

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

1522nd Regular Meeting Monday June 13th, 2022, at 6:30 PM

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 1521st Meeting Minutes
- B. Approval of Bills in the amount of \$71,402.51

7. Correspondence

Nominating Petition Notice

8. Department Reports

- a. City Manager
- b. Police Chief
- c. City Attorney
- d. Mayor
- e. Treasurer/Clerk
- f. Assessor
- g. Committee Reports/Board Report
 - Building, Grounds & Infrastructure
 - Finance
 - Ordinance/ Public Safety
 - Personnel, Rules & Ethics
 - Planning Commission
 - Parks & Rec Board
- h. Mason County Commissioner Representative
- i. MCRFA Representative

9. Unfinished Business

- a. Revised Resolution 22-14 Charter Amendments

10. New Business

- a. Appointment to Vacant Commission Seat
- b. Resolution 22-15 To Amend 21/22 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

NOTICE
CITY OF SCOTTVILLE
NOMINATING PETITIONS

Any person eligible to be nominated for the position of City Commissioner shall file a Nominating Petition no later than 4:00 p.m., July 14th, 2022, at the Scottville City Hall, 105 N. Main Street, Scottville.

Nominating Petitions will be accepted for:

- Commissioner At-Large 4 year term Expiring 2026
- Commissioner At-Large 4 year term Expiring 2026
- Commissioner At-Large 4 year term Expiring 2026
- Commissioner At-Large 4 year term Expiring 2026

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

The 1521st Regular Commission meeting of the Scottville City Commission held at City Hall 105 N. Main St on May 23rd, 2022. Called to order at 6:30pm by Mayor Marcy M. Spencer.

Present at Roll Call

Graham

Thue

Yeomans

Mayor Marcy M. Spencer

Absent: Cooper, Seiter, Alway (Tardy)

Also in attendance: Manager Newkirk, Attorney Alvarado, Chief Murphy & Clerk Lester

Additions/Deletions to Agenda

ADD; NB; ITEM F; Designating a Scottville LMTA Representative.

Approval of Agenda

Motion, by Graham with support from Yeomans to approve the agenda with noted additions.

Motion carried.

Approval of Consent Agenda

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

Motion carried.

Correspondence

Copy of Brownfield Authority Special Meeting Notice Provided

Department Reports

a. City Manager

Newkirk reported water tower maintenance has been completed, paid for with ARPA funding through the State of Michigan. DPW will be removing banners and putting up flags along Main St in preparation of Memorial Day. Brookside Cemetery opening procedures have commenced. New managers at Riverside are settling in well. Marijuana applications are now available online, the application period will be open 5/26/22—6/24/22.

b. Police Department

Report provided. Murphy offered he attended several meetings on behalf of the SPD. Officer Skinner has been working on blight infractions. Officer Case is busy with end of year activities at WSCC, MCC, and G2S.

c. Attorney

Alvarado continues to work on Charter Amendments. Deadline for submission for the November ballot is August 16th. He has been working with Manager Newkirk on the Brownfield Authority Agreement. He has answered several calls regarding the old School house.

d. Mayor

None.

e. Treasurer

Revenue Expenditure Report provided.

f. Assessor

None.

g. Committee Reports

1. Ordinance

Group discussed blight issues, food truck ordinance, and charter amendments.

h. Mason County Commissioner Representative

Hull offered the group will host a special work session tomorrow night at the airport to discuss county wide broadband service. Planning Commission is working on their 5year Ordinance review, mostly looking into zoning and permit allowances. The Council on Ageing will also be reviewed. Alway stressed the importance of the services provided to Scottville residents including the meals on wheels program.

i. MCRFA Representative

Absent.

Unfinished Business

None

New Business

a. Resolution 22-11 Special Assessment Summer Tax 2022.

Water accounts that are delinquent by 60 days or more.

Motion, by Graham with support from Alway to approve Resolution 22-11 to place special assessments on the summer tax roll with Mason County.

Motion carried.

b. Resolution 22-12 Brownfield Authority Special Meeting

Motion, by Yeomans with support from Graham to authorize Commission members to attend meeting at The City of Ludington, City Hall 400 S. Harrison on May 31st, 2022, to discuss the Brownfield Authority Board.

Motion carried.

c. Resolution 22-13 Temporary Parking Order at Boat Launch.

