

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

1548th Regular Meeting Monday July 10th, 2023, at 6:00 PM

1. Call to Order at 6:00 PM
2. Pledge of Allegiance
3. Roll Call
4. Additions to the Agenda
5. Approval of Agenda
6. Approval of the Consent Agenda

Consent Agenda items are considered routine by the Commission 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 1547th Regular Meeting Minutes
- B. Approval of Bills in the amount of \$23,377.89

7. Public Comment

Those addressing Commission are asked to provide their name and address and will be limited to two minutes of speaking time. The Commission will hear all comments pertaining to agenda items only.

8. Correspondence- Hazardous Household Materials

9. Department Reports

- a. City Manager
- b. Police Chief
- c. City Attorney
- d. Mayor
- e. Treasurer/Clerk- Revenue Expenditure Report
- f. Assessor
- g. Department of Public Works
- h. Committee Reports
- i. Mason County Commissioner Representative
- j. MCRFA Representative
- k. DDA Representative

10. Unfinished Business- None

11. New Business

- a. Social District Permit Renewal
- b. Planning Commission Appointment

12. Public Comment

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

13. Commissioner Comment

14. Adjournment

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

The 1547th Regular Commission meeting of the Scottville City Commission held at City Hall 105 N. Main St on June 26th, 2023. Called to order at 6pm by Mayor Marcy M. Spencer.

Present at Roll Call:

Copenhaver

Spencer

Deering

Seiter

Wyman

Absent: Alway

Also in attendance: Manager Newkirk, Attorney Nettleton, Clerk Lester, Treasurer Shafer, and Sergeant Skinner.

Additions/Deletions to Agenda-

NB; D; Resignation/Declare Vacancy

BD; E; Closed Session

Approval of Agenda

Motion, by Deering with support from Wyman to approve the agenda with noted additions.

Motion carried.

Approval of Consent Agenda

Motion, by Seiter with support from Wyman to approve the consent agenda as presented.

Motion carried.

Public Comment-

Tom Rotta

Correspondence- None

Department Reports

- a. City Manager- Newkirk reported the annual consumer confidence water quality report has been completed and is available. Sozo Companies Inc (104 & 106 E. State St) have submitted updated building plans and will be starting the permit process with the county. He is currently working on several zoning permits for residents planning small construction projects, improvements to their property.
- b. Police Department- 22 calls for service, finishing up open ordinance violations, 7 new citations issued for ordinance infractions, Lein training and in person Lein audit in August.
- c. Mayor- None
- d. Attorney- None
- e. Treasurer/Clerk- Lester noted a date correction of petition availability as 7/3 not 7/1.
- f. DPW- None
- g. Assessor- None
- h. Committee Reports-
Personnel- Union contract negotiations. Police department coverage with the MCSO.
Ordinance-Open blight infraction update, charter amendments, obsolete signage in the CBD.
Finance- Effects of inflation on the budget, failing infrastructure funding.
- i. Mason County Commissioner Representative- None
- j. MCRFA Representative -None

- k. DDA Representative- Knowles noted the beautification committee has completed the basket project, working with ordinance on updating signs in the CBD.

Unfinished Business-None

New Business

a. **DDA Sculptor Contract**

Knowles spoke to the fundraising campaign regarding the Optimist Park project. Final design presented by artist Dave Cronk.

Motion, by Wyman with support from Copenhaver to accept the DDA sculptor contract as presented.

Roll call vote

Yes, DC, AD, AS, MS, RW

No; 0.

Absent; RA

Motion carried.

b. **Special Election Notice Resolution 23-14**

Motion, by Deering with support from Seiter to approve resolution 23-14 as presented, calling a Special Election November 7, 2023, to fill Commissioner At-Large vacancy, partial term to expire 2024.

Roll call vote

Yes, DC, AD, AS, MS, RW

No; 0.

Absent; RA

Motion carried.

c. **Budget Amendments Resolution 23-15**

Standard adjustments to budget with the close of the fiscal year 6/30/23 in preparation of the annual audit.

