

CITY OF SCOTTVILLE
COMMISSION MEETING AGENDA
Optimist Hall, 105 Green St. Scottville, MI 49454

1499th Regular Meeting, Monday, June 21st2021, 6:30 PM

THIS NOTICE IS GIVEN AND PUBLISHED PURSUANT TO THE MOST CURRENT MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES EMERGENCY ORDER UNDER MCL 333.2253 - APRIL 16, 2021 GATHERING AND FACE MASK ORDER

GATHERINGS OF PUBLIC BODIES AND ATTENDEES OF MEETINGS HELD BY PUBLIC BODIES IN COMPLIANCE WITH THE OPEN MEETINGS ACT, MCL 15.261 ET SEQ. AS A CONDITION OF HOSTING A GATHERING UNDER THIS ORDER, ORGANIZERS AND FACILITIES MUST DESIGN THE GATHERING TO ENCOURAGE AND MAINTAIN PHYSICAL DISTANCING, AND MUST ENSURE THAT PERSONS NOT PART OF THE SAME GROUP MAINTAIN 6 FEET OF DISTANCE FROM ONE ANOTHER TO THE EXTENT POSSIBLE

AGENDA

This meeting will be in person. No Videoconference (Zoom) available.

1. Call to Order at 6:30 PM
2. Pledge of Allegiance
3. Roll Call
4. Additions to the Agenda
5. Approval of Agenda
6. Approval of the Consent Agenda

All matters listed under item 6, Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- A. Approval of Previous Meeting Minutes
- B. Approval of Bills in the amount of \$42,446.90

Recommendation: Council Member may now make a motion to approve the Consent Agenda

7. Correspondence
8. Department Reports
 - a. City Manager
 - b. Police Chief
 - c. City Attorney
 - d. Mayor
 - e. Treasurer
 - f. Committee Reports/Board Report
 - Building, Grounds & Infrastructure

- Finance
- Ordinance
- Personnel, Rules & Ethics
- Planning Board
- Parks & Rec Board
- Public Safety

9. Unfinished Business

- a. 2nd Reading to amend Section 153.045 of Title XV (Chicken Ordinance)

10. New Business

- a. Playground Equipment at McPhail Field & Riverside Park via ARCH Staffing
- b. Approval of DDA fundraising account
- c. Resolution 21-10 to amend 2020/2021 Budget

11. Public Comment

Those addressing Council are asked to provide their name and address and will be limited to three minutes of speaking time. Council will hear all comments for future consideration but will not have a response at this time. Letters submitted to Council will not be publicly read. Thank you for your cooperation.

12. Council Members Comments

13. Adjournment

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

The 1498th Regular Commission meeting of the Scottville City Commission was held at the Optimist Hall 105 Green St: on June 7, 2021. Called to order at 6:30pm by Mayor Marcy M. Spencer.

Present at Roll Call

Rob Alway

Brian Benyo

Sally Cole

Ryan Graham

Brian Benyo

Nathan Yeomans

Mayor Marcy Spencer

Absent: Claveau, Shafer

Additions/Deletions to Agenda

ADD: New Business; Item B; 2021 Tax Rate Request

Approval of Agenda

Motion, by Alway with support from Cole to approve the agenda with noted addition.

Motion carried.

Approval of Consent Agenda

Motion, by Benyo with support from Yeomans to approve the consent agenda.

Motion carried.

Correspondence

None

Department Reports

a. City Manager

Newkirk has been working with 5-Cap to replace a portion of the sidewalk to the South of their main office in Scottville.

Water System Sanitation Survey from EGLE.

Interviews for the vacant DPW position took place. Newkirk reported the city will extend an offer of employment later this week.

Trail clean up at Riverside will commence soon with Joan Young leading the way.

Staffing issues at the COL has brought the rental inspector agreement to a temporary halt.

Newkirk has been working with the Fire Department on pool fill protocol.

