

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

1559th Regular Meeting Monday December 18th, 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 1558th Regular Meeting Minutes

B. Approval of Bills \$41,868.69

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. Riverside Park Nature Trail Dedication Resolution 23-25

b. Planning Commission Appointment

c. City IT Policy Revision

d. 2024 Water/Sewer Rate Resolution 23-26

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 1558th Regular Commission meeting of the Scottville City Commission held at City Hall 105 N. Main St on December 4, 2023. Called to order at 6pm by Mayor Marcy M. Spencer.

Present at Roll Call:

Copenhaver

Seiter

Spore

Wyman

Mayor Spencer

Absent: Deering & Thue

Also in attendance: Manager Newkirk, Sargeant Skinner, Treasurer Shafer and Clerk Lester.

Additions/Deletions to Agenda- None

Approval of Agenda

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

Motion carried.

Approval of Consent Agenda

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

Motion carried.

Public Comment- Tom Rotta

Correspondence- December Newsletter

Department Reports

- a. City Manager- Newkirk met with the new director at the Mason County Road Commission, he is looking forward to a continued healthy relationship with them.
- b. Police Department- Skinner thanked those involved with preparation for the 4th annual Christmas Parade this weekend.
- c. Mayor- None
- d. Attorney- None
- e. Treasurer/Clerk- Proposed budget amendment later on agenda. Master's Clerk Academy Certification.
- f. DPW- None
- g. Assessor- None
- h. Committee Reports
Buildings/Grounds/Infrastructure discussed repairs/upgrades and a dedication sign at Riverside Park, sidewalk/potholes, program to replant trees at a shared cost to homeowner, boat launch fee's.
- i. Mason County Commissioner Representative- None
- j. MCRFA Representative – 2024 Budget Complete
- k. DDA Representative- None

Unfinished Business- None

New Business

- a. Planning Commission Appointment
Motion, by Wyman with support from Seiter to approve the appointment of Jenna Morrill to the Planning Commission.
Motion carried.

b. Budget Amendments Resolution 23-24

Shafer spoke to the requested changes presented.

Motion, by Wyman with support from Copenhaver to approve the proposed budget amendments via resolution 23-24 as presented.

Roll Call Vote

Yes; MS, AS, DS, RW, & DC

No; 0

Absent; ET & AD

Motion carried.

c. City Manager Review

Motion, by Spencer with support from Copenhaver, to meet in closed session pursuant to Section 8(1)(a) of the Open Meetings Act to consider a periodic personnel evaluation of City Manager Jimmy Newkirk, who has requested the closed session.

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; MS, AS, DS, RW, & DC

No; 0

Absent; ET & AD

Motion carried.

*ENTER CLOSED SESSION AT 6:22PM

*RECONVENE REGULAR SESSION 7:50PM

Item will be forwarded to the Personnel Committee for review of the written portion of Manager Review. A summary will be presented at the next regular commission meeting.

Public Comment- None

Commissioner Comment- Spore thanked Lester for her dedication and positive attitude. Spencer encouraged fellow Commissioners to attend the Christmas Parade this weekend, beginning at 6:30.

Adjournment-

Motion, by Wyman with support from Seiter to adjourn.

Motion Carried 7:56pm.

