

## City of Potterville - Council Minutes

Thursday, January 16, 2020 – 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 Lenneman, Member Smalley, Member Twichell, Member Potter, Member Pulda, Member Nichols

**Approval of Agenda:** Motion by Member Twichell to move public comment for non-agenda items, between items E. and F. on the agenda. Supported by Member Nichols. All in favor. Motion carried (7-0). Motion by Member Twichell to approve the agenda as amended. Supported by Deputy Mayor Lenneman. All in favor. Motion carried (7-0).

**Presentation – DPW Operator Certificate of Commendation:** Mayor Kring presented a Certificate of Commendation to DPW Operator Charlie Cooper.

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

Jeff Bussard – 746 Brenneman Street spoke in regard to his application for the Planning Commission and Zoning Board of Appeals. He is interested in becoming a member of these committees and inquired as to when appointments would be made.

Ben Cwayna – 1203 Candela Lane, Grand Ledge introduced himself and is running for District Court Judge. More information in regard to his campaign can be found at [votebenforjudge.com](http://votebenforjudge.com).

Katherine Schmidt – 221 N. Church Street spoke in regard to her application she submitted for the TIFA board and Zoning Board of Appeals. Also, suggested to the Zoning Board of Appeals be made up of half Council Members and the other half Citizens.

**Peter Haefner – City Auditor:** Mr. Haefner was not present for the meeting. Motion by Member Twichell to table the City audit until the next Council meeting. Supported by Deputy Mayor Lenneman. All in favor. Motion carried (7-0).

### **Approval of Minutes:**

- a) Motion by Deputy Mayor Lenneman to approve the December 19, 2019 minutes. Supported by Member Nichols. All in favor. Motion carried (7-0).

**Approval of Bills:** Motion by Member Twichell to approve the general bills in the amount of \$37,938.15. Supported by Deputy Mayor Lenneman. Roll call vote. Ayes: Member Twichell, Mayor Kring, Member Potter, Member Pulda, Deputy Mayor Lenneman, Member Nichols. Nays: Member Smalley. Motion carried (6-1).

**Bank Reconciliations:** Motion by Member Smalley to table the July 2019 bank reconciliation until the next Council meeting. Supported by Member Twichell. All in favor. Roll call vote. Ayes: Member Pulda, Mayor Kring, Member Smalley, Member Potter, Member Twichell, Member Nichols, Deputy Mayor Lenneman. Nays: None. Motion carried (7-0).

### **Public Comment on agenda items:**

Jeff Bussard – 746 Brenneman Street spoke in regard to the beginning balance on the bank reconciliations and he will refer to his files as to why it may be off. Also, spoke on the importance of bank reconciliation's and that they need to be up to date.

### **Commission/Committee Reports:**

Member Twichell spoke about the concern with having Council Member's on the TIFA board in regard to forming a quorum. He stated that the attorney confirmed that this is not an issue.

Deputy Mayor Lenneman spoke about the Parks Committee and stated a 2020 meeting calendar has been set. They determined they will keep the Christmas event date of the first Saturday in December. The Committee will be working with the church to combine the Easter egg hunt this year. The Spring clean-up has been set for April 18, 2020 at 10:00

a.m. (if it is raining the date will be moved to the following Saturday). Discussion about the Memorial Day parade took place as well.

