

CITY OF SCOTTVILLE
COMMISSION MEETING AGENDA

City Hall 105 N Main St

1512th Regular Meeting Monday January 10th at 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 1511th Meeting Minutes
- B. Approval of Bills in the amount of \$39,526.47

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/ Public Safety
 - Personnel, Rules & Ethics
 - Planning Commission
 - Parks & Rec Board
- g. Mason County Commissioner Representative
- h. MCRFA Representative

9. Unfinished Business

- a. Investment Policy

10. New Business

- a. City Board Appointments

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 1511th Regular Commission meeting of the Scottville City Commission was held at City Hall 105 N. Main St on December 20th, 2021. Called to order at 6:30pm by Mayor Marcy M. Spencer.

Present at Roll Call

Rob Alway

Aaron Seiter

Nathan Yeomans

Ryan Graham

Eric Thue

Mayor Marcy M. Spencer

Also in attendance: Clerk Lester.

Absent: Attorney Alvarado, Chief Murphy, Treasurer Shafer

Additions/Deletions to Agenda

None

Approval of Agenda

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

Motion carried.

Approval of Consent Agenda

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

Motion carried.

Correspondence

Newkirk provided he has received two letters of interest for the open positions on the Parks and Recreation Board. None for the Downtown Development Authority.

Department Reports

a. City Manager

Newkirk reported since the last meeting he has received the Asset Management Plan from Fleis & Vandenbrink. This item will be discussed further at the next buildings/grounds/infrastructure meeting. City Hall continues to receive inquiries on parcel purchases within city limits. Board of review discussed several potential parcel splits. He was able to attend the Mason County traffic safety meeting. Scottville is focused on the possibility of a traffic light at the US10/Reinberg intersection. He has been working to install the new LED lights at City Hall. DPW staff has completed their light conversion.

b. Police Department

Absent.

c. City Attorney

Absent.

d. Mayor

None.

e. Treasurer

Shafer absent, Newkirk noted the six-month budget review will be available at the 1/24/21 meeting.

f. Committee Reports

1. Finance

ARPA allocation recommendation to be presented. Electrical upgrades at Riverside Park discussed.

2. Ordinance

The group discussed standing violations and where they're at in the legal process. Alvarado has been in contact with a developer who has expressed interest in the "old schoolhouse".

3. Personnel/Rules/Ethics

The group discussed pending leases with the Old Engine Club and the MCRFA.

g. Mason County Commissioner Representative

Steve Hull was in attendance to report the county has agreed to assist in the construction of a roof over the main arena at the Western Michigan Fair Grounds. The association will be meeting with engineers to begin this process. Additionally, he offered interviews will be held to fill security positions at the courthouse. The board does have remaining positions to be filled. Those interested should contact him directly.

h. MCRFA Representative

Bill Lehrbass offered the group has also been working on lease agreements between local municipalities. A part time office assistant has been hired to help keep things more organized. He invited any and all to attend meetings, held at the Custer Fire Barn 7pm, the 4th Thursday monthly.

Unfinished Business

None

New Business

a. ARPA Money Allocation

A detailed description on ARPA money allocation was provided to the commission prior to this meeting within the packet. A summary of proposed expenditures are as follows;

- Water Tower Inspection & Maintenance \$33,250.00
- Pre-Built 12x20 garage for Riverside Park. \$7000.00
- 2 Handheld and 1 in car radio for the Police Department \$13,364.00

Motion, by Seiter with support from Alway to support the described allocation of ARPA funding as presented.

Motion carried.

Public Comment

None.

Council Member Comments

Alway thanked the City Manager for his volunteered time replacing the lights at City Hall.

Adjourn

Motion, by Graham with support from Thue to adjourn.