Kelse Lester, Clerk

Marcy M. Spencer, Mayor

SCOTTVILLE INVOICE REGISTER FOR CITY OF SCOTTVILLE

EXP CHECK RUN DATES 12/05/2023 - 12/18/2023

POSTED AND UNPOSTED

OPEN AND PAID

Invoice Number	Vendor Name	Description	Bank Account	Inv Amt
12-4-2023	WEX BANK	FUEL	POOL	1,294.90
REMIT	CHILD SUPPORT	Remittance Check	POOL	507.36
REMIT	MERS 6% 457	Remittance Check	POOL	999.98
REMIT	IRS	Remittance Check	POOL	4,388.63
12-2023	CITY OF SCOTTVILLE--PETTY CASH	EQUIP AND POLICE SUPPLIES	POOL	92.00
83182	LARSEN'S LANDSCAPING	PLOW	POOL	8,622.50
152295	SAFEBUILT	ZONING/BLIGHT WORK	POOL	4,631.00
12-2-2023	GREG BARNETT	CONTRACTED WORK	POOL	636.00
12-2023	751 PARTS CO INC	EQUIP REPAIR, SHOP SUPPLIES	POOL	122.08
12-4-2023	LUDINGTON DAILY NEWS	ADVERTISING	POOL	302.20
0190990	FERGUSON ENTERPRISES, LLC	WATER REPAIR	POOL	95.72
0204994-IN	WILSON BOHANNAN PADLOCK CO	SHOP SUPPLIES	POOL	162.94
12-4-2023	CONSUMERS ENERGY	LIGHTS	POOL	231.05
12-26-2023	CONSUMERS ENERGY	LIGHTS	POOL	2,207.50
2814	JABROCKI EXCAVATING L.L.C.	PLOWING PARKING LOT, SIDEWAL	POOL	1,337.50
1241431	BRICKLEY DELONG	CONSULTATION WITH FINANCE	POOL	175.00
11549,11550	ONSITE TRUCK & EQUIP REPAIR	EQUIP REPAIR	POOL	1,183.70
792-11650	ACRES CO-OP	LOCAL STREETS	POOL	6.95
286470	TRINITY HEALTH WORKPLACE	DOT PHYSICAL HANSEN	POOL	95.00
12-2023	DTE ENERGY	HEAT	POOL	782.37
7912	LUDINGTON MASS TRANSPORTATION AUTHO	EQUIP REPAIR	POOL	244.00
11-30-23	FERGUSON ENTERPRISES, LLC	WATER	POOL	758.23
58166	ALL ACCESS CARE	PHYSICAL POLICE	POOL	260.00
INV4246	JACKPINE BUSINESS CENTER	OFFICE SUPPLIES	POOL	118.00
052-244-009-00	BRITTON TRAVIS RAYMOND & KELSEY LP	2023 Sum Tax Refund 052-244-	POOL	1,429.42
052-243-001-01	STONE PHILLIP A & LAURA L	2023 Sum Tax Refund 052-243-	POOL	125.25
12-1-2023	PARTS PLUS OF MASON COUNTY	WATER, SHOP , EQUIP	POOL	354.58
0239-003480567	REPUBLIC SERVICES	GARBAGE	POOL	6,700.52
12-8-2023	TNT ENTERPRIZE	CEMETERY CLEAN UP	POOL	2,000.00
1508078, 1508079	STRONG INDUSTRIAL SUPPLY	SHOP SUPPLIES	POOL	160.21
AF 24CRT058	DRUG SCREENS PLUS	DRUG SCREENING	POOL	159.00
12-13-2023	VISA	EQUIP	POOL	15.00
12-12-23	VISA	EQUIP REPAIR	POOL	40.00
12-11-2023	VISA	MDOT PERMIT, ELECTION	POOL	189.42
12-10-2023	VISA	ELECTION, EQUIP, CHRISTMAS	POOL	1,090.34
1864	CONSERVATION RESOURCE ALLIANCE	PLANTING AT RIVERSIDE	POOL	165.30
700	URBAN VINYL	RIVERSIDE PARK SIGN	POOL	125.04
12-12-2023	ALL ACCESS CARE	DRUG SCREENING	POOL	60.00
Report Total:				41,868.69

ELECTION UPDATES BEGINNING IN 2024:

In the last State election held in November of 2022, Michigan electors voted to approve proposal 2022-2. With that new law, there will be some changes in the voting process for federal and state elections in the future. The biggest new change allows for early voting for 9 consecutive days prior to Election Day. Early voting is only required for Federal and State elections. This is in addition to Absentee Voting, so there are now three ways to vote in a Federal or State election, you may vote Absentee, vote during the 9 days of early voting or vote at our precinct on election day. Any special elections for the townships, counties or schools will not give the voters the opportunity to vote early but it will be available for the presidential primary to be held on February 27, 2024. Early voting will not be done at your precinct but will be held in the Mason County District Library in Scottville. Another change will be there is no longer a permanent absent voters list. The new list will be called the Permanent Ballot list. Anyone can apply to be on the Permanent Ballot list by visiting Michigan.gov/vote or by obtaining a new application from their clerk. If you have any questions, please contact City of Scottville Clerk Kelse Lester at clerk@cityofscottville.org or 231.757.4729

