

CITY OF SCOTTVILLE
COMMISSION MEETING AGENDA
City Hall 105 N Main St

1510th Regular Meeting Monday December 6th at 6:30 PM

This meeting will be held 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 1509th Meeting Minutes
 - B. Approval of Bills in the amount of \$33,786.02
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/ Public Safety
 - Personnel, Rules & Ethics
 - Planning Commission
 - Parks & Rec Board
 - g. Mason County Commissioner Representative
 - h. MCRFA Representative
 9. Unfinished Business
 - a. Marijuana Ordinance
 10. New Business
 - a. Vacant Commissioner Position
 - b. Resolution to Establish Regular City Commission Meeting Dates 2022
 - c. Resolution to Establish Regular City Planning Commission Meeting Dates 2022
 - d. Resolution to Establish Regular City Parks Board and Recreation Meeting Dates 2022
 - e. Resolution to Establish Regular Downtown Development Authority Board Meeting Dates 2022
 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 1509th Regular Commission meeting of the Scottville City Commission was held at City Hall 105 N. Main St on November 15th 2021. Called to order at 6:30pm by Mayor Marcy M. Spencer.

Present at Roll Call

Rob Alway

Aaron Seiter

Nathan Yeomans

Mayor Marcy M. Spencer

Also in attendance: Chief Murphy, Attorney Alvarado, Clerk Lester.

Absent: Claveau, Graham, and Thue

Additions/Deletions to Agenda

None

Approval of Agenda

Motion, by Alway with support from Yeomans to approve the agenda as presented.

Motion carried.

Approval of Consent Agenda

Motion, by Yeomans with support from Alway to approve the consent agenda as presented.

Motion carried.

Correspondence

None.

Department Reports

a. City Manager

Newkirk reported the annual Revenue Sharing Report has been submitted and accepted by the State of Michigan. Planning for "Christmas in Scottville" is well underway. December 4th is the chosen date. A parade and other fun Christmas festivities are anticipated through the DDA Event Committee. As part of the fall clean up, the DPW was able to scrap a total of around \$1500 to Padnos, which will be put back into their portion of the budget and allocated for equipment repair. New lights have been purchased for their building, staff will begin changing them out, weather permitting.

b. Police Department

Murphy proved literature documenting both SRO and night shift activities for his department. Officer Case who is currently working on an emergency response training course for all schools. Skinner continues to enforce ordinance codes throughout the city. No on street parking November 1-April 1 has brought forth several infractions.

c. City Attorney

Alvarado has been working diligently with the Ordinance Committee and the Planning Commission regarding the current stance on Marijuana. He has completed one FOIA.

d. Mayor

None

e. Treasurer

None

f. Committee Reports

Ordinance/Public Safety

The group met to discuss the current stance on Marijuana establishments within city limits. They have referred the item to full Commission for further consideration.

Planning Commission

The group met to discuss the current stance on Marijuana establishments within city limits. They have referred the item to full Commission for further consideration.

Unfinished Business

a. Social District

Newkirk provided literature offering current information on the City's "Social District". The commission previously approved a resolution noting a more specific social district along Main St. Newkirk requested the approval of a second resolution concreting this notion for future use. He will be working with the State of Michigan to adhere to their guidelines. Motion, by Alway with support from Seiter to approve the presented resolution, allowing City Manager to designate Social District guidelines.

New Business

a. **Claveau Resignation**

Motion, by Alway with support from Seiter to approve Bruce Claveau's official resignation from the Scottville City Commission.

Motion carried.

b. **Planning Commission Appointment**

Motion, by Yeomans with support from Alway to approve Susan Evans written request to fill the open seat on the Scottville City Planning Commission.

Motion carried.

Public Comment

Bill Lehrbass

Steve Hull

Council Member Comments

None

Adjourn

Motion, by Alway with support from Yeomans to adjourn.

