

## City of Potterville of Council Minutes

Thursday, January 17, 2019 – 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: Bussard, Lewis, Twichell, Kring, Lenneman, Schmidt

**Approval of Agenda:** Motion by Kring to amend agenda to read official Water Report Statement before Letter F (Gabridge & Company Financial Presentation). Supported by Schmidt. Motion carried (6-0-1). Motion by Twichell to approved amended agenda. Supported by Bussard. Motion carried (6-0-1).

**Approval of Minutes:** Motion by Schmidt to amend minutes from December 20, 2018.

First, under "Department Reports," you would please also note that during discussion of the City Manger's report, Mr. Boyce confirmed that testing results were received indicating that Mr. Stanley failed his wastewater test for the second time, but the City's wastewater system continues to be contractually supervised by Rural Water, until such a time as we have our own licensed operator. Discussion of the City Manger's report also entailed details about Gabridge and Co and the city's financial situation, including but not limited to the need to file for an extension on the 2018 audit, the fact that bank recs have not been passed for any months after May 2018, that budget amendments are needed, and that it is imperative that the net position is known by the next meeting.

Then, under "New Business, Letter A", please let the record reflect that the complaint was found to be unsubstantiated and no further action is to be taken.

Under "Communication from Mayor and Council," can you please revise to make this a complete sentence?

Supported by Lenneman. Motion carried (6-0-1). Motion by Twichell to approve amended minutes from December 20, 2018. Supported by Lewis. Motion carried (6-0-1).

**Water Report:** Statement presented by Kring.

To my knowledge, the City has not been served with the lawsuit that was filed so we cannot comment on the pending suit because we don't even know what the allegations are in complaint. First, by all accounts, the City's water is routinely tested monthly and no Coliform bacteria has been detected at any time during the last 4 years. The most recent test was done January 16, 2019 and shows no detection of Coliform bacteria. Second, the City delivers safe drinking water to all it's customers, including Independence Commons ("IC"), but the City does not own, operate or maintain any part of IC's private on-site distribution system and is not responsible for any possible contamination from that or any private on-site infrastructure.

There is no evidence or other information that even suggests the City's water is unsafe. To the contrary, there is at least 4 years of data proving the City's water is safe and free of Coliform bacteria. However, the City has assisted the MDEQ in obtaining water samples from within IC to determine whether and where there may be a problem. The results of those tests received today had no trace of Coliform bacteria.

The City takes any allegations concerning safe drinking water seriously, routinely tests the water delivered to its residents, and is confident that the City's water does not contain any Coliform bacteria. If there is a problem with the private on-site distribution system of IC, the City will take any and all action it is legally able to take to ensure the public health, safety and welfare of all its residents, but recognizing that jurisdiction of this matter may be with the MDEQ and/or Mobile Home Commission.

**Gabridge & Company Financial Presentation:** Joe Verlin presented financial statements to council. He stated he will be finishing June-December 2018 next week, and will have the audit completed and final financial statement showing the city's current budget before the next council meeting. See attached financial statement presented to council.

**Approval of Bills:**

General Bills: Motion by Bussard to approve \$39,203.16 for general bills. Supported by Schmidt. Motion carried (6-0-1).

**City Manager's Report:** Acting City Manager, Brad Boyce presented quotes for the gates needed at all the parks and recycle center. He will need to discuss with quoting companies further and will present final quotes at the next council meeting.

Brad Boyce also stated that Make a Wish came into City Hall with questions in regard to rental pricing and permits. They would like to rent the pavilion for their fundraiser and possibly have a beer tent and schedule their run. No dates have been mention only inquiring at this time. The City needs to decide if they want to waive the rental fee for the pavilion.

**Public Comment on agenda items:** None

**Commission/Committee Reports:** The Finance Committee met to review application for the City Manager position. Kring is to send emails to the selected applicants to set-up times for interviews. More information to follow.

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

Chief Lundquist read his department report to council. See attached report. During discussion between Council and Chief Lundquist Twichell stated he respects the Fire Department. Twichell also addressed that communication need to improve in general and the Fire Department needs to communicate if they are short on staff. Council suggested the Fire Department provide a list of items that the Fire Department would like to be involved in. Kring suggested to Chief Lundquist that he should contact Parks and Recreation in regard to the Easter Egg hunt and then stated that a meeting should be set up with Acting City Manager, Brad Boyce in regard to any other concerns the Fire Department may have.

**Unfinished Business:**

- a. City Manager: 7 applicants were selected to interview for the City Manager position. A special council meeting date of Tuesday, January 29, 2019 at 5:00 pm to hold interviews was suggested by Lenneman. All in favor (6-0-1)
- b. Driveway Plowing: A discussion was held by council and a suggestion by Lenneman for the Fire Department to handle the driveway plowing was made. All in favor (6-0-1). Acting City Manager, Brad Boyce will schedule a meeting with the Fire Department to discuss further.
- c. Lake Alliance Gate: TIFA may help with the budget for purchasing the Lake Alliance gate. Waiting on final quotes from City Manager.
- d. Council Member for DDA: Motion by Lenneman to select Twichell as the new member of the DDA. Supported by Kring. Motion carried (6-0-1)

**New Business:**

- a. Council Member Resignation: Kring read Hartsons official letter of resignation. Accepted by all of council members.
- b. Appoint a Mayor and Deputy Mayor: Motion by Twichell to re-elect Member Kring as Mayor. Supported by Lenneman. Motion carried (6-0-1). Motion by Twichell to re-elect Member Bussard as Deputy Mayor. Supported by Lenneman. Motion carried (6-0-1).
- c. Appoint all Committee Members: All in favor to set the committees once a new member to fill Hartsons seat is filled.
- d. Appoint Check Signer: Two check signers are needed. Motion by Schmidt to add Bussard and Twichell as check signers. Supported by Lenneman. Motion carried (6-0-1). Hartson must go to the bank and officially sign off as a check signer and Twichell and Bussard must go to officially be added to the account as a check signer.

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

Maureen Storie – Requested from Council to establish a date for the City's Earth Day Clean-Up. She suggested April 27, 2019, early in the day due to this being the same day as prom. Kring asked her if she had contacted Parks and Recreation in regard to the date, she stated she sent an email but has not received a response yet. Kring said council would get back to her in regard to a date.

Eaton County 911 Central Dispatch presented their annual report to Council. A new digital radio system (portable radios, in car radios, pagers and so on) will be installed in all Police, Fire and EMS vehicles. New towers are being build and with completion of licensing the new system will start in July of 2019.

Jake Robinson introduced himself as an applicant for City Manager. He also thanked the Council for their teamwork at this meeting compared to previous meetings.

**Communication from the Mayor and Council:** Schmidt asked Acting City Manager, Brad Boyce for an electronic copy of the Parks Survey/Master Plan be sent to her.

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

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

**Motion to Adjourn:** Motion by Twichell to adjourn meeting, supported by Buddard. Motion carried. (6-0-1)

Meeting adjourned at 8:55.

Respectfully submitted,

Stephanie Wilson, City Clerk