CITY OF SCOTTVILLE
CHRISTMAS 2023
**BEST WINDOW
DISPLAY**

Plant Paradise

Kelre Lister

Signature

12.9.23

Date

CITY OF SCOTTVILLE
CHRISTMAS 2023

BEST FLOAT

Cameron Accounting

Kelce Duster

Signature

12.9.23

Date



RESOLUTION NO. 23- 25

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
SCOTTVILLE NAMING THE NATURE TRAIL AT RIVERSIDE
PARK IN HONOR OF MR. BRUCE KRIEGER.

WHEREAS, Mr. Bruce Krieger has served the community of Scottville for many years as an Educator, Coach, and Mentor at Mason County Central Schools, Scottville City Commissioner, Mayor, Board of Review member ; and

WHEREAS, Mr. Bruce Krieger had been a tireless and long-time supporter, park user, and advocate of nature and the outdoors, specifically at Scottville Riverside Park; and

WHEREAS, The City of Scottville will be making improvements to the current trail system and future areas to be developed into a trail in Riverside Park that will need a name;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF
THE CITY OF SCOTTVILLE, MICHIGAN:

Section 1. That the nature trail in the Scottville Riverside Park and future extensions be named to honor the efforts and work of Mr. Bruce Krieger

Section 2. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

Resolution No. 2023-_____ was moved for adoption by Commissioner _____ at the Scottville City Commission meeting held on December 18th, 2023. 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



RIVERSIDE PARK
SCOTTVILLE, MICHIGAN



INFORMATION TECHNOLOGY POLICY

PURPOSE:

Information Technology (IT) resources include personal computers, laptops, software, the City's network, phones, wi-fi connection, email, electronic voice and video communication, and facsimiles. This policy addresses, among other things, access to, review, or disclosure of electronic files, electronic email, and electronic voice and video communication through or stored on any part of the City's IT resources. These policies do not constitute a contract, and the City reserves the right to change them at any time.

DEFINITIONS:

Email - includes all electronic mail sent or received using the City's computer equipment, regardless of whether the email is transmitted or delivered through the City's local network, the City's provided internet account, or a private internet account.

Internet access - includes all internet access through City computer equipment, regardless of whether the access is through the City's internet account or a private internet account.

POLICY:

The City of Scottville officials and employees must not misuse email or internet access. The City provides computers, laptops, and computer access to its officials and employees so that they can perform their jobs. Email sent by City officials or employees must be of a nature and tone that is consistent with the standard of conduct appropriate to the workplace and must not solicit or encourage others to send email that fails to meet this standard. Similarly, all other file-sharing and communication across the internet must meet this same standard of conduct.

Users' responsibilities include:

1. Ensuring that confidentiality and privacy of data are maintained.
2. Safekeeping of their user-id and password.
3. Ensuring the security of their terminal by logging off or locking it when it is left unattended.
4. Ensuring the security and privacy of printouts produced by the City's IT computer service.
5. Compliance with the provisions of this policy.

Prohibited uses of IT resources:

1. Accessing accounts or information within or outside the City's computers, laptops, and communication facilities for which an employee is not authorized or does not have a business need.
2. Moving the City's equipment from its designated location to a new location without prior authorization from the City Supervisor.
3. Loan IT resources are tested and guaranteed to function properly. Borrowers are required to immediately report all damages, loss, stolen or malfunction of the device.
4. May not be loaned or shared with others, including family members.
5. Must not be used for any form of illegal or illicit activities (e.g., hacking, pirating, viewing, or downloading illegal or illicit content, etc.)
6. Any It resources shall be returned, with all programs and data intact, to the City Supervisor or City President upon leaving the employment, his/her position, or upon request. Failure to return the IT resource may result in the cost of replacing the equipment.