Motion Carried 7:03 PM

Mayor, Marcy M. Spencer

Clerk, Kelse Lester



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 1-10-2022

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
CARDMEMBER SERVICE	12-2021	OFFICE	GENERAL FUND	\$231.64
SPECTRUM	8245122900014572	CABLE VISION	GENERAL FUND	\$706.04
AT & T MOBILITY	12-21	PHONES CITY MANAGER, POLICE	GENERAL FUND	\$253.29
AFLAC	12-21	EMPLOYEE DEDUCTIBLE	GENERAL FUND	\$516.32
WMOM.FM	211200003	TURKEY DLEIVERY PROGRAM	GENERAL FUND	\$1,500.00
PRIORITY HEALTH	12-2021	INSURANCE	GENERAL FUND	\$5,651.45
MI MUNICIPAL UNEMPLOY	4TH QTER	4TH QUARTER	GENERAL FUND	\$75.44
STEVEN LAUER	12-21	WATER BILL REFUND	SEWAGE DISPO	\$352.52
MASON COUNTY EQUALIZ	12-6-21	ASSESSMENT & TAX ROLL	GENERAL FUND	\$2,670.56
JACKPINE BUSINESS CENT	471220-0	NAME PLATES	GENERAL FUND	\$26.35
SPECTRUM HEALTH	12-2021	BLOOD DRAWS	GENERAL FUND	\$100.00
STATE OF MI -MI STATE P	551-593500	TOKEN	GENERAL FUND	\$33.00
LUDINGTON MASS TRANSP	6846,6847,6848	EQUIP REPAIR	MOTOR POOL F	\$457.77
DMC UNLIMITED	1219111	COMPUTER UPDATES	GENERAL FUND	\$491.70
DMC UNLIMITED	12192110	COMMISIONER EMAIL UPDATE	GENERAL FUND	\$39.50
DRUG SCREENS PLUS	AF220CRTO58	DRUG SCREEN	GENERAL FUND	\$159.00
KNRCONTROL LLC	CANTON 102	TRAINING OFFICER CASE	GENERAL FUND	\$350.00
HOME DEPOT CREDIT SER	12-2021	CHRISTMAS PARADE, SHOP, LOCAL ST	GENERAL FUND	\$572.38
AMBER TOWNSHIP TREAS	12-2021	AMBER TOWNSHIP 425	GENERAL FUND	\$238.57
CUSTER TOWNSHIP	12-2021	425 TAXES	GENERAL FUND	\$62.61
AUTO-WARES	12-25-21	EQUIP REPAIR	MOTOR POOL F	\$40.64
CONSUMERS ENERGY	202697994716	103 N MAIN	GENERAL FUND	\$242.81
CONSUMERS ENERGY	201185223895	703 S SCOTTVILLE	GENERAL FUND	\$65.64
CONSUMERS ENERGY	201541115978	209 W STATE	GENERAL FUND	\$29.36
CONSUMERS ENERGY	201185225905	105 N MAIN	GENERAL FUND	\$95.71
CONSUMERS ENERGY	205990616691	601 W 1ST	GENERAL FUND	\$139.52
CONSUMERS ENERGY	201541115983	85 E REEDS	GENERAL FUND	\$37.22
CONSUMERS ENERGY	201541115982	605 N SCOTTVILLE	SEWAGE DISPO	\$45.48
CONSUMERS ENERGY	201185223896	700 S SCOTTVILLE	GENERAL FUND	\$208.31
CONSUMERS ENERGY	201541115980	209 W STATE	GENERAL FUND	\$34.34
CONSUMERS ENERGY	2015411165979	209 W STATE	GENERAL FUND	\$34.07
CONSUMERS ENERGY	201541115976	1065 W US HIGHWAY 10	GENERAL FUND	\$29.36
CONSUMERS ENERGY	201541115975	202 E 5TH	SEWAGE DISPO	\$396.68
CONSUMERS ENERGY	201541115974	700 S S COTTVILLE	GENERAL FUND	\$29.36
CONSUMERS ENERGY	201541115973	146 S MAIN	GENERAL FUND	\$29.36
CONSUMERS ENERGY	201541115977	1026 W US 10	GENERAL FUND	\$29.36
CONSUMERS ENERGY	201541115981	114 S MAIN	GENERAL FUND	\$53.48



