

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

1505th Regular Meeting Tuesday September 20th, 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 1504th Meeting Minutes
- B. Approval of Bills in the amount of \$99,520.01

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

7. Correspondence
8. 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
9. Unfinished Business
 - a. Recommendation from Planning Commission regarding Marijuana establishment application.
10. New Business
 - a. Vacant Commission Seat Applicants
 - b. Renewal of Social Zone Resolution 21-10
 - c. Renewal of Snow Removal Services

d. Riverside Seasonal Campsite Review

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 1504th Regular Commission meeting of the Scottville City Commission was held at City Hall 105 N. Main St on September 7th, 2021. Called to order at 6:30pm by Mayor Marcy M. Spencer.

Present at Roll Call

Rob Alway

Sally Cole

Bruce Claveau

Ryan Graham

Nathan Yeomans

Aaron Seiter

Mayor Marcy M. Spencer

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

Additions/Deletions to Agenda

ADD: Unfinished Business; Item C; Chapter 153 Animals Livestock and Foul Ordinance

Note of Agenda reorder

Approval of Agenda

- 21-123 Motion, by Alway with support from Cole to approve the agenda with noted amendments.
Motion carried.

Approval of Consent Agenda

- 21-124 Motion, by Claveau with support from to Yeomans approve the consent agenda.
Spencer commented the large bill amount was due to the close of summer tax/reconciliation with the Mason County Treasurer.
Alway requested the name be changed at the bottom on 1503rd minutes to reflect Spencer's absence.
Motion carried.

Correspondence

Mason County Rural Fire Authority Lease Agreement.

Request for Proposal submissions.

Department Reports

a. City Manager

Food truck was permitted to open and operate behind Bottle & Can. Newkirk and City staff has been working alongside the DDA Board in preparation of the Fall Festival 9/11/21.

Michigan Class Investments met with Treasurer Shafer and Newkirk to discuss investment options. Hallack Construction responded to a water leak on E State St. Both cost and responsibility are of the homeowner, but MDOT regulation required proper road closure to resolve the issue. Well pump at Riverside Park should be handled by the end of the week. Signage for truck route to be replaced.

b. Police Department

Murphy commented on the commencement of the 2021/2022 school year. Officer Case has hit the ground running having met with all school administration. Murphy thanked Josh Henry for use of his watercraft again in the rescue of a missing person on Pere Marquette River over the weekend. Murphy reported upcoming annual training for his department. Reporting and documentation of code mows within city limits.

c. City Attorney

Alvarado reported he has been working closely with the Ordinance Committee on code violations.

d. Mayor

None

e. Treasurer

Shafer added office staff continues annual audit requirements with Brinkley & Delong associates. She has reconciled the summer tax roll with the County.

f. Committee Reports

Finance: Graham reported discussion and recommendation of the well repair at Riverside Park. SyncWave will soon be installing an emergency phone at the park as well. The group discussed upgrades of facilities and equipment for all departments. Additionally, water rates were briefly touched.

Personnel: City Manager cross training, goals and 6-month review. The group reviewed RFPs submitted for website design, recommendation to this Commission was included in packet.

PUBLIC HEARING

21-125 Motion, by Alway with support from Claveau to close the 1504th Regular Commission meeting and open Public Hearing of Chapter 153.045: Animals Livestock and Foul.
Motion carried.

Spencer opened the floor for comment

No comment presented

21-126 Motion, by Alway with support from Claveau to close Public Hearing of Chapter 153.045; Animals Livestock and Foul and re-open 1504th Regular Commission meeting.
Motion carried.

Unfinished Business

a. FOIA Appeal

Alvarado reaffirmed the denial of the FOIA request stating the document does not exist in public record.

21-127 Motion, by Spencer with support from Yeomans to uphold the FOIA Coordinator's denial of requested appeal.

Motion carried.

b. RFP; Website Service Selection

21-128 Motion, by Alway with support from Graham to accept the proposal presented by Envigor to conduct website re-design and services.

Motion carried.

c. Chapter 153.045; Animals Livestock and Foul

21-129 Motion, by Alway with support from Cole to accept resolution 21-09 amending Chapter 153.045: Animals Livestock and Foul.

Claveau questioned a pro-rate permit fee.

Alway stressed the change being made relieves this Commission of permit approval and places it within the duties of the City Manager.