Motion Carried 7:02 PM

Mayor, Marcy M. Spencer

Clerk, Kelse Lester



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 12-6-2021

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
BLUE CROSS BLUE SHIELD	12-2021	PREPAID INS	GENERAL FUND	\$410.17
SCOTTVILLE POSTMASTER	12-2021	502 CARDS	SEWAGE DISPO	\$200.80
PRIORITY HEALTH	10-21	INSURANCE	GENERAL FUND	\$5,651.45
AFLAC	10-21	PAYROLL DEDUCTIBLE	GENERAL FUND	\$516.32
SPECTRUM BUSINESS	0014572111321	CABLE RIVERSIDE PARK	GENERAL FUND	\$706.04
CONSUMERS ENERGY	204922724974	105 GREEN	DDA OPERATIO	\$181.40
GREATAMERICA FINANCIA	30490791	LEASED EQUIP	GENERAL FUND	\$560.95
STATE OF MI -MI STATE P	551-592232	TOKEN FEE	GENERAL FUND	\$30.00
AT & T MOBILITY	11-2021	PHONES POLICE, CITY MANAGER	GENERAL FUND	\$253.29
SPECTRUM HEALTH	92712150900	BLOOD DRAW POLICE DEPT	GENERAL FUND	\$100.00
INTERSTATE GLASS OF LU	19741	REPAIRS	GENERAL FUND	\$121.64
LUDINGTON MASS TRANSP	11-28-21	EQUIP REPIAR	MOTOR POOL F	\$383.00
URBAN VINYL	148	PLOW TRUCK	MAJOR STREET	\$508.83
SCHOLTEN PLUMBING	3984	WINTERIZED RIVERSIDE	GENERAL FUND	\$529.00
STRONG INDUSTRIAL SUP	1459857	DPW SUPPLIES	GENERAL FUND	\$17.80
STRONG INDUSTRIAL SUP	1459856	DPW SUPPLIES	GENERAL FUND	\$21.23
CONSUMERS ENERGY	203053909898	LIGHTS	GENERAL FUND	\$219.73
VERIZON WIRELESS	11-21	PHONES	GENERAL FUND	\$122.78
DMC UNLIMITED	11212118	POLICE PRINTER	GENERAL FUND	\$39.50
MASON COUNTY DPW	11-22-21	SEMI ANNUAL LANDFILL MONTIORING	GARBAGE AND	\$4,293.55
MISSDIG	20220388	ANNUAL FEE	WATER SUPPLY	\$1,634.82
JIM NEWKIRK	11-30-21	OFFICE SUPPLIES	GENERAL FUND	\$39.16
HOME CITY ICE COMPANY	11-2021	ICE	GENERAL FUND	\$149.50
CITY SERVICES INC.	11-22-21	WATER SERVICE HOOK UP	WATER SUPPLY	\$635.00
SYNCWAVE LLC	11-21	INTERNET, PHONES	GENERAL FUND	\$646.71
MAMC (MI ASSOC MUNICIP	12-1	MEMBERSHIP CLERK	GENERAL FUND	\$66.00
CARTER LUMBER	251320689	SEWER SUPPLIES	SEWAGE DISPO	\$87.56
MEDLER ELECTRIC CO.	S4957496.001	DDA LIGHTS	DDA OPERATIO	\$71.97
INDUSTRIAL CHEM LABS	342016	LIFT STATION	GARBAGE AND	\$447.41
CITY OF SCOTTVILLE--WA	12-1-21	WATER 305 US 10	GENERAL FUND	\$26.42
CITY OF SCOTTVILLE--WA	11-16-21	WATER 325 US 10	GENERAL FUND	\$49.19
CITY OF SCOTTVILLE--WA	11-17-21	225 US 10	GENERAL FUND	\$25.60
CITY OF SCOTTVILLE--WA	11-11-21	650 S SCOTTVILLE	GENERAL FUND	\$107.50
CITY OF SCOTTVILLE--WA	11-14-21	148 S MAIN	DDA OPERATIO	\$72.50
CITY OF SCOTTVILLE--WA	11-10-21	105 N MAIN	GENERAL FUND	\$72.50
CITY OF SCOTTVILLE--WA	11-21	601 FIRST	GENERAL FUND	\$63.38
CARDMEMBER SERVICE	12-1-21	ZOOM, ADOBE, MICROSOFT	GENERAL FUND	\$422.31



