:23 p.m., supported by Councilman Siebert Motion carried.