

CITY OF SCOTTVILLE  
COMMISSION MEETING AGENDA  
Optimist Hall, 105 Green St. Scottville, MI 49454

1502<sup>nd</sup> Regular Meeting, Monday, August 2<sup>nd</sup> 2021, 6:30 PM

**This meeting will be held in person. No Videoconference (Zoom) available.**

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 1501<sup>st</sup> Meeting Minutes
- B. Approval of Bills in the amount of \$ 83,222.73

**Recommendation:** Council Member may now make a motion to approve the Consent Agenda

7. Correspondence
8. Presentation- Left Coast Apothecary
9. Department Reports
  - a. City Manager
  - b. Police Chief
  - c. City Attorney
  - d. Mayor
  - e. Treasurer
  - f. Committee Reports/Board Report
    - Building, Grounds & Infrastructure
    - Finance
    - Ordinance
    - Personnel, Rules & Ethics
    - Planning Commission
    - Parks & Rec Board
    - Public Safety
10. Unfinished Business
  - a. 2<sup>nd</sup> Reading Chicken Ordinance Revision
11. New Business
  - a. Vacant Commission Seat/Letters of Interest

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 1501<sup>st</sup> Regular Commission meeting of the Scottville City Commission was held at the Optimist Hall 105 Green St: on July 19, 2021. Called to order at 6:30pm by Mayor Marcy M. Spencer.

**Present at Roll Call**

- Rob Alway
- Sally Cole
- Bruce Claveau
- Ryan Graham
- Brian Benyo
- Nathan Yeomans
- Mayor Marcy Spencer

Absent: None

Also in attendance: Attorney Alvarado, Chief Murphy, and Clerk Lester.

**Additions/Deletions to Agenda**

None.

**Approval of Agenda**

- 21-108 Motion, by Claveau with support from Cole to approve the agenda as presented.  
Motion carried.

**Approval of Consent Agenda**

- 21-109 Motion, by Cole with support from Graham to approve the consent agenda.  
Motion carried.

**Correspondence**

Letters of interest regarding open Commission seat.

**Department Reports**

- a. City Manager  
Newkirk reported the letters of interest to fill Benyo’s seat will be included in the next meeting packet. DPW staff has been rearranging/organizing their building to work closer with the Buildings/Grounds/Infrastructure Committee regarding needs for the department to better serve the city. Preparation for the 10&31 Celebration is moving quickly. Standing date of 7/31/21 to clear the River Side trails.
- b. Police Chief  
Murphy noted the Police Department has been busy with code enforcement under the blight belt. Speed enforcement in response to public comment on the increased amount of traffic within city limits. Murphy thanked Josh Henry from Henry’s landing for allowing the department to utilize their boat after a storm front left 15 people stranded on the PM River 7/6/21.
- c. Attorney

Alvarado has been working on the update of the Chicken Ordinance. The first reading will be presented tonight. He attended the monthly Ordinance Committee meeting 7/13. He has been working with potential buyers of property located within city limits. He has submitted his suggestions regarding the MCRFA Lease agreement.

d. Mayor

None

e. Treasurer

None

f. Committee/Board Reports

1. Ordinance

The group met to discuss the revised Chicken Ordinance along with ongoing blight infractions.

2. Personnel/Rules/Ethics

The group discussed short term goals of Manager Newkirk. They discussed ordinance changes that will need to be placed on ballots in the next couple of years. They will continue to work with American Legal Publishing to submit changes previously made for print.

3. Parks & Recreation

The group continues to work closely with Riverside Park Manager Jennifer on day-to-day happenings. A potential \$2000 grant for park use to be applied for. Displeasure with the firewood contract discussed.

**Unfinished Business**

None

**New Business**

a. First reading/Chicken Ordinance Update

Yeomans commented that some of the wording was redundant. Alvarado advised these changes can be made with no further action of this commission.

Alway clarified that the changes being made will not affect the structure of the ordinance itself, but that it will no longer need to be presented to the Commission. Approval will be at the discretion of the City Manager. Alvarado will make the necessary adjustments and present them at the next Regular Commission Meeting under the 2<sup>nd</sup> Reading.

b. Publish RFPs for City Website Services.

Newkirk commented the company the city works with currently and in the past leaves a lot to be desired amongst website services. He feels it would be wise to restructure this means of communication and request proposals from other companies.

Motion, by Alway with support from Cole to request proposals from other companies to service [www.cityofscottville.org](http://www.cityofscottville.org).

Motion carried.

c. Renewal of City Attorney Contract

Motion, by Spencer with support from Claveau to renew the City's contract with Attorney Carlos Alvarado as it stands for another year.