Motion carried.

New Business

a. Sally Cole Resignation

21-130

Motion, by Graham with support from Yeomans to accept resignation of Sally Cole from the City of Scottville Commission.

Alway thanked Cole for her dedication to the city over the years and expressed his well wishes.

Graham, Yeomans and Claveau echoed Alway's statements, adding their appreciation of her leadership qualities.

Motion carried.

b. Planning Commission Vacancy Letter of Intent

21-131

Motion, by Alway with support from Graham to accept Randy Wyman's request for Planning Commission membership.

Motion carried.

c. Charter Communications Uniform Video Service Local Franchise Agreement

21-132

Motion, by Claveau with support from Alway to accept the renewal with Charter Communications at 3%.

Newkirk offered Public Act 480 through the State of Michigan allows acting municipalities to charge a fee between 0%-5% to enrolled members of the area.

Seiter Abstained.

Motion carried.

d. Consumers Energy Street Light Replacement Agreement

21-133

Motion, by Yeomans with support from Claveau to authorize Manager Newkirk to sign agreement with Consumers Energy for street light replacement.

Seiter Abstained.

Motion carried.

Public Comment

Tom Rotta

Sue Petiprin

Council Member Comments

Cole thanked the City Commission and the City of Scottville for so many wonderful years.

Spencer noted her appreciation for both Jerry and Sally Cole. Additionally, she reminded everyone of Fall Fest commencing this Saturday.

Adjourn

21-134

Motion, by Cole with support from Claveau to adjourn.

Motion Carried 7:18 PM



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 9-20-2021

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
751 PARTS CO INC	8-31-21	EQUIP REPAIRS, DPW	MOTOR POOL F	\$159.55
STAPLES CREDIT PLAN	9-2021	OFFICE SUPPLIES	GENERAL FUND	\$244.64
REPUBLIC SERVICES	0239-002957312	GARBAGE	GARBAGE AND	\$8,741.62
WEX BANK	9-2021	FUEL	MOTOR POOL F	\$2,261.47
CONSUMERS ENERGY	207146380629	STREET LIGHTS	GENERAL FUND	\$1,747.19
CONSUMERS ENERGY	207146380628	105 N MAIN	GENERAL FUND	\$31.76
CONSUMERS ENERGY	207146380630	105 N MAIN	MAJOR STREET	\$48.35
CONSUMERS ENERGY	201274022949	105 N MAIN	GENERAL FUND	\$318.55
JOS. SANDERS INC.	9-2021	BRATS, HOT DOGS DDA	DDA OPERATIO	\$221.40
VISA	9-2021	RIVERSIDE, DPW, CITY HALL	GENERAL FUND	\$1,416.03
SCOTTVILLE POSTMASTER	9-17-21	502 CARDS	SEWAGE DISPO	\$200.80
DORNBOS, INC.	SO119209	SIGNS	MAJOR STREET	\$679.63
KENNEDY INDUSTRIES	627075	LIFT STATION SEWER	SEWAGE DISPO	\$698.25
PRO COMM INC	40237	COMPUTER POLICE CAR	GENERAL FUND	\$3,319.34
GREG BARNETT	9-7-2021	ASSESSOR	GENERAL FUND	\$636.00
MASON COUNTY TREASUR	2021-026	PRINCIPAL-INTEREST	SEWAGE DISPO	\$64,006.05
DISTRICT HEALTH DEPART	201502931	WATER TESTING	GENERAL FUND	\$40.00
ACE 1	8-7-21	PORT-A-POTTY	DDA OPERATIO	\$370.00
MOW TIME	1409	MOWING DDA	DDA OPERATIO	\$140.00
MOW TIME	1337	MOWING DDA	DDA OPERATIO	\$280.00
LUDINGTON DAILY NEWS	8-31-21	ADVERTSING	GENERAL FUND	\$347.78
MEDIA GROUP 31 LLC	6260	ADVERTISING	GENERAL FUND	\$99.00
MEDIA GROUP 31 LLC	6261	ADVERTISING	GENERAL FUND	\$99.00
VICTORIA CARROLL	114-0014422-51042	DDA SUPPLIES CLEANING	DDA OPERATIO	\$49.75
PARTS PLUS OF MASON C	9-1-21	SHOP SUPPLIES	GENERAL FUND	\$21.33
MEDIA GROUP 31 LLC	6303	ADVERTSING	GENERAL FUND	\$99.00
VICTORIA CARROLL	9-2021	RENTAL AGENT	DDA OPERATIO	\$175.00
LARRY CARROLL	9-9-21	CLEANING	DDA OPERATIO	\$165.00
USA BLUE BOOK	713352	WATER SUPPLIES	WATER SUPPLY	\$61.51
LOWE'S	9-2021	RIVERSIDE, DPW SUPPLIES	GENERAL FUND	\$353.36
ENGINE CREATIVE	9-9-21	CONTRACTED WORK	GENERAL FUND	\$300.00
SYNCWAVE LLC	9-2021	RIVERSIDE PARK PHONE	GENERAL FUND	\$120.00
JENNIFER FARIS	9-10-21	KEYS RIVERSIDE	GENERAL FUND	\$14.30
DMC UNLIMITED	09042106	POLICE COMPUTER	GENERAL FUND	\$142.80
MICHIGAN ASSOCIATION	9-2021	MEMBERSHIP	GENERAL FUND	\$115.00
DTE ENERGY	9-23-21	OPTIMIST HALL	DDA OPERATIO	\$41.17
ZIEHM L.P. GAS	9-13-21	PROPANE	GENERAL FUND	\$969.30



