

CITY OF SCOTTVILLE  
COMMISSION MEETING AGENDA

City Hall-105 N Main St

1560<sup>th</sup> Regular Meeting Monday January 8, 2024, 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 1559<sup>th</sup> Regular Meeting Minutes

B. Approval of Bills \$239,829.54

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. Public Hearing- Ordinance 23-04 to Amend Chapter 154- Residential Rental Property Regulations

a. Close Regular Session/Open Public Hearing

b. Public Comment

c. Commissioner Comment

d. Close Public Hearing/Reconvene Regular Session

11. Unfinished Business-

a. Ordinance 23-04 to Amend Chapter 154- Residential Rental Property Regulations

12. New Business

a. Fleis&Vandenbrink Master Plan Update Proposal

b. Introduction of Ordinance 24-01 to Amend Chapter 70.24 "Parking at Boat Ramp."

c. Draft Resolution 24-01 to Authorize Parking Pass System at Boat Ramp.

13. 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.*

14. Commissioner Comment

15. Adjournment

**OFFICIAL PROCEEDINGS OF THE CITY COMMISSION OF THE CITY OF SCOTTVILLE, MICHIGAN.**

The 1559<sup>th</sup> Regular Commission meeting of the Scottville City Commission held at City Hall 105 N. Main St on December 18, 2023. Called to order at 6pm by Mayor Marcy M. Spencer.

**Present at Roll Call:**

Copenhaver

Deering

Seiter

Spore

Thue

Wyman

Mayor Spencer

**Absent:** Nettleton

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

**Additions/Deletions to Agenda-** ADD; NB; Item E; "Brownfield Appointments."

**Approval of Agenda**

Motion, by Deering with support from Spore to approve the agenda with noted addition.

Motion carried.

**Approval of Consent Agenda**

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

Motion carried.

**Public Comment-** None

**Correspondence-**

**Department Reports**

- a. City Manager- Newkirk offered he has negotiated an intern position with WSCC CTE program on behalf of seasonal employee Lilly Manier. She will be working on projects with Newkirk this coming Spring and is currently assisting him with day-to-day clerical duties pertaining to his position. Preliminary meeting with Steve Bishop of Fleis&Vandenbrink and DPW staff to discuss the upcoming infrastructure replacement project. F&V representative Matt Biolette will be navigating through a "Green Energy Grant" for Riverside Park with Newkirk, which will also help to prepare for potential DNR grants through the State in the Spring. Additionally, they will be putting together a quote to help facilitate the updated Master Plan being worked on by the Planning Commission.
- b. Police Department- Report provided. Skinner added Officer Wietrzykowski is transitioning to his full-time position with the SPD. She has been closing out end of year reports with the SOM.
- c. Mayor- None
- d. Attorney- None
- e. Treasurer/Clerk- Written report provided.
- f. DPW- None
- g. Assessor- None
- h. Committee Reports

*Personnel- City Manager Review*

*Finance- Water Rate Increase, Rate Schedule for Boat Launch*

*Ordinance- Designation of Duties w/SAFEbuilt & SPD.*

*Planning Commission- Master Plan Update*

- i. Mason County Commissioner Representative- None
- j. MCRFA Representative – None
- k. DDA Representative- None

**Unfinished Business-** None

**New Business**

- a. Riverside Park Nature Trail Dedication Resolution 23-25.  
Motion, by Spencer with support from Seiter to approve Resolution 23-25 as presented naming Bruce Krieger in dedication of the Riverside Park Nature Trail.  
Roll Call Vote  
Yes- MS, AS, DS, ET, AD, RW, & DC  
No- None  
Absent/Abstain- None  
Motion carried.
- b. Planning Commission Appointment  
Motion, by Deering with support from Seiter to accept the letter of interest submitted by Myndi Dangler to fill the vacant position on the City of Scottville Planning Commission.  
Motion carried.
- c. City IT Policy Revision  
Newkirk provided an agreement for all staff with access to city associated email and computer use as an updated section of the personnel manual.  
Motion, by Wyman with support from Copenhaver to accept the IT Policy Revision as presented.  
Motion carried.
- d. 2024 Water/Sewer Rate Resolution 23-26  
Motion, by Deering with support from Spore to accept Resolution 23-26 as presented to increase water/sewer rates moving into year 2024.  
Roll Call Vote  
Yes- MS, AS, DS, ET, AD, RW, &DC  
No- None  
Absent/Abstain- None  
Motion carried.
- e. Brownfield Authority Representative Appointments  
Motion, by Seiter with support from Deering to accept the reappointment of Brownfield Authority Representatives; Jeff Mount, Paul Keson and Kyle Corlett for three-year terms.  
Motion carried.