21-110

21-111

Motion carried.

d. MCRFA Lease

A draft was presented by Bill Lehrbass on behalf of the Mason County Rural Fire Authority as a template for the City of Scottville, and other bodies during the lease renewal process. Involved parties are to submit comments for revision specific to their jurisdiction. No formal action is required at this time.

**Public Comment**

Tera Perez

Tom Rotta

Bill Lehrbass

**Council Member Comments**

Claveau was approached by a pizza delivery company requesting the campsite numbers at Riverside be re-done.

Spencer offered how available, and helpful all City Staff is should any resident have any questions or comments.

**Adjourn**

Motion, by Graham with support from Yeomans to adjourn.

Motion Carried 7:09 PM

21-112

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Mayor, Marcy M. Spencer

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Clerk, Kelse Lester





## Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 8-2-2021

| VENDOR                 | INVOICE NBR  | DESCRIPTION                          | FUND         | Amount      |
|------------------------|--------------|--------------------------------------|--------------|-------------|
| CONSUMERS ENERGY       | 207057725406 | 105 E STATE                          | DDA OPERATIO | \$158.25    |
| BLUE CROSS BLUE SHIELD | 7-21-21      | PAYROLL DEDUCTIBLE                   | GENERAL FUND | \$694.42    |
| DISTRICT HEALTH DEPART | DDA PERMIT   | DDA FOOD PERMIT                      | DDA OPERATIO | \$60.00     |
| GREATAMERICA FINANCIA  | 7-2021       | LEASED EQUIP                         | GENERAL FUND | \$557.90    |
| PRIORITY HEALTH        | 8-2021       | INSURANCE                            | GENERAL FUND | \$8,234.46  |
| CARDMEMBER SERVICE     | 7-2021       | POLICE, OFFICE SUPPLIES,             | GENERAL FUND | \$1,597.41  |
| WEST SHORE BANK        | 8-1-2021     | LOAN DDA                             | DDA OPERATIO | \$11,331.61 |
| PITNEY BOWES           | 8-821        | EQUIP REPAIR                         | GENERAL FUND | \$665.00    |
| PARTS PLUS OF MASON C  | 12835        | EQUIP REPAIR                         | MOTOR POOL F | \$19.69     |
| URBAN VINYL            | 8-16-21      | BANNER MCPHAIL                       | GENERAL FUND | \$896.88    |
| JR ACCOUNTING          | 2126         | ACCOUNTING WITH BSA                  | GENERAL FUND | \$82.50     |
| MISSION COMMUNICATIO   | 1053640      | ANNUAL MONITORING                    | SEWAGE DISPO | \$910.80    |
| JUSTIN COOLMAN         | 7-20-21      | FUEL                                 | MOTOR POOL F | \$75.02     |
| COAST TO COAST SOLUTI  | IVC0101172   | POLICE SUPPLIES                      | GENERAL FUND | \$140.96    |
| MASON COUNTY DPW       | 2ND QUARTER  | APRIL-JUNE 2021                      | SEWAGE DISPO | \$27,336.28 |
| C-N-C ELECTRIC         | 5986         | RIVERSIDE PARK ELECTRIC REPAIR       | GENERAL FUND | \$775.00    |
| URBAN VINYL            | 110          | PARKING SIGNS                        | GENERAL FUND | \$80.00     |
| PARTS PLUS OF MASON C  | 12866        | DDA SIGNS                            | DDA OPERATIO | \$3.98      |
| PARTS PLUS OF MASON C  | 12863        | EQUIP REPAIR                         | MOTOR POOL F | \$4.32      |
| VERIZON WIRELESS       | 9884396520   | PHONES                               | GENERAL FUND | \$208.60    |
| MI MUNICIPAL RISK MGT. | 8-2021       | LIABILTY INS                         | GENERAL FUND | \$17,197.50 |
| GREG BARNETT           | 727-21       | ASSESSOR                             | GENERAL FUND | \$636.00    |
| BS & A SOFTWARE        | 136585       | CR, CEM, ASSESSING, TAX PROGRAMS     | GENERAL FUND | \$1,628.00  |
| ZIEHM L.P. GAS         | 1398         | PROPANE                              | GENERAL FUND | \$438.13    |
| MIKE KUSEBUSKI         | 1381         | ELECTRICIAL REPAIR                   | GENERAL FUND | \$150.00    |
| LARSON'S ACE HARDWARE  | 52609        | MAINTENCE DPW                        | GENERAL FUND | \$99.99     |
| VICTORIA CARROLL       | 7-29-21      | RENTAL AGENT                         | DDA OPERATIO | \$175.00    |
| CONSUMERS ENERGY       | 202875740438 | 103 N MAIN                           | GENERAL FUND | \$230.19    |
| AUTO-WARES             | 304-320553   | SHOP SUPPLIES                        | GENERAL FUND | \$23.18     |
| TNT ENTERPRIZE         | 7-28-21      | CODE MOWING                          | GENERAL FUND | \$405.00    |
| TNT ENTERPRIZE         | 7-27-21      | MCPHAIL MOWING                       | GENERAL FUND | \$500.00    |
| TNT ENTERPRIZE         | 7-29-21      | CEMETERY MOWING                      | GENERAL FUND | \$300.00    |
| TNT ENTERPRIZE         | 7-30-21      | FIREWOOD                             | GENERAL FUND | \$1,600.00  |
| HOME DEPOT CREDIT SER  | 7-2021       | POLICE, DPW, RIVERSIDE, MCPHAIL SUPP | GENERAL FUND | \$327.57    |
| TESS VERSLUIS          | SWIM         | SWIM LESSONS                         | GENERAL FUND | \$3,510.00  |
| MARISSA BARNETTE       | SWIM LESSON  | SWIM LESSONS 2021                    | GENERAL FUND | \$1,560.00  |
| GRAND RENTAL STATION   | 51490        | WATER RENTAL SAW RENTAL              | WATER SUPPLY | \$95.98     |