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 9-20-2021

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
LORRAINE AVERY	9-2021	HALL REFUND	DDA OPERATIO	\$250.00
STATE OF MI -MI STATE P	551-590590	TOKEN FEE	GENERAL FUND	\$33.00
LUDINGTON MASS TRANSP	6715	EQUIP REPAIR	MOTOR POOL F	\$39.00
PLUMMER'S ENVIRONMEN	21135470	108 S ELM	WATER SUPPLY	\$2,485.20
STRONG INDUSTRIAL SUP	1453843,1453844	DPW	GENERAL FUND	\$162.99
LUDINGTON MASS TRANSP	8-31-21	DDA TRANSPORT PPL 10+31	DDA OPERATIO	\$302.50
X-CEL CHEMICAL SPECIALI	81353	RIVERSIDE PARK SUPPLIES	GENERAL FUND	\$704.82
CONSUMERS ENERGY	205456552393	105 W GREEN	DDA OPERATIO	\$177.57
HOME CITY ICE COMPANY	9-2021	ICE	GENERAL FUND	\$301.25
APEX CONSTRUCTION LLC	9-2021	ROOF REPAIR CITY HALL	GENERAL FUND	\$1,250.00
TGG SOLUTIONS	10-2021	DISABILITY INS	GENERAL FUND	\$202.73
BELL EQUIPMENT COMPAN	PO2509	EQUIP REPAIR	MOTOR POOL F	\$376.30
HERNANDEZ, JESSICA	STAW-000120-0000-	UB refund for account: STAW-000120-000	SEWAGE DISPO	\$11.22
BLUE CROSS BLUE SHIELD	10-2021	INSURANCE	GENERAL FUND	\$346.81
CARLOS ALVARADO LAWS	2021-237	ATTORNEY	GENERAL FUND	\$1,643.33
MEDIA GROUP 31 LLC	6324	ADVERTISING	GENERAL FUND	\$99.00
TNT ENTERPRIZE	9-15-21	SUB STATION	WATER SUPPLY	\$30.00
TNT ENTERPRIZE	9-14-21	MCPHAIL MOWING	GENERAL FUND	\$400.00
TNT ENTERPRIZE	9-16-21	CEMETERY MOWING	GENERAL FUND	\$300.00
TNT ENTERPRIZE	9-17-21	CODE MOWS	GENERAL FUND	\$1,050.00
JOAN GARDNER	REFUND	CAMPING REFUND	GENERAL FUND	\$620.36
TOTAL OF SCHEDULED CHECK RUN:				\$99,520.01

City of Scottville

Eric Thue
220 E. Second St.
Scottville MI, 49454
Ericthuepainting@gmail.com

8/16/2021

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

I am writing to re-submit my letter of intent. I appreciate your consideration for myself for a seat as a commissioner I strongly feel that I would be an excellent fit for the seat.

