

## City of Potterville of Council Minutes

Thursday, March 21, 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:** Mayor Kring, Deputy Mayor Bussard, Member Lewis, Member Twichell, Member Schmidt, Member Lenneman, Member Pulda  
                  **Absent:** None

**Approval of Agenda:** Motion by Member Twichell to move item “M” Department Administrative Salaries to item “C”. Supported by Mayor Kring. All in favor. Motion carried (7-0). Motion by Deputy Mayor Bussard to amend the General Bills to the new amount of \$61,421.53. Supported by Member Schmidt. All in favor. Motion carried (7-0). Motion by Member Twichell to add Bank Reconciliations to item “b” under Unfinished Business. Supported by Member Pulda. All in favor. Motion carried (7-0). Motion by Member Twichell to approve the amended agenda. Supported by Mayor Kring. All in favor. Motion carried (7-0).

**Approval of Minutes:** Motion by Member Schmidt to approve the February 21, 2019 Council meeting minutes. Supported by Member Twichell. All in favor. Motion carried (7-0).

### Approval of Bills:

General Bills: Motion by Member Twichell to approve the General Bills in the amount of \$61,421.53. Supported by Member Lewis. Roll call vote. Ayes: Member Twichell, Deputy Mayor Bussard, Mayor Kring, Member Schmidt, Member Pulda, Member Lenneman, Member Lewis. Nays: None. Motion carried (7-0).

**City Manager’s Report:** City Manager, Aaron Sheridan discussed two projects he is working on, and will be presenting to Council at a later date. 1.) Proposals have been received from Dave’s Auto Mart in Charlotte, MI in regard to the two fire trucks that are out of circulation. The proposal is to start an online auction for each truck, with the starting bid for each truck at \$2500.00. 2.) The potential sale of property at Well House 3, currently owned by MDOT. The current driveway approaches a small piece of property owned by MDOT. Purchasing this space would add more space to this property and give the City of Potterville full ownership. MDOT has offered a sale price of \$2700.00 for this piece of property. More discussion to follow after the City Manager speaks more with Council and the DPW Supervisor.

Member Lewis addressed City Manager, Aaron Sheridan in regard to the No Parking vote on Nelson Street. A vote was made by Council to not allow parking on Nelson Street and no signs have been put up as to date. DPW Supervisor, Don Stanley and City Manager, Aaron Sheridan stated they will begin the process next day and get the requested signs in place.

**Public Comment on agenda items:** None

**Commission/Committee Reports:** Department reports in your packets.

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

Deputy Mayor Bussard addressed City Manager, Aaron Sheridan in regard to not seeing anything on the agenda about the Audit and Finances. He has not received Bank Reconciliations, Audit reports or Finance reports. Council was promised in January, February and then again in March that they would receive all reports and still have not. Without the budget many items on the agenda he feels can not be addressed. City Manager, Aaron Sheridan stated that he spoke with Gabridge and the Auditor said he needs more documents from us. Also, the audit should be completed by the end of March and we will have all financial reports. The City Manager received a letter from the Department of Treasury, stating we need to have the audit completed by the end of March or they are threatening to hold our State Share Revenue. The amount is over \$200,000 in funds by department. Member Lewis stated Council has discussed in previous meetings firing Gabridge if they still did not provide all documentation. The City Manager stated that we are on a deadline of completion for the end of March. If Gabridge does not have the budget completed by the end of March they will need to be fired and find a new company. Member Twichell suggested holding the invoice of \$9500.00 due to Gabridge. The City Manager suggested not

holding the invoice as this may prolong their reports. Deputy Mayor Bussard agreed and stated this invoice is for services rendered. City Manager, Aaron Sheridan will follow up with Council after his phone conversation with Gabridge in the morning (March 22, 2019).

Member Schmidt asked why there was not a Department Report in the Council packet from the DPW. Deputy Mayor Bussard stated that Council voted a year ago that a Department Report did not need to be included if the Department Head was present for the Council meeting. Member Lenneman stated that she would like a Department Report from all Departments or a verbal report at the meeting.

Member Pulda addressed the Police Department in regard to their Restitution Request form and proposed that a change be made. Restitution should be changed to Cost Recovery. Chief Bartlett responded that he will make the necessary change. Member Schmidt requested that all Department Reports be placed first in the Council packets, and all other items be placed in order per the agenda.

### **Unfinished Business:**

- a. Lake Alliance Gate: City Manager, Aaron Sheridan suggested moving the recycling area location to the back of the park or using a single waste hauler. The City Manager does not recommend a gate at this time and would like to research additional options. Member Lewis feels we still need a gate at Lake Alliance. Member Pulda was concerned about how to handle the campers with the gate. Brad Boyce suggested giving campers a code that can be changed. Chief Bartlett addressed that the City Ordinance may need to be change as currently the park is open from dusk until dawn. Deputy Mayor Bussard asked where the funds are coming from for the gate. Currently we are waiting for the audit to be completed. Member Lenneman suggested waiting until the next physical year and then revisit placing a gate at Lake Alliance. Deputy Mayor Bussard agreed. Member Schmidt asked if there has been anymore vandalism at the park. Officer Barry stated that he patrols the parks at night and most of the issues are from juveniles on bikes and walk through traffic. He does not feel the gate is a good idea at this time. After further discussion Council has decided to not move forward with placing a gate at Lake Alliance.
- b. Bank Reconciliations: Motion by Deputy Mayor Bussard to approve Bank Recs through February 2019. Supported by Member Twichell. Role call vote. Ayes: Member Lewis, Mayor Kring, Member Twichell, Member Pulda, Deputy Mayor Bussard, Member Lenneman, Member Schmidt. Nays: None. Motion carried (7-0).