**Public Comment-** None

**Commissioner Comment-** Deering noted his appreciation of Brownfield Members. Copenhaver confirmed the rate change will go into effect 1/24 but will be reflected on utility billing accounts 2/24. Notice will be given to residents prior to.

**Adjournment-**

Motion, by Deering with support from Spore to adjourn.  
Motion Carried 7:12pm.

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Kelse Lester, Clerk

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Marcy M. Spencer, Mayor

SCOTTVILLE INVOICE REGISTER FOR CITY OF SCOTTVILLE

EXP CHECK RUN DATES 12/19/2023 - 01/08/2024

POSTED AND UNPOSTED

OPEN AND PAID - CHECK TYPE: PAPER CHECK

Invoice Number	Vendor Name	Description	Bank Account	Inv Amt
20501286072	CONSUMERS ENERGY	LIGHTS	POOL	82.54
1-1-2024	PRIORITY HEALTH	PHONE	POOL	5,625.46
287309977146x1219202	AT & T MOBILITY	PHONE	POOL	414.30
4TH QTER 2023	MI MUNICIPAL UNEMPLOYMENT	4TH QTER 2023	POOL	2.22
1-2-2023	WEST SHORE COMMUNITY COLLEGE	TAX DISBURSEMENT	POOL	32,757.21
1-20-23	MASON COUNTY RURAL FIRE AUTHORITY	TAX DISBURSEMENT	POOL	15,940.19
1-20-24	MASON COUNTY CENTRAL SCHOOLS	TAX DISBURSEMENT	POOL	64,844.26
1-1-24	LUDINGTON MASS TRANSPORTATION AUTHO	TAX PAYOUT	POOL	283.15
Q-1717	NAVIGATE 360, LLC	POLICE TRAINING	POOL	1,498.00
12-12-2023	SEYMOURS SALES AND SERVICE	EQUIP REPAIR	POOL	427.81
1-2023	CITY OF SCOTTVILLE--WATER/SEWER DEP	WATER	POOL	433.10
6526	C-N-C ELECTRIC	LIFT STATION	POOL	4,876.50
1508587	STRONG INDUSTRIAL SUPPLY	DPW SUPPLIES	POOL	57.28
143090	USA BLUE BOOK	WATER REPAIR	POOL	394.65
11-7-2023	MASON COUNTY CLERK	ELECTION	POOL	439.58
696755	MIKA, MEYERS, BECKETT & JONES, PLC	ATTORNEY MATTERS	POOL	3,749.00
0191322	FERGUSON ENTERPRISES, LLC	WATER EQUIP	POOL	1,527.75
12192344	DMC UNLIMITED	COMPUTER	POOL	525.30
12-27-2023	CITY OF SCOTTVILLE--PETTY CASH	EQUIP REPAIR	POOL	93.03
204033953539	CONSUMERS ENERGY	103 N MAIN	POOL	165.15
210514	CARIBOU SERVICES INC	PORTAJON	POOL	230.00
1-2024	HOME DEPOT CREDIT SERVICES	CHRISTMAS, SHOP	POOL	714.04
304-358153	AUTO-WARES	EQUIP REPAIR	POOL	72.99
551-628071	STATE OF MI -MI STATE POLICE	TOKEN	POOL	33.00
CPI101872, CPI101871	CREATIVE PRODUCT SOU	POLICE SUPPLIES	POOL	778.73
1-2024	CONSUMERS ENERGY	LIGHTS	POOL	1,103.19
CPI101940	CREATIVE PRODUCT SOU	POLICE PROMO	POOL	359.95
1-2-2024	CHAMBER ALLIANCE MASON COUNTY	ECONOMIC DEV PROGRAMMING	POOL	2,500.00
809389-20231231	LEXISNEXIS	POLICE	POOL	143.00
1-1-24	CITY OF SCOTTVILLE TAXES	TAX PAYOUT 5TH	POOL	7,493.70
1-2-2024	WEST SHORE ESD	TAX DISBURSEMENT	POOL	37,908.15
432498	FISHBECK	BROWNFIELD SUPPORT	POOL	168.00
67479	FLEIS & VANDENBRINK ENGINEERING INC	ALLEY WATERMAIN REPLACEMENT	POOL	53,715.00
1-2-24	751 PARTS CO INC	EQUIP REPAIR	POOL	216.84
1-2024	MASON COUNTY TREASURER	TAX DISBURSEMENT	POOL	81.47
2827	JABROCKI EXCAVATING L.L.C.	PLOWING	POOL	175.00

