

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

1552nd Regular Meeting Monday September 11, 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 1551st Regular Meeting Minutes
- B. Approval of Bills in the amount of \$ 471,386.73

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-

9. 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
- i. Mason County Commissioner Representative
- j. MCRFA Representative
- k. DDA Representative

10. Unfinished Business- None

11. New Business

- a. DGM Parcel Rezone Request
- b. Quote Approval for Blight Grant- 119 S. Main St

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 1551st Regular Commission meeting of the Scottville City Commission held at City Hall 105 N. Main St on August 28th, 2023. Called to order at 6pm by Mayor Marcy M. Spencer.

Present at Roll Call:

Deering

Seiter

Spore

Wyman

Mayor Spencer

Absent: Copenhaver

Also in attendance: Manager Newkirk, Clerk Lester, and Sergeant Skinner.

Additions/Deletions to Agenda- None

Approval of Agenda

Motion, by Wyman with support from Spore to approve the agenda with a change in language to NB; Item D "Closed session to consider attorney/client privilege".

Motion carried.

Approval of Consent Agenda

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

Motion carried.

Public Comment- Bill Kerans

Steve Slimmen

Correspondence- MCC Educational Foundation annual golf outing information.

Department Reports

- a. City Manager- Repair on South Main and the West parking lot has started. The street sweeper is down again, replacement of this equipment is imminent. Industrial size cooler scheduled for delivery to the fish cleaning station as a temporary convenience in lieu of the grinder for fishing waste.
- b. Police Department- Statistical report provided. Skinner attended back-to-school night at WSCC 8/24. State Representatives will be on site 8/31 to complete the "LEIN" audit in her department. Deering questioned the status of the no parking order on Maple St by the lower elementary school. Newkirk offered he was researching state standards for signage within a school zone. He stated MCC was anticipating differences in traffic patterns should the bond proposal pass at the upcoming November special election and were hesitant to make changes prior. Newkirk added MCC had partnered with the Sheriff's Department regarding a new SRO, which was noted as another reason the parking order has not made satisfactory progress. Deering communicated this item, and the safety of our students should be a priority moving forward. Wyman requested Skinner contact the county on potentially conducting a speed study along State St.
- c. Mayor- Spencer will be coordinating with committee chairs on a group initiative to prioritize departmental projects.
- d. Attorney- None
- e. Treasurer/Clerk- Lester will be attending "Education Day" hosted by MAMC in Mt. Pleasant Wednesday.
- f. DPW- None

- g. Assessor- None
- h. Committee Reports-
Buildings/Grounds/Infrastructure- Electrical work, lighting conversion at Riverside, Street/sidewalk repair, RFP for brush pile at DPW building. Consumers Energy has been contacted again about street light repairs. Seiter thanked the DPW for completing the pavilion at McPhail Field.
Finance- Pre-Audit meeting with Brickley-Delong, boat launch fee schedule will be structured this winter in preparation for the 2024 season.
- i. Mason County Commissioner Representative- None
- j. MCRFA Representative -None
- k. DDA Representative- None

Unfinished Business- None

New Business

- a. Parallel Parking Traffic Control Order 23-01
 Temporary order signed by Chief Skinner to take effect immediately upon the completion of contracted work on south Main St. This will adhere to the required timeline of Ordinance 23-02, which amends chapter 72 of the city's code of ordinances requiring parallel parking on South Main St, from introduction to date of effect.
 Motion, by Seiter with support from Deering to approve the Parallel Parking Traffic Control Order 23-01 presented by Chief Skinner.
 Motion carried.
- b. Introduction of Ordinance 23-02
 Ordinance 23-02 will amend Chapter 72 of the Scottville City Code of Ordinances adding a new section, 72.03, prohibiting angled parking, requiring parallel parking on South Main St. Date of introduction 8/28/23.
 No action.
- c. Performance Resolution for Municipalities
 Annual resolution provided by the Michigan Department of Transportation allowing the City of Scottville to grant permission for work being performed within the right of way.
 Motion by Deering with support from Wyman to approve MDOT form 2207 B as presented.
 Motion carried.
- d. Closed Session to consider attorney/client privilege
 Motion, by Wyman with support from Deering, to meet in closed session pursuant to Section 8(h) of the Open Meetings Act to consider material which is exempt from disclosure under Section 13(1)(g) of Michigan's Freedom of Information Act.
 The City Attorney, Mark E. 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; 5; AD, AS, MS, DS & RW
 No; 0
 Absent; 1; DC
 Motion carried
 ENTER CLOSED SESSION 6:46PM
 RESUME REGULAR SESSION 7:15PM