Many residents reported their disappointment with the lack of flags displayed downtown for Memorial Day.

b. Police Chief

Murphy offered his department has been working diligently to close out remaining blight infractions. Code mows have commenced. Residents have been invoiced. SRO Case will

attend an official training course with reimbursement from the Educational Association. Murphy thanked the DPW for their dedication to ensuring the hanging baskets and the senior banners were up in time for the graduation parade.

c. Attorney

Alvarado updated the Commission on COVID regulations effecting governmental beings. Changes made will remain in effect until July 1st. He has been working with the Ordinance committee on first reading drafts for several amendments. He has assisted with an easement in the CBD. He has fulfilled 4 FOIA requests.

d. Mayor

None

e. Treasurer

None

f. Committee/Board Reports

1. Finance

Graham reported the group met with Eric Van Dop from Brickley Delong to discuss rolls and responsibilities in anticipation of the yearly audit which will commence in August. Fees associated with Pool Fillings are available on the City's website.

Unfinished Business

None

New Business

a. First reading to amend Chicken Ordinance 153.045 of Title XV.

Spencer offered this item was recommended by the Ordinance Committee. Changes include updating forms used in the application process, and correct chain of command regarding the adherence of procedural code.

b. 2021 Tax Rate Request

Motion, by Alway with support from Yeomans to approve the 2021 Tax Rate Request as presented. Newkirk provided this request was delayed at a county level and is typically presented with the adoption of the years fiscal budget.

Motion Carried.

Public Comment

Tom Rotta

Katrina Skinner

Susan Evans

Council Member Comments

Yeomans expressed a noticeable shift in the optimism regarding the future of Scottville. He believes the many positive things happening within the city will prove to speak louder than the recent negativity brought forth by outside forces. He also made known his disappointment in the lack of flags displayed on Memorial Day.

Alway shared that the flag display is a DDA responsibility, he noted the board receives a special tax collection to improve the downtown area and that the board will need to ensure a proper display in the future, or the city will need to take over the task. He added the minor changes being made to the Chicken Ordinance simply reaffirm the authorization of the City Manager to make decisions of this nature on behalf of the City of Scottville.

Adjourn

Motion, by Alway with support from Cole to adjourn.