Report Total:

239,829.54

**Commission Notes 1/8/2024:**

**Rental Ordinance:** The proposed Rental Ordinance has met the time stipulations and there is a public hearing noted on the agenda prior to Commission discussion and decision on the ordinance.

**Master Plan Update Facilitation Quote:** Fleis & VanderBrink has submitted a proposal to facilitate the Master Plan update/review that was recommended by the Planning Commission. A 5-year review is mandated by the Michigan Planning Enabling Act. The Planning Commission discussed a review with updates to data, demographics, and changes to land use and zoning that have been made in the last 5 years. Limited updates allows for a shorter window for neighboring communities to respond with comments (42 days) than a full re-write (63 days). This shorter window does not reduce or eliminate required public comment opportunities only the time frame for required adjoining planning commissions, utilities, and other certain entities to respond with input.

**Riverside Boat Launch Parking Ordinance First Reading/Proposed Fee Resolution:**

1. A draft ordinance to expressly authorize the establishment of a temporary parking permit system for the City's Boat Ramp Parking Lot, and
2. A draft resolution establishing that system (for a Daily Parking Permit, Seasonal Resident Parking Permit, and a Seasonal Nonresident Parking Permit).

From the City Attorney:

As I looked at the City Code, I thought the City should be assured that the City Code authorized the temporary parking permit system instead of relying on other less express provisions of the City Code (such as Section 72.22 (which authorizes the City Commission to set fees for parking permits, but no express mention in the City Code of the authority to issue parking permits for the Boat Ramp Parking Lot)).

The draft resolution relies on the proposed ordinance to establish the temporary parking permit system and amount of the fees for the three types of permits (Daily, Resident, Nonresident). In accordance with Section 72.22 of the City Code, no permit is valid for longer than one year, but I included a provision in the resolution that provides that the permit is valid through December 31 of the year in which the permit was issued.

In accordance with Section 70.99, violation of the ordinance provision (Sec. 70.24) is subject to a \$50 fine.

Clerks Report 1/8/24

Happy New Year! Notice of water/sewer rate increase sent to every resident & business owner in a special edition newsletter 12/20. Current information published on website and posted at City Hall. We have not received many calls or questions regarding this topic, though the increase will not be reflected on UB statements until the February cycle. Absentee ballot/permanent ballot applications sent. Public testing on election equipment for the Presidential Primary to be held 1/17 at Pere Marquette Township Hall. Working with DPW to de-Christmas downtown. Coordinating with G2S staff to provide a pizza lunch at the Ville for students who participated in the holiday festivities. Shout out to Commissioner Seiter for his monetary donation towards this cause! 😊

## Assessor Report December 2023

Winter Tax bills were mailed out on 12/01/23.

Assessor completed standard paperwork processing: Deeds, Property Transfer Affidavits, Principal Residence Exemptions, address updates.

Land division checks will now be made out to the Assessor and not the City of Scottville – approved by Jimmy

Assessor worked on end of year balancing with Mason County Equalization.

Assessor completed field work for new building permits received in 2023.

Personal Property statements were mailed out.

December Board of Review was held on 12/12/23 at 9am at City Hall. Board members Bruce Krieger and Julie Deller attended. The board did not receive any petitions to review. The next board meeting will be in March. I plan to help Bruce and Julie with their online training and we discussed the need for a third member.

