

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

1528th Regular Meeting Monday September 12th, 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 1527th Meeting Minutes
- B. Approval of Special Meeting Minutes (8/29/22)
- C. Approval of Bills in the amount of \$549,640.18

7. Correspondence

8. Department Reports

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

9. Unfinished Business

- a. Project Manager Position

10. New Business

- a. Resolution 22-18 Martin Luther King Jr Day
- b. Resolution 22-19 Joe Baxter

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

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12. Council Members Comments

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

The 1527th Regular Commission meeting of the Scottville City Commission held at City Hall 105 N. Main St on August 22ND, 2022. Called to order at 6:30pm by Mayor Marcy M. Spencer.

Present at Roll Call

Alway

Copenhaver

Graham

Seiter

Thue

Yeomans

Spencer

Also in attendance: Manager Newkirk, Chief Murphy, Treasurer Shafer, and Clerk Lester

Additions/Deletions to Agenda

ADD; REPORTS; Item G; DPW Report

ADD; NB; ITEM B; Alvarado Resignation

ADD; NB; ITEM C; Housing Assessment Study

Approval of Agenda

Motion, by Seiter with support from Graham 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 it stands.

Motion carried.

Correspondence

None.

Department Reports

a. City Manager

Newkirk reported Riverside Park continues to make improvements. He has received numerous phone calls regarding the fish cleaning station. The station has been closed all year due to a blown motor as the result of misuse and abuse. Both the motor and adjustable frequency drive have been rebuilt several times. A rough estimate of full repair would cost the city \$30,000.

b. Police Department

Statistical report provided. Murphy added Officer Case is working with COL PD to host an active shooter exercise. He will be transitioning back onto the day shift with the start of the school year approaching. Officer Skinner continues work on blight enforcement and prosecution. Murphy is currently performing a LEIN audit with the State of Michigan.

c. Mayor- None

d. Attorney- None

e. Treasurer- None

f. Clerk- None

g. DPW

Scottville Department of Public Works team consists of three staff members: (Coolman, Hansen, Morse). Coolman offered an update on several items his department has been

working on. Water, Sewer, Cemetery, Road, Equipment Repair, and Special Events are a few of the areas covered. He noted those with questions regarding specific tactics or projects should contact him directly. With noted effort of being more transparent this item will become a permanent fixture on the agenda.

h. Assessor- None

i. Committee Reports

1. Finance

The group discussed the DDA tax capture initiative, the development director position, and the fire barn fence. This committee does recommend the full commission approve the payment of up to \$1697.00 towards the fence on behalf of the MCRFA fence at the Scottville location.

j. Mason County Commissioner Representative

Hull offered County Administrator Fabian Knizacky has successfully moved his office to the airport location. The group continues to discuss the broadband initiative through Great Lakes Energy. An \$18,000 grant through Michigan Municipal Risk Management Authority is in the works at the county level.

k. MCRFA Representative

Lehrbass was present to ask any questions regarding the fence at the Scottville barn.

Unfinished Business

a. Fire Department Fence Request

Motion, by Yeomans with support from Graham to approve the payment of \$1697.00 towards the fence replacement at the Scottville Fire Barn.

Motion carried.

b. Brownfield Redevelopment Authority Bylaws

Motion, by Alway with support from Seiter to approve the City of Scottville Brownfield Redevelopment Authority Bylaws as presented.

Motion carried.

New Business

a. Laptop Data Recovery Request

Newkirk provided a quote through Ontrack Data Recovery and DMC Unlimited. After discussion with available information regarding the resetting to factory standards of city technological equipment this item was suggested for tabling until legal advice can be sought.

Motion, by Alway with support from Yeomans to table this item until legal counsel is available.

Motion carried.

b. Alvarado Resignation

Spencer read a letter of resignation submitted by Attorney Carlos Alvarado.

Motion, by Seiter with support from Yeomans to accept letter of resignation submitted by Attorney Alvarado.

6 Yes

1 No-Alway

Motion carried.

c. Housing Assessment Study

Motion, by Alway with support from Yeomans to commit a recommended \$5000 towards the Housing Assessment Study in collaboration with the City of Ludington and Mason County.

Motion carried.

Public Comment

Christopher Boardman

Al Deering

Jeff Barnett

Council Member Comments

None

Adjournment

Motion, by Yeomans with support from Seiter to adjourn.