Motion, by Deering with support from Seiter to approve resolution 23-15 to amend the 22-23 annual budget as presented.

Roll call vote

Yes, AD, AS, MS, RW, DC.

No, 0.

Absent; RA

*Amended Motion:

*Motion, by Deering with support from Seiter to approve resolution 23-15 to amend the 22-23 annual budget as presented, and to authorize Treasurer Shafer to make any required changes between now, and end of fiscal year.

Roll call vote

Yes, AD AS, MS, RW, DC

No, 0

Absent, 0

Motion carried.

d. **Resignation Acceptance/Declare Vacancy**

Motion, by Spencer with support from Wyman to accept Commissioner Alway's letter of resignation as presented, and declare a Commissioner At-Large vacancy, partial term to expire 2026.

Motion carried.

e. Closed Session

Motion, by Wyman with support from Copenhaver to enter closed session pursuant to Section 8(1)(C) of the Open Meetings Act for strategy and negotiation purposes. Attorney Nettleton is hereby appointed as Secretary for the purpose of taking minutes of the closed session in accordance with the Open Meetings Act.

Roll call Vote

Yes, DC, AD, AS, MS, RW

No, 0

Absent, 0

Motion carried.

*Chamber cleared for closed session; 6:32pm

*Chamber Opened/ closed session ended; 7:18pm

Motion, by Spencer with support from Seiter to designate City Manager Newkirk and Commissioner Deering as City of Scottville Representatives with respect to the collective bargaining agreement TPOAM.

Roll call vote

Yes, MS, RW, AS, DC

No, 0

Absent,

Abstain, AD

Motion carried.

Public Comment-

Richard Green

Commissioner Comment

Wyman- Public comment form use, DDA/Cronk appreciation.

Adjournment

Motion, by Wyman with support from Copenhaver to adjourn.

Motion Carried 7:24pm.

