

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

1531st Regular Meeting Monday October 24th, 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 1530th Meeting Minutes
- B. Approval of Bills in the amount of \$126,268.21

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. Attorney RFP
- b. Pre-Construction Letter of Understanding
- c. Blight Penalty Ordinance 1st Reading

10. New Business

- a. Jabrocki Excavating Snow Removal Contract Renewal
- b. Closed Session (MMRMA Legal Consultation)

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 1530th Regular Commission meeting of the Scottville City Commission held at City Hall 105 N. Main St on October 10th, 2022. Called to order at 6:30pm by Mayor Marcy M. Spencer.

Present at Roll Call:

Graham

Thue

Yeomans

Spencer

Absent: Alway, Copenhaver, Seiter

Also in attendance: Manager Newkirk, Clerk Lester, Treasurer Shafer, and Interim Police Chief Skinner

Additions/Deletions to Agenda- None

Approval of Agenda

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

Motion carried.

Approval of Consent Agenda

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

Motion carried.

Correspondence- None

Department Reports

a. City Manager

Newkirk offered work has started on the railroad crossing on South Main. Road will remain closed to through traffic until Monday at the very latest. Previously ordered parts to fix the 5th St lift station have arrived earlier than expected, work will begin ASAP.

b. Police Department

Report provided. Previously approved new portable radios are scheduled to ship out this week. Dispatch is requiring all systems be upgraded to an encrypted platform by August 2023. School Resource Officer Case has submitted his letter of resignation. Seasonal festivities for Halloween are well underway. SPD will be assisting with trick-or-treating along with the school functions. Special thanks to the Scottville Fire Dept for their help with traffic control.

c. Mayor- None

d. Attorney- None

e. Treasurer/Clerk- Revenue Expenditure Report provided.

f. DPW- None

g. Assessor- None

h. Committee Reports- None

i. Mason County Commissioner Representative

Hull offered the group will meet at the airport tomorrow with a special presentation true stream regarding county wide broad band. Circuit Court is hiring for part time clerical positions.

j. MCRFA Representative -None

Unfinished Business

a. Brownfield Consulting Services

Motion, by Yeomans with support from Graham to approve the professional services agreement with Fishbeck/Susan Wenzlick on behalf of the Brownfield Authority Board. The schoolhouse and the car dealership are top priorities for redevelopment currently.

Motion carried.

New Business

a. Lot Mowing Special Assessment Resolution 22-20

Motion, by Graham with support from Thue to approve Resolution 22-20 to place delinquent lot mowing accounts special assessments on the Winter 2022 Tax Roll.

Motion carried.

b. Delinquent Utility Billing Special Assessment Resolution 22-21

Motion, Yeomans with support from Thue to approve Resolution 22-21 to place delinquent utility billing accounts as special assessments on the Winter 2022 Tax Roll.

Motion carried

c. Five Year Recreation Plan Agreement

Motion by Graham with support from Yeomans to approve the contract with Fleis&Vandenbrink to update the Park and Recreation Master Plan.

Motion carried.

Public Comment

Richard Singleton

Council Member Comments

Yeomans thanked Officer Case for his service and Officer Skinner for her consistent dedication.

Adjournment

Motion, by Yeomans with support from Thue to adjourn.