### **New Business:**

- a) Discussion on Outsourcing the City of Pottersville Fire Department: Member Twichell stated that the question of outsourcing the Fire Department or not has nothing to do with the personal, it's about the city budget and he needs to know what the budget looks like and what all of the city's options are before any decision can be made. Deputy Mayor Bussard wants to keep the city's Fire Department and not outsource. He had a meeting with City Manager, Aaron Sheridan in regard to the Fire Department and asked that this item be placed on the agenda. He wants to know if Council is going to make it work to keep the city's Fire Department or not. Member Schmidt would like to keep the Fire Department and keep this the city's responsibility to care for its citizens. She would like to look into all grants to be sure we would not have to pay those back if the Fire Department was shut down. Also, would like 3 bids for outsourcing to review. Member Schmidt thanked the Fire Department and all their efforts. Member Lenneman stated she would like to hold a workshop after the City Manager is able to provide the budget, cost of equipment and quotes for outsourcing fire services. She is unable to make any decisions at this time without evaluating all areas of operations. Member Lewis does not believe a yes or no decision in regard to outsourcing the Fire Department can be made. She feels the Fire Department is trying to rebuild and she has spoken with the Fire Chief and he has a plan in place in regard to replacing gear and making replacement plans for future equipment. She stated this is now the Fire Departments chance to make things right. Member Lewis is also getting quotes for new/used trucks and equipment. Member Pulda is impressed by the Fire Department, their knowledge and professionalism, and she would like more information before making any decisions. Mayor Kring feels no decision should be made until Council has the budget and cost to maintain the Fire Department. Motion by Member Twichell to have the City Manager get quotes from Charlotte Fire, Windsor Township and Benton Township for Fire Services and to include the average response times. Supported by Mayor Kring. Roll call vote. Ayes: Member Twichell, Mayor Kring, Member Pulda, Member Lenneman. Nays: Deputy Mayor Bussard, Member Schmidt, Member Lewis. Motion carried (4-3).