Senate bills 176, 330, and 364 were approved by the Governor and assigned Public Acts 150, 151, and 152 of 2023. The acts make changes to the Disabled Veteran Exemption. On 11/22 the Michigan Department of Treasury released form 5107 Affidavit for Disabled Veterans Exemption. A copy of the new form has been left at City Hall. Disabled Veteran Exemptions are now an assessor function, and do not require Board approval. Veterans are required to complete and submit form 5107 along with their VA letter.

Disabled veteran exemptions were processed for:

- Travis Britton 052-244-009-00
- Phillip Stone 052-243-001-01

The following combination requests were completed:

- Dollar General (052-215-002-00, 052-215-008-00, 052-218-011-00)
- James Willison (052-115-001-30, 052-115-001-90)
- I received a request to combine 052-109-009-00, 052-109-008-00 and 052-115-010-00 for Conrad Schmucker but after talking with him he decided he wanted to keep the parcels separate as he may sell in the near future.

The following split requests were completed:

- Matthew Priemer (052-115-001-20)
- Eric Thue (052-200-065-00)
- Shawn Burnett (052-200-061-01, 052-200-063-01)

The following Principal Residence Exemptions (PRE) were retro-ed using form 5838. We tend to see an increase in PRE retro/reimbursement after property owners receive their winter tax bills and realize they are not receiving the PRE. We also have a November 1<sup>st</sup> cutoff date to apply for PRE for current year, and form 5838 is needed to apply to current year if received after November 1<sup>st</sup> for a qualifying sale.

- 052-250-015-00
- 052-106-001-00
- 052-109-008-00
- 052-115-010-00
- 052-104-001-00
- 052-250-014-00
- 052-232-003-00
- 052-220-005-50
- 052-106-007-00
- 052-260-006-00
- 052-245-007-00
- 052-133-002-00
- 052-231-017-00
- 052-103-004-00
- 052-243-011-50



**CITY OF SCOTTVILLE**  
**COUNTY OF MASON, MICHIGAN**

At a regular meeting of the City Commission of the City of Scottville held at the Scottville City Hall, 105 Main Street, Scottville, Michigan, within the City, on 8th day of January 2024, at 6:00 p.m. Local Time.

PRESENT: Members: \_\_\_\_\_

ABSENT: Members: \_\_\_\_\_

The following Ordinance was offered by Commissioner \_\_\_\_\_ and was supported by Commissioner \_\_\_\_\_:

**ORDINANCE NO. 23-04**

**AN ORDINANCE TO AMEND CHAPTER 154 TO TITLE XV OF THE CODE OF ORDINANCES OF THE CITY OF SCOTTVILLE - THE RESIDENTIAL RENTAL PROPERTY REGULATIONS**

THE CITY OF SCOTTVILLE ORDAINS:

Section 1. Amendment of Chapter 154 of Title XV of the City of Scottville Code of Ordinances. Title XV, Chapter 154 of the City of Scottville Code of Ordinances (the “City Code”) is hereby amended in its entirety to read as follows:

Sec. 154.01. Purpose.

The purposes of this chapter are to establish minimum standards for dwellings offered for rent or lease, to authorize inspections of such dwellings, to establish certain responsibilities and duties of landlords and occupants essential to make such dwellings safe, sanitary, and fit for human habitation, provide for registration with the Building Inspector, to require a certificate of compliance issued by the Building Inspector and to designate penalties for violations of this chapter.

Sec. 154.02. Definitions.

- (a) “Boarding House” shall be as defined in the Scottville Zoning Ordinance.
- (b) “Building Inspector” means the Scottville City Manager or his or her designee in writing.

- (c) “Certificate of Compliance” means a document issued by the Building Inspector stating the dwelling has passed inspection and complies with local codes and requirements.
- (d) “Dwelling” means any house, room, boarding house or apartment, which is wholly or partially used or intended to be used for living, sleeping, cooking and eating. Hotels, motels, bed & breakfasts, and resorts shall not be defined as dwellings for the purposes of this chapter.
- (e) “Fee” means a fee determined from time to time by Commission resolution. A fee shall be charged each time the Building Inspector makes an on-site inspection of any dwelling that comes within the meaning of this chapter.
- (f) “Landlord” means any person, firm, partnership, association, corporation, company or organization of any kind owning or offering for rent or lease any dwelling or dwelling unit within the City.
- (g) “Scottville Property Maintenance Code” shall be the Scottville Property Maintenance Code, Chapter 151, as amended.
- (h) “Parcel” means a tract of land identified by a single parcel identification number on the property tax rolls of the City.
- (i) “Rental Dwelling” means any dwelling which is rented, leased or offered for rent or lease within the City.
- (j) “Rental Dwelling Unit” means a portion of a rental dwelling for an individual, couple, a single family, or other living unit.
- (k) “Transfer of Ownership” means the conveyance of title to or a present interest in property, including the beneficial use of property, the value of which is substantially equal to the value of the fee interest.