Motion Carried 7:07PM

Mayor, Marcy M. Spencer

Clerk, Kelse Lester



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 10-24-22

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
DTE ENERGY	10-11	HEAT	GENERAL FUND	\$64.46
REPUBLIC SERVICES	0239-003208025	GARBAGE	GARBAGE AND	\$7,337.55
DTE ENERGY	10-25-22	HEAT	GENERAL FUND	\$78.28
VISA	10-2022	EQUIP REPAIRS	GENERAL FUND	\$945.07
VISA	10-11-22	POLICE, CITY HALL, DPW	GENERAL FUND	\$671.60
SCOTTVILLE POSTMASTER	10-22	486 POST CARDS	SEWAGE DISPO	\$213.84
BLUE CROSS BLUE SHIELD	10-22	BLUE CROSS	GENERAL FUND	\$414.08
DANIEL LILLEBERG	10-22	REFUND WATERBILL	WATER SUPPLY	\$196.00
JIM NEWKIRK	10-21-22	TRAINING, TRAVEL	GENERAL FUND	\$548.55
MCC ATHLETIC BOOSTER	10-22	DEPOSIT MCPHAIL	GENERAL FUND	\$300.00
MEDIA GROUP 31 LLC	7161	ADVERTISING POLICE CHIEF	GENERAL FUND	\$99.00
LARSON'S ACE HARDWARE	68915	KEYS	GENERAL FUND	\$2.99
FISHBECK	415986	BROWNFIELD	GENERAL FUND	\$591.00
MOW TIME	1770	MOWING	DDA OPERATIO	\$80.00
PARTS PLUS OF MASON C	10-22	DPW SUPPLIES	GENERAL FUND	\$200.94
MELISSA SLIMMEN	10-9-22	CLEANING RIVERSIDE	GENERAL FUND	\$200.00
USA BLUE BOOK	127536	SUPPLIES WATER	WATER SUPPLY	\$372.94
HOME CITY ICE COMPANY	9-22	ICE RIVERSIDE	GENERAL FUND	\$680.25
STEVES TIRE & AUTOMOTI	26694	EQUIP REPAIR	MOTOR POOL F	\$25.00
CITY OF SCOTTVILLE--PET	10-13-22	EQUIP AND POLICE SUPPLIES	MOTOR POOL F	\$100.00
ZIEHM L.P. GAS	16914	PROPANE	GENERAL FUND	\$561.19
CONSUMERS ENERGY	203410384506	STREET LIGHTS	GENERAL FUND	\$935.96
CONSUMERS ENERGY	203410384505	105 N MAIN	GENERAL FUND	\$24.21
CITY OF SCOTTVILLE--WA	10-10-22	105 N MAIN	GENERAL FUND	\$417.68
DAVE'S CONCRETE LLC	068443	SIDEWALK	GENERAL FUND	\$1,500.00
PITNEY BOWES	10-22	LEASED EQUIPMENT	GENERAL FUND	\$1,020.99
CONSUMERS ENERGY	205368143183	105 GREEN	DDA OPERATIO	\$91.15
MASON COUNTY DPW	10-22	3RD QTER	SEWAGE DISPO	\$38,657.52
CITY OF LUDINGTON	11-20-22	WATER 3RD QTR 2022	WATER SUPPLY	\$37,786.87
HALLACK CONTRACTING	92709	MANHOLE REPAIRS	SEWAGE DISPO	\$1,200.00
CARTER LUMBER	251331258	SHOP SUPPLIES	GENERAL FUND	\$27.55
STRONG INDUSTRIAL SUP	148216	SHOP SUPPLIES	GENERAL FUND	\$23.31
GREATAMERICA FINANCIA	32651962	LEASED EQUIP	GENERAL FUND	\$660.76
WADEL STABILIZATION IN	10-19-22	WATER LEAK S MAIN	WATER SUPPLY	\$11,120.00
ELECTION SYSTEMS & SOF	CD2045188	ELECTION	GENERAL FUND	\$27.75
TNT ENTERPRIZE	10-20-22	SUB STATION	WATER SUPPLY	\$90.00
TNT ENTERPRIZE	10-19-22	MCPHAIL MOWING	GENERAL FUND	\$1,050.00



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 10-24-22

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
TNT ENTERPRIZE	10-18-22	CEMETERY MOWING	GENERAL FUND	\$700.00
SPECTRUM BUSINESS	0014572101322	CABLE	GENERAL FUND	\$771.16
STATE OF MI -MI STATE P	551-606201	TOKEN FEE	GENERAL FUND	\$30.00
ALPINE TREE SERVICE	2982	TREE REMOVAL	GENERAL FUND	\$10,925.00
EGLI CASHIERS OFFICE	11022879	2023 LICENSE	GENERAL FUND	\$184.00
CARLOS ALVARADO LAWS	10-21-22	BLIGHT, DDA, ASSESSOR, ATTORNEY	GENERAL FUND	\$5,041.56
ASHLEY VOSS	MCPHAIL	MCPHAIL DEPOSIT	GENERAL FUND	\$300.00
TOTAL OF SCHEDULED CHECK RUN:				\$126,268.21

Commission Notes 10/21/22

Unfinished Business:

We received two response to our RFP for City Attorney services. Those packets were sent to Commissioners prior to the meeting for review. For the time being Carlos Alvarado will continue to serve for items already undertaken. After my review of the proposals I am recommending Mika Meyers. We are going to be in need of attorney services in many different areas of city government. From issuing Bonds, zoning, planning, and obviously legal advice I believe they are the most complete option. They also have local attorneys that are familiar with the city and will be more responsive, in my opinion, to our needs.

