

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

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

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

**Roll Call:** Mayor Bussard, R. Lundquist, K. Schmidt, R. Ross, J. French

**Absent:** Member L. Amey, D. Hartson

**Agenda Approval:** Motion by K. Schmidt, supported by J. French, to approve the agenda as presented. Motion carried. (5-0/2-absent: L. Amey/D. Hartson)

**Approval of Minutes –**

Motion by K. Schmidt, supported by J. Bussard, to approve the February 16, 2017 minutes. Motion carried. (5/0-/2-absent: L. Amey/D. Hartson).

**City Manager’s Report:** Verbal report was provided. Manager Darrow discussed the two postings for the City of Potterville 1) Clerk 2) Parks & Recreation Planner. Manager provided an update on the Gospel Fest.

**Authorization of Bills -**

General discussion of bills, additions provided by Treasurer West. Motion by J. Bussard, supported by R. Lundquist, to approve general bills of \$219,462.24 as presented. Roll Call. Motion carried (5-0/2 absent – L. Amey/D. Hartson). Motion made by J. Bussard, supported by J. French to approve the Rural Development bills of \$30,369.62 as presented. Roll call. Motion carried. (5-0/2 absent – L. Amey/D. Hartson).

**Public Comment – None**

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

Reports provided in packets.

**Unfinished/Old Business –**

- 1. Precise Plan –** Motion made by J. Bussard, seconded by J. French to adjourn and enter into closed session for the purpose of legal opinion via attorney/client privilege regarding Sunset Hills Road Extension. Roll Call (5-0/2 absent: L. Amey/D. Hartson). Entered into closed session at 7:38 p.m. Motion made by J. Bussard, supported by J. French to come out of close session and enter into regular session of the board at 8:01 p.m. Roll call vote (5-0/2 absent: L. Amey/D. Hartson). Resolution to Publish Notice of Intent – 17-0316-01 – Motion made by member J. Bussard, and supported by K. Schmidt, to approve resolution 031617-01 to Publish Notice of Intent to Issue Municipal Securities and to Approve

Certain Reimbursements for the purpose of the Sunset Hills Road Extension Special Assessment District No. 1. Roll Call. (5-0/2 absent: L. Amey/D. Hartson). Motion carried.

2. **Phase II/III (Contract 3 and 4)** – Manager Darrow provided an update regarding the next phase of the Rural Development Project regarding water, wastewater, storm-drain, and street utilities. Manager Darrow stated a pre-bid construction meeting is scheduled for March 29<sup>th</sup> and 30<sup>th</sup> with Bid openings on April 11. Quite a few have shown interest in the utilities portion or what is known as Contract 3. Contract 4 is the sewer system upgrades and that is specialized field so fewer will likely be bidding on the project. Darrow provided council with the drawings and information on the phase and also stated that Planning Commission had also had an opportunity to review the documents.
3. **Annexation** – Darrow stated that she has received two (2) requests now by businesses to annex into the City. Alro Steel would be the second petitioner. The manager discussed Viking View properties and Hartel Farm for the purpose of development and or sewer connection. Other properties were discussed as presented in 2012 by the Planning Commission. Darrow stated that the properties considered for annexation would be to address the boundaries of the City, financial benefits of development, utility requests by businesses, a wastewater (sewer) issue in an R1/R2 area, as well as other benefits or public safety concerns. More information will be provided as the process of annexation continues. Manager Darrow stated that she has made contact and spoke with a state representative from the State Boundary Commission and received emails from Mike Barger at LARA.

#### **New Business – For Action**

1. Bikers for Books – Motion by J. Bussard, supported by R. Lundquist, to approve the Bikers for Books Mobile Unit at Lake Alliance. Darrow provided information on the mobile book unit presented to her by the school and Bikers Club. If approved the school in conjunction with the Bikers would refurbish a mobile unit and place out to Lake Alliance for interested parties to utilize (books would be shared). A maintenance program would be established and if it became a nuisance would be understood that the mobile unit would disassemble. Motion carried (5/0-2 absent: L. Amey/D. Hartson).
2. Check Signers 17-0316-02 – Darrow discussed the need to add an additional signer and remove the former employee Brad Boyce from check signer status with the City of Potterville. Motion made by J. Bussard, and supported by K. Schmidt, to approve Resolution 17-0316-02, removing check signer Brad Boyce and adding additional check signer to City Accounts known as Coming, Street, Tax, Payroll, and Savings. Check Signers: Rodney Ross; Council Member, Douglas Hartson; Council Member, and Harry Zenker; Non-Accountant Employee and continue to allow the Manager and Treasurer to continue to have access to accounts in order to conduct regular and or general business of the day and to invest according to policies and procedures set forth by said council. Member French inquired to the clarification of investments and general business. Roll Call. Motion carried (5-0/2 absent: L. Amey/D. Hartson).

3. Street Administrators for City of Potterville Resolution 17-0316-03 – Darrow discussed the need to remove the former Street Administrator from the record and appoint Wanda Darrow (Manager) as signer of reports, documents, and financial decisions and responsibilities and Donald Stanley (DPW Supervisor) as on site administrator. Member French inquired to the roles of the administrator. Motion made by J. Bussard and supported by member K. Schmidt, to approve Resolution 17-0316-03 to appoint Street Administrators as outlined and presented by the Resolution. Roll Call. Motion carried (5/0-2 absent: L. Amey/D. Hartson). Ryan Lundquist

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

**Communication from Mayor & Council** – Member J. Bussard stated that he would leaving for active duty at the end of April 2017. He stated that he would like to continue as a member and be excused. Members inquired to the request and supported the matter. Member R. Ross stated he would like to revisit the (Ken Fry) Charter Amendment placed back on the agenda and discussed as to placing it back up for the voters.

**Excuse Absent Members:**

Motion made by J. Bussard, supported by J. French, to excuse absent members L. Amey and D. Hartson. Motion carried. (5-0/2 absent – L. Amey/D. Hartson).

Motion by K. Schmidt, supported by J. Bussard, to adjourn. Motion carried. (5-0/2 absent- L. Amey/D. Hartson. Meeting adjourned at 8:38 p.m.

Respectfully submitted,

Wanda Darrow, CM