Kelse Lester, Clerk

Marcy M. Spencer, Mayor

SCOTTVILLE INVOICE REGISTER FOR CITY OF SCOTTVILLE

EXP CHECK RUN DATES 06/27/2023 - 07/10/2023

POSTED AND UNPOSTED

OPEN AND PAID - CHECK TYPE: PAPER CHECK

| Invoice Number | Vendor Name | Description | Bank Account | Inv Amt |
|----------------|------------------------------------|-----------------------------|--------------|-----------|
| 7-2023 | PRIORITY HEALTH | HEALTH IN | POOL | 5,625.46 |
| 7692 | MEDIA GROUP 31 LLC | ADVERTISING | POOL | 105.00 |
| MO23077 | SINCLAIR RECREATION LLC | SWINGS | POOL | 2,100.00 |
| 6-2023 | HOME DEPOT CREDIT SERVICES | DPW, RIVERSIDE | POOL | 749.92 |
| 7694 | MEDIA GROUP 31 LLC | ADVERTISING | POOL | 155.00 |
| 1273 | CARIBOU SERVICES INC | PORTAPOTTY | POOL | 135.00 |
| 5-11-23 | HARBOR HOT TUBS & POOLS | POOL CLEANING | POOL | 3,585.00 |
| 21544 | ZIEHM L.P. GAS | PROPANE | POOL | 415.83 |
| 202965775095 | CONSUMERS ENERGY | LIGHTS | POOL | 158.78 |
| 7-2023 | SYNCWAVE LLC | INTERNET | POOL | 646.64 |
| 220000010974 | SCHNITKER, SAMANTHA | DDA SOIL | POOL | 180.00 |
| 7-3-2023 | GREG BARNETT | ASSESSOR | POOL | 836.00 |
| 485966-1 | JACKPINE BUSINESS CENTER | CLEANING PRODUCTS RIVERSIDE | POOL | 35.66 |
| 485966-2 | JACKPINE BUSINESS CENTER | CLEANING PRODUCTS RIVERSIDE | POOL | 70.66 |
| 3701173 | RIETH-RILEY CONSTRUCTION CO., INC. | COLD PATCH MIX | POOL | 181.50 |
| 7-3-2023 | CONSUMERS ENERGY | LIGHTS | POOL | 122.00 |
| 7-2-2023 | CONSUMERS ENERGY | LIGHTS | POOL | 211.82 |
| 7-1-2023 | CONSUMERS ENERGY | LIGHTS | POOL | 71.55 |
| 6-2023 | CONSUMERS ENERGY | LIGHTS | POOL | 143.42 |
| JUNE 2023 | CONSUMERS ENERGY | LIGHTS | POOL | 97.58 |
| 6-30-2023 | CONSUMERS ENERGY | LIGHTS | POOL | 58.84 |
| 6-29-2023 | CONSUMERS ENERGY | LIGHTS | POOL | 2,560.25 |
| 77510 | LARSON'S ACE HARDWARE | RIVERSIDE PARK SUPPLIES | POOL | 219.01 |
| 6-30-2023 | LUDINGTON DAILY NEWS | ADVERTISING | POOL | 940.65 |
| 3 QTER | DRUG SCREENS PLUS | DRUG SCREENING | POOL | 48.00 |
| 7724 | MEDIA GROUP 31 LLC | ADVERTISING | POOL | 155.00 |
| 57101 | ALL ACCESS CARE | DRUG TESTING | POOL | 20.00 |
| 6-30-23 | MASON COUNTY TREASURER | PILOT PAYOUT | POOL | 162.08 |
| 6-30-23 | WEST SHORE ESD | PILOT | POOL | 78.20 |
| 6-30-23 | WEST SHORE COMMUNITY COLLEGE | PILOT | POOL | 67.57 |
| 6-30-23 | MASON COUNTY CENTRAL SCHOOLS | PILOT | POOL | 53.08 |
| 6-30-2023 | MICHIGAN DEPARTMENT OF TREASURY | PILOT | POOL | 416.27 |
| 7729 | MEDIA GROUP 31 LLC | ADVERTISING | POOL | 99.00 |
| 486052-0 | JACKPINE BUSINESS CENTER | NAME PLATES COMISSIONER | POOL | 36.25 |
| 6214 | SCHOLTEN PLUMBING | CONTRACTED WORK PLUMBING | POOL | 39.43 |
| 6215 | SCHOLTEN PLUMBING | CONTRACTED WORK POCKET PARK | POOL | 613.10 |
| 7-2023 | CONSUMERS ENERGY | LIGHTS | POOL | 2,184.34 |
| Report Total: | | | | 23,377.89 |

Measurable Impact

Mason County collected 33,840 lbs of hazardous waste in 2022!

| | |
|------------------------|-----------|
| Electronics: | 6,740 lbs |
| Oil/Auto Fluids: | 7,528 lbs |
| Oil-based Paints: | 4,739 lbs |
| Pesticides: | 5,114 lbs |
| Pharmaceuticals: | 132 lbs |
| Other Hazardous Waste: | 9,596 lbs |

Thank you for doing your part!

Safe disposal of hazardous waste not only protects our local natural resources, but also our health.

Tips for Safe Transport of

Hazardous Materials:

- ◇ Keep items in their original and labeled containers.
- ◇ Do not mix contents of unknown or unlabeled containers.
- ◇ Do not transport containers with open lids.
- ◇ Secure all containers so they cannot slide, tip or spill contents; away from passengers.
- ◇ 55 gallon drums must be removed from premises by producer.

Volunteers Appreciated

This collection is a service to the community and it takes many volunteers on the day of the event to ensure this program continues.

We are looking for dedicated participants! Volunteers are needed to collect surveys, direct traffic, unload vehicles, and sort electronics. If you would like to be involved, please contact Mason-Lake Conservation District.

Clean Sweep is made possible by a strong and unique state, federal, local, and industry partnership.

Thank you to Michigan

Department of Agriculture's Clean Sweep Program, the Mason-Lake Conservation District, the Household Hazardous Waste Committee, contributions from local county government including townships, villages, and cities within the county, and personal donations.



