

## City of Potterville Council Minutes

Thursday, February 15, 2018 – 7:00 p.m. – Potterville City Hall, 319 N. Nelson Street

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Mayor K. Schmidt called the meeting to order at 7:00 p.m.

Pledge of Allegiance was recited by all.

**Roll Call:** **Present:** D. Twichell, J. Bussard, J. Lenneman, K. Schmidt, B. Kring, D. Hartson, R. Lewis  
**Also, Present:** City Attorney, Mike Homier; City Manager, Wanda Darrow; City Clerk, Tessa Wightman

**Approval of Agenda:** D. Twichell to amend the agenda. Motion by J. Bussard to approve the agenda as amended, seconded by J. Lenneman. Motion carried. (7-0)

**Council Procedure:** K. Schmidt presented council and administration with Council procedures; K. Schmidt presented the main points on the documents provided.

Consent agenda: Council discussed having a consent agenda, Motion by J. Bussard to not add consent agenda to the council agendas, seconded by B. Kring. Motion carried. (7-0)

Department Communication: D. Twichell expressed interest in having the department heads in interest at the time attending council meetings. Council suggest leaving the way it is, City Manager Darrow and Council discussed department heads attending council meetings.

**Approval of Minutes:** D. Twichell to amend the meeting minutes from January 25; Motion by D. Twichell to approve the meeting minutes from January 25, 2018 as amended, supported by J. Bussard. Motion carried. (7-0)

Motion by D. Twichell to approve the minutes from the closed session meeting, January 25, 2018, supported by R. Lewis Motion carried. (7-0)

Motion by J. Bussard to approve the workshop meeting minutes from February 8, 2018 seconded by D. Twichell. Motion carried. (7-0).

Council questioned City Attorney, Mike Homier about the December meeting minutes. M. Homier explained that the Open Meeting Act only allows council to amend the minutes once. Debate took place on accuracy of the December minutes, D. Twichell expressed concern that the December minutes being incorrect in the City Manager report section.

### Approval of Bills

General Bills: Council members questioned capital outlay purchase, Sunday cleaning help, electrical ~~procedure~~ for the shed and the Sam's club purchases. Motion by J. Bussard to pay the general bills in the amount of \$89,088.86, supported by R. Lewis. Motion carried. Roll call. (7-0)

Rural Development Bills: Motion by J. Bussard to approve the rural development bills in the amount of \$22,489.54, supported by D. Twichell. Motion carried. Roll call. (7-0)

**2016-2017 Audit Discussion:** Chris Wilson, Gambridge & Company; addressed the board by reviewing the audit report that was provided to the council. Council discussed the past bank reconciliation process. Motion by J. Bussard to have the City Manager create a plan for bank reconciling procedure, seconded by D. Twichell. Motion carried. (7-0).

**EMS Guest-** John Truba, Eaton Area Emergency Medical Services; Council asked questions regarding the contract, concerns with EMS services, services provided and staffing. J. Truba explained services provided coverage in the area, equipment, *sharing personnel with Benton, and the location hours at the station.*

~~Officer R. Barry indicated that the service with EAMES is a better service and Benton comes out when mutual aid is requested~~ Officer R. Barry indicated EAEMS has advance support and when EAEMS is not available Benton has a quick response time.

City Manager asked about any complaints either official or unofficial; J. Truba stated there are no complaints.

Public comment was open to questions from the public:

Ryan Lundquist asked about mutual aid when requested from Benton Township EMS.

Christine Barnes stated that council can view real life response times from the Eaton county commissioner office.

*Fire Chief*, Tim James, Benton Township Fire Department, commented on that they are fire-based EMS, along with 600 EMS runs a year. Response time was 4 minutes and 36 seconds from dispatch to arrival; some were to assist Eaton Area EMS. *Chief* T. James also commented on Potterville Fire Department bay would not be needed, and the licenses of Benton township staff. Council asked about hours of staffing, insurance, match coverage, response time and billing. Manager asked about budget of the Benton Township fire department.

Council questioned what Benton could provide over Eaton. *Chief* T. James replied with response times.

Public comment was opened up to the public:

Townsend Montgomery- asked if there were any complaints. *Chief* T. James replied, yes, after investigation it was taken care of.

K. Schmidt stated no decisions will be made at this meeting as council needs to review their options.

Motion by B. Kring to take a 5-minute recess, seconded by J. Bussard. Motion carried. (7-0) Recess at 9:22 p.m.

Council Meeting resumed at 9:29 p.m.