#### Sec. 154.03. Minimum Standards for Rental Dwellings

The minimum standards for any rental dwelling maintenance shall be those contained in the Scottville Property Maintenance Code as adopted by the City of Scottville.

#### Sec. 154.04. Registration of Rental Dwellings

- (a) All rental dwellings shall be registered with the City by the owner.
- (b) All rental dwellings existing as of the effective date of this Ordinance shall be registered no later than March 1st, 2024.

- (c) The landlord of a new rental dwelling or of any dwelling newly converted to a rental dwelling shall register the rental dwelling before allowing occupancy of any new units.
- (d) Upon a transfer of ownership of a rental dwelling, the new owner of rental dwellings already registered with the City shall re-register within sixty (60) days of assuming ownership.
- (e) A landlord shall re-register the dwelling every three (3) years or if the landlord adds any additional dwelling units in or to the rental dwelling.
- (f) Failure of the landlord to register his or her rented or leased dwelling is a violation of this ordinance, and in addition the landlord shall be subject to a non-- registration fee of \$500 for each unit not timely registered.
- (g) It is a violation of this ordinance for any landlord to rent any dwelling or dwelling unit that is not registered.

Sec. 154.05. Certificate of Compliance

- (a) Every rental dwelling within the City of Scottville must receive a certificate of compliance. Such certificate shall be issued upon passing an inspection or, in the case of newly constructed rental dwelling units meeting current building code requirements, upon issuance of a certificate of occupancy by the Mason County Building Department and registration of the newly constructed rental dwelling units. A certificate of compliance issued in connection with new construction shall be valid for three years.
- (b) Such certificate of compliance must be displayed in the rental dwelling unit and made available to any tenant upon request. Such certificate of compliance must be renewed in accordance with the schedule for inspections as provided in section 154.06.
- (c) Displaying a certificate of compliance in a non-inspected or non-compliant rental unit shall be a violation of this ordinance.
- (d) Sec. 154.06. Inspections by building inspector before permit issuance
- (e) The Building Inspector or his or her agent shall make the necessary inspections required for the purposes of enforcing this chapter. The landlord, any tenants, and such other individuals as designated by the Building Inspector may be present during any inspection. The Building Inspector shall determine if the dwelling meets the minimum standards set forth in the Scottville International Property Maintenance Code.
- (f) Inspections will be conducted on an annual cycle.

- (g) The Building Inspector shall establish an inspection schedule. Notice shall be mailed to each landlord at least 30 calendar days before the scheduled inspection. It shall be the responsibility of the landlord to notify and make arrangements with any tenants for access to the dwelling or rental unit for purposes of conducting the inspection. If the inspection as scheduled creates undue hardship, the inspection can be rescheduled by notifying the building inspector at least 24 hours before scheduled inspection.
- (h) After the year of inspections, all rental dwelling units that have been inspected must have certificates of compliance before occupancy of a rental dwelling unit.
- (i) Nothing in this Ordinance shall prevent the Building Inspector from making additional inspections either based upon complaints, referrals from other governmental agencies, or otherwise, to enforce the Scottville International Property Maintenance Code or other applicable laws, ordinances or regulations. Upon receiving a complaint, the Building Inspector shall notify the landlord of the nature of the complaint and shall provide the landlord a reasonable opportunity to resolve the complaint before scheduling an inspection. All complaints from tenants shall be in writing. If a tenant submits a written complaint regarding the condition of the tenant's rental dwelling unit, the tenant shall pay the City the appropriate inspection fee prior to the Building Inspector inspecting the rental dwelling unit.
- (j) In the event that the Building Inspector finds violations of the Scottville International Property Maintenance Code, the Building Inspector shall make re-inspections to ensure compliance.
- (k) Any person directly affected by a decision or determination of the Building Inspector, or any notice or order issued by the Building Inspector may appeal to the board of appeals in accordance with Section 111 of the Scottville Property Maintenance Code.

