

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

1558th Regular Meeting Monday December 4, 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 1557th Regular Meeting Minutes
- B. Approval of Bills \$56,204.06

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

- a.

11. New Business

- a. Planning Commission Appointment
- b. Budget Amendments Resolution 23-24
- c. City Manager Review-Probable Closed Session

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 1557th Regular Commission meeting of the Scottville City Commission held at City Hall 105 N. Main St on November 27, 2023. Called to order at 6pm by Mayor Marcy M. Spencer.

Present at Roll Call:

Copenhaver

Deering

Seiter

Spore

Thue

Wyman

Mayor Spencer

Absent: None

Also in attendance: Manager Newkirk, and Sergeant Skinner.

Additions/Deletions to Agenda- Delete; NB; E; Planning Commission Appointment

Approval of Agenda

Motion, by Seiter with support from Spore to approve the agenda with noted deletion.

Motion carried.

Approval of Consent Agenda

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

Motion carried.

Public Comment- Tom Rotta

Correspondence- None

Department Reports

- a. City Manager- DPW has been out minimally salting with the turn in weather. Leaf removal has been completed for the time being (IF weather permits, another pass will be made in finalization) Kick off meeting to be set with Fleis&Vandenbrink representative Steve Bishop and the Operator in Charge Marc Hansen to discuss the upcoming infrastructure upgrades allotted per the recent grant acquisition.
- b. Police Department- Activity report provided. Skinner added Christmas Parade chores are well underway with Clerk Lester and DPW Rick Morse. She attended the Thanksgiving Dinner through the Senior Center at MCC High School. Ludington pie auction raised \$20,000 for the Shop with a Cop Program (12/11-12/14.) State mandated training with City of Ludington coming up.
- c. Mayor- Coffee with the Mayor 9:30am tomorrow 11/28 at the Senior Center.
- d. Attorney- None
- e. Treasurer/Clerk- Revenue Expenditure Report
- f. DPW- None
- g. Assessor- None
- h. Committee Reports
Personnel discussed the union contract negotiations, City Manager Review Questionnaire.
Finance discussed water/sewer rates; Brickley&Delong representative Eric VanDop took park via Zoom.

- i. Mason County Commissioner Representative- Hull offered current county policies and a 5-year airport improvement plan will be discussed at the upcoming commission meeting (11/28).
- j. MCRFA Representative – None
- k. DDA Representative- None

Unfinished Business- None

New Business

- a. 2024 Regular Commission Meeting Dates- Resolution 23-19
Motion, by Deering with support from Spore to approve resolution 23-19 as presented.
Roll Call
YES; MS, AS, DS, ET, AD, RW & DC
NO; 0
Motion carried.
- b. 2024 Planning Commission Meeting Dates- Resolution 23-20
Motion, by Seiter with support from Wyman to approve resolution 23-20 as presented.
Roll Call
YES; MS, AS, DS, ET, AD, RW & DC
NO; 0
Motion carried.
- c. 2024 Parks and Recreation Meeting Dates- Resolution 23-21
Motion, by Seiter with support from Spore to approve resolution 23-21 as presented.
Roll Call
YES; MS, AS, DS, ET, AD, RW & DC
NO; 0
Motion carried.
- d. 2024 Downtown Development Authority Meeting Dates 23-22
Motion, by Spencer with support from Seiter to approve resolution 23-22 as presented.
Roll Call
YES; MS, AS, DS, ET, AD, RW & DC
NO; 0
Motion carried.
- e. Rental Inspection Fee Schedule- Resolution 23-23
The rental registration process and fee schedule has not been performed or updated since 2018. SAFEbuilt representative Steve Spanger is working on behalf of the city to complete this project. Fee schedule recommended by Finance Committee.
Motion, by Deering with support from Spore to approve the Rental Inspection Fee Schedule Resolution 23-23 as presented.
Roll Call
YES; MS, AS, DS, AD, RW & DC
NO; ET
Motion carried.
- f. Update to Residential Rental Ordinance 23-04- First Reading
Discussion on the procedure used to register rental properties within city limits. Full Description provided as a first reading.

Motion, by Wyman with support from Copenhaver to approve the First Reading of the Residential Rental Ordinance 23-04 as presented.
Motion carried.

Public Comment- Bill Kerans, Tom Rotta

Commissioner Comment- None

Adjournment-

Motion, by Wyman with support from Spore to adjourn.

Motion Carried 6:43pm.

