

**City of Potterville Council Meeting Minutes**  
**319 N. Nelson St, Potterville, MI 48876**  
**Thursday, February 16, 2017**

**7:00 p.m.** Mayor Ross called the meeting to order.

**Pledge:** The pledge of Allegiance was recited.

**Roll Call:** Mayor Bussard, L. Amey, K. Schmidt, R. Ross, J. French, D. Hartson

**Absent:** Member R. Lundquist

**Agenda Approval:** Motion by R. Ross, seconded by L. Amey, to approve the agenda as presented. Motion carried. (6-0/1-absent: R. Lundquist)

**Auditors Report:** Peter from Gabridge & Company reviewed the City's 2016 audit report. Specific areas discussed regarding the audit included: page 4, 7, 8, 11, 13, 15, 17, 19, Notes to the financial statement, 43, and in the later part of the audit letter to council page 1, and page 2. Assets of the City reflect \$10,144,083 which represents an increase of \$550,954 over the previous fiscal year. \$929,594 may be used to meet other obligations. During the fiscal period the City received \$2,770,658 in revenues and had \$2,219,703 in expenses, resulting in an increase in net position of \$550,954. Of the City's expense, total \$699,806 related to business-type activities and the balance of \$1,519,897 related to governmental activities. At the end of the current year unassigned fund balance was \$322,961. Questions were asked by members of council regarding the audit and timeliness of reconciliations, and entries. Member L. Amey inquired to pension funding. Other questions were asked as to the overall condition of the City. Motion made by R. Ross, seconded by L. Amey, to approve the audit as presented. (6-0/1-absent R. Lundquist).

**City Manager's Report:** Verbal report was provided.

**Approval of Minutes –**

Motion by Schmidt, seconded by R. Ross, to approve the January 19, 2017 minutes and the Closed Session minutes January 19, 2017. Motion carried. (5/1-absentsian: D. Hartson/1-absent: R. Lundquist).

**Authorization of Bills -**

General discussion of bills, additions provided by Treasurer West. Motion by R. Ross, seconded by L. Amey to approve general bills of \$43,552.36 as presented. Motion Carried (6-0/1 absent – R. Lundquist). Motion made by R. Ross, seconded by J. French to approve the Rural Development bills of \$13,487.15 as presented. Roll call. Motion Carried. (6-0/1 absent - R. Lundquist)

**Public Comment – None**

**Unfinished/Old Business – None**

**New Business – For Action**

Nominations of Commissions: Potterville Board & Commissions 2016/2017:

There was discussion and nominations regarding annual appointment by members on council. Motion made by J. Bussard, Seconded by K. Schmidt, to approve the commissions and committees as presented.

City Council

**(Meets 3<sup>rd</sup> Thursday)**

Rodney Ross – Mayor  
Doug Hartson – Deputy Mayor  
Jeff Bussard  
Linda Amey  
Joe French  
Katherine Schmidt  
Ryan Lundquist

Zoning Board of Appeals

Doug Hartson - Chair  
Linda Amey  
Jeff Bussard  
Rodney Ross  
Joe French  
Katherine Schmidt  
Ryan Lundquist

**Council Committees:**

Infrastructure

Jeff Bussard - Chair  
Doug Hartson  
Katherine Schmidt

Parks

Joe French - Chair  
Ryan Lundquist  
Katherine Schmidt

City Clerk/Manager/Finance

Rodney Ross – Mayor  
Joe French  
Linda Amey  
Wanda Darrow – City Manager

Ordinance – City Code of

Katherine Schmidt - Chair  
Jeff Bussard  
Linda Amey

Public Safety Committee

Ryan Lundquist - Chair  
Rodney Ross  
Doug Hartson  
Motion carried. (6-0/1 absent – R. Lundquist).

All other positions and commissions were discussed and updated accordingly.

**Bonds Sunset Hills –**

Motion made by J. Bussard, seconded by K. Schmidt, to allow the Manager to seek out and inquire on Revenue Bonds or other financing to fund the Construction of the Sunset Hills road. Roll Call Vote. Motion carried (6/0-1 absent – R. Lundquist).

**Commission, Department, and Committee Reports –**

Reports provided in packets.

**Public Comment on Non-Agenda Items: None**

**Communication from Mayor & Council**

**For Action: Clerk –**

The finance committee met to discuss the acting clerk's role and progress made. The committee's recommendation was to provide an end date of employment along with severance pay. There was discussion among members regarding the position and the performance of the clerk along with any pay provisions. Motion made by R. Ross, seconded by J. French to terminate the clerk effective February 17, 2017 and provide severance pay of the equivalent of two weeks and any remaining pay of vacation and person time. Roll Call vote. Motion carried (6-0/1 absent – R. Lundquist).

**Excuse Absent Members:**

Motion made by K. Schmidt, seconded by J. Bussard, to excuse absent members. Motion carried. (6-0/1 absent – R. Lundquist).

Motion by Ross, seconded by J. French, to adjourn. Motion carried. (6-0/1 absent- R. Lundquist. Meeting adjourned at 8:52 p.m.

Respectfully submitted,

Wanda Darrow, CM