**Department Reports:** Chief Barry gave an oral department report.

**New Business:**

- a) Appoint Mayor and Deputy Mayor: Motion by Member Smalley to appoint Mayor Kring for an additional year as Mayor. Supported by Member Nichols. All in favor. Roll call vote. Ayes: Member Smalley, Mayor Kring, Member Pulda, Member Twichell, Member Nichols, Member Potter, Deputy Mayor Lenneman. Nays: None. Motion carried (7-0). Motion by Mayor Kring to appoint Member Lenneman to Deputy Mayor. Supported by Member Twichell. All in favor. Roll call vote. Ayes: Member Nichols, Mayor Kring, Member Twichell, Member Pulda, Member Smalley, Deputy Mayor Lenneman, Member Potter. Nays: None. Motion carried (7-0).
- b) Approve 2020 Council Meeting Calendar: Motion by Member Twichell to approve the 2020 Council meeting calendar. Supported by Deputy Mayor Lenneman. All in favor. Motion carried (7-0).
- c) Set and Approve 2020 City Committees: Motion by Mayor Kring to appoint Member Nichols to the Planning Commission. Supported by Deputy Mayor Lenneman. All in favor. Roll call vote. Ayes: Member Twichell, Member Smalley, Mayor Kring, Member Potter, Member Pulda, Deputy Mayor Lenneman, Member Nichols. Nays: None. Motion carried (7-0).
- d) Water Tower Pay Request #2: Motion by Member Twichell to approve the water tower pay request #2 in the amount of \$19,800. Supported by Member Pulda. All in favor. Roll call vote. Ayes: Member Smalley, Member Potter, Member Pulda, Member Twichell, Member Nichols, Mayor Kring, Deputy Mayor Lenneman. Nays: None. Motion carried (7-0).
- e) Resolution No. 20-0116-01 – Resolution to Adopt Poverty Exemption Eligibility Requirements, Income Standards/Asset Test and Application for 2020: Motion by Deputy Mayor Lenneman to approve Resolution No. 20-0116-01. Supported by Member Twichell. All in favor. Roll call vote. Ayes: Member Nichols, Mayor Kring, Member Twichell, Member Pulda, Member Smalley, Deputy Mayor Lenneman, Member Potter. Nays: None. Motion carried (7-0).
- f) Automatic utility bill payment distribution: Motion by Mayor Kring to approve the automatic payment of the Consumers Energy bills and WOW bills as they come in. Supported by Member Twichell. All in favor. Roll call vote. Ayes: Member Twichell, Member Smalley, Mayor Kring, Member Potter, Member Pulda, Deputy Mayor Lenneman, Member Nichols. Nays: None. Motion carried (7-0).
- g) Letter of Understanding – Police Holiday and Training Hours: Motion by Mayor Kring to table item g. until after closed session. Supported by Member Pulda. All in favor. Motion carried (7-0). Entered back into open meeting at 8:22 p.m. Motion by Member Twichell to adopt the Letter of Understanding for the Police Department Holiday Schedule, to add Presidents Day and Veterans Day as paid holidays for the Police Department. Supported by Deputy Mayor Lenneman. Roll call vote. Ayes: Member Twichell, Mayor Kring, Member Potter, Member Pulda, Deputy Mayor Lenneman, Member Nichols. Nays: Member Smalley. Motion carried (6-1). Motion by Deputy Mayor Lenneman to adopt the Police Department training schedule of 12 hours paid training when training is out of town, and to revert to the time clock for in town training. Supported by Member Pulda. All in favor. Roll call vote. Ayes: Member Smalley, Member Potter, Member Pulda, Member Twichell, Member Nichols, Mayor Kring, Deputy Mayor Lenneman. Nays: None. Motion carried (7-0).

**Closed Session:** Motion by Mayor Kring to enter into closed session. Supported by Member Pulda. All in favor. Roll call vote. Ayes: Member Smalley, Mayor Kring, Member Pulda, Member Twichell, Member Nichols, Member Potter, Deputy Mayor Lenneman. Nays: None. Motion carried (7-0). Entered into closed session at 8:08 p.m. Motion by Mayor Kring to return from closed session to open meeting. Supported by Member Pulda. All in favor. Roll call vote. Ayes: Member Nichols, Mayor Kring, Member Twichell, Member Pulda, Member Smalley, Deputy Mayor Lenneman, Member Potter. Nays: None. Motion carried (7-0). Returned from closed session and entered into open meeting at 8:22 p.m.

**Communication from the Mayor and Council:**

Mayor Kring welcomed the new Council Member's to their first meeting and asked how the MML training went.

Member Potter thanked the City for allowing him to attend the MML training. He was very informed and plans to attend more training classes.

Member Smalley thanked the City for allowing his attendance at the MML training.

Deputy Mayor Lenneman thanked the Council for her appointment as Deputy Mayor.  
Member Twichell welcomed the new Council Member's and also thanked the previous Member's for their service.  
Mayor Kring thanked the Council for his appointment as Mayor.

**Next Meeting:** Thursday, February 20, 2020 at 7:00 p.m.

**Excuse Absent Member(s):** None

**Motion to Adjourn:** Motion by Deputy Mayor Lenneman to adjourn. Supported by Member Potter. All in favor. Motion carried (7-0).

Meeting adjourned at 8:27 p.m.

Respectfully submitted,

*Stephanie Wilson*  
City Clerk

Approved 2/20/2020