

City of Potterville City Council Minutes

Thursday, May 17, 2018 – 7:00 p.m. – Potterville City Hall, 319 N. Nelson Street

Meeting was called to order by Mayor B. Kring at 6:59 p.m.

Pledge of Allegiance was recited by all.

Roll Call: Present: J. Bussard, J. Lenneman, D. Twichell, B. Kring, K. Schmidt, D. Hartson
Absent: R. Lewis

Approval of Agenda: Motion by J. Bussard amend the agenda, seconded by J. Lenneman. Motion carried. (6-0/1 absent: R. Lewis). Motion by J. Bussard to approve the agenda, seconded by J. Lenneman. Motion carried. (6-0/1 absent: R. Lewis)

Closed session: Motion J. Bussard to adjourn to closed session to discuss written confidential legal opinion with the City Attorney; this motion does not include the City Manager but does include the City Clerk who shall take minutes in correspondence to the Open Meeting Act, supported by D. Twichell. Roll call. Motion carried. (6-0/1 absent: R. Lewis)

Motion by J. Bussard to return from closed session to open session, support J. Lenneman. Roll call. Motion carried. (6-0/1 absent: R. Lewis)

Approval of Minutes

Motion by J. Bussard to approve the meeting minutes from April 19, 2018, special meeting minutes from April 26, 2018 and workshop May 14, 2018, supported by D. Hartson. Motion carried. (6-0/1 absent: R. Lewis)

Approval of Bills:

Discussion bills on the \$20, no rebill, Manager asked for clarification on the amounts of the bills combined. Sunset hills on the separate items. Motion by J. Lenneman to pay the Rural Development bill amount in \$542,988.01, supported by J. Bussard. Roll Call. Motion carried. (6-0/1 absent: R. Lewis)

Sunset: Motion by J. Bussard to pay Sunset Hills in the amount of \$46,001.25, seconded by K. Schmidt. Roll call. Motion carried. (6-0/1 absent: R. Lewis)

Bank Reconciliations

Motion by J. Bussard to approve the bank reconciliations for Streets- March & April , Tax- March & April , Payroll- March & April, supported by J. Lenneman. Roll call. Motion carried. (6-0/1 absent: R. Lewis).

City Manager's Report: City Manager, Wanda Darrow gave verbal report on the projects in the community, meeting with Profile Metal regarding site plan. Members asked about rural development bill increase.

Public Comment on agenda items: None

Commission/Committee Reports: Department reports in your packet. K. Schmidt gave verbal report on the 150-year celebration regarding flyers, deadlines, and other events during the celebration. Manager also commented on the music and eras taking place. Members asked about the dates the village was confirmed with the government, website needs to be fixed to match.

Department Reports: Administration- Department reports in your packet- D. Twichell asked about the hydrant on Thornway. Motion by D. Twichell to approve clerk's vacation for June 26-29, supported by J. Bussard. Motion carried. (6-0/1 absent: R. Lewis)

Unfinished Business:

Gospel Fest- K. Schmidt gave brief report stating that flyer and brochures are being handed out throughout the community and they are looking for volunteering.

Social Media Standards/Employee Handbook- Members discussed that parts of the additions and discipline additions. City Manager stated weapons, disciplines and social media to be included or verbiage needs to adjust to fit the needs of the City. Manager invited mayor to the next administrative meeting.

Council Goals and Objectives- Motion by K. Schmidt to adopt goal and objectives that was discussed, supported by J. Bussard. Schmidt gave review on the items that were discussed on the topic. Motion carried. (6-0/1 absent: R. Lewis)

Housing Commission- B. Kring announced Loren Smalley is being add to the board of the Housing commission

Budget Amendment- D. Twichell to approve budget amendment submitted by the committee, supported by J. Bussard. Manager gave the review of the line item in trouble and the amendment, there will be an increase in line item of 101-210-000-801-000 the attorney to \$65,000 was at \$25,000; which is an increase of \$40,000, this gives a little extra room to that section for the rest of the year; which will decrease the police department budget. D. Twichell rescinds motion. Motion by J. Bussard to increase budget line item 101-210-000-801-000 to be increased for \$40,000 from police department line item 101-301-000-000, supported by D. Twichell. Motion carried. Roll call. (6-0/1 absent: R. Lewis)

New Business:

Special Assessment discussion- J. Bussard gave review of the topic, right now all items are fine, however we are on a fine line and it will be needed if there is a deficit spending.

Resolution 18-0517-10 - Add Delinquent utility bills to 2018 summer tax roll- Motion by K. Schmidt to approve Resolution 18-0517-10 to add delinquent utility bills to the 2018 summer tax roll, supported by J. Lenneman. Roll call. Motion carried. (6-0/1 absent: R. Lewis)

Benton Twp. Fire Dept. & Potterville Fire Dept. Mutual aid agreement- Manager gave review on the topic, and there was request to make contact with Benton. The City Manager is working on a draft of the mutual aid. Manager looking for direction from the Council on whether to go meet with Benton Township. Motion by B. Kring to direct the City mutual to meet with Benton for the purpose of mutual aid, seconded by D. Twichell. Motion carried. (6-0/1 absent: R. Lewis)

Ethics Ordinance- J. Bussard gave review of the topic, which was rescinding the original and implementing the state ethic ordinance, which is on the website. There was question the on boards of the ethics and brief discussion between members.

Administrative Duties- Finance committee handled the situation.

Employee Personal Information Breach- J. Bussard gave review of the topic. Motion by J. Bussard for the expenditure for the City Manager and the Member D. Twichell for life lock for the social security number data breach, support K. Schmidt. Roll call. (6-0/1 absent: R. Lewis)

FOIA Investigation- City Manager gave review on the FIOA procedure and moving forward there will be careful review of the information and to stick proper procedure. Members discussed future updates making information accessible to the public.

June meeting date proposal- Motion by J. Bussard to amend the regular City Council meeting to June 27 at 6:00 p.m., supported by D. Twichell. Motion carried. (6-0/1 absent: R. Lewis)

Public Comment on non-agenda items: None

Communication from the Mayor and Council: B. Kring would like to thank J. Bussard for helping him through the meeting. Manager invited members and public to the Memorial Day parade.

Next Meeting: Thursday, June 21, 2018 at 7:00 p.m.

Excuse absent member(s): Motion by K. Schmidt to excuse absent members, seconded by J. Bussard. Motion carried. (6-0/1 absent: R. Lewis)

Motion to Adjourn: Motion by J. Bussard to adjourn meeting, seconded by D. Twichell. Motion carried. (6-0/1 absent: R. Lewis)

Adjourned at 8:56 p.m.

Respectfully submitted,

Tessa Wightman, City Clerk