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FOR CHECKS TO BE DATED 8-2-2021

| <b>VENDOR</b>                        | <b>INVOICE NBR</b> | <b>DESCRIPTION</b>      | <b>FUND</b>  | <b>Amount</b>      |
|--------------------------------------|--------------------|-------------------------|--------------|--------------------|
| ROB ALWAY                            | 7-2021             | SWIM LESSON REFUND      | GENERAL FUND | \$100.00           |
| X-CEL CHEMICAL SPECIALI              | 80937,80913        | RIVERSIDE PARK SUPPLIES | GENERAL FUND | \$413.11           |
| <b>TOTAL OF SCHEDULED CHECK RUN:</b> |                    |                         |              | <b>\$83,222.73</b> |



ORDINANCE COMMITTEE  
RESUBMITTED TO THE CITY COMMISSION FOR SECOND READING  
CLEAN COPY 08-02-2021

CITY OF SCOTTVILLE  
MASON COUNTY, MICHIGAN

ORDINANCE No. 2021-09 \_\_\_\_

AN ORDINANCE TO AMEND SECTION 153.045 OF TITLE XV OF THE CODE OF ORDINANCES OF THE CITY OF SCOTTVILLE.

THE CITY OF SCOTTVILLE ORDAINS:

Section 153.045 of Chapter 153 of Title XV of the Code of Ordinances of the City of Scottville is amended to reflect all references to "ANIMALS, LIVESTOCK, AND FOWL" to be made to "ANIMALS, LIVESTOCK, AND FOWL, EXCEPT CHICKENS AS AUTHORIZED BELOW" and to add letter (C) as follows:

(C) The keeping of chickens is permitted only on lots where the principal use is single family dwelling as per the following terms and conditions, and a permit for backyard chickens is obtained:

1. The maximum number of chickens permitted per property shall be six (6). Roosters are prohibited.
2. Chickens must be maintained in a fully enclosed, roofed structure at all times.
3. The enclosure must be constructed of permanent residential building materials suited for the purpose intended, and in a manner which serves to enhance the aesthetic appearance of the neighborhood or surrounding area.
4. All areas accessible to the chickens, including the coop and run, shall be contained in a single structure not to exceed sixty (60) square feet in footprint and eight (8) feet in height measured from the grade. The minimum run size per chicken should be eight (8) square feet.
5. The enclosure must have chicken wire or similar material embedded twelve (12) inches into the ground around the enclosure to deter predators from digging under the enclosure wall.
6. The enclosure shall be located in the yard and at least eight (8) feet from side and rear property lines, and where public sidewalk is present at least ten (10) feet distant from it.
7. The enclosure must be maintained in a clean and orderly fashion.
8. Chicken feed must be kept in vermin-proof sealed container.
9. Slaughtering of chickens is not permitted.
10. The applicant shall pay the fee required by the fee resolution periodically adopted by the City Commission.

11. An initial backyard chicken permit shall be valid for one (1) year, renewed yearly on April 1.
12. The chicken permit is not transferable. Upon sale or transfer of the property by the owner or termination of the lease, the chickens and enclosure must be removed from the premises before the transfer of the property, or within 30 days from the date the property was vacated.
13. The Ordinance Committee shall prepare the application forms for backyard chicken permits, which shall be submitted to the City Clerk. The City Manager has the authority to set up the process and authorize the applications. The City Commission has jurisdiction over all appeals to denials.

