

**City of Litchfield**  
**120 E. Ryder, Litchfield, Illinois**  
**Regular Meeting Minutes**  
**May 5, 2022**

The meeting was offered remotely due to the COVID-19 public health emergency.

Mayor Steven Dougherty called the Regular Meeting to order at 6:30 p.m. The Pledge of Allegiance was recited. Present on roll call were Alderpersons Dwayne Gerl, Marilyn Sisson, Dave Hollo, Cassidy Paine, Tim Wright, Woodrow Street and Ray Kellenberger. The Mayor declared that a quorum was present.

**Appointment:**

Alderman Hollo made a motion, seconded by Alderman Wright to appoint Dan Newkirk to fill the unexpired term of Mark Brown as Alderman of Ward 2.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

City Clerk Carol Burke swore in Alderman Dan Newkirk who then took his seat at the Council table.

**Public Participation:**

Mike James addressed the Council regarding short-term rentals, providing information about his nine rental properties that have been developed over the past five years.

**Other Business:**

Alderman Sisson made a motion, seconded by Alderman Gerl to accept the minutes from the April 21, 2022 meeting.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

Alderman Wright made a motion, seconded by Alderman Paine to accept the minutes from the April 26, 2022 special meeting.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

Alderman Hollo made a motion, seconded by Alderman Wright to direct the City Clerk to transfer funds from the city sales tax to the City's general fund to issue checks and authorize to pay the bills and process payroll.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

**New Business:**

**Lake:**

Aldersperson Hollo made a motion, seconded by Aldersperson Newkirk to approve the 2023 Lease Agreement and Rules and Regulations for the Bi-Centennial Campground Seasonal Camping.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

Aldersperson Hollo made a motion, seconded by Aldersperson Newkirk to approve the proposal from Workman Communications Group in the amount not to exceed \$10,000 for the Eagle Ridge Subdivision Marketing Plan. Aldersperson Paine made several comments and suggestions regarding the marketing plan. City Administrator Flannery explained that this proposal was to set a foundation for future marketing and that the properties would be listed with a realtor in the future.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Wright, Street, Kellenberger.

Nay: None.

Abstain: Paine.

Motion carried.

**Wastewater Treatment:**

Aldersperson Gerl made a motion, seconded by Aldersperson Kellenberger to approve pay request #7 from Korte Luitjohan for the amount of \$11,313.65 for work done on the Wastewater Treatment Facility's Chemical Feed Improvement Project and authorize the City Clerk to issue a check.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

Aldersperson Gerl made a motion, seconded by Aldersperson Wright to approve change order #2 in the amount of \$5,554 for work done on the Wastewater Treatment Facility's Chemical Feed Improvement Project and authorize the Mayor to sign the change order.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

**City Clerk/Finance:**

Aldersperson Gerl made a motion, seconded by Aldersperson Sisson to approve an agreement with Civic Systems, LLC for miExcel GL and Treasurer's Report for an amount not to exceed \$4,975 and authorize the Mayor to sign the agreement.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

**Ambulance:**

Aldersperson Paine made a motion, seconded by Aldersperson Wright to purchase a Stryker Power Load System to be installed in Ambulance 817 at an estimated cost of \$30,749.08 and authorize the City Clerk to issue a check upon satisfactory completion.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

**Streets:**

Aldersperson Paine made a motion, seconded by Aldersperson Gerl to approve pay request #1 from Rooter's American Maintenance for \$40,896.31 for work performed at the intersection of Jackson and Hauser and authorize the City Clerk to issue a check contingent on Engineer's approval.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

Aldersperson Paine made a motion, seconded by Aldersperson Hollo to approve the creation of a handicap accessible parking spot on the north end of the 400 block on N. State Street on the west side. City Administrator Flannery said that the current first parking spot would be striped and the second would be a handicapped spot for parking.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

Aldersperson Paine made a motion, seconded by Aldersperson Kellenberger to purchase a Toro Z Master 6000 Mower Model #72967 for \$13,716.07 Via Source well from Nail's Power Equipment, Litchfield, IL and authorize the City Clerk to issue a check upon satisfactory delivery.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

**Police:**

Aldersperson Wright made a motion, seconded by Aldersperson Gerl to approve the purchase and installation of seven (7) ProDesk 400 G6 desktop computers, software and display adapters from Zobrio for \$9,080.33.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

**Economic Development:**

Aldersperson Kellenberger made a motion, seconded by Aldersperson Gerl to approve the Downtown Façade Grant application submitted by Mr. Richard Blatter of Kingdom Auto for the property located at 219 West Union Avenue for an amount not to exceed \$2,500 contingent upon the Building Department granting final approval of materials used and work completed and to authorize the City Clerk to issue a check.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

**Administration:**

Discussion was held regarding short-term rentals. Mayor Dougherty stated that there is a need for an ordinance to provide guidelines for short-term rentals, mentioning that those currently being operated are commercial properties in residential areas. He also remarked that these rentals should be subject to the same local tax and inspections as the hotels in town. City Attorney Hantla indicated he is working on a draft of an ordinance. He said the ordinance would define rentals, inspections, and lay some ground rules for any short-term rental. Aldersperson Paine commented that it might be a good idea to also require an annual inspection for long term rental properties. Fire Chief Holomy indicated that the fire department has limited access to places of residence without landlord permission. No action was taken.

**Executive Session:**

Aldersperson Sisson made a motion, seconded by Aldersperson Hollo to Enter into Executive Session, as allowed under the Illinois Open Meetings Act, as found in Chapter 5 of the Illinois Compiled Statutes, Section 120, to address these certain and restricted items:

“The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body...” (5ILCS 120/2(2)(C)(1).

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

Executive Session was entered into at 7:15 p.m.

Aldersperson Wright made a motion, seconded by Aldersperson Kellenberger to return to open session at 7:29 p.m.

The Mayor directed a roll call vote.

Aye: Gerl, Sisson, Hollo, Newkirk, Paine, Wright, Street, Kellenberger.

Nay: None.

Motion carried.

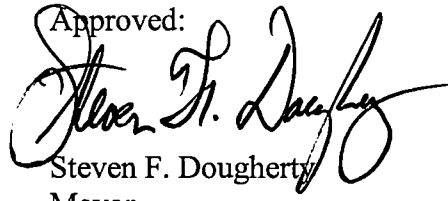
Having no further business, Aldersperson Gerl made a motion, seconded by Aldersperson Wright to adjourn the regular meeting of the Litchfield City Council. The Mayor called for a voice vote, motion carried, and the regular meeting adjourned at 7:30 p.m.

Attest:



Carol E. Burke  
City Clerk

Approved:



Steven F. Dougherty  
Mayor