Prohibited use of email and the internet:

1. Use of any purpose that violates a law of the United States or law of the State of Michigan.
2. Use of any purpose that violates a personnel rule.
3. Use that violates the security, privacy, and confidentiality policies, practices, and laws of the City, including the unauthorized release of confidential material.
4. Personal use of the City's email accounts is prohibited (*email address*).
5. Seeking or obtaining information about files, documents, or other data that are private, confidential, or otherwise not open to public inspection, unless specifically authorized to do so by the file owners; or copying, modifying, or deleting such files, documents, or data without authorization.
6. Representing oneself as another without the other person's permission.

City employees are governed by the instructions covered in this policy and are expected to follow the procedures. City employees will sign a separate IT resource loan application at pickup time.



Use and acceptance form

My signature below certifies that I have read the policy regarding the Use of Information Technology Resources and that I understand, accept, and will abide by the provisions stated in them.

Signature

Date

Printed Name

Authorizer's signature

Date

Authorizer's printed name

CITY OF SCOTTVILLE
RESOLUTION CONCERNING WATER AND SEWER RATES for 2024.
RESOLUTION NO. 2023-26

WHEREAS, the Scottville City Code, Title 5, Chapter 53, Section 53.04 states that, "The rates to be charged for water service shall be set by the City Commission by resolution," and

WHEREAS, the Scottville City Code, Title 5, Chapter 53, Section 53.05 states that, "The rates to be charged for sewage disposal service shall be set by the City Commission by resolution," and

WHEREAS, the City Commission has the responsibility under the ordinances of the City of Scottville and state and federal law, as applicable, to sufficiently provide for the costs of operation, maintenance, and replacement of the water and sewage disposal systems as are necessary to preserve these systems in good repair and working order; and

WHEREAS, required upgrades to Lift Stations have resulted in the purchase of replacement lift station pumps and control units, thereby increasing the cost of service; and

WHEREAS, the City of Ludington increased rates for water and sewer service to the City of Scottville, effective January 1, 2024, increasing the cost of service; and

WHEREAS, the City Commission has the fiduciary responsibility to provide for the payment of the principal and interest on bonds for these systems as well as the maintenance of a reserve therefore,

NOW THEREFORE BE IT RESOLVED, that effective January 1, 2024 the City of Scottville shall set the following rates and fees for the use of the water system.

WATER RATES.

Rates and charges for the use of the Water Supply System of the City are hereby established as follows:

(A) *Readiness to serve charge.*

(1) A readiness to serve charge is established for all premises connected to the City Water System in the following amounts for the following meter sizes:

Size of Meter (inches)	Charge 2024 (per month)		
5/8 & 3/4	\$28.67		
1	\$50.96		
1 1/2	\$110.88		
2	\$200.82		
3	\$449.57		
4	\$801.02		
Unmetered Fire Protection Services	\$45.15	\$48.54	\$52.18

(B) *Commodity Charge.* A commodity charge shall be collected in addition to the readiness to serve charge. The charge shall be based upon water usage and shall be the following rate per 1,000 gallons with the City, and per 1,000 gallons for premises outside the City, charged and billed monthly.

<u>Charge</u>	<u>2024</u>
City Residents	\$4.59
Outside City	\$7.17

(C) *Connection Charge.* A connection charge for premises connecting to the Water System is established at \$1,250 per Residential Equivalent (REU) customer for those persons residing within the City limits of Scottville and \$1,750 per REU for those persons outside the City limits of Scottville. For those residents outside of the City limits of Scottville they are also responsible for hiring the contractor for the water connection, as the City will only be responsible for tapping the main. Residential Equivalent Customers are determined per the attached REU schedule.

(D) *Other Charges.* The following service charges shall also apply.

Final Reading	\$25.00
Scheduled turn-on/off water*	\$30.00
* Scheduled a minimum of two (2) working days in advance of shut-off date.	
Emergency turn-on/off water request.....	\$45.00
For After-Hours.....	\$50.00

Turn on/off for delinquent accounts:

First Occurrence	\$45.00
Each Subsequent Occurrence (12-month period).....	Additional 25%
Maximum Not to Exceed	\$100.00
For After-Hours Turn-On**	\$50.00

**Outside Monday - Friday, 8:00am - 4:00pm; Based on Availability

SEWER RATES.