Alvarado advises this action is not necessary. Scottville Police Department is authorized in the citation process under current charter guidelines; "Parking Violations".

d. Resolution 22-14 Charter Amendments

Item recommended for approval by the Ordinance Committee. Should the Commission choose to accept resolution 22-14 as presented, this item will then be presented to the Attorney General, then to the Governor, and will be submitted to the County Clerk to be placed on the November 8th, 2022, ballot.

Motion, by Alway with support from Yeomans to approve resolution 22-14 detailing changes to specific sections of the current City of Scottville Charter.

Motion carried.

e. Downtown Development Authority Appointment

Letter of interest was submitted by Jason Muralto to join the DDA Board. Upon discussion this business owner is outside of the CBD/DDA.

No action taken.

f. Scottville Representative on LMTA Board

Motion, by Alway with support from Thue to approve Manager Newkirk as an Interim Representative on the LMTA Board, and to make Public Notice of the City's quest to fill the position permanently.

Motion carried.

Public Comment

Sue Petiprin

Council Member Comments

Graham noted he was approached by a resident commending the changes occurring throughout the city.

Yeomans thanked DPW staff on their tireless efforts at both parks, and throughout the water tower maintenance project.

Adjourn

Motion, by Graham with support from Alway to adjourn.

Motion Carried 7:38 PM

Mayor, Marcy M. Spencer

Clerk, Kelse Lester



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 6-13-22

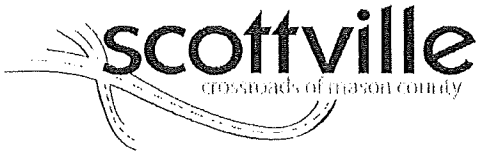
VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
PRIORITY HEALTH	6-22	INSURANCE	GENERAL FUND	\$6,035.92
GREATAMERICA FINANCIA	6-22	LEASED EQUIPMENT	GENERAL FUND	\$540.06
AT & T MOBILITY	6-22	PHONES POLICE, MANAGER	GENERAL FUND	\$252.93
AFLAC	6-22	DEDUCTIBLE	GENERAL FUND	\$516.32
751 PARTS CO INC	6-22	EQUIP REPAIRS	MOTOR POOL F	\$306.92
CARTER LUMBER	251325765	MCPHAIL SUPPLIES	GENERAL FUND	\$282.24
CARTER LUMBER	6-2022	MCPHAIL	GENERAL FUND	\$324.14
CONSUMERS ENERGY	204656036590	601 W 1ST	GENERAL FUND	\$144.13
CONSUMERS ENERGY	201185452572	105 N MAIN	GENERAL FUND	\$95.68
CONSUMERS ENERGY	206346640137	ST LIGHTS	GENERAL FUND	\$829.77
CONSUMERS ENERGY	204923018746	105 N MAIN	GENERAL FUND	\$21.29
CONSUMERS ENERGY	204923018747	STREET LIGHTS	GENERAL FUND	\$1,172.97
CONSUMERS ENERGY	204923018748	105 N MAIN	MAJOR STREET	\$46.04
CONSUMERS ENERGY	201363395271	1026 W US 10	GENERAL FUND	\$29.24
CONSUMERS ENERGY	201363395274	209 W STATE	GENERAL FUND	\$34.91
CONSUMERS ENERGY	201363395272	209 W STATE	GENERAL FUND	\$29.24
CONSUMERS ENERGY	201363395273	209 W STATE	GENERAL FUND	\$53.60
CONSUMERS ENERGY	201363395266	650 S MAIN	GENERAL FUND	\$39.21
CONSUMERS ENERGY	204300088260	700 S SCOTTVILLE	GENERAL FUND	\$416.59
CONSUMERS ENERGY	204300088258	85 E REEDS	GENERAL FUND	\$49.16
CONSUMERS ENERGY	204300088259	703 S SCOTTVILLE	GENERAL FUND	\$269.76
CONSUMERS ENERGY	201363395270	1065W US HIGHWAY 10	GENERAL FUND	\$29.51
CONSUMERS ENERGY	201363395269	202 E 5TH	SEWAGE DISPO	\$324.02
CONSUMERS ENERGY	201363395268	700 S SCOTTVILLE	GENERAL FUND	\$145.52
CONSUMERS ENERGY	201363395267	146 S MAIN	GENERAL FUND	\$29.24
CONSUMERS ENERGY	201363395275	114 S MAIN	GENERAL FUND	\$42.11
CONSUMERS ENERGY	204300088257	605 N SCOTTVILLE	SEWAGE DISPO	\$45.99
CONSUMERS ENERGY	201986310038	103 N MAIN	GENERAL FUND	\$212.44
DMC UNLIMITED	06032214	POLICE COMPUTER ISSUES	GENERAL FUND	\$79.00
DMC UNLIMITED	06032208	BACK UP COMPUTER DRIVE	GENERAL FUND	\$578.00
DTE ENERGY	6-24-22	HEAT	GENERAL FUND	\$67.25
DTE ENERGY	6-23-22	601 1 ST	GENERAL FUND	\$84.36
FLEIS & VANDENBRINK EN	62414	WATER MAIN AND ALLEY	WATER SUPPLY	\$9,100.00
FREEMAN CREEK EQUIPME	29076	CHAINSAW CHAIN	MOTOR POOL F	\$69.98
FREEMAN CREEK EQUIPME	12595	EQUIP REPAIR	MOTOR POOL F	\$98.97
GINMAN TIRE COMPANY, I	144554	EQUIP REPAIR	MOTOR POOL F	\$912.70
HARBOR HOT TUBS & POO	1650	POOL RIVERSIDE	GENERAL FUND	\$2,519.00



