

**City of Potterville Council Meeting Minutes**  
**319 N. Nelson St, Potterville, MI 48876**  
**Thursday, April 20, 2017**

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

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

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

**Absent:** Member L. Amey

**Agenda Approval:** Motion by J. Bussard, supported by K. Schmidt, to approve the agenda as presented. Motion carried. (6-0/1-absent: L. Amey)

**Approval of Minutes –**

Motion by K. Schmidt, supported by J. Bussard, to approve the March 16, 2017 Closed Session minutes and the Regular Session minutes. Motion carried. (6/0-/1-absent: L. Amey).

**City Manager’s Report:** Verbal report was provided. Manager Darrow discussed interview of candidates for Clerk & Parks & Recreation Planner. Update was provided on all projects within the City.

**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 \$42,673.48 and the ad on of \$1,6734.00 as presented. No Rural Development Bills at this time. Roll Call. Motion carried (6-0/1 absent – L. Amey).

**Public Comment – None**

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

Reports provided in packets.

**Unfinished/Old Business –**

1. **Precise Plan** – Update provided by Manager Darrow. Bid Let on Tuesday April 18, 2017. City is working on award resolution. Darrow presented bid tabulations. Motion made by J. Bussard, supported by J. French, to approve the Tentative Bid Award to E.T. McKenzie. Roll Call. Motion carried (6/0-1 absent L. Amey).
2. **Phase II (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. The bid came in under the Engineer estimate at \$2,700,000.00. Nine Contractors submitted bids. C&D Hughes the lowest at

\$2,259,243.90 and the high bid was E.T. McKenzie at \$2,761,551.00. Motion made by J. Bussard, supported by J. French, to approve the Phase II – Contract 4 to C&D Hughes in the amount of \$2,259,243.90. Roll Call (6/0-1 absent/L. Amey). Motion carries. Contract 3 for Sewer Treatment Plant and Facility had two bids submitted with the lowest at \$1,179,985; Franklin Holwerda Co. Motion made by J. Bussard, supported by J. French, to approve the Phase II – Contract 3 award to Franklin Holwerda in the amount of \$1,179,985.00. Roll Call. Motion carried (6-0/1 absent L. Amey).

- 3. Annexation** – Manager Darrow provided an update regarding annexation and will work with Alro and the Association regarding their properties. Manager Darrow will also update the council when additional information becomes available regarding the remainder of the properties discussed in previous meetings.

#### **New Business – For Action**

1. Clerk – Darrow stated that she had provided information in council packet regarding an interview of Ms. Tessa Wightman as Clerk Candidate for Council. Council interviewed Ms. Wightman. Ms. Wightman has a bachelor in BBA with emphasis in Marketing. There was discussion on compensation of the candidate, review and goals. Motion made by J. French, and supported by R. Lundquist, to offer the Clerk position to Tessa Wightman with an annual salary compensation of \$40,000.00, provide for a 90 day, 6 month, and annual review and a 10% increase within the first year if Tessa meets performance review requirements. There was discussion. Goals set as follows: Election Certified, Packets submitted week before council meeting, and a draft of minutes one week after council meeting, Bank Reconciliations kept up to date (Darrow to initially get her to status), Web site maintained, serve as the DDA/TIFA Secretary. Roll call. Motion carried (6-0/1 absent: L. Amey).
2. Department Trainings – Mayor Ross placed this on the agenda and requested that the Manager make sure the administrators are up to date on trainings for their departments. There was further discussion on trainings and workshops. Darrow stated that the administrators and staff all have opportunities for training and that administrators did reflect information in their council reports. Darrow will ensure administrators are providing training and are up to date on requirements.
3. Charter Amendment – Mayor Ross requested this on the agenda. Mayor would like to see the City address the matter again and place on the ballot for vote. Mayor stated that as the City develops, the new development would be against us when it came to our tax collection by the Charter Amendment. There was further discussion on timeliness and how to address it before the public. Darrow stated that it has been attempted for removal at least twice; both failing. The matter was tabled and will be brought forward at a later date.
4. Downtown Development Authority – Mayor Ross requested the conversation and concern about the lack of meeting by the DDA members. Darrow stated that the last three had been canceled due to lack of quorum. Member French stated that he was unable to attend due to prior commitments and is now more readily available. There was discussion on recruitment.
5. Budget 2017/2018 – Darrow stated that she was collecting information and holding meetings with administrators and commissions on budget requests for

2017/2018. In June, there will be one meeting for discussion with a draft budget presented and a meeting to present tax roll, millage requests, budget summary, fees, employee manual and the actual budget. A meeting in May will need to be set to discuss the budget with the committee members. Any council members who wishes to address specific areas should contact the Manager or send out an email with their request.

6. Medical Marijuana – Darrow stated that she had attended a workshop on regulation of Medical Marijuana Facilities. The topic covered the Process if approving Dispensaries, etc. and the Police Powers/Duties, as well as Planning & Zoning. Darrow stated that she had provided the information to council members in an email. A brief overview was given on Act 281 of 2016 and PA 282, 283 of 2016. Darrow stated that the City could no longer was able to use the Resolution for a Moratorium on the issue. The new medical marijuana law allows large scale growers, dispensaries, and much more. Council members expressed their concern with the Act. Darrow stated that the State allows for permits or charges for those wishing to allow dispensaries and the like. Challenges under the law were discussed. Holding a Public Hearing was discussed. Motion made by J. French, supported by R. Ross, to hold a public hearing on Medical Marijuana Dispensaries. Roll call. Motion carried (6/0-1 absent: L. Amey).

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

**Communication from Mayor & Council** – Member J. Bussard stated that he would leaving for active duty soon and wished everyone well. A reminder was given regarding Earth Day Clean up.

**Excuse Absent Members:**

Motion made by J. Bussard, supported by R. Lundquist, to excuse absent member L. Amey. Motion carried (6-1/absent – L. Amey).

Motion by J. Bussard, supported by D. Hartson, to adjourn. Motion carried. (6-0/1 absent- L. Amey). Meeting adjourned at 8:38 p.m.

Respectfully submitted,

Wanda Darrow, CM