Rates and charges for the use of the Sewage Disposal System of the City are hereby established as follows:

(A) *Readiness to serve charge.* A readiness to serve charge is established for all premises connected to the City's Sanitary Sewer System in the following amounts for the following water meter sizes:

Size of Meter (inches)	Charge 2024 (per month)
5/8	\$33.38
3/4	\$50.06
1	\$69.44
1 1/2	\$152.77
2	\$266.22
3	\$577.92
4	\$1022.45

(B) *Commodity Charge.* A commodity charge shall be collected in addition to the readiness to serve charge. This charge shall be based on water usage as follows:

<u>Charge</u>	<u>2024</u>
Per 1000 gal.	\$8.18

(C) *Connection Charge.* A connection charge for premises connecting to the Sewer System is hereby established at \$1,400 per Residential Equivalent Unit (REU) customer per the attached REU schedule.

(D) *High Strength Waste Water Surcharge for Compatible Pollutants.* In addition to the above charges, readiness to serve and commodity charge, a surcharge will be levied for extra strength waste. The measuring of high strength waste and the surcharge for such waste will be as follows:

- (1) The city will require a metering and measuring manhole at an establishment discharging high strength waste. A composite sampler and flow totalizer will need to be installed at the meeting and measuring manhole. The installment of manhole(s), equipment and any other facilities required to properly measure the high strength discharges shall be at the establishment's costs. Additionally, all sampling and testing expenses shall be at the establishment's expense.
- (2) Upon calculated discharge measurements, the City shall charge for high strength waste in the following manner:

For all pounds of BOD over 200 ppm - \$0.20 per excess pound

For all pounds of SS over 250 ppm - \$0.16 per excess pound

Resolution No. 2023-_____ was moved for adoption by Commissioner _____ at the Scottville City Commission meeting held on December 18th, 2023. 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

WATER & SEWER RATE INCREASE 2023

Old rate 2023		\$4.10 Per Thousand Gallons			
WATER (Gallons)	Ready to Serve	Commodity	Total Bill		
2,000	\$25.60	\$8.20	\$33.80		
4,400	\$25.60	\$18.04	\$43.64		
6,500	\$25.60	\$26.65	\$52.25		
10,000	\$25.60	\$41.00	\$66.60		

New Rate 2024		\$4.59 Per Thousand Gallons			
WATER (Gallons)	Ready to Serve	Commodity	Total Bill	Difference	
2,000	\$28.67	\$9.18	\$37.85	\$4.05	
4,400	\$28.67	\$20.20	\$48.87	\$5.23	
6,500	\$28.67	\$29.84	\$58.51	\$6.26	
10,000	\$28.67	\$45.90	\$74.57	\$7.97	

Old rate 2023		\$7.30 Per Thousand Gallons			
SEWER (Gallons)	Ready to Serve	Commodity	Total		
2,000	\$29.80	\$14.60	\$44.40		
4,400	\$29.80	\$32.12	\$61.92		
6,500	\$29.80	\$47.45	\$77.25		
10,000	\$29.80	\$73.00	\$102.80		

New Rate 2024		8.18 Per Thousand Gallons			
SEWER (Gallons)	Ready to Serve	Commodity	Total	Difference	
2,000	\$33.38	\$16.36	\$49.74	\$5.34	
4,400	\$33.38	\$35.99	\$69.37	\$7.45	
6,500	\$33.38	\$53.17	\$86.55	\$9.30	
10,000	\$33.38	\$81.80	\$115.18	\$12.38	

Combined Bill		Old Rate		New Rate		Difference	
2,000	\$78.20	\$87.59	\$9.39				
4,400	\$105.56	\$118.24	\$12.68				
6,500	\$129.50	\$145.06	\$15.56				
10,000	\$169.40	\$189.75	\$20.35				