**City Manager's Report:** Manager gave verbal report. Manager commented on Eaton county sheriff thank you letter for donation, community pantry, and continued work on pathway project. City Manager invited members to the capital conference, March 20 and 21. Council questioned CDL drug test agreement that was signed, administration meeting. Manager stated that employees are worried about having 7 managers. D. Twichell stated that employees are being watched by ~~everyone~~ citizens.

**Public Comment on agenda items:** Ray Parker invited members to set up an appointment to ride around with employees if council wants to learn.

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

**Department Reports:** Administration- Department reports in your packet

Fire Chief R. Lundquist stated that they work very well with Eaton Area EMS, and Benton Township. The Fire department just works better with Eaton Area EMS. *Council asked if R. Lundquist has contacted Benton; R. Lundquist replied that he would be in contact with Benton fire department in the near future.* R. Lundquist also mentioned the Girls Scouts will be taking a tour of the fire department.

D. Twichell expressed concern with the DPW report and why it was changed. Manager stated it was reviewed and corrected. Discussion took place on the process for the salt and council administration reports should be left unedited.

#### **Unfinished Business:**

Gospel Fest: No representative

150 years celebration: K. Schmidt announced that the City is looking for volunteers to help. If interested contact City Hall.

Social Media Standards/Employee Handbook: K. Schmidt stated that standards should be broaden to the website. Employee handbook was discussed when it is updated. Motion by J. Bussard to table to next meeting, supported by J. Lenneman. Motion carried. (7-0)

Maureen Storie's FOIA: M. Storie looking for waiver of her FOIA; Council asked about public vs personal interest, City Manager stated that the Manager/Chief needs to be present when reviewing the documents at City Hall. Discussion took place by the City Manager, M. Storie and Council on the documents. Motion by J. Bussard to waive fee for no cost, this is a onetime wavier, seconded by D. Twichell. Motion carried. Roll call. (7-0)

Maureen Storie's personal property- M. Storie gave review of the situation. R. Parker and Don Stanley, DPW Supervisor reviewed the situation. Zoning ordinance was read by council. K. Schmidt fee waiver, if in 90 days the property is brought into compliance and fee will be removed once in document is supplied. Debate took on compliance, continuous surfaces, and the Zoning Board of Appeals, seconded by J. Bussard. Motion carried. (7-0)

Council Goals and Objectives Motion by J. Bussard to table to next meeting, seconded by D. Hartson. Motion carried. (7-0)

#### **New Business:**

Resolution #18-0215-08 Poverty Exemption Eligibility Requirements: Motion by J. Bussard to adopt resolution #18-0215-08 Poverty Exemption Eligibility Requirements, seconded by B. Kring. Motion carried. Roll call. (7-0)

Resolution #18-0215-09 RD Finish Project: Motion by J. Bussard to adopt the resolution #18-0215-09 RD Finish Project, seconded by R. Lewis. Council questioned what phase the resolution is for. Roll call. (7-0)

Brush Pile: B. Kring read letter that he wrote of an incident at Lake Alliance brush pile; B. Kring also presented pictures to council at this time. Debate on what was placed at the brush pile and what happened that day. Motion by J. Bussard to table to next meeting when all parties are in attendance, supported by D. Hartson. Motion carried. (7-0)

**Public Comment on non-agenda items:**

Christine Barnes announces her candidacy for the State Representative.

R. Parker- stated that council needs to stick to their own rules.

Townsend Montgomery – Heard concerns from community about being followed. Individuals on council posting on social media that the Fire Department members are toxic.

**Communication from the Mayor and Council:** Council member comment on the staff and City Manager are working against the current council. City Manager Darrow stated council is attacking her on personal level and that some council members have a different agenda. Mayor K. Schmidt stated that there needs to be trust between staff and council.

**Closed session:** Motion by D. Twichell to adjourn the meeting to closed session to discuss a written attorney's opinion, motion to adjourn does not include the City Manager, but does include the City Clerk whom shall take minutes in the accordance to the Open Meeting Act, seconded by R. Lewis. Motion carried. Roll Call. (7-0).

Meeting adjourned to closed session at 11:28 p.m.

Motion by D. Twichell to return to open session, seconded by R. Lewis, Motion carried. Roll call. (7-0)

*Meeting returned to open session at 12:18 a.m.*

Motion by J. Bussard to accept the attorney's recommendation, seconded by D. Hartson. Motion carried. Roll call. (7-0)

**Next Meeting:** Thursday, March 15, 2018 at 7:00 p.m.

**Excuse absent member(s):** None

**Motion to Adjourn:** Motion by J. Lenneman to adjourn meeting, seconded by D. Hartson. Motion carried. (7-0)

Meeting adjourned at 12:23 a.m.

Respectfully submitted,

Tessa Wightman, City Clerk