Motion Carried 7:49PM

Mayor Pro-Tem, Rob Alway

Clerk, Kelse Lester

Special Meeting
City of Scottville Commission
City Hall 105 N. Main St.
8/29/22 5:30pm

1. Call to Order
2. Pledge of Allegiance
3. Members Present:
 - Alway
 - Copenhaver
 - Seiter
 - Thue
 - Yeomans
 - SpencerAbsent: Graham
Also in Attendance: City Manager Newkirk, and Clerk Lester
4. New Business
 - a. Interim Legal Council

Spencer was notified that Carlos Alvarado of Carlos Alvarado Law will represent the City on new and existing legal matters until January 1st of 2023. With this new information it seems appropriate to table this item, as an interim is not required for immediate relief.
Motion, by Alway with support from Seiter to table the request to seek interim legal counsel currently.
Motion carried.
 - b. Request for Proposal for Attorney/FOIA Coordinator

Newkirk provided a proposed copy of the RFP to be advertised requesting bid submissions for new legal council to represent the City of Scottville. New information on the timeline of which the city will be needing to swear new counsel in caused the commission to push back the due date from 9/9/22 to 10/10/22. Item will be posted on the city website, local newspapers, and social media platforms.
Motion, by Alway with support from Yeomans to approve the request for proposal with noted due date correction.
Motion carried.
5. Public Comment
 - Tom Rotta- Ludington
6. Council Comment
 - None
7. Adjournment
 - Motion, by Seiter with support from Yeomans to adjourn.
Motion carried. 7:42pm.



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 9-12-22

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
PRIORITY HEALTH	9-1-22	INSURANCE	GENERAL FUND	\$6,035.92
SPECTRUM	9-1-22	CABLE VISION	GENERAL FUND	\$771.16
AT & T MOBILITY	9-22	PHONES POLICE, MANAGER	GENERAL FUND	\$253.35
MASON COUNTY TREASUR	8-23-22	TAX DISBURSEMENT	ESCROW TAX F	\$141,813.05
CHRIS CARR MECHANICAL	2920	HEAT DUCT WORK CITY HALL	GENERAL FUND	\$1,877.00
MELISSA SLIMMEN	8-21-22	CLEANING RIVERSIDE BATHROOMS	GENERAL FUND	\$700.00
BELL EQUIPMENT COMPAN	8-22-22	EQUIP RENTAL	MOTOR POOL F	\$780.00
FASTENAL	MILUD177941	EQUIP REPAIR	GENERAL FUND	\$22.54
BRICKLEY DELONG	123075,1230687	AUDIT	GENERAL FUND	\$12,680.00
MICHEAL YANT	8-2-22	DISPLAYS RIVERSIDE PARK	GENERAL FUND	\$150.00
LUDINGTON MASS TRANSP	8-23-22	TAX PAYOUT	ESCROW TAX F	\$15,255.93
CITY OF SCOTTVILLE TAX	8-25-22	TAX PAYOUT	ESCROW TAX F	\$255,874.95
CITY OF SCOTTVILLE TAX	8-23-22	DDA TAX PAYOUT	ESCROW TAX F	\$12,351.76
STRONG INDUSTRIAL SUP	1478037,1478038	SHOP SUPPLIES	GENERAL FUND	\$140.46
FASTENAL	MILUD177950	SHOP SUPPLIES	GENERAL FUND	\$20.24
FERGUSON ENTERPRISES,	0158873	WATER SUPPLIES	WATER SUPPLY	\$181.98
CONSUMERS ENERGY	20145291792	209 W STATE	GENERAL FUND	\$29.27
CONSUMERS ENERGY	201630469642	85 E REEDS	GENERAL FUND	\$48.23
CONSUMERS ENERGY	201630469641	605 N SCOTTVILLE	SEWAGE DISPO	\$46.15
CONSUMERS ENERGY	201630469644	700 S SCOTTVILLE	GENERAL FUND	\$1,870.57
CONSUMERS ENERGY	201452494794	209 W STATE	GENERAL FUND	\$29.84
CONSUMERS ENERGY	201452494793	209 W STATE	GENERAL FUND	\$35.64
CONSUMERS ENERGY	201452494790	1065 W US HWY 10	GENERAL FUND	\$31.89
CONSUMERS ENERGY	201452494789	202 E 5TH	SEWAGE DISPO	\$246.56
CONSUMERS ENERGY	201452494788	700 S SCOTTVILLE STE 2	GENERAL FUND	\$407.37
CONSUMERS ENERGY	201452494787	146 S MAIN	GENERAL FUND	\$29.27
CONSUMERS ENERGY	201452494791	1026 W US 10	GENERAL FUND	\$30.10
CONSUMERS ENERGY	201452494795	114 S MAIN	GENERAL FUND	\$33.42
CONSUMERS ENERGY	20145294786	650 S MAIN	GENERAL FUND	\$37.86
MASON COUNTY TREASUR	120 W BROADWAY	TAX DISBURSEMENT	GENERAL FUND	\$748.71
CONSUMERS ENERGY	201630469643	703 S SCOTTVILLE	GENERAL FUND	\$937.67
CONSUMERS ENERGY	202520385160	103 N MAIN	GENERAL FUND	\$197.26
MELISSA SLIMMEN	8-28-22	RIVERSIDE PARK	GENERAL FUND	\$700.00
JACKPINE BUSINESS CENT	477989-0	NAME PLATES DPW	GENERAL FUND	\$98.75
CONSUMERS ENERGY	204211229659,2016	105N MAIN, 601 W FIRST	GENERAL FUND	\$325.99
STRONG INDUSTRIAL SUP	1478203,1478204	SHOP SUPPLIES	GENERAL FUND	\$43.36
MARK RAVEN	9-1-22	2 CEMETERY LOTS BUY BACK	GENERAL FUND	\$150.00