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VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
HOME DEPOT CREDIT SER	5-22	RIVERSIDE PARK, DPW, EQUIP, MCPHAIL	GENERAL FUND	\$660.62
LUDINGTON DAILY NEWS	6-2022	ADVERTISING	GENERAL FUND	\$233.20
LUDINGTON MASS TRANSP	7129,7130	EQUIP REPAIR	MOTOR POOL F	\$248.77
MALBURG'S SANITATION S	220468	BATHROOM MCPHAIL	GENERAL FUND	\$605.00
MEDIA GROUP 31 LLC	6860	ADVERTISING	GENERAL FUND	\$290.00
MATT MURPHY	5-21-22	MILEAGE	GENERAL FUND	\$43.50
PARTS PLUS OF MASON C	6-1-22	DPW SUPPLIES	GENERAL FUND	\$50.42
PITNEY BOWES	3315735084	LEASED EQUIP	GENERAL FUND	\$397.77
ALL SEASONS	43321	PORTA POTTY FOR RIVERSIDE PARK	GENERAL FUND	\$120.00
BRICKLEY DELONG	1229039	AUDIT	GENERAL FUND	\$3,500.00
LARSON'S ACE HARDWARE	64151	SUPPLIES MCPHAIL	GENERAL FUND	\$21.48
GREG BARNETT	6-1-22	ASSESSOR	GENERAL FUND	\$636.00
RICKY MORSE	5-24-22	EQUIP REPAIR	MOTOR POOL F	\$11.64
RICKY MORSE	5-22-	MILEAGE	GENERAL FUND	\$63.22
MOW TIME	1599	MOWING DDA	DDA OPERATIO	\$240.00
APEX SOFTWARE	318891	ASSESSOR PROGRAM	GENERAL FUND	\$235.00
REPUBLIC SERVICES	0239-003130098	GARBAGE	GARBAGE AND	\$8,999.29
STRONG INDUSTRIAL SUP	6-1-22	CITY, EQUIP REPAIR	GENERAL FUND	\$462.23
TNT ENTERPRIZE	6-9-22	CODE MOW	GENERAL FUND	\$660.00
TNT ENTERPRIZE	6-10-22	MCPHAIL	GENERAL FUND	\$1,350.00
TNT ENTERPRIZE	6-8-22	CEMETERY MOWING	GENERAL FUND	\$700.00
TNT ENTERPRIZE	6-7-22	SUB STATION	WATER SUPPLY	\$90.00
WEST MI CRIMINAL JUSTI	4855	POLICE	GENERAL FUND	\$87.50
ZIEHM L.P. GAS	6-3-22	PROPANE	GENERAL FUND	\$448.53
ZIEHM L.P. GAS	61339	PROPANE	GENERAL FUND	\$994.39
JACKPINE BUSINESS CENT	475380-0	RIVERSIDE PARK	GENERAL FUND	\$22.00
WONDERLAND TIRE COMP	01010005409	EQUIP REPAIR	MOTOR POOL F	\$397.74
PREIN & NEWHOF	67416	CONTRACTED WORK GRANT APPLICATIO	WATER SUPPLY	\$2,185.00
SYNCWAVE LLC	6-1-22	INTERNET, PHONES	GENERAL FUND	\$1,126.71
CARLOS ALVARADO LAWS	4-22	ATTORNEY	GENERAL FUND	\$1,374.58
H2O TOWERS LLC	1883	WATER TOWER CLEANING	WATER SUPPLY	\$4,500.00
SHORELINE POWER SERVI	17185	WATER TOWER	WATER SUPPLY	\$2,870.00
ENVIRONMENTAL SALES I	993	GRIDBEE MIXER AND CONTROL PANEL	WATER SUPPLY	\$9,322.88
JULIA ZIELKE	REFUND	CAMPING REFUND	GENERAL FUND	\$655.00
NORTH BRANCH WINERY	6-22	GRANT	DDA OPERATIO	\$1,500.00
LEGACY BUILDING LLC	GRANT	REGIONAL RAP GRANT	DDA OPERATIO	\$450.00
MICHAEL YANT	6-8	RIVERSIDE PARK	GENERAL FUND	\$21.83