Motion Carried 7:03PM

Mayor, Marcy M. Spencer

Clerk, Kelse Lester



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 6-21-2021

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
PARTS PLUS OF MASON C	12656	EQUIP REPAIR	MOTOR POOL F	\$120.95
DTE ENERGY	6-8-2021	601 W FIRST HEAT	GENERAL FUND	\$356.24
DTE ENERGY	6-9-2021	HEAT CITY HALL	GENERAL FUND	\$234.41
C-N-C ELECTRIC	5742	RIVERSIDE PARK REPAIRS	GENERAL FUND	\$4,477.20
PITNEY BOWES	5-27-21	LEASED EQUIP	GENERAL FUND	\$397.77
STAPLES CREDIT PLAN	6-2021	OFFICE SUPPLIES	GENERAL FUND	\$261.26
REPUBLIC SERVICES	6-2021	GARBAGE, RECYCLE	GARBAGE AND	\$6,707.97
LOWE'S	6-2021	RIVERSIDE PARK REPAIRS	GENERAL FUND	\$153.88
FREEMAN CREEK EQUIPME	5-31-2021	EQUIP REPAIR	MOTOR POOL F	\$23.77
MICHIGAN RURAL WATER	7-1-2021	ANNUAL MEMBERSHIP 7-1-21 TO 6-20-22	WATER SUPPLY	\$755.00
VICTORIA CARROLL	6-10-2021	SUPPLIES	DDA OPERATIO	\$15.90
SPECTRUM HEALTH	6-6-21	BLOOD DRAW	GENERAL FUND	\$25.00
STATE OF MI -MI STATE P	551-587145	TOKEN FEE	GENERAL FUND	\$33.00
PARTS PLUS OF MASON C	12686	EQUIP REPAIR	MOTOR POOL F	\$22.95
PARTS PLUS OF MASON C	12665	SHOP SUPPLIES	GENERAL FUND	\$5.40
MELISSA MOMOGRAMS	1040	UNIFORM PATCHES	GENERAL FUND	\$43.00
MICHIGAN PIPE & VALVE	T013906	WATER REPAIRS	WATER SUPPLY	\$167.50
ZIEHM L.P. GAS	14903	PROPANE PATCHING ROADS	MAJOR STREET	\$285.26
MASON COUNTY ROAD CO	3912	ROAD BRINE RIVESIDE PARK	GENERAL FUND	\$529.44
STEVE CASE	6-2021	BLOOD DRAWS	GENERAL FUND	\$9.60
FREEMAN CREEK EQUIPME	24890	EQUIP REPAIR	MOTOR POOL F	\$106.99
URBAN VINYL	6-18-21	BANNERS	GENERAL FUND	\$1,345.32
VICTORIA CARROLL	6-2021	SUPPLIES	DDA OPERATIO	\$10.60
RICKY MORSE	6-14-21	COMMERCIAL LICENSE PERMIT	GENERAL FUND	\$67.00
URBAN VINYL	6-15-21	BANNERS MCPHAIL	GENERAL FUND	\$344.63
ANGELA MARINEZ	6-14-21	DEPOSIT REFUND	DDA OPERATIO	\$250.00
HOME CITY ICE COMPANY	6-2021	ICE	GENERAL FUND	\$366.50
BLUE CROSS BLUE SHIELD	7-1-21	PAYROLL DEDUCTIBLE	GENERAL FUND	\$192.37
SCHOLTEN PLUMBING	3319	RIVERSIDE PARK REPAIRS	GENERAL FUND	\$704.96
TGG SOLUTIONS	7-1-21	DISABILITY INS	GENERAL FUND	\$206.86
LARSON'S ACE HARDWARE	50659	KEYS MCPHAIL	GENERAL FUND	\$7.16
JACKPINE BUSINESS CENT	465839-0	DDA TICKETS DUCK RACE	DDA OPERATIO	\$86.92
X-CEL CHEMICAL SPECIALI	80578	CLEANING SUPPLIES RIVERSIDE	GENERAL FUND	\$41.93
STATE OF MI	MSHDA	MSHDA 2020	GENERAL FUND	\$10,593.96
MASON COUNTY TREASUR	MSHDA 2020	MSHDA 2020 DISBURSEMENT	GENERAL FUND	\$2,428.73
MASON LAKE ESD	MSHDA 2020	MSHDA 2020	GENERAL FUND	\$1,180.58
WEST SHORE COMMUNITY	2020 MSHDA	2020 MSHDA DISBURSEMENT	GENERAL FUND	\$907.48



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 6-21-2021

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
MASON COUNTY CENTRAL	MSHDA 2020	2020 MSHDA DISBURSEMENT	GENERAL FUND	\$1,098.79
TNT ENTERPRIZE	6-16-21	CODE MOWING	GENERAL FUND	\$1,093.95
TNT ENTERPRIZE	6-15-21	SUB STATION	WATER SUPPLY	\$60.00
TNT ENTERPRIZE	6-18-21	MCPHAIL	GENERAL FUND	\$400.00
TNT ENTERPRIZE	6-14-21	CEMETERY	GENERAL FUND	\$600.00
ALLIED EAGLE	1174029	SUPPLIES OPTIMIST	DDA OPERATIO	\$167.76
CONSUMERS ENERGY	203409664263	203409664263	DDA OPERATIO	\$224.43
CARTER LUMBER	251315331	WATER REPAIR	WATER SUPPLY	\$25.98
MARQUETTE RAIL, LLC	MQTR-0000166	ANNUAL SIGNAL BILL	GENERAL FUND	\$2,389.00
CUMMINS SALES & SERVIC	S3-11176	LIFT STATION REPAIRS	SEWAGE DISPO	\$19.30
PITNEY BOWES	6-2021	POSTAGE MACHINE	GENERAL FUND	\$61.87
CARLOS ALVARADO LAWS	2021-154	ATTORNEY	GENERAL FUND	\$2,838.33