Public Comment

Steve Slimmen

Bill Kerans

Commissioner Comment-

Wyman requested a letter be sent to residents who will be affected by the road closure during the upcoming Fall Fest.

Deering thanked residents in attendance for their opinions and welcomed ideas in the future.

Adjournment-

Motion, by Seiter with support from Wyman to adjourn.

Motion Carried 7:33pm.

Kelse Lester, Clerk

Marcy M. Spencer, Mayor

SCOTTVILLE INVOICE REGISTER FOR CITY OF SCOTTVILLE

EXP CHECK RUN DATES 08/29/2023 - 09/11/2023

POSTED AND UNPOSTED

OPEN AND PAID - CHECK TYPE: PAPER CHECK

Invoice Number	Vendor Name	Description	Bank Account	Inv Amt
8-30-2023	HANNAH, TINA	CONCESSION	POOL	51.44
8-30-2023	PRIORITY HEALTH	INSURANCE	POOL	11,250.92
0129	JLS CONSTRUCTION	PARKING LOTS, CLEAN COAT	POOL	37,000.00
8-31-2023	LOREN VOOHEIS	MC PHAIL DEPOSIT	POOL	300.00
TAX PAYOUT 2ND	MASON COUNTY TREASURER	TAX DISBURSEMENT	POOL	123,184.96
9-2023	WEX BANK	FUEL	POOL	1,638.27
9-2023	AFLAC	AFLAC	POOL	560.88
551-621730	STATE OF MI -MI STATE POLICE	SOR	POOL	33.00
111735	CARIBOU SERVICES INC	PORTA POTTY	POOL	95.00
9-2023	HOME DEPOT CREDIT SERVICES	RIVERSIDE PARK. DPW SUPPLIES	POOL	1,328.56
202965867217	CONSUMERS ENERGY	LIGHTS	POOL	146.86
10-7-2023	MI MUNICIPAL RISK MGT.	INSURANCE	POOL	8,062.50
231098	MALBURG'S SANITATION SERVICE	REPAIR	POOL	600.00
9-14-23	MIKA, MEYERS, BECKETT & JONES, PLC	ATTORNEY MATTERS	POOL	5,303.50
8-31-2023	CONSUMERS ENERGY	LIGHTS	POOL	4,173.30
0948	EXTREME TREES	TREE REMOVAL	POOL	1,275.00
9-1-2023	STRONG INDUSTRIAL SUPPLY	SHOP SUPPLIES	POOL	17.85
201186138893	CONSUMERS ENERGY	LIGHTS	POOL	118.31
9-1-2023	LARSON'S ACE HARDWARE	DPW SUPPLIES	POOL	15.99
9-1-2023	SYNCWAVE LLC	COMPUTERS, PHONES	POOL	646.64
1239808, 1239802	BRICKLEY DELONG	AUDIT	POOL	15,750.00
8-30-23	LUDINGTON MASS TRANSPORTATION AUTHO	TAX PAYOUT 2	POOL	13,154.26
8-30-23	CITY OF SCOTTVILLE TAXES	TAXES PAYOUT 2ND	POOL	230,299.52
INVO129	JLS CONSTRUCTION	YELLOW LINE AND HOLES	POOL	6,200.00
I12820	CARIBOU SERVICES INC	PORTA POTTY	POOL	230.00
1501817	STRONG INDUSTRIAL SUPPLY	DPW SUPPLIES	POOL	36.76
8-31-23	LUDINGTON DAILY NEWS	ADVERTISING	POOL	119.65
601013396544	CONSUMERS ENERGY	105 N MAIN	POOL	392.52
9-5-2023	GREG BARNETT	ASSESSOR	POOL	636.00
9-6-23	LARSON'S ACE HARDWARE	SUPPLIES	POOL	15.99
9-2023	751 PARTS CO INC	EQUIP REPAIR	POOL	355.72
150915	STRONG INDUSTRIAL SUPPLY	SUPPLIES	POOL	42.23
4830006	GALLAGHER RISK MANAGEMENT SERVICES, LLC	INSURANCE	POOL	4,245.00
9-7-2023	CONSUMERS ENERGY	LIGHTS	POOL	2,204.70
9-7-2023	TNT ENTERPRIZE	MOWING	POOL	1,685.00
9-7-2023	MASON COUNTY TREASURER	TAX DISBURSEMENT	POOL	216.40
Report Total:				471,386.73

