

City of Potterville of Council Minutes

Thursday, February 21, 2019 – 7:00 p.m. – Potterville City Hall, 319 N. Nelson Street

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

Pledge of Allegiance was recited by all.

Roll Call: **Present:** Mayor Kring, Deputy Mayor Bussard, Member Lewis, Member Twichell, Member Schmidt
 Absent: Member Lenneman

Approval of Agenda: Deputy Mayor Bussard moved to add February 4, 2019 Special Meeting Minutes, under approval of minutes on agenda. Add review of City Manager's contract under F) a. Motion by Member Lewis to approve the amended agenda. Supported by Member Schmidt. Motion carried (5-0-1).

Approval of Minutes: Motion by Member Lewis to approve January 17, 2019 meeting minutes and February 4, 2019 special meeting minutes, Supported by Member Schmidt. Motion carried (5-0-1).

Officially introduce the new City Manager/Oath of Office and Review/Signing of Contract: Council reviewed the new City Manager's contract. Motion by Member Twichell to approve the City Manager's contract. Supported by Member Lewis. (5-0-1). Mayor Kring introduced New City Manager, Aaron Sheridan and reviewed contract for signature. Mayor Kring, City Manager, Aaron Sheridan and City Clerk, Stephanie Wilson all signed Contract. City Clerk, Stephanie Wilson administered the Oath of Office in which City Manager, Aaron Sheridan repeated back Oath to the Clerk. Both the City Manager, Aaron Sheridan and City Clerk, Stephanie Wilson signed the Oath of Office.

Gabridge & Company Financial Presentation: Joe Verlin presented financial statements to Council. He stated that all bank reconciliation's have been completed and the budget has been finalized. See attached financial statement.

Approval of Bills:

General Bills: Motion by Member Schmidt to approve \$56,230.87 for general bills. Supported by Member Twichell. Motion carried (5-0-1).

Rural Development Bills: Motion by Member Twichell to take a ten-minute recess for Acting City Manager, Brad Boyce to present the complete ledger for the Rural Development bills. Supported by Member Lewis. Motion carried (5-0-1). Mayor Kring called meeting back in order and Acting City Manager, Brad Boyce presented the ledgers for the Rural Development bills. After review by Council, a Motion by Member Schmidt to approve \$169,980.65 for Sewer. Supported by Member Lewis. Motion Carried (5-0-1). Motion by Deputy Mayor Bussard to approve \$12,930.17 for Water. Supported by Member Schmidt. Motion carried (5-0-1).

City Manager's Report: Acting City Manager, Brad Boyce thanked the City and City Council and stated he will be available if needed if the City needs anything once he transitions out of the Acting City Manager position.

Public Comment on agenda items: Jennifer Fields asked City Manager, Aaron Sheridan if he has plans to relocate to the City of Potterville. City Manager replied with that is his plan but is unsure of the time frame due to family obligations. Ms. Fields also asked the City Manager if he will be overseeing all the Department Heads of the City. The City Manager responded with yes, he will be overseeing all departments.

Commission/Committee Reports: Department reports in your packets

Department Reports: Administration- Department reports in your packet.

Member Twichell addressed Captain Wyatt in regard to meeting all requirements for OSHA. Captain Wyatt stated that the Fire Department is complying with all OSHA requirements and updates have been completed.

Unfinished Business:

- a. Lake Alliance Gate: Acting City Manager, Brad Boyce included updated quotes with his department report. Mr. Boyce suggested only getting gates for the recycling center. DPW Supervisor, Don Stanley stated that cameras were stolen from Lake Alliance and that he feels a gate is needed there as well. Member Lewis asked Mr. Stanley if there has been any other damage at Lake Alliance to date. He stated no other damage has been done. Motion by Deputy Mayor Bussard to table the purchase of gates, until the City Manager, Aaron Sheridan has reviewed the budget. Also, reach out to TIFA for help on the expense of the gates. Supported by Member Twichell. Motion carried (5-0-1).

