

## City of Potterville of Council Minutes

Thursday, September 20, 2018 – 7:00 p.m. – Potterville City Hall, 319 N. Nelson Street

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Meeting was called to order by Mayor Kring at 7:00 p.m.

Pledge of Allegiance was recited by all.

**Roll Call:**      **Present:** Hartson, Kring Lenneman, Schmidt, Twichell, Bussard  
                  **Absent:** Lewis

**Approval of Agenda:** Motion by Twichell to amend the agenda to add 150<sup>th</sup> discussion under unfinished business, supported by Lenneman. Motion carried. (6-1 absent: Lewis)

### Approval of Minutes

Motion by Twichell to approve the meeting minutes from August 16, 2018 & August 28, 2018, supported by Bussard. Motion carried. (6-1 absent: Lewis)

### Approval of Bills

General Bills: Motion by Bussard to approve the bills in the amount \$66,060.01, supported by Lenneman. Roll call. Motion carried. (6-1 absent: Lewis).

**Bank Reconciliations:** Motion by Bussard to not approve the bank reconciliation for General- June; seconded by Lenneman. Roll call. Motion carried. (6-1 absent: Lewis). Members decide to wait to approve after review by accounting firm.

**City Manager's Report:** Interim City Manager, Brad Boyce has a written report in packet. Discussion regarding bid on auditor; bid on memorial; election coordinator and election workers.

**PAT Presentation.** Ruth Thompson talked about the Parent as Teachers program.

**Public Comment on agenda items:** No comments

**Commission/Committee Reports:** Department reports in your packet.

**Department Reports:** Administration- Department reports in your packet: Discussion by Lenneman that burn pile is not to be burned as it is against DEQ regulations.

### Unfinished Business:

Audit: Motion by Twichell to table audit discussion until next council meeting; supported by Bussard. Motion carried. (6-1 absent: Lewis)

150<sup>th</sup>: Discussion regarding revenue, expenses and time capsule. Committee to handle time capsule and any remaining money to be discussed after accountant has reviewed city books.

### New Business:

Resolution #18-0920-05: To Waive the Collection of Penalties or Fines for the Non-Filing or late filing of Property Transfer Affidavits. Motion by Bussard to approve resolution #18-0920-05, supported by Hartson. Roll call. Motion carried. (6-1 absent: Lewis).

Resolution #18-0920-06: Consumers Energy Lighting Service. Motion by Bussard to approve resolution #18-0920-06, supported by Schmidt. Roll call. Motion carried. (6-1 absent: Lewis).

Discussion by Lenneman that -05 and -06 on the resolutions should be -01 and -02. Change reflected on resolutions.

CPA Firm: Brad Boyce, Interim City Manager, recommended the services of the city's former auditor, Gabridge and Company to assist with the books. Gabridge will assist with closing 2017/2018 fiscal year in anticipation of an audit and catch up books through end of September. Service to begin approximately October 2, 2018. Motion by Twichell to approve Gabridge and Company to perform the accounting work for the City, supported by Bussard. Roll call. Motion carried. (6-1 absent: Lewis).

Clerk: Until books are rectified, Bussard indicates this should be put on hold until the City knows what they can afford to pay a City Manager. Interim City Manager, Brad Boyce, to discuss with election coordinator, Sam Schroeder about handling the City FOIA issues that arise.

City Manager: General descriptions of other municipalities to be compiled and sent out to council for them to devise "a best of" job description. Council members to respond back via email. Temporary City Manager was discussed as was the use of a headhunter at the cost of \$6000.

TIFA & DDA: Looking for director and secretary.

Gospel Fest 2019 discussion: Mayor Kring addressed the issue of Gospel Fest not getting approval of the council before proceeding. Clint Dickerson, director of Gospel Fest spoke indicating the festival is still in infancy stage for 2019 and when more information is accumulated, they will approach the City for approval.

Cross-connection ordinance discussion: DPW supervisor, Don Stanley, presented to council a cross connection Control program. Stanley indicates this program is being mandated by the State and an ordinance needs to be adopted by the end of year. Member Bussard presented the State's copy of the same program. Attorney approval needed before adoption of ordinance.

**Public Comment on non-agenda items:** None

**Communication from the Mayor and Council:** None

**Next Meeting:** Thursday, October 18, 2018 at 7:00 p.m.

**Excuse absent member(s):** Motion by Bussard to excuse absent members, supported by Hartson. Motion carried. (6-1 absent: Lewis)

**Motion to Adjourn:** Motion by Twichell to adjourn meeting, supported by Bussard. Motion carried. (6-1 absent: Lewis)

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Jodi West, Treasurer