Sincerely,

Eric Thue

City of Scottville

Eric Thue
220 E. Second St.
Scottville MI, 49454
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 communication 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

**CITY OF SCOTTVILLE
RESOLUTION TO RENEW THE TEMPORARY OUTDOOR DINING
AND SOCIAL ZONES AND GRANTING CITY MANAGER THE
AUTHORITY TO APPROVE SUCH REQUESTS
RESOLUTION NO. 2021-_____**

WHEREAS, the Scottville City Code, Title IX, Chapter 55, Section 95.15 grants the City Manager authority to order temporary closings of any street, or portion thereof, when deemed to be unsafe or temporarily unsuitable for any reason, and;

WHEREAS, the Scottville City Code, Title IX, Chapter 55, Section 95.45 provides existing standards for Outdoor Dining to be located on sidewalks subject to meeting certain standards as established by the Code, and;

WHEREAS, by Executive Order of the Governor of the State of Michigan, restaurants, bars and similar business have been forced to temporarily close for business or operate under limit circumstances, including significant capacity reductions for indoor service, and;

WHEREAS, the City of Scottville wishes to take an approach that recognizes the financial hardships faced by these businesses and create an opportunity to both support their business and bring additional vitality to the Downtown area through creation of an “Outdoor Dining and Social Zone”, and;

WHEREAS, Public Acts 124, 125 and 126 of 2020 provide for the creation of social district and extended licensing to allow extended areas for onsite consumption of alcoholic beverages and to-go sales through December, 2024 and;

WHEREAS, the City of Scottville wishes to make eligible any sidewalk, on-street parking space, or space within City-owned parking lots located within the boundaries of the City of Scottville Downtown Development Authority (DDA) Boundaries eligible for creation of an outdoor seating area for adjoining businesses, and;

WHEREAS, the City Commission wishes to grant the City Manager authority to create said outdoor areas at their discretion or in conjunction with the request of a business owner within the DDA boundaries, utilizing the conditions of Section 95.45 of the Scottville City Code as guidelines, and;

WHEREAS, creation of the “Outdoor Dining and Social Zone” does not relieve individual business owners from obtaining any necessary approvals from the State of Michigan and its business licensing entities.

NOW THEREFORE BE IT RESOLVED, that effective immediately and through December 31, 2024, the City of Scottville hereby establishes an "Outdoor Dining and Social Zone" within the boundaries of the City of Scottville Downtown Development Authority (DDA) and grants the City Manager authority to issue approvals and create specific seating zones within any eligible sidewalk, on-street parking area, or portion of City-owned parking lots.

Resolution No. 2021-_____ was moved for adoption by Commissioner _____ at the Scottville City Commission meeting held on September 20, 2021. 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



**CITY OF SCOTTVILLE
REQUEST FOR BIDS - SNOW REMOVAL SERVICES**

Issued: October 9, 2020
Bids Due: October 23, 2020

OVERVIEW

The City of Scottville is seeking bids for snow removal service for the 2020-2021 winter season, with possibility of **two additional one-year extensions**. Specifically, we are seeking contract services for snow removal from Main Street and the adjoining sidewalks and our City parking lots in the downtown area. The City of Scottville Department of Public Works (DPW) handles snow removal from State Street and all other local roads, including clearing of the State/Main intersection by 6:00am. Respondents must furnish all necessary equipment and personnel to provide services. All responses should include a per hour rate, with a not to exceed for each time plowed, separated between "Part One: Streets and Parking" and "Part Two: Sidewalk Snow Removal" below. If equipment storage area is needed, this must be identified in the bid document and additional liability waivers may be required for any City-provided location.

PART ONE: STREETS AND PARKING

Snow removal on Main Street from curb to curb (including on-street parking areas) from Broadway (north) to First Street (south). Plowing shall be done weekdays after any snowfall of 3 or more and shall be completed prior to 7:00am. Weekend plowing is generally not required, except by request for excessive snowfall conditions. Salt/sand application is separately managed by the Department of Public Works.

Snow removal from City Parking Lots located east of Main Street and west of Main Street (not including the adjoining West Shore Bank parking). Plowing shall be done weekdays after any snowfall of 3 or more inches and shall be completed prior to 7:00am. Weekend plowing is generally not required, except by request for excessive snowfall conditions. Salt/sand application is separately managed by the Department of Public Works.