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FOR CHECKS TO BE DATED 6-13-22

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
TOTAL OF SCHEDULED CHECK RUN:				\$71,402.51

Manager's Report – New gates at McPhail Field brought a little shock to some but are a necessity. Over the last few weeks, I have heard about and personally witnessed field use at McPhail when conditions existed that should have prevented anyone from using them. We receive many calls at City Hall concerning the fields, bathrooms, driveway, etc. each year. Hardly any are Scottville Residents and are from surrounding townships and communities that currently don't support field maintenance financially.

We have issues with people not respecting the utilities and services provided such as water and electricity. Water spigots have been left on, the lights at the softball diamond have been left on, and damage in the bathrooms was not reported allowing water to flow out of a sink for an entire weekend last summer. In addition to people driving in and filling water jugs with City Water for their camps and cabins at different times of the year only adds to the maintenance and utility costs at the field.

Since we are almost at the end of the fiscal year, I pulled the YTD balance on expenses at McPhail Field. As of June 7th, that total is \$16,445 and we will exceed the budgeted amount on almost every line item. Some notable amounts are: (budgeted/expended) Operating Supplies \$450/\$1426.58, Water \$1533/\$1213.87, Lights \$1533/\$1380.41, Repairs & Maintenance \$500/\$1466.38, Contracted Work \$3536/\$4905, Equipment Rental \$2275/\$2455.98. There are still 3 weeks of nearly daily activity until end of the fiscal year on July 1st. The only revenue we have taken in this fiscal year is softball league fees that they paid late last year and their \$300 deposit this year for a total of about \$1600.

On a positive note, we have received a few grants totaling over \$10,000 for more improvements. The Can Drive that took place during Covid was able to purchase a canopy for the concession stand. We have a grant that is going to replace the parking area by the main softball diamond. We have another grant to repair, level, and overall improve the playing surfaces themselves. These are all good things, but they won't last if people continue to abuse the facilities.

Charter Amendments – updates to several aspects of the City Charter that has only been minimally updated since 1959. There are only two ways to update a City Charter. First, a Charter Commission like the process Ludington is going through and second, a vote on specific changes through the election process and approval by the voters.

Vacant Commission Seat – Meg Cooper resigned as she moved out of the city. The seat needs to be appointed immediately if we can. The seat is also up for election this fall, and a petition will need to be taken out, 25 signatures gathered, and then placed on the November ballot. There are 4 seats that will be on the ballot this fall. Petitions will be available for all 4 seats at City Hall starting June 14th.

Budget Amendments – This is the summary of most of the budget amendments that I am asking to be approved. The treasurer has balanced the accounts to this point to reduce the number of changes that will need to be made before the final City Commission meeting at the end of the month.

CITY OF SCOTTVILLE, MICHIGAN

**RESOLUTION TO AMEND THE 2021-2022
CITY OF SCOTTVILLE BUDGET**

RESOLUTION NO. 22-15

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>Original</u>	<u>+ or -</u>	<u>Amended</u>
Audit-000	\$0	-\$3380.55	\$0
Federal Grants	\$0	-\$7842.00	\$0
<u>City Commission – 101</u>			
Attorney	\$25000.00	-\$7500.00	\$17500.00
Audit	\$6834.00	+\$3380.55	\$10214.55
<u>City Manager – 172</u>			
Salaries & Wages	\$6200.00	-\$4000.00	\$58000.00
Travel	\$1500.00	-\$1000.00	\$500.00
<u>City Clerk – 215</u>			
Salary	\$19867.00	+\$1500.00	\$21367.00
<u>Board of Review-247</u>			
Salary & Wages	\$8000.00	-\$979.00	\$7021.00
Contracted Work	\$7000.00	-\$2500.00	\$4500.00