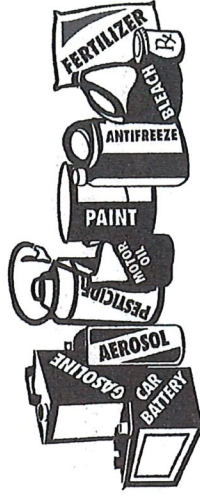
Mason-Lake Conservation District

655 N Scottville Rd
Scottville, MI 49454
(231) 757-3707 ext. 5
Mason-LakeConservation.org



HOUSEHOLD HAZARDOUS WASTE COLLECTION 2023

CLEAN SWEEP



Mason County

Dispose of unused, unwanted, outdated cleaners, pesticides, pharmaceuticals, electronics, batteries & more

August 19, 2023

9 am – 1 pm

Mason County Road Commission
510 E. State St., Scottville, MI

Suggested Minimum Donation: \$15



Mason-Lake Conservation District
655 N Scottville Rd
Scottville, MI 49454
(231) 757-3707 ext. 5
Mason-LakeConservation.org

Acceptable Materials

From Your House

- Aerosols
- Batteries
- Bug sprays
- Cell phones
- Dry-cleaning solvents
- Dyes
- Electronics
- Fire extinguishers
- Floor care products
- Fluorescent bulbs
- Household cleaners
- Ink cartridges
- Lighter fluid
- Medicine (*in original container*)
- Mercury
- Muriatic acid
- Rust removers
- Silver polish
- Small appliances
- Toilet cleaners

From Your Garage

- Antifreeze
- Brake fluid
- Car batteries
- Car wax
- Diesel fuel
- Engine cleaners
- Fuel oil
- Gasoline
- Grease
- Kerosene
- Motor oil
- Oil/gas mixes
- Oil filters
- Transmission fluid

From Your Workshop

- Alcohols
- Creosote
- Glues/adhesives
- Epoxies
- Paint brush cleaners
- Polyurethane
- Turpentine
- Varnish/sealers
- Wood stain
- Paint Products:
 - Oil-based paint
 - Lead-based paint
 - Car paint
 - Artist paint
 - Paint thinners
 - Paint strippers
 - Primer

****No Latex Paint**

From Your Farm, Yard & Garden

- Algaecides
- Fertilizers
- Fungicides
- Herbicides
- Insecticides
- Insect killers/repellants
- Mouse/rat poison
- Pesticides
- Pool chemicals
- Weed killers

Unacceptable Materials

Items Not Accepted:

- ⇨ Ammunition
- ⇨ Explosives
- ⇨ Household trash
- ⇨ Latex paint
- ⇨ Large appliances
- ⇨ Infectious medical waste
- ⇨ Radioactive materials
- ⇨ Tires
- ⇨ Styrofoam
- ⇨ Waste from spills

Disposal options for these items:

Ammunition/Explosives:

Mason Co. Sheriff's Dept: (231) 843-3475
 Lake Co. Sheriff's Dept: (231) 745-2711

Large Appliances:

Padnos P.M. Division: (231) 845-0241

Freon-using appliances are now accepted for free

Tires accepted for a fee at the following locations:

Steve's Tire & Auto (Scottville): (231) 757-9570
 Tire It Wholesale (Ludington): (231) 843-3639
 Urka Auto Center (Ludington): (231) 480-4326

if you miss our collection day, see below for locations that take HHW throughout the year:

Motor Oil:

AutoZone, Advanced Auto Parts, Watson Chrysler and Walmart Service Center.

Antifreeze, Transmission Fluid:

AutoZone (transmission fluid only), Advanced Auto Parts, and Walmart Service Center (transmission fluid only).

Prescription Medications:

Mason and Lake County Sheriff's Offices, Ludington Police Dept., Scottville Police Dept., Pattie Drug, Baldwin Family Practice Pharmacy.

Sharps:

District Health Department #10

Electronics:

Padnos Ludington Recycling Center

Frequently Asked Questions

Who can use the program?

This program is available to Mason County residents only. There is a Lake County HHW cleanup event in early October that we encourage Lake County residents to participate in. Materials will not be accepted from businesses, except for pesticides, which are accepted from all users through the Clean Sweep Program.