DATE INTRODUCED:

DATE ADOPTED:

EFFECTIVE DATE:

It was moved by Commissioner \_\_\_\_\_ to adopt Ordinance No. 2021-\_\_\_\_\_, Seconded by Commissioner \_\_\_\_\_.

Vote:

Yes:

No:

Absent:

Attested by order of the City of Scottville:

\_\_\_\_\_  
Kelse Lester, City Clerk

# City of Scottville

Eric Thue  
220 E. Second St.  
Scottville MI, 49454  
[Ericthuepainting@gmail.com](mailto:Ericthuepainting@gmail.com)

(231) 233-8962  
7/22/2021

Jimmy Newkirk  
Scottville City Manager  
105. N. Main St.  
Scottville MI, 49454

I am writing to express my strong interest for the open seat of commissioner. I have been in business for 5 years as a painting contractor "Thue Painting". I believe that I can bring many strong attributes to the commission seat such as a very open mind to others thoughts and ideas I have a business background I believe would aid in many different factors. I am very goal oriented and I am very passionate to see the city of Scottville my hometown thrive and flourish once again. I have many ideas I believe are very practical and would aid in seeing the downtown area prosper once again.

I am skilled at communicating effectively with diverse people across various platforms. As a painting contractor of Thue Painting I speak with a wide variety customers/clients on a daily basis. I have received recognition from many of my clients through the years for my friendly demeanor, patience and ability to communicate with all my clients.

I am passionate and eager to stay up to date with the latest news from the city. I am very excited for the opportunity to be able to make a difference and that is number one for me! I believe my experience with years of working within the community and surrounding areas as well as my commutation skills and my interpersonal abilities would make a strong fit for the open commissioner seat. I look forward to speaking with you about my qualifications.

Sincerely,

Eric Thue

## James Newkirk

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**From:** Tarra Perez <pereztarra@gmail.com>  
**Sent:** Thursday, July 15, 2021 9:18 AM  
**To:** James Newkirk  
**Subject:** Commissioner Seat

Hi,

I am interested in serving my city by filling the vacancy for city commissioner. I have been a resident of Scottville most recently since 2015 but have lived here on and off my entire life. My family has always been actively involved in the city and I am a 5th generation resident. I was raised with a love for Scottville, and a personal responsibility of community service. I would like to be a voice for the generations below me who will be inheriting this city one day and begin working towards leaving them a better future than what the generation before left for us currently.

Thank you for your consideration,

Sincerely,

Tarra Anne Perez

## James Newkirk

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**From:** Aaron J Seiter <aaron.seiter@dteenergy.com>  
**Sent:** Tuesday, July 13, 2021 10:41 AM  
**To:** James Newkirk  
**Subject:** Commission Vacancy

This is a letter of interest for the open City Commissioner seat.

My family moved to Scottville in the Fall of 1995 and we have resided here since. Over the years, we raised 3 children and we believed that Scottville was a great place for children to grow up. We have witnessed many changes throughout the years here and have always liked the small town atmosphere.

After a conversation with Ryan and Marcy I feel that it is time that I contribute and work to help make our community better.

My wife and I currently serve on the Parks and Rec committee. We feel that in a small part, we have helped to make some positive changes.

Serving on the City Commission would be a new experience for me, but I would look forward to trying to improve our community.

Thank you

CITY OF SCOTTVILLE

105 N Main St Scottville MI 49454

Subject: City of Scottville 2021 July Board of Review Meeting Minutes

End Date: Close 07/20/2021  
Location: Scottville City Hall  
Address 105 N Main St Scottville, MI 49454

Secretary of the Board, Supervisor: ~~Julie A Deller~~  
Chairman of the Board: ~~Julie A Deller~~  
Board Member: Jerry Cole  
Board Member: Diana Kovalcik  
Assessor: Greg Barnett

*Jimmy Neukirch*

Meeting called to order by \_\_\_\_\_ @ 8:00am July 20, 2021  
Meeting to adjourn the 2021 July Board of Review by \_\_\_\_\_ – Supported by \_\_\_\_\_ – Motion carried.  
Petitions:

- 1. 052-173-006-00 Keilman Philip & Sheri – Grant Veterans 2021
- 2. 052-190-002-00 DTE Gas Co – PP filed late
- 3. 052-290-300-00 Wolverine Power Supply Coop – PP filed late

  
Secretary of the Board