September 2023

MDOT form road closure permit submitted and approved.

1st and 2nd tax payouts completed.

There were 73 water shut off notices for August, Marc shut off 8 residents due to nonpayment.

Kelse and I are working on canceling the cable vision contract at Riverside Park. I plan to work with Jeff and Tina Hannah this winter to get options for internet/television for Riverside for next season.

We survived the audit.

The trunkline is submitted and up to date for payments.

My brother and nephew donated cornstalks to Office Skinner for the fall decoration downtown.

I will be out Friday 9-8-2023 with preparations for my son's wedding.

Clerks Report

I attended Education Day hosted by the Michigan Association of Municipal Clerks 8/30 in Mt. Pleasant. Presentations from several pertinent experts in the clerking field were given, focusing primarily on Proposal 22-2 changes to be implemented for ALL State and Federal elections beginning 2024. Unfortunately, only so much confirmed information is available until the state legislature finalizes guidelines and adjourns. I also attended the Mason County Clerks Association quarterly meeting 9/6, which was (no surprise) focused on prop 2 changes. Another meeting is scheduled for combining jurisdictions to meet and really get into the weeds on what 9 days of early voting will look like for Mason County. Fingers crossed!



August 2, 2023

City of Scottville
105 Main Street
Scottville, MI 49454

RE: Partial Site Rezone – 209 South Main Street

Dear Planning Commission and City Commission Members:

On behalf of Midwest V, LLC, please consider this letter of request to schedule a rezone meeting with the Planning Commission and City Commission.

We are requesting a rezone for a portion of the property that lies along the Easterly limits. The request is better described below.

- We are requesting that the old vacated Blain Street right of way be classified as Highway Commercial zoning. Given this was old right of way, it is unclear of the current zoning classification, so we would ask that this portion of the property be zoned Highway Commercial. This is better described as Lot #1 of Block #19 of City Assessor's re-plat of the Village of Scottville and is depicted on the submitted rezone exhibit.
- We are also requesting that the three lots that lie along the far Easterly limits of the property be rezoned from I-1 Industrial #1 to HC Highway Commercial. These lots are better described as Lot #3, Lot #4, and Lot #5 of Block #16 of City Assessor's re-plat of the Village of Scottville.

Please consider this letter and submitted documents to schedule the rezone request on the next available PC and Commission meeting.

Sincerely,

AR ENGINEERING, LLC.

Jason Raleigh, P.E.

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May 25, 2023

Jeff Barnett
kelderllc@live.com

Re: 119 S. Main Street, Scottville, Michigan 49454

Jeff:

Here is the quote you requested for the upper roof at the above-referenced address.

Scope of Work:

Remove existing roofing and flashings.

Remove clay tile coping; mechanically attach 2" x 8" wood blocking to tops of all parapet walls.

Mechanically attach 2" polyisocyanurate insulation over existing fiberglass insulation.

Fully adhere 60 mil rubber roof to insulation.

Flash all penetrations and install 3 new scuppers through wall.

Install 24-gauge Kynar-finished metal edge trim to all outside edges.

15-year material and workmanship warranty supplied by the manufacturer.

Protect building and landscaping during project.

Haul all demo to an approved landfill.

Price for this Work: \$33,750.00

Should you have any questions, please feel free to call our office. Thank you.

Respectfully submitted,

A handwritten signature in black ink that reads "David Argue".

David Argue
Vice-President

DA/sm