Which appliances will be accepted?

Small appliances such as microwaves, small refrigerators, dehumidifiers, and window air conditioners are accepted. There is a \$10 fee for items containing Freon. We do not accept any large appliances including full-size refrigerators, stoves, and freezers.

Which electronics will be accepted?

TVs, DVD and CD players, VCRs, radios, phones, gaming systems, answering machines, fax machines, etc. Computers and computer accessories are also accepted including desktop and laptops, keyboards, modems, printers, scanners, and speakers.

Is there a limit to how much I can bring?

Pre-registration is required for amounts exceeding 200 pounds. Please call Mason-Lake Conservation District ahead: (231) 757-3707 ext. 5.

Can I drop off HHW before/after the event?

No. Please drop off hazardous waste at collection sites only during scheduled hours. This is an annual event held the 3rd Saturday of August each year.

Is there a fee on collection day?

Donations are crucial to help cover the \$60,000 it takes to host the event in three counties. Suggested minimum donation of \$15 is appreciated!



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the Scottville City Commission council/board
(regular or special) (name of city, township, or village)

called to order by Marcy M. Spencer on 7/10/2023 at 6:30pm
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Charlie's Bar
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is Recommended by this body for consideration for approval by the
(recommended/not recommended)
Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the City of Scottville
council/board at a Regular meeting held on 7/10/2023
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Kelse R. Lester

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the Scottville City Commission council/board
(regular or special) (name of city, township, or village)

called to order by Marcy M. Spencer on 7/10/2023 at 6:30pm
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from NORTH BRANCH WINERY LLC
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is Recommended by this body for consideration for approval by the
(recommended/not recommended)
Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the City of Scottville
council/board at a Regular meeting held on 7/10/2023
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Kelse R. Lester

Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



Board(s)/Commission(s) for which
you would like to be considered
(in order of preference), ----->

| | |
|----|---------------------|
| 1. | Planning Commission |
| 2. | |
| 3. | |
| 4. | |

Name Carla Mayer Email carla_mayer@yahoo.com
Address 101 W. Fifth St. Home phone 231-757-3694
Scottville, MI 49454 Cell phone 231-690-5692

Is this an application for reappointment? (Y/N) N Are you a City resident?(Y/N) Y

Brief Statement regarding your interest in serving on this board or commission

I am interested in serving on the Scottville Planning commission as I have been involved with the Scottville DDA and the DDA Economic committee for a number of years, I would like to contribute further by helping in the growth and development of both business and housing for our community. I feel the Planning Commission can be a positive influence on this growth.

Employment Experience (If a resume has been attached, please indicate):

I was employed by Mason County Central Schools for nearly 28 years prior to my retirement on July 1. Over 20 of those years were spent in the administrative office.

Educational Background and Other Special Skills

I received an Associate of Science from WSCC in 2003.

Briefly state your qualifications for this appointment

I served on the Scottville Main Street board for several years, and currently sit on the DDA, serving as vice-chair. As a member of the DDA Economic committee I am aware of the importance of planning in a positive way to promote economic growth. My work experience at MCC gave me insight into funding, budgets, state and federal grants and regulations that could carry over into other forms of government service. It has also showed me the needs of our families in the areas of work/economy, housing and retail access.

Do you know of any conflicts of Interest or any reason you should not receive this appointment?

If "yes" please explain.

No.

Are you able to attend year-round regularly scheduled meetings? Yes No

Have you been convicted of, or pled guilty or no contest to, an offense against the law, or are there any felony charges pending against you? Yes No

If "yes" please explain:

I Carla Mayer (print name), hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification, or omission of information on this application or on any document used to secure appointment shall be grounds for rejection of this application or immediate discharge if I am appointed, regardless of the time elapsed before discovery. I further understand that all applicants selected to serve are may be subject to a background check including criminal history, drivers record, and Michigan Sex Offender Registry.

Signature Carla Mayer
Date 6/6/23

Please return to:
City of Scottville
105 N. Main St.
Scottville, MI 49454

Form can be emailed to:
clerk@cityofscottville.org