

**OFFICIAL PROCEEDINGS OF THE  
CITY COMMISSION OF THE  
CITY OF SCOTTVILLE, MICHIGAN**

The 1391<sup>st</sup> Regular Commission Meeting of the Scottville City Commission was held on December 5, 2016 and called to order at 5:30 p.m. by Mayor Krieger.

Roll Call was taken with the following members present:

Commissioners	Leon Begue
	Sally Cole
	Tom Donald
	Connie Duncil
	Bruce Krieger
	Sue Petipren
	Marcy M. Spencer

Also in attendance were City Manager Williams, Clerk Howe, Chief Riley and Attorney Thompson.

**APPROVAL OF THE MINUTES**

Motion, by Cole and seconded by Duncil, to approve the 1390<sup>th</sup> Regular Meeting Minutes with the following correction:

- Commissioner Spencer was absent.

Motion carried as corrected.

**APPROVAL OF THE BILLS**

Motion, by Begue and seconded by Spencer, to approve the bills in the amount of \$56,319.07. Motion carried.

**HEARING OF THE CITIZENS**

None

**COMMUNICATIONS**

The Mason County Rural Fire Authority Minutes were submitted for review. Williams noted she received notification that the meeting with the township supervisors was postponed until January, but a meeting with just the supervisors is being planned for December 28.

## **REPORTS CITY MANAGER**

- Refuse service will be delayed one day the week of December 26 and January 2 due to the upcoming holidays.
- The Commissioners will act as the Zoning Board of Appeals during the next Commission meeting to consider a variance request regarding ground floor residential living in the business district. The Planning Commission will discuss this topic at their meeting on December 6.
- The DPW measured different areas of the sidewalk located on River Hill and it was discovered that the depth was 4", which was what it was designed to be at. She is not completely sure why the sidewalk in the two areas was only 2 inches that caused it to buckle, but it could be due to the large rain fall that occurred at the time the sidewalk was installed.
- The DPW installed the stop sign located at the SW corner of North Main and Broadway Streets. Williams will bill the contractor for the cost of the labor.
- The recount for the presidential race will be held December 9. A team of four people from Scottville will be working that day. There will be some expense to do this because the workers will be paid and Williams is unsure how much the City will be reimbursed for their time.

## **CITY ATTORNEY**

Thompson stated he will advise the Commission at the next meeting what is expected of them when they act as the Zoning Board of Appeals.

## **POLICE DEPARTMENT**

- Monthly police report was submitted for review.
- Schools keeping the department busy.
- Second police car will be put back into service in the near future.

## **TREASURER'S REPORT**

The monthly reports will be submitted at the next meeting.

## **DDA REPORT**

The next Harvest Festival Committee meeting will be held December 7 at the Senior Center starting at 6:00 p.m. The festival will take place from September 21-23. The goal at this meeting is to have a group with a 501C3 status volunteer to be in charge of the festival so the City no longer has to do it.

## **ADDITIONS AND DELETIONS TO THE AGENDA**

None.

## **OLD BUSINESS**

Williams stated two terms on the DDA expire at the end of the year and the current members, Jennifer Miller and Tina Buffenbarger, have agreed to serve a four-year term. Motion, by Spencer and seconded by Petipren, to appoint Miller and Buffenbarger to the DDA Board. Motion carried.

Williams reviewed the budget amendments.

### General Fund

- Received additional money from the State for lost personal property taxes.
- Reimbursement money received from the March election.
- Reduced the treasurer's salary because the vacancy was not filled until later into the year.
- Increased the wages for Jennifer Miller because she worked longer than originally expected.
- Budgeted the wrong amount for mileage reimbursement for the police department.
- Unexpected cost associated with the work done to fill in the pool on North Thomas Street.
- Split the cost of a new sidewalk by the Five Cap building on North Main Street.

### Major Streets

- Large expense to repair the culvert on West First Street.
- Received money from the easement on the landfill property on First Street.
- Purchased a supply of the large and small garbage bags. Bags are selling well.

Williams noted that Chief Riley is reimbursed mileage when he uses his own vehicle for City related business.

Motion, by Begue and seconded by Duncil, to approve the budget amendments as presented. Motion carried.

## **NEW BUSINESS**

Williams stated two terms on the Board of Review expire the end of the year. Julie Deller has agreed to serve another one-year term, but there is a vacancy for the three-year term. Williams advertised the vacancy and one person has shown interest in the vacancy. Motion, by Spencer and seconded by Duncil, to appoint Jerry Cole to the Board of Review. Motion carried. Sally Cole abstained.

Williams stated she recently met with Dennis Dunlap of Westshore Consulting regarding software that can be used by a municipality as a tool to help them prioritize street paving projects. The company would inspect every street and enter the information into the computer and create a file that the Commission could use to help budget for street work on a long term basis. The cost to do the work would be \$4,900 and would come out of the local and major street funds. Commissioner Donald believes the City should be able to determine when the

streets need maintenance and what type of surface they need and does not believe it is necessary to hire a firm to do the evaluation. Begue stated if they spend the money for the evaluation he would like the Commission to make a commitment and stay on top of the maintenance of the streets. Cole noted not only will the evaluation provide a time line to when maintenance should be done on each street, but it will also provide information about what type of surface should be used on the streets. After further discussion it was the consensus of the Commission to request the company do a one block assessment and provide a power point so they can see what they are getting for their money.

### **HEARING OF THE CITIZENS**

None.

### **COMMISSIONERS REPORTS AND COMMENTS**

Mayor Krieger noted a list of the standing committees for the Commission was submitted for review and if there were any questions they should contact him.

### **ADJOURN**

It was moved by Spencer seconded by Cole to adjourn. So carried at 6:10 p.m.

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Bruce Krieger, Mayor

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Deborah A. Howe, Clerk