#### Sec. 154.07. Fees

There shall be imposed, pursuant to these sections, various fees as established from time to time by the City Commission by resolution.

#### Sec. 154.08. Additional inspections

If the Building Inspector finds that there is reasonable cause to believe that additional inspections are necessary, for which the Building Inspector is not qualified to inspect, such as mechanical, plumbing or electrical inspections, the Building Inspector may require the landlord to have such additional inspections at the landlord's expense and to provide the Building Inspector with proof that such identified items are not in violation of any applicable codes, or with proof that such items have been repaired so that they comply with such codes.

Sec. 154.09. Penalty

Any person who violates any provision of this ordinance, including failure of a landlord to register a rental dwelling, failure or refusal to allow an inspection or re-inspection, failure to pay any fee required or failure to obtain an additional inspection and provide proof of compliance with applicable codes, shall be guilty of a municipal civil infraction as provided in Section 10.99 of the City Code. The Building Inspector or any other City employee or official designated by the City Manager, in writing, is authorized to issue citations for violations of this chapter. Section 2.

Section 2. Severability. The terms and provisions of this Ordinance shall be deemed to be severable, and should any section, clause or provision hereof be declared to be invalid, the same shall not affect the validity of any other section, clause, or provision of the ordinance, if the same may be given effect without the provisions thus declared to be invalid.

Section 3. Repeal. All resolutions or ordinances, and parts thereof including, but not limited to Ordinance 2018-02, which are in conflict, in whole or in part, with any of the provisions of this Ordinance are hereby repealed.

Section 4. Effective Date; Publication. This Ordinance shall become effective fifteen days after its adoption, but not before its publication pursuant to Section 7.18 of the City Charter, by making copies of the Ordinance available for inspection by, and distribution to, the public and by publishing notice of the printing and availability before the effective date herein.

The vote to adopt this Ordinance was as follows:

YEAS:           Members: \_\_\_\_\_

NAYS:           Members: \_\_\_\_\_

ABSTAIN:       Members: \_\_\_\_\_

THE ORDINANCE IS DECLARED TO BE DULY ADOPTED.

\_\_\_\_\_  
Kelse Lester, Clerk  
City of Scottville

STATE OF MICHIGAN    )  
  ) ss.  
COUNTY OF MASON     )

I, the undersigned, the duly qualified and acting Clerk of the City of Scottville, Mason County, Michigan, do hereby certify that the foregoing is a true and copy of an ordinance adopted by the City Commission at a regular meeting on the 8th day of January 2024, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this \_\_ day of January 2024.

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Kelse Lester, Clerk  
City of Scottville

Ordinance introduced: November 27, 2023  
Description published: December 5, 2023  
Ordinance adopted:  
Ordinance effective:

## Master Plan—Five-Year Review

### Introduction

The Michigan Legislature amended the Municipal Planning Act in 2002 to revise the legal processes necessary to adopt a new or amended master plan. Sometimes referred to as “The Coordinated Planning Act,” the amendment greatly expanded the notification process and the degree of involvement of the legislative body. In 2008, the Legislature combined the county, township, and city and village planning Acts into one Act: The Michigan Planning Enabling Act (MPEA). This Act retained the coordinated planning requirements of 2002. Municipalities wishing to begin work on a new master plan, or amend an existing plan, must follow this process. (See Fact Sheet entitled Updating the Master Plan—Mastering the Process). An additional provision of the MPEA (MCL 125.3845(2)) requires each community to review its master plan every five years to determine if it needs to be amended or if it is time to institute the process for a new master plan.