Kelse Lester, Clerk

Marcy M. Spencer, Mayor

SCOTTVILLE INVOICE REGISTER FOR CITY OF SCOTTVILLE

EXP CHECK RUN DATES 11/28/2023 - 12/04/2023

POSTED AND UNPOSTED

OPEN AND PAID

Invoice Number	Vendor Name	Description	Bank Account	Inv Amt
12-1-2023	PRIORITY HEALTH	HEALTH INS	POOL	5,625.46
12-2023	AFLAC	AFLAC	POOL	560.88
11202310	DMC UNLIMITED	REMOTE ASSISTANT	POOL	44.50
0182538, 0158873-	FERGUSON ENTERPRISES, LLC	WATER METERS	POOL	11,890.71
11-17-2023	MI MUNICIPAL RISK MGT.	POLICY	POOL	8,062.50
695807, 695808,	MIKA, MEYERS, BECKETT & JONES, PLC	LAWYER MATTER	POOL	6,827.25
11-2023	SCHNITKER, SAMANTHA	CHRISTMAS DDA	POOL	287.14
11-24-2023	MASON COUNTY TREASURER	TAX DISBURSEMENT	POOL	6,640.98
11-24-2023	LUDINGTON MASS TRANSPORTATION AUTHO	4TH TAX PAYOUT	POOL	724.93
11-28-2023	CITY OF SCOTTVILLE TAXES	TAX	POOL	12,552.33
11-2023	AMBER TOWNSHIP TREASURER	425 TAXES PAYOUT	POOL	238.95
11-2023	CUSTER TOWNSHIP	425 TAX PAYOUT	POOL	67.91
11-2023	HOME DEPOT CREDIT SERVICES	SHOP , CHRISTMAS	POOL	307.56
202076127929	CONSUMERS ENERGY	103 N MAIN	POOL	133.43
11-8-2023	AUTO-WARES	DPW SUPPLIES	POOL	7.89
6857	SCHOLTEN PLUMBING	CONTRACTED WORK	POOL	189.00
12-2-2023	SYNCWAVE LLC	INTERNET, PHONES	POOL	646.64
3318343922	PITNEY BOWES	LEASED EQUIP	POOL	397.77
12-2023	CONSUMERS ENERGY	LIGHT	POOL	998.23
Report Total:				56,204.06



Board(s)/Commission(s) for which
you would like to be considered
(in order of preference). ----->

1.	Planning Commission
2.	
3.	
4.	

Name Jenna Morrill Email jennamaysilver@hotmail
Address 209 S. Columbia Home phone _____
Ave Scottville MI 49454 Cell phone 616 560 4176

Is this an application for reappointment? (Y/N) (N) Are you a City resident? (Y/N) (N)

Brief Statement regarding your interest in serving on this board or commission

I am a local mom, who wishes to play an active roll in this town for my children as much as myself.

Employment Experience (If a resume has been attached, please indicate):

I've been a CNA caregiver/manager for almost 7 years. I am opening a daycare in Scottville next spring & will be doing that fulltime.

Educational Background and Other Special Skills

I have all my nursing pre requisites completed through West Shore, and I plan on completing my nursing degree in the future when my children are older.

Briefly state your qualifications for this appointment

local mom, first responder husband for Riverdam,
8 year old daughter going to mcc, local business
owner

Do you know of any conflicts of interest or any reason you should not receive this appointment?

If "yes" please explain.

none

Are you able to attend year-round regularly scheduled meetings? Yes No

Have you been convicted of, or pled guilty or no contest to, an offense against the law, or are there any felony charges pending against you? Yes No

If "yes" please explain:

I, Jenna Manill (print name), hereby certify that the information contained in this application is true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any misrepresentation, falsification, or omission of information on this application or on any document used to secure appointment shall be grounds for rejection of this application or immediate discharge if I am appointed, regardless of the time elapsed before discovery. I further understand that all applicants selected to serve are may be subject to a background check including criminal history, drivers record, and Michigan Sex Offender Registry.

Signature Jenna Manill
Date _____

11/30/23

Please return to:
City of Scottville
105 N. Main St.
Scottville, MI 49454

Form can be emailed to:
clerk@cityofscottville.org

CITY OF SCOTTVILLE, MICHIGAN
RESOLUTION TO AMEND THE 2023-2024
CITY OF SCOTTVILLE BUDGET

RESOLUTION NO. 23-24

WHEREAS, to date the City of Scottville budget has and/or will incur expenditures in excess of the original appropriation, and;

WHEREAS, to date the City of Scottville budget has and/or can expect revenues in excess of the original appropriation, and;

NOW, THEREFORE, BE IT RESOLVED, that the Scottville City Commission authorizes the following budget amendments to properly account for the revenues and expenditures associated with the audit and accounting procedures.

PART B – GENERAL FUND
Revenue

<u>Cemetery Perpetual Care– 151</u>	<u>Original</u> <u>Appropriation</u>	<u>+ or -</u>	<u>Amended</u> <u>Appropriation</u>
Interest	0	+	\$5000.00

PART C – MAJOR STREET
Revenue

<u>Major Streets – 202</u>	<u>Original</u> <u>Appropriation</u>	<u>+ or -</u>	<u>Amended</u> <u>Appropriation</u>
Interest	0	+	\$4000.00

PART D – LOCAL STREETS
Revenue

<u>Local Streets –203</u>	<u>Original</u> <u>Appropriation</u>	<u>+ or -</u>	<u>Amended</u> <u>Appropriation</u>
Interest	0	+	\$2000.00

PART E – DDA FUND
Revenue

	Original		Amended
<u>DDA Operations -248</u>		<u>+ or -</u>	
Interest	0	+	\$600.00

**Part F-Garbage and Refuse
Revenue**

Garbage -226	Original		Amended
Interest	0	+	1600.00

**Part H-SEWER DISPOSAL FUND
Revenue**

Sewer-590	Original	+ or -	Amended
Interest	0	+	\$2000.00

Part I WATER SUPPLY

Revenue-591	Original	+ or -	Amended
Interest	0	+	\$3000.00

Part J MOTOR POOL

Revenue 661	Original	+ or -	Amended
Interest	0	+	\$9000.00

248-000-000-925	-	\$975.00
101-101-000-880.600	+	\$975.00

The above resolution was moved for adoption by Commissioner _____ and seconded by Commissioner _____.

The motion for adoption received the following vote:

YES:

NO:

Absent:

I certify that the forgoing is a true and complete copy of a resolution adopted by the City Commission of the City of Scottville at its 1558th Regular Meeting held Monday, December 4th, 2023.

Kelse Lester
City Clerk