<u>Treasurer – 253</u>			
Salaries & Wages	\$25000.00	-\$1500.00	\$22350.00
Assessor 257			
Contracted Work	0	-\$979.00	0
<u>Elections – 262</u>			
Operating	\$3000.00	-\$2000.00	\$1000.00
<u>City Hall. – 265</u>			
Ins & Bonds	\$8600	+\$3120.00	\$11720.00
<u>Parking Lot & Mall – 267</u>			
Salary	\$2995.00	-\$1000.00	\$1995.00
Contracted Work	\$12000.00	-\$ 3120.00	\$0
<u>Police – 301</u>			
Equip Retail	\$5000.00	-\$4300.00	\$700.00
<u>Zoning – 371</u>			
Operating Supplies	\$0	+ \$1300.00	\$1300.00
<u>DPW – 441</u>			
Contracted Work	\$ 0	+\$3000.00	\$3000.00
Salary	\$39636.00	+\$4842.00	\$44478.00
Operating Supplies	\$3000.00	+\$1630.00	\$4630.00
<u>Alleys/Sidewalks – 444</u>			
Gravel	\$2000.00	-\$1630.00	\$370.00
Street Patches	\$7500.00	+\$3000.00	\$10500.00
Lights	\$1600.00	-\$1000.00	\$600.00
<u>Cemetery-567</u>			
Equip Rental	\$5000.00	-\$800	\$4570.00
<u>Recreation Department 751</u>			
Contracted Work	\$3536.00	+\$ 1000	\$4536.00
Salaries & Wages	\$2087.00	+\$800.00	\$2887.00
<u>Riverside Park – 756</u>			
Salaries & Wages	\$30310.00	= +\$40000.00	\$70310.00

**PART C – MAJOR STREET
EXPENDITURES**

<u>Traffic Services – 474</u>			
Health Ins	\$471.00	+1600.00	\$2071.00

<u>Maintenance-463</u>			
Salaries & Wages	\$6000.00	-\$1700.00	\$4300.00
Parking Paint	\$1400.00	-\$1400.00	\$0.00

	Original		Amended
<u>Trunkline Maint – 477</u>	<u>Appropriation</u>	<u>+ or -</u>	<u>Appropriation</u>
Equip Rental	\$5000.00	-\$4000.00	\$1000.00
Salt-Sand	\$1137.00	+\$2500.00	\$3637.00

**PART D – LOCAL STREETS
EXPENDITURES**

Maintenance -463			
Street Patching	\$1500.00	-\$1000.00	\$500.00
Salary	\$10000.	-\$2000.00	\$8000.00
Contracted Work	\$5500.00	-\$500.00	\$5000.00

<u>Traffic Services – 474</u>			
Health In	\$151.00	+\$1300.00	\$1451.00
Contracted Work	\$5500.00	-\$500.00	\$5000.00

Winter Maintenance-478			
Retirement	\$259.00	+\$1400.00	\$1659.00
Salary	\$8011.00	-\$500.00	\$7511.00

**PART E – DDA FUND
EXPENDITURES**

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

**GARBAGE AND REFUSE – COLLECTION
EXPENDITURES**

<u>Expenditures – 226</u>	Original		Amended
	<u>Appropriation</u>	<u>+ or -</u>	<u>Appropriation</u>
Professional Services(528)	\$59440.00	+\$17000.00	\$76440.00
Professional Services(530)	\$9449.00	+\$11000.00	\$20449.00

**Part H-SEWER DISPOSAL FUND
EXPENDITURE**

Expenditures-590			
Contracted Work	\$15620.00	-\$5000.00	\$10620.00
Lift Station	\$17,000.00	-\$8000.00	\$9000.00
Federal Grant	0	-\$9662.00	0

Part I WATER SUPPLY

Expenditure 591			
Contracted Work	\$8000.00	+\$55789.00	\$63789.00
Federal Grant	\$0	-\$55789.00	\$0
Contracted Work	\$8000.00	+\$9962.00	\$17962.00
Bond	\$39000.00	-\$2000.00	\$37000.00

Part J MOTOR POOL

Expenditure 661			
Capital Outlay	\$10000.00	-10000.00	\$0

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 1522nd Regular Meeting held Monday, June 13, 2022.

Kelse Lester
City Clerk