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 12-6-2021

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
GREG BARNETT	11-21	ASSESSOR	GENERAL FUND	\$636.00
VICTORIA CARROLL	12-1-21	AGENT FEE	DDA OPERATIO	\$175.00
HOME DEPOT CREDIT SER	11-21	DPW, CITY HALL, WATER	WATER SUPPLY	\$884.81
CARTER LUMBER	2513210345	LOCAL STREET	LOCAL STREET	\$8.89
MI MUNICIPAL RISK MGT.	12-1-21	QTER	GENERAL FUND	\$8,598.75
CONSUMERS ENERGY	201630056971	650 S MAIN	GENERAL FUND	\$42.26
CONSUMERS ENERGY	201630056977	209 W STATE	GENERAL FUND	\$29.09
CONSUMERS ENERGY	201630056982	85 E REED	GENERAL FUND	\$49.07
CONSUMERS ENERGY	201630056981	605 N SCOTTVILLE	SEWAGE DISPO	\$48.04
CONSUMERS ENERGY	201274154502	700 S SCOTTVILLE	GENERAL FUND	\$239.59
CONSUMERS ENERGY	201630056979	209 W STATE	GENERAL FUND	\$35.59
CONSUMERS ENERGY	201630056978	209 W STATE	GENERAL FUND	\$42.41
CONSUMERS ENERGY	201630056975	1065 W US HWY 10	GENERAL FUND	\$29.09
CONSUMERS ENERGY	201630056974	202 E 5TH	SEWAGE DISPO	\$383.88
CONSUMERS ENERGY	201630056973	700 S SCOTTVILLE	GENERAL FUND	\$147.49
CONSUMERS ENERGY	2016300056972	146 S MAIN	GENERAL FUND	\$29.09
CONSUMERS ENERGY	201630056976	1026 W US HWY 10	GENERAL FUND	\$29.09
CONSUMERS ENERGY	2016300056980	114 S MAIN	GENERAL FUND	\$38.86
CONSUMERS ENERGY	201274154501	703 S SCOTTVILLE	GENERAL FUND	\$133.46
WEX BANK	11-30-21	FUEL	MOTOR POOL F	\$2,101.66
CONSUMERS ENERGY	204032832924	601 W FIRST	GENERAL FUND	\$188.64
CONSUMERS ENERGY	201007492698	105 N MAIN	GENERAL FUND	\$107.09
PARTS PLUS OF MASON C	12-1-21	SHOP SUPPLIES	GENERAL FUND	\$323.16

TOTAL OF SCHEDULED CHECK RUN: \$33,786.02

James Newkirk

From: Megan Cooper <mcooper@wsesd.org>
Sent: Wednesday, December 1, 2021 9:20 AM
To: James Newkirk
Subject: City Commission Opening

Good morning Mr. Newkirk,

I am interested in filling the open city commission seat. I believe serving as commissioner will be a rewarding experience and an excellent way to contribute to the quality of life of our community. I'm always looking for more ways to be involved in our community. I would be available to start in January of 2022.

Thank you!

Sincerely,

Meg Cooper
West Shore Educational Service District CTE
Agriscience ParaProfessional
231-907-1690

**CITY OF SCOTTVILLE
MICHIGAN
RESOLUTION TO ESTABLISH YEAR 2022 REGULAR
CITY COMMISSION MEETING DATES
RESOLUTION NO: 21-**

WHEREAS Section 7.1 of the Scottville City Charter requires the City Commission to provide by resolution for the time and place of its regular meetings, and,

WHEREAS Section 7.1 further states that the City Commission shall hold two regular meetings each month: and,

WHEREAS, The City Commission has determined that 6:30pm shall be the meeting time for the 2022 calendar year.

NOW, THEREFOR BE IT RESOLVED, the City Commission hereby establishes the following dates for its regular meetings in calendar year 2022 to be held at Scottville City Hall, 105 Main St Scottville, MI 49454 at 6:30pm.

Monday, January 10, 2022	Monday, July 11, 2022
Monday, January 24, 2022	Monday, July 25, 2022
Monday, February 14, 2022	Monday, August 8, 2022
Monday, February 28, 2022	Monday, August 22, 2022
Monday, March 14, 2022	Monday, September 12, 2022
Monday, March 28, 2022	Monday, September 26, 2022
Monday, April 11, 2022	Monday, October 10, 2022
Monday, April 25, 2022	Monday, October 24, 2022
Monday, May 9, 2022	Monday, November 14, 2022
Monday, May 23, 2022	Monday, November 28, 2022
Monday, June 13, 2022	Monday, December 12, 2022
Monday, June 27, 2022	Tuesday, December 27, 2022

The above preamble and resolution were moved for adoption by Commissioner _____ with support from Commissioner _____.

The motion for adoption received the following vote:

YES:

NO:

Absent:

Abstain:

I certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Scottville at its 1510th Regular Meeting held this 6th day of December 2021.