All snow removed from the parking lots and streets will need to be taken to and stored in the southwest quadrant of the City's western parking lot (closest to the Optimist Building). If that site fills up, the snow will need to be taken to be stored at an alternate location, as identified by the contractor. Snow can no longer be stored on the vacant lot behind the Stallion Mill owned by the railroad, as it is no longer under lease by the City.

PART TWO: SIDEWALK SNOW REMOVAL

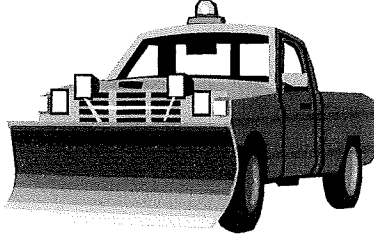
Snow removal on the sidewalks adjacent to Main Street, from Maple Street (north) to the Railroad tracks (south). Plowing shall be done on all weekdays after any snowfall of three or

more inches, and shall be completed prior to 7:00am. Salt/sand should be applied as needed to address icy conditions.

BID PROCESS

Any questions regarding the scope of services or the bid process should be directed to Courtney Magaluk, City Manager by e-mail (citymanager@cityofscottville.org) or phone ((231) 757-4729). Bids must be received by no later than 5:00pm on Friday, October 23rd. Bids may be mailed or hand delivered to City Hall at 105 N Main Street, Scottville, MI 49454 or e-mailed to citymanager@cityofscottville.org.

Bid will be opened and reviewed by the City Manager and forwarded to the City Commission for final selection on November 2, 2020. Bid not addressing the items noted above may be rejected. The selected respondent shall enter into agreement with the City of Scottville as an Independent Contractor. The Independent Contractor shall be required to obtain and furnish proof that they are covered by Workman's Compensation Insurance (statutory limits); General Comprehensive Commercial Liability (liability amounts shall not be less than \$1,000,000 per occurrence, and/or aggregate combined single limit for personal injury, bodily injury and property damage); Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage (limits of liability not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage); and the Independent Contractor shall name the City of Scottville as an additional insured on all policies. Further details shall be outlined in the final contract, as mutually agreed between the City of Scottville and the selected respondent/Independent Contractor.



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

**SNOW REMOVAL BID
2021 – 2022 Year**

DATE: September 10, 2021

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

AMOUNT FOR PLOWING: \$60.00 Per Hour For Plow Truck
\$175.00 Per Hour For Loader

AMOUNT 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.

Scottville Riverside Park

Seasonal Camping Payment Agreement

1. A \$200.00 Deposit must be made by March 1, 2021..
2. The remaining \$2,050.00 is due on or before May 1, 2021. Failure to pay by this date will result in loss of your site and your deposit will not be refunded.
3. A \$150.00 winter storage fee is required if you plan to leave your camper in the park. This fee is due by October 31, 2020.

Payments can be made at any time on or before their due date and can be mailed to:

City of Scottville-Riverside Park
105 North Main Street
Scottville, MI 49454

Or

Payments can also be made at the Riverside Park office during hours of operation.

I agree to these terms and recognize that a failure to comply with any of the aforementioned will result in immediate loss of my camping site.

This form must be signed and returned with your deposit by March 1, 2021.

Camper's Signature

City of Scottville
Riverside Park
Monthly & Seasonal Camper
Information

Season _____ Site _____

PERSONAL INFORMATION:

Name: _____

Address: _____

City, State: _____

Zip: _____ Phone Number: _____

Email: _____

Drivers License #: _____

of people: _____

of pets and breeds _____

of Vehicles and plate numbers: _____

RIG INFORMATION:

Type: _____ Year: _____

Length: _____ Width: _____ Slide-outs: _____

Amps: _____ Plate Number: _____

IN CASE OF EMERGENCY CONTACT INFORMATION:

Name: _____

Address: _____

Phone Number: _____

I was given a copy of the Camping Information Sheet and I agree to comply with all the rules and conditions contained therein. The camper accepts camping privileges with the understanding that he does hereby release the Campground, its officers and employees of all liability for loss or damage to property and injury to his person arising out of his use of camping facilities, and agrees to indemnify the Campground, its officers and employees, against claims resulting from the loss or damage to property or injury to the person or any member of the family or guest of the registered camper arising out of the use of camping facilities.

Camper's Signature