New Business:

- a. Approve Accreditation for Election Officials Classes for City Clerk – March 7, 2019 and March 8, 2019: Motion by Deputy Mayor Bussard to approve Accreditation for Election Officials Classes for the City Clerk, Stephanie Wilson. Supported by Member Lewis. Motion carried (5-0-1).
- b. Interview City Council Member Applicants:
Sarah Pulda – Ms. Pulda has been a resident of the City of Potterville for six years. She is currently an Ingham County Prosecutor, 10 years, FOIA coordinator and educated on ordinances. She is able to work around her schedule to attend meetings and additional committees. Ms. Pulda is originally from a small town similar to the City of Potterville and is interested in being a member of Council to help build the community and create more events to bring the community together.
Loren Smalley – Mr. Smalley has lived in the City of Potterville his entire life. He has a long line of experience in politics and is currently on the Potterville School board and Treasurer for the Chamber. He would like to be a Council member so he is able to be more involved with the community (projects, working with neighboring townships, bring in more business’ and bring back the “Helping Hands” of the community. Mr. Smalley is available for all meetings and any additional committees.
Mark Wyatt – Mr. Wyatt has been a resident of the City of Potterville for four years. He is currently the Human Resources Manager for ETM Enterprise and Captain of the Potterville Fire Department. Mr. Wyatt’s goals as a Council member are to revitalize the downtown district of Potterville to bring more people to the City. He would like to bring in more business’ and grow the community.
With the completion of interviews and review by Council a Motion by Member Twichell to elect Sarah Pulda as the new Council member was made. Supported by Mayor Kring. Motion carried (5-0-1). Ms. Pulda was announced as the newest member of Council. The Oath of Office was administered by the City Clerk, Stephanie Wilson, Ms. Pulda repeated the Oath of Office back to Clerk. Both Member Pulda and City Clerk, Stephanie Wilson signed the Oath of Office.
- c. Appoint all Committees: Motion by Deputy Mayor Bussard to approve the following seats for each committee. Supported by Member Twichell. Motion carried (5-0-1).
Planning Commission – Deputy Mayor Bussard
Communications – Member Twichell, Member Schmidt, Member Pulda
Finance – Mayor Kring, Deputy Mayor Bussard, Member Twichell
Ordinance – Member Schmidt, Member Pulda, Member Lenneman
DDA – Member Twichell
Infrastructure – Deputy Mayor Bussard, Mayor Kring, Member Twichell
Parks – Mayor Kring, Member Lenneman, Member Lewis
Public Safety – Member Lenneman, Member Pulda, Member Lewis
Housing – Member Pulda selected for committee, motion by Deputy Mayor Bussard to table until approved by City Manager, Aaron Sheridan. Supported by Mayor Kring. Motion carried (5-0-1)

Public Comment on non-agenda items:

Linda Amy – Thanked the City for plowing her driveway and clearing her sidewalks of all snow. She greatly appreciated it as her snow blower had broken and she was unable to clear her sidewalks and driveway without taking many breaks. She was very thankful.

Mayor Kring added a thank you to Acting City Manager, Brad Boyce for implementing the plan of the City helping the City with snow removal.

Communication from the Mayor and Council:

Member Pulda thanked the Council for her election of the new Council member seat.

Member Twichell addressed all members in regard to everyone working better together and he looks forward to moving ahead in a positive direction

Mayor Kring welcomed the new City Manager, Aaron Sheridan and new Council Member Sarah Pulda. Mayor Kring thanked Acting City Manager, Brad Boyce for all his service to the City of Pottersville.

Member Lewis asked the new City Manager, Aaron Sheridan to introduce himself to the public and speak briefly about himself and his goals.

Next Meeting: Thursday, March 21, 2019 at 7:00 p.m.

Excuse absent member(s): Motion by Deputy Mayor Bussard to excuse absent Member Lenneman. Supported by Member Lewis. Motion carried (5-0-1).

Motion to Adjourn: Motion by Member Lewis to adjourn meeting. Supported by Member Twichell. Motion carried (5-0-1).

Meeting adjourned at 8:14.

Respectfully submitted,

Stephanie Wilson, City Clerk