- b) Purchase/Repair of New Fire Engine: Fire Chief Lundquist stated that if the Fire Engine is sold, he would like the equipment off the engine first. Council agreed. Member Lewis added that a new truck does not need to be purchased right away and she is working on quotes for new/used trucks. Motion by Member Twichell to not repair the fire engine and to give the City Manager, Aaron Sheridan latitude to liquidate the asset. Supported by Member Lewis. Roll call vote. Ayes: Member Lewis, Mayor Kring, Member Twichell, Member Pulda, Deputy Mayor Bussard, Member Lenneman, Member Schmidt. Nays: None. Motion carried (7-0).
- c) Department Administrative Salaries: City Manager, Aaron Sheridan stated that the City needs to invest in their employees and give wage increases. It needs to be a priority to have a baseline wage in place for this physical year. Mr. Sheridan requested a wage increase for City Treasurer, Jodi West to a \$60,000 yearly salary (\$9,000 yearly increase), wage increase for DPW Supervisor, Don Stanley to \$60,000 yearly salary (\$16,500 yearly increase) and wage increase for City Police Chief, Shane Bartlett to \$60,000 yearly salary (\$13,135 yearly increase). Member Twichell asked the City Manager how he would determine the increase without final numbers from the audit. The City Manager stated he would amend the current budget. Member Schmidt would also like to see the audit numbers before approving the wage increase. Member Lenneman asked the City Manager if he was taking Union Contracts into consideration. The Manager responded yes, all Union Contracts are being taken into consideration for the wage increase. Member Bussard stated they will figure out the numbers and get the wage increases in place. Member Bussard asked the City Manager why the Fire Chief was not included in the wage increase. The City Manager responded that the Chief is a volunteer and he need to evaluate the Treasurer, DPW Supervisor and Police Chief first, however all employees will be evaluated. Motion by Deputy Mayor Bussard to give the City Manager intent to make adjustments to the budget to match the \$60,000 yearly salaries for the City Treasurer, DWP Supervisor and Police Chief and to provide the amended budget to the City Council as soon as possible. Supported by Member Twichell. Roll call vote. Ayes: Member Twichell, Deputy Mayor Bussard, Mayor Kring, Member Schmidt, Member Pulda, Member Lenneman, Member Lewis. Nays: None. Motion carried (7-0).
- d) Resolution No. 19-0321-01: Resolution to Adopt Poverty Exemption Eligibility Requirements, Income Standards/Asset Test and Application for 2019: Motion by Deputy Mayor Bussard to approve Resolution No. 19-0321-01. Supported by Member Schmidt. Roll call vote. Ayes: Member Twichell, Deputy Mayor Bussard, Mayor Kring, Member Schmidt, Member Pulda, Member Lenneman, Member Lewis. Nays: None. Motion carried (7-0).
- e) Resolution No. 19-0321-02: Resolution of Street Decertification/Vacate in the City of Potterville, Eaton County, Michigan: Motion by Deputy Mayor Bussard to approve Resolution No. 19-0321-02. Supported by Member Schmidt. Roll call vote. Ayes: Member Lenneman, Member Pulda, Member Lewis, Deputy Mayor Bussard, Member Twichell, Mayor Kring, Member Schmidt. Nays: None. Motion carried (7-0).
- f) Resolution No. 19-0321-03: Resolution to Street Administrator (s) for City of Potterville and Michigan Department of Transportation: Motion by Deputy Mayor Bussard to approve Resolution No. 19-0321-03. Supported by Member Lenneman. Roll call vote. Ayes: Member Pulda, Mayor Kring, Member Schmidt, Deputy Mayor Bussard, Member Twichell, Member Lewis, Member Lenneman. Nays: None. Motion carried (7-0).
- g) Resolution for support of MDOT Grant Application – Transportation Economic Development Fund Category B: Motion by Member Schmidt to approve the resolution to support the MDOT grant application. Supported by Deputy Mayor Bussard. Roll call vote. Ayes: Deputy Mayor Bussard, Mayor Kring, Member Pulda, Member Twichell, Member Lewis, Member Schmidt, Member Lenneman. Nays: None. Motion carried (7-0).
- h) Appointment of Members for Housing Commission, DDA and TIFA: Member Schmidt addressed the City Manager, Aaron Sheridan in regard to only the City Manager being able to appoint a member to the Housing Commission. City Manager, Aaron Sheridan asked Council for their opinion on the applicant, Justin DeVries. Council suggested the City Manager set up an interview with the applicant. City Manager, Aaron Sheridan will schedule an interview with Justin DeVries. Motion by Deputy Mayor Bussard to appoint Joseph Bristol and Jack Temsey to the DDA and TIFA Boards. Supported by Member Schmidt. All in favor. Motion carried (7-0).
- i) Proposals for Services of Zoning and Planning Administrator: Per recommendation from the Planning Commission to hire Ms. Hatt as the Zoning and Planning Administrator, Council agrees. Motion by Member Twichell to hire Ms. Hatt as a part-time employee for the City of Potterville, Zoning and Planning

Administrator, at a rate of \$35.00 per hour. Supported by Member Pulda. Roll call vote. Ayes: Member Lewis, Mayor Kring, Member Twichell, Member Pulda, Deputy Mayor Bussard, Member Lenneman, Member Schmidt. Nays: None. Motion carried (7-0).

- j) Camera System Upgrade for Council Chambers: Motion by Deputy Mayor Bussard to table items (j-m) until the next meeting. Supported by Member Twichell. All in favor. Motion carried (7-0).
- k) MERS – Closing the GAP in Unfunded Accrued Liability: Motion by Deputy Mayor Bussard to table items (j-m) until the next meeting. Supported by Member Twichell. All in favor. Motion carried (7-0).
- l) Williams & Works proposal – Water Well Site near Hartel Road and Sunset Drive: Motion by Deputy Mayor Bussard to table items (j-m) until the next meeting. Supported by Member Twichell. All in favor. Motion carried (7-0).
- m) Engineers update of Parks and Projects: Motion by Deputy Mayor Bussard to table items (j-m) until the next meeting. Supported by Member Twichell. All in favor. Motion carried (7-0).

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

Maureen Storie – Ms. Storie gave an update to the Earth Day Clean-Up project. She walked through the parks and would like to include staining benches and painting the basketball court. They will also be spreading mulch and repairing any additional damages. She will be communicating with the Parks and Recreation Department and the DPW with more details. Earth Day Clean-Up is scheduled for April 27, 2019. Volunteers are lined up and will be meeting at City Hall at 9:00 A.M. Leaders will be assigned to each area and the groups will disperse between 9:30 and 10:00 A.M. Ms. Storie has already spoken to DDA and TIFA and has requested \$500 from each board. These funds would go towards repairs and for flowers for the City around Memorial Day.

Dustin Twichell – Mr. Twichell would like to possibly redo his store front and start a charity poker room. The money raised from the charity would be donated to the City’s Emergency Services, Parks and other City Departments.

**Communication from the Mayor and Council:** None

**Next Meeting:** Thursday, April 18, 2019 at 7:00 P.M.

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

**Motion to Adjourn:** Motion by Member Lewis to adjourn meeting. Supported by Member Twichell. All in favor. Motion carried (7-0).

Meeting adjourned at 9:57 P.M.

Respectfully submitted,

Stephanie Wilson, City Clerk