The pre-construction letter is from the recommended contractor for the DDA Scottville Community Center project. Chairman Joe Knowles was asked to be in attendance to explain details.

The Blight Penalty Ordinance revision has been quite a long time in the making. There is some discrepancies between City Ordinance and the adopted International Property Maintenance Code. This ordinance will clarify the penalty phase for citations issued for blight.

New Business:

Jabrocki Snow Removal Contract Extension is identical as last year. I am recommending the Commission approve this one year contract renewal.

Closed Session for discussion with Michigan Municipal Risk Management Authority attorneys.

Clerks Report 10/24/22

Working with County Clerk and the Bureau of Elections made quick work of correcting a ballot oversight. Absent voters effected by this have been contacted directly, new ballots have been issued. Thank you for your patience with this matter. Preparation for election day will continue as normal. Public testing of all election equipment is scheduled for 10/26. Christmas parade float applications have gone out. Planning for this event is going smoothly.



Letter of Understanding

Date: October 19, 2022
To: Joseph Knowles | DDA Chairperson
Re: Construction Management, Scottville Optimist Building

It is the intention of Scottville Downtown Development Authority ("Client") to enter into a construction contract with Journey Construction Group LLC ("JCG") for the preconstruction and construction of Scottville Optimist Building Renovation Project located at 105 W. Green Street, Scottville, Michigan 49454. In addition, Journey Construction Group is authorized to start work prior to the finalization of contract documents. This work shall include the below statement of work.

Under no circumstances shall JCG undertake any work nor make any commitments such that the total value of the work performed made pursuant to this letter is greater than **\$3,000.00**

The statement of work to be undertaken pursuant to this letter is:

- Journey Construction Group – preconstruction efforts
- Establish a project budget based on overall project scope
- Assist and coordinate with Scottville DDA, hiring an Architect (Cost is not included above)
- Trade contractor bidding once project documents and bid packages are completed
- Journey Construction Group has committed to a cost/plus agreement with Scottville DDA with a percentage fee of 4% and providing a gift-in-kind of \$5,000 following the completion of Construction.

In the event that negotiations between the client and Journey Construction Group LLC should conclude without a final agreement being reached, the client will reimburse JCG for all its costs of the work performed. JCG will provide the client a formal written itemization of costs incurred, and client shall pay JCG within ten (10) days of receipt of itemization.

This letter will work as interim agreement between JCG and Client until such time as the final negotiations have concluded with a formal agreement being executed. This letter will be the entire agreement between the parties during the interim period and any changes to the terms herein shall be in writing.

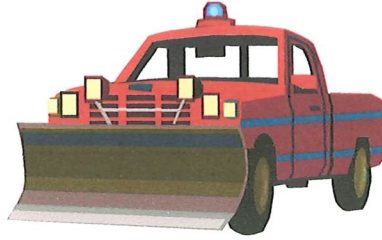
Acceptance:

Joseph Knowles
DDA Chairperson

Brent Balkema
Journey Construction Group LLC

Date

Date



JABROCKI EXCAVATING, L.L.C.
117 S. REINBERG AVE
SCOTTVILLE, MI 49454
PH# 231-757-0024
FAX# 231-757-9151

**SNOW REMOVAL BID
2022 – 2023 Year**

DATE: September 14, 2022

LOCATION: City of Scottville
105 North Main Street
Scottville, MI 49454

AMOUNT FOR PLOWING: \$70.00 Per Hour For Plow Truck
\$175.00 Per Hour For Loader

AMOUN'T FOR SNOW REMOVAL, FROM CITY SIDEWALKS
\$55.00 Per Hour
Method of Clearing: Snow Blower, Shovel
Salt Side Walks \$15.00 A Bag If Needed

PAYMENT METHOD: Monthly Invoice

COMMENTS:

ACCEPTANCE OF BID

DATE: _____ SIGNATURE _____

DATE: _____ SIGNATURE _____

Jim Jabrocki, Jabrocki Excavating, L.L.C.