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VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
MEDIA GROUP 31 LLC	7058	ADVERTISING	GENERAL FUND	\$155.00
SYNCWAVE LLC	9-1-22	INTERNET, PHONES	GENERAL FUND	\$646.71
CUMMINS SALES & SERVIC	S3-53565	LIFT STATION REPAIRS	SEWAGE DISPO	\$509.65
HOME DEPOT CREDIT SER	9-1-22	RIVERSIDE, MCPHAIL, CITY, SHOP	GENERAL FUND	\$944.35
MI MUN. WORKERS COMP.	9-1-22	WORKERS COMP	MOTOR POOL F	\$2,038.00
GREG BARNETT	9-1-22	ASSESSOR	GENERAL FUND	\$636.00
CARTER LUMBER	9-1-22	PARKING LOTS, RIVERSIDE PARK	GENERAL FUND	\$57.32
MARC HANSEN	9-2-22	WATERING FLOWERS	DDA OPERATIO	\$2,000.00
MELISSA SLIMMEN	9-4-22	RIVERSIDE PARK CLEANING	GENERAL FUND	\$700.00
MOW TIME	1729	MOW DDA	DDA OPERATIO	\$240.00
AMBER TOWNSHIP TREAS	9-22	425 TAXES	GENERAL FUND	\$233.86
CUSTER TOWNSHIP	9-22	425 TAX PAYOUT	GENERAL FUND	\$64.64
MIKE KUSEBUSKI	1413	RIVERSIDE PARK REPAIR	GENERAL FUND	\$573.93
ZIEHM L.P. GAS	16723	PROPANE	GENERAL FUND	\$343.47
CONSUMERS ENERGY	205813002860	105 N MAIN	MAJOR STREET	\$46.05
CONSUMERS ENERGY	205813002859	105 N MAIN	GENERAL FUND	\$24.19
LUDINGTON DAILY NEWS	8-31-22	ADVERTSING	GENERAL FUND	\$311.40
PITNEY BOWES	3316190630	LEASED EQUIP	GENERAL FUND	\$397.77
CARTER LUMBER	8-31-22	DPW SUPPLIES	GENERAL FUND	\$57.32
MILLER WELDIING SUPPLY	000272018	EQUIP REPAIRS	MOTOR POOL F	\$130.76
STAPLES CREDIT PLAN	9-2022	OFFICE SUPPLIES	GENERAL FUND	\$447.48
FREEMAN CREEK EQUIPME	12889	EQUIP REPAIR	MOTOR POOL F	\$183.38
DISTRICT HEALTH DEPART	201503824	WATER TESTING RIVERSIDE PARK	GENERAL FUND	\$20.00
751 PARTS CO INC	9-1-22	SHOP TOOLS	GENERAL FUND	\$51.94
MASON COUNTY TREASUR	2022-030	LIFT STATION	SEWAGE DISPO	\$71,901.35
MASON COUNTY TREASUR	9-1-22	TAX DISBURSEMENT-PRIOR YEARS	GENERAL FUND	\$14.36
PARTS PLUS OF MASON C	9-1-22	EQUIP REPAIR, SUPPLIES	MOTOR POOL F	\$346.13
ALL SEASONS	44434	MCPHAIL 3	GENERAL FUND	\$360.00
MEG GUNIA	9-2022	DDA ENTERTAINMENT	DDA OPERATIO	\$200.00
SCOTTVILLE CLOWN BAND	9-2022	DDA ENTERTAINMENT	DDA OPERATIO	\$500.00
JOHNATHON BLAKE	9-2022	DDA ENTERTAINMENT	DDA OPERATIO	\$300.00
TNT ENTERPRIZE	9-8-22	MCPHAIL MOWING	GENERAL FUND	\$1,200.00
TNT ENTERPRIZE	9-9-22	CEMETERY MOWING	GENERAL FUND	\$1,050.00
TNT ENTERPRIZE	9-10-22	SUBSTATION	WATER SUPPLY	\$150.00
DTE ENERGY	9-2-22	DPW BUILDING	GENERAL FUND	\$52.74
DTE ENERGY	9-3-22	CITY HALL	GENERAL FUND	\$42.91
LUDINGTON MASS TRANSP	7239	EQUIP REPAIR	MOTOR POOL F	\$644.00