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 1-10-2022

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
CONSUMERS ENERGY	201541115972	650 S MAIN	GENERAL FUND	\$40.64
TNT ENTERPRIZE	12-31-21	CEMETERY CLEAN UP	GENERAL FUND	\$2,000.00
SYNCWAVE LLC	1-1-22	INTERNET, PHONES	GENERAL FUND	\$646.71
GREG BARNETT	1-3-22	ASSESSOR	GENERAL FUND	\$636.00
VICTORIA CARROLL	1-1-21	AGENT FEE	DDA OPERATIO	\$175.00
CORE TECHNOLOGY CORP	CORNMN0000448	TALON	GENERAL FUND	\$2,354.26
751 PARTS CO INC	12-31-21	EQUIP-SHOP SUPPLIES	GENERAL FUND	\$48.78
GRAND RENTAL STATION	42466	LIFT	DDA OPERATIO	\$1,548.20
WEX BANK	12-21	FUEL	MOTOR POOL F	\$1,732.35
WANNA BUY SHEDS	12-2021	SHED FOR RIVERSIDE	GENERAL FUND	\$7,000.00
DRUG SCREENS PLUS	1 QTER	1ST QTER	GENERAL FUND	\$45.00
CONSUMERS ENERGY	206524345712	ST LIGHTS	GENERAL FUND	\$9.28
CONSUMERS ENERGY	206346425392	105 N MAIN	GENERAL FUND	\$32.35
CONSUMERS ENERGY	206346425394	105 N MAIN	MAJOR STREET	\$48.35
STAPLES CREDIT PLAN	1-22	POLICE, CITY HALL SUPPLIES	GENERAL FUND	\$118.38
LUDINGTON DAILY NEWS	1-22	ADVERTISING	GENERAL FUND	\$376.92
CARLOS ALVARADO LAWS	1-22	BLIGHT- REG ATTORNEY MATTERS	GENERAL FUND	\$2,330.41
JABROCKI EXCAVATING L.	2625	PLOWING SIDEWALK	GENERAL FUND	\$4,355.00

TOTAL OF SCHEDULED CHECK RUN: \$39,526.47

City of Scottville INVESTMENT POLICY

Purpose

It is the policy of the City of Scottville to invest its funds in a manner which will ensure the preservation of principal and provide the highest investment return with the maximum security while meeting the daily cash flow needs of the city and complying with all state statutes governing the investment of public funds.

Scope

This investment policy applies to all financial assets of the city. These assets are accounted for in various funds of the city and include the general fund, special revenue funds, debt service funds, trust and agency funds, and any new funds established by the city.

Objectives

The primary objectives of the township's investment activities in priority order shall be:

Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Diversification – The investments will be diversified by security type and institution in order to reduce overall portfolio risk while obtaining market average rates of return.

Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return of Investment – The investment portfolio shall be designed with the objective of obtaining a reasonable rate of return throughout the budgetary and economic cycles, while taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority

Management responsibility for the investment program is hereby delegated to the City Manager and City Treasurer pursuant to MCL 41.76 who shall establish written procedures and internal control policies for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Authorized Investments

The city is limited to investments authorized by Act 20 of 1943 MCL 129.91 as amended from time to time, and by way of illustration may invest in the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.
- (c) Commercial paper rated at the time of purchase within the two highest classification established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- (d) Repurchase agreements consisting of instruments listed in subdivision (a) above. Repurchase agreements shall be negotiated only with dealers or financial institutions with whom the City of Scottville has negotiated a Master Repurchase Agreement.* Repurchase agreements must be signed with the bank or dealer and must contain provisions comparable to those outlined in the Public security Association's model Master Repurchase Agreement.
- (e) Banker's acceptance of United States banks.
- (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- (g) Mutual funds registered under the investment company act 1940, title 1 of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment solely by reason of either of the following:
- (h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban corporations act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- (i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.
- (j) The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

Safekeeping and Custody

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Treasurer shall be on a cash or delivery vs. payment basis. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

Prudence

Investments shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs. These decisions are not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Reporting

The Treasurer shall provide quarterly written investment reports to the City Council which provide a clear picture of the status of the current investment portfolio. In addition, the Treasurer shall, as required by law, present an annual written report to the Board.

Conflict of Interest and Ethics

Officials and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and Board Members shall disclose to the Treasurer, and the Treasurer shall disclose to the Board, any material financial interest in financial institutions that conduct business with the City. And further, the Board, Employees, and the Treasurer shall disclose any material financial investment position related to the performance of the City's portfolio.

Authorized Financial Institutions and Dealers

A list will be maintained of financial institutions authorized to provide investment services to the City of Scottville. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services to the city.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must first be provided with a copy of the City's Investment Policy and return to the City a signed copy of the agreement to comply (Appendix #1)

Adoption and Review

The City's investment policy shall be adopted by the City Council. The policy shall be reviewed annually by the Treasurer and any modifications must be approved by the City Council.

Appendix #1

**ACKNOWLEDGEMENT OF RECEIPT OF INVESTMENT POLICY AND
AGREEMENT TO COMPLY**

By: _____

Title: _____

Date: _____

Recommendations for City Boards/Commissions

DDA

Joe Knowles -reappointment

*two seats remain open

Parks and Recreation

Carole Yeomans – new appointment

Ari Hoekstra – new appointment