TOTAL OF SCHEDULED CHECK RUN: \$42,446.90

Product

Quantity

Subtotal

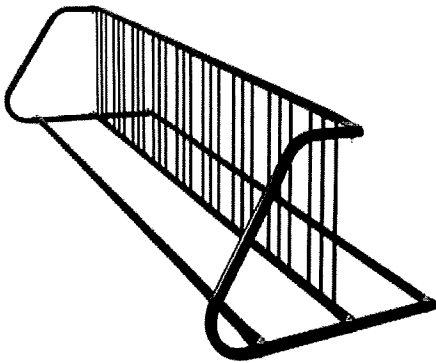
x



JennSwing_Molded Swing Seat ADA

2

x



Boone Bike Rack SKU:5405

- Length: 5 Feet
- Model: Single-Sided
- Color: Blue

2

x



Modern Tripod Swing_10 Foot SKU:581-630

- Swing Bays: 3 Bays
- Type: Includes Swings with Chains
- Fittings Colors: Blue

1

Total:

CITY OF SCOTTVILLE, MICHIGAN

**RESOLUTION TO AMEND THE 2020-2021
CITY OF SCOTTVILLE BUDGET**

RESOLUTION NO. 21-10

WHEREAS, to date the City of Scottville budget has and/or will incur expenditures in excess of the original appropriation, and;

WHEREAS, to date the City of Scottville budget has and/or can expect revenues in excess of the original appropriation, and;

NOW, THEREFORE, BE IT RESOLVED, that the Scottville City Commission authorizes the following budget amendments to properly account for the revenues and expenditures associated with the audit and accounting procedures.

**PART A – GENERAL FUND
REVENUES**

<u>Revenues—000</u>	<u>Original Appropriation</u>	<u>+ or -</u>	<u>Amended Appropriation</u>
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**PART B – GENERAL FUND
EXPENDITURES**

<u>City Commission – 101</u>	<u>Original Appropriation</u>	<u>+ or -</u>	<u>Amended Appropriation</u>
<u>Salaries & Wages</u>	<u>\$8650.00</u>	<u>+\$1250.00</u>	<u>\$9900.00</u>
<u>Social Security</u>	<u>\$662.00</u>	<u>+\$96.00</u>	<u>\$758.00</u>
<u>Attorney</u>	<u>\$13717.50</u>	<u>+\$12865.00</u>	<u>\$26582.50</u>
<u>Community Promotions</u>	<u>\$0</u>	<u>+\$500.00</u>	<u>\$500.00</u>
<u>Printing & Publishing</u>	<u>\$5000.00</u>	<u>+ 2761.00</u>	<u>\$7761.00</u>
<u>Contracted Work</u>	<u>\$0</u>	<u>+\$1779.00</u>	<u>\$1779.00</u>

<u>City Manager – 172</u>	<u>Original Appropriation</u>	<u>+ or -</u>	<u>Amended Appropriation</u>
<u>Salaries & Wages</u>	<u>\$52225.00</u>	<u>+\$ 22572.00</u>	<u>\$74797.00</u>
<u>Social Security</u>	<u>\$3995.00</u>	<u>+1619.00</u>	<u>\$5344.00</u>
<u>Retirement</u>	<u>\$4564.00</u>	<u>+3473.00</u>	<u>\$8037.00</u>
<u>Unemployment</u>	<u>\$711.00</u>	<u>+\$252.00</u>	<u>\$963.00</u>
<u>Workers Comp Ins.</u>	<u>\$ 0</u>	<u>+ \$293.00</u>	<u>\$293.00</u>
<u>Computer Expense</u>	<u>\$1000.00</u>	<u>+544.00</u>	<u>\$1545.00</u>