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FOR CHECKS TO BE DATED 9-12-22

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
REPUBLIC SERVICES	0239-003189575	GARBAGE, RECYCLE	GARBAGE AND	\$7,079.22
TOTAL OF SCHEDULED CHECK RUN:				\$549,640.18

Clerks Report

9/12/22

I've recently had the opportunity to attend a webinar through the Michigan Department of State addressing political violence and extremism against election administrators. This was especially helpful as we move closer to the general election. Ballots are in print as we speak. I will be acting as the clerk for the Brownfield Redevelopment Authority Board representing both Scottville and Ludington councils. Next meeting is 9/26.

Resolution 22-18

**A RESOLUTION TO RECOGNIZE MARTIN LUTHER KING JR. DAY AS A HOLIDAY
IN THE CITY OF SCOTTVILLE**

WHEREAS, Martin Luther King Day is set aside each year as a national holiday to celebrate the life and lessons of Dr. Martin Luther King Jr.; and,

WHEREAS, communities throughout the State of Michigan converge on the Martin Luther King holiday at events which celebrate their diversity and at the same time promote their collective spirit; and,

WHEREAS, it is appropriate and consistent with residents and businesses of the United States, State of Michigan, and our community to set aside Martin Luther King Day as a holiday.

BE IT THEREFORE RESOLVED THAT:

1. Martin Luther King Day, beginning in January, 2023, shall be recognized as a holiday by the City of Scottville; and
2. All City of Scottville employees and offices not essential to the safety and security of the city will be closed; and
3. Efforts shall be made to adjust the City of Scottville calendar to accommodate the observance of this holiday.

Resolution No. 2022-_____ was moved for adoption by Commissioner _____ at the Scottville City Commission meeting held on September 12, 2022. Seconded by Commissioner _____. The motion for adoption received the following vote:

Yes:

No:

Absent:

Attested to by the City of Scottville, Michigan.

Kelse Lester, City Clerk

Resolution 22-19

**A RESOLUTION HONORING THE LIFE AND SERVICE OF
MAYOR AND COMMISSIONER JOSEPH BAXTER**

WHEREAS, The Mayor, City Manager, Clerk, Treasurer, members of the City Commission, and employees of the City of Scottville are saddened by the death of former Commissioner and Mayor, Joseph Baxter, who passed away on September 3rd, 2022; and

WHEREAS, Joe Baxter was a strong supporter of this community by volunteering for many events, serving as a City Commissioner and being chosen by his peers to preside as the Mayor of Scottville; and

WHEREAS, Joe Baxter served as the chair of the Soldiers & Sailors Relief Fund for Mason County for more than 30 years being a fierce advocate for veterans through unwavering dedication and commitment,

WHEREAS, Joe Baxter enlisted in the U.S. Army in 1969, served 4 tours in Vietnam, was stationed around the world, worked as an Army Recruiter, and retired in 1989 with the rank of First Sergeant.

NOW, THEREFORE BE IT RESOLVED that the Scottville City Commission does hereby commend Howard Vander Laan for his time-honored legacy of dedication, enthusiasm and outstanding public service given to the Scottville Community for the past seven decades.

Resolution No. 2022-_____ was moved for adoption by Commissioner _____ at the Scottville City Commission meeting held on September 12, 2022. Seconded by Commissioner _____. The motion for adoption received the following vote:

Yes:

No:

Absent:

Attested to by the City of Scottville, Michigan.

Kelse Lester, City Clerk