Kelse Lester, Clerk

**CITY OF SCOTTVILLE
MICHIGAN
RESOLUTION TO ESTABLISH YEAR 2022 REGULAR
CITY PLANNING COMMISSION MEETING DATES
RESOLUTION NO. 21-**

WHEREAS The Planning Commission shall set dates each year in which they will meet, and.

WHEREAS The Planning Commission now recommends to the City Commission to adopt their meeting calendar for 2022.

NOW, THEREFORE BE IT RESOLVED, the City Commission hereby establishes the following dates for the Planning Commission's regular meetings in calendar year 2022 to be held at Scottville City Hall, 105 N. Main St. Scottville MI, 49454 at 5:30pm.

No meeting in January
Tuesday, February 1, 2022
Tuesday, March 1, 2022
Tuesday, April 5, 2022
Tuesday, May 3, 2022
Tuesday, June 7, 2022
Tuesday, July 5, 2022
Tuesday, August 2, 2022
Tuesday, September 6, 2022
Tuesday, October 4, 2022
Tuesday, November 1, 2022
Tuesday, December 6, 2022

BE IT FURTHER RESOLVED, that if there are no items of business in any given month a meeting may be cancelled by the Chairperson of the Planning Commission.

The above preamble and resolution were moved for adoption by Commissioner _____ with support from Commissioner _____.

The motion for adoption received the following vote:

YES

NO

ABSENT

ABSTAIN

I certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Scottville at its 1510th Regular Meeting held this 6th day of December 2021.

Kelse Lester, Clerk

**CITY OF SCOTTVILLE, MICHIGAN
RESOLUTION TO ESTABLISH YEAR 2022 REGULAR
CITY PARKS & RECREATION BOARD MEETING DATES
RESOLUTION NO. 21-**

WHEREAS, The Parks & Recreation Board shall set dates each year in which they will meet.

NOW, THEREFORE BE IT RESOLVED, The City Commission hereby establishes the following dates for the Parks & Recreation Board regular meetings in calendar year 2022 to be held at Scottville City Hall, 105 N. Main St, Scottville MI 49454 at 5:30pm during the months of January-May and October-November, and at Riverside Park Pavilion, 700 S Scottville Rd. Scottville MI 49454 at 5:30pm during the months of June-September.

Monday, January 3, 2022
Monday, February 7, 2022
Monday, March 7, 2022
Monday, April 4, 2022
Monday May 2, 2022
Monday June 6, 2022
Monday July 5, 2022
Monday August 1, 2022
Tuesday September 6, 2022
Monday October 3, 2022
Monday November 7, 2022
No meeting in December

AND BE IT FURTHER RESOLVED, that if there are no items of business in any given month that a meeting may be cancelled by the Chairperson of the Parks & Recreation Board.

The above preamble and resolution were moved for adoption by Commissioner _____
with support from Commissioner _____.

The Motion for adoption received the following vote:

YES

NO

ABSENT

ABSTAIN

I certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Scottville at its 1510th Regular Meeting held this 6th day of December 2021.

Kelse Lester, Clerk

**CITY OF SCOTTVILLE
MICHIGAN
RESOLUTION TO ESTABLISH YEAR 2022 REGULAR
DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING DATES
RESOLUTION NO. 21-**

WHEREAS The Scottville Downtown Development Board shall set dates each year in which they will meet, and.

WHEREAS the DDA now recommends to the City Commission to adopt their meeting calendar for 2022.

NOW, THEREFORE BE IT RESOLVED, the City Commission hereby establishes the following dates for the DDA Board's regular meetings in calendar year 2022 to be held at 105 N. Main St. Scottville, MI 49454 at 8:30am.

Thursday, January 13, 2022

Thursday, February 10, 2022

Thursday, March 10, 2022

Thursday, April 14, 2022

Thursday, May 12, 2022

Thursday, June 9, 2022

Thursday, July 14, 2022

Thursday, August 11, 2022

Thursday, September 8, 2022

Thursday, October 13, 2022

Thursday, November 10, 2022

Thursday, December 8, 2022

The above preamble and resolution were moved for adoption by Commissioner _____ with support from _____.

The motion for adoption received the following vote:

YES

NO

ABSENT

ABSTAIN

I certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Scottville at its 1510th Regular Meeting held this 6th day of December 2021.

Kelse Lester, Clerk