<u>City Clerk – 215</u>	<u>Original Appropriation</u>	<u>+ or -</u>	<u>Amended Appropriation</u>
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Unemployment	\$300.00.	+\$529.00	\$829.00
Health Ins	\$4020.00	+\$2736.00	\$6756.00
Workers Comp Ins	\$0	+\$300	\$300

	Original <u>Appropriation</u>	+ or -	Amended <u>Appropriation</u>
<u>Treasurer – 253</u>			
Salaries & Wages	\$25740.00	+\$2032.00	\$27772.00
Social Security	\$1969.00	+\$177.00	\$2146.00
Retirement	\$2250.00	+\$85.00	\$ 2335.00
Health Ins.	\$ 2685.00	+\$1035.00	\$3720.00
Disability Ins	\$248.00	+\$63.00	\$311.00
Workers Comm Ins	\$91.00	+202.00	\$293.00

	Original <u>Appropriation</u>	+ or -	Amended <u>Appropriation</u>
<u>Elections – 262</u>			

	Original <u>Appropriation</u>	+ or -	Amended <u>Appropriation</u>
<u>City Hall. – 265</u>			
Repairs	\$8000	+\$746.00	\$8746.00
Computer	\$2150.00	+\$3217.00	\$5367.00
Leased Equip	\$7000.00	+260.00	\$7260.00

	Original <u>Appropriation</u>	+ or -	Amended <u>Appropriation</u>
<u>Parking Lot & Mall – 267</u>			
Lights	\$2000.00	-\$1200.00	\$800.00
Painting Line	\$2500.00	-\$2500.00	\$0

	Original <u>Appropriation</u>	+ or -	Amended <u>Appropriation</u>
<u>Police – 301</u>			

	Original <u>Appropriation</u>	+ or -	Amended <u>Appropriation</u>
<u>Fire – 336</u>			
Salaries & Wages	\$1500.00	-\$1500.00	\$0
Social Security	\$120.00	-\$120.00	\$0

	Original <u>Appropriation</u>	+ or -	Amended <u>Appropriation</u>
<u>Zoning – 371</u>			
Health Ins	\$1150.00	-\$1150.00	\$0
City Attorney	\$5282.50	-\$4000.00	\$1282.50
Zoning	\$4000.00	-\$3000.00	\$1000.00

	Original <u>Appropriation</u>	+ or -	Amended <u>Appropriation</u>
<u>DPW – 441</u>			
Salaries & Wages	\$36594.00	+\$1448.00	\$38042.00
Social Security	\$2799.00	+ \$582.00	\$3381.00
Unemployment	\$1282.00	+\$285.00	\$1567.00
Retirement	\$3295.00	+\$713.00	\$4008.00
Health Ins	\$4413.00	+1922.00	\$6335.00
Disability Ins	\$521.00	+\$145.00	\$666.00
Heat	\$2500.00	+\$357.00	\$2857.00

	Original <u>Appropriation</u>	+ or -	Amended <u>Appropriation</u>
<u>Alleys/Sidewalks – 444</u>			

Cemetery			
Salaries & Wages	\$5691.00	+\$1717.00	\$7408.00
Operating Supplies	\$100.00	+\$1623.00	\$1723.00
Recreation Department 751	Original	+ or -	Amended
Water	\$1400.00	+\$90.00	\$1490.00
Lights	\$1200.00	+\$311.00	\$1511.00
Contracted Work	\$3600.00	+\$1440.00	\$5040.00
Salaries & Wages	\$3998.00	-\$1000.00	\$2998.00
Original	Amended		
<u>Riverside Park – 756</u>	<u>Appropriation</u>	<u>+ or -</u>	<u>Appropriation</u>
Salaries & Wages	\$30310.00	+\$12888.00	\$43198.00
Social Security	\$1880.00	+\$600.00	\$2480.00
Unemployment	\$800.00	+180.00	\$980.00
Retirement	\$187.00	+\$21.00	\$208.00
Contracted Work	\$7500.00	+\$5,244.00	\$12744.00
Equipment Rental	\$2800.00	+\$340.00	\$3140.00
Unemployment	\$500.00	+\$300.00	\$800.00
Road Brine	\$300.00	+\$500.00	\$800.00
Gravel	\$0.00	+\$81.00	\$81.00
Operating	\$2000.00	+ \$1121.00	\$3121.00
Computer	\$500.00	+\$1856.00	\$2356.00
Wood	\$5000.00	+\$1606.00	\$6606.00
Dues	\$450.00	+\$88.00	\$538.00
Lights	\$12000.00	+\$2037.00	\$14037.00
Cable Vision	\$8000.00	+\$338.00	\$8338.00
Repairs & Maintenance	\$5000.00	+\$1564.00	\$6564.00
Fund Balance		-57885.00	\$57885.00

**PART C – MAJOR STREET
EXPENDITURES**

	Original		Amended
<u>Traffic Services – 474</u>	<u>Appropriation</u>	<u>+ or -</u>	<u>Appropriation</u>
Salaries & Wages	\$1740.00	+\$745.00	\$2485.00
Social Security	\$133.00	+\$52.00	\$185.00
Retirement	\$86.00	+\$154.00	\$240.00
Health Ins	\$213.00	+28.00	\$241.00
Workers Comp Ins	\$97.00	+195.00	\$292.00
<u>Maintenance-463</u>			
Salaries & Wages	\$10367.00	-\$5000.00	\$5367.00
Parking Paint	\$8000.00	-6000.00	\$2000.00
	Original		Amended
<u>Trunkline Maint – 477</u>	<u>Appropriation</u>	<u>+ or -</u>	<u>Appropriation</u>
Sand/Salt	\$4000.00	-\$2500.00	\$1500.00

PART D – LOCAL STREETS

EXPENDITURES

	Original <u>Appropriation</u>	+ or -	Amended <u>Appropriation</u>
<u>Traffic Services – 474</u>			
Salaries	\$1756.00	+\$1481.00	\$3,237.00
Social Security	\$184.00	+\$55.00	\$239.00
Retirement	\$236.00	+\$77.00	\$313.00
Workers Comp Ins	\$75.00	+\$217.00	\$292.00
<u>Winter Maintenance-478</u>			
Salaries	\$8011.00	-\$1980.00	\$6031.00
Equipment Rental	\$16000.00	-\$9000.00	

**PART E – DDA FUND
EXPENDITURES**

	Original <u>Appropriation</u>	+ or -	Amended <u>Appropriation</u>
<u>Expenditures – 000</u>			

**GARBAGE AND REFUSE – COLLECTION
EXPENDITURES**

	Original <u>Appropriation</u>	+ or -	Amended <u>Appropriation</u>
<u>Expenditures – 000</u>			
Sanitation	\$58000.00	+\$13022.00	\$71022.00

**Part H-SEWER DISPOSAL FUND
EXPENDITURE**

	Original	+ or -	Amended
<u>Expenditures-590</u>			
Salaries	\$12037.00	-\$4000.00	\$8037.00

Part I WATER SUPPLY

	Original	+ or -	Amended
<u>Expenditure 591</u>			
Salaries & Wages	\$8062.00	+\$2227.00	\$10289.00
Retirement	\$671.00	+\$324.00	\$995.00
Health Ins	\$2049.00	+ \$275.00	\$2324.00
Misc	\$12000.00	-\$10000.00	\$2000.00

Part J MOTOR POOL

	Original	+ or -	Amended
<u>Expenditure 661</u>			
Salaries	\$8540.00	-\$3000.00	\$5540.00
Capital Outlay	\$4157.65	-3800.00	\$357.65

The above resolution was moved for adoption by Commissioner _____ and seconded by Commissioner _____.

The motion for adoption received the following vote:

YES:

NO:

Absent:

I certify that the forgoing is a true and complete copy of a resolution adopted by the City Commission of the City of Scottville at its 1499th Regular Meeting held Monday, June 21, 2021.

Kelse Lester
City Clerk