### The Five-Year Review

First, note that the Act requires this review every five years following adoption of the master plan. Although the five-year review may be considered perfunctory, a necessary “fill in the blank” action, communities should take advantage of this opportunity to thoroughly review their plan to make sure it is still relevant. Involving the legislative body in this review is also critical. At a minimum, the following questions should be considered:

- Have there been major changes in the community not anticipated in the current master plan? This could include events such as new utilities, major road improvements, or large development approvals among other things.
- Are there instances where the planning commission has departed from the master plan? Do the reasons for these departures demonstrate a need for an overall revision of the master plan?
- Are the goals and policies set out in the plan still relevant? An effective master plan will have a series of carefully crafted goals and policies describing the community’s vision for its future. Is the community still willing to take the actions necessary to implement them?

How does the future land use map and text compare with zoning actions taken since the plan was first adopted? Do the land use descriptions need to be revised to account for new development? This element contains the land use descriptions and map that depict specific land use arrangements.

There may be minor changes, e.g. changes in demographics or other statistical information, but if they do not appear to affect the overall intent of the plan, going through the entire amendment process may be delayed until more substantive changes are needed. If, after a careful review is conducted, it is determined that changes are necessary—the process outlined by the Michigan Planning Enabling Act must be carefully followed. Finally, while the Act requires this review every five years—communities should consider conducting this review annually, particularly in areas where development is active. As with the five-year review, this review should be documented to “refresh” the plan for the next five years.

\*An amendment to a master plan allows for a 42-day (not 63, as for a new plan) review by all outside entities/jurisdictions.



# Master Plan—Mastering the Updating Process

## Introduction

The Michigan Legislature amended the Municipal Planning Act in 2002 to revise the legal processes necessary to adopt a new or amended master plan. Sometimes referred to as “The Coordinated Planning Act,” the amendment greatly expanded the notification process and the degree of involvement of the governing body. In 2008, the Legislature combined the county, township, and city and village planning Acts into one Act: the Michigan Planning Enabling Act. This Act retained the coordinated planning requirements of 2002. Municipalities wishing to begin work on a new master plan, or amend an existing plan, must follow this process.

## Preplanning

### Notice to Plan

Municipalities beginning the planning process to adopt a new or amend an existing master plan must first send a notice by first class mail to the planning commissions of every township, village, or city located within or contiguous to the city or village and to the county planning commission. If an adjoining community has no planning commission, the notice goes to the legislative body. If there is no county planning commission, then notice must go to the regional planning commission for its comments. The same notice must also be sent to each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that *registers* its name and mailing address for this purpose with the planning commission. The notice of intent to plan should state that the municipality is beginning a planning process and request cooperation and comments from adjacent communities. This would also present an opportunity for the municipality to request the planning and zoning documents from those communities to assist in its planning process. Notices may be sent electronically unless the receiver objects. MCL 125.3839

## The Planning Process

The MPEA requires that a master plan address land use and infrastructure issues and shall include maps, plats, charts, and descriptive, explanatory, and other related matter and shall show the planning commission’s recommendations for the physical development of the planning jurisdiction. The planning commission is still given the authority to write the plan, but the adoption process has changed to involve the municipality’s governing board. Accordingly, planning commissions should seriously consider actively involving the board in the planning process. MCL 125.3833

## Plan Review

### Distribution of the Plan

Once the plan has been drafted, it must be submitted to the governing body for its review and comment. If the council is in favor of the plan, it may then approve the plan for distribution. If the council does not approve the plan for distribution, it should note its objections to the planning commission. Should the commission disagree with the board’s position on the plan, the two bodies must work to resolve those differences. Otherwise, the planning process is stopped in its tracks and the proposed plan can proceed no further. If there are no disagreements, or those disagreements are worked out, the council can approve the plan for distribution. This permits the plan to be sent to the same list that received the notice of intent to plan. The plan may be sent electronically unless the receiver objects.

### External Review and Comment

Those receiving the plan have 63 days to submit their comments to the city or village. All reviews and comments are advisory and need not be considered or included by the village or city. However, the municipality may benefit considerably from these reviews and therefore should take advantage of having “other sets of eyes” review the plan.



<b>CHECKLIST - MASTER PLAN</b>		
<b>Step 1</b>	<b>Notice to Plan</b>	
Date Notice to Plan sent to	Communities	
	Agencies	
	County	
	Public utilities/Railroads	
<b>Step 2</b>	<b>Approval of Distribution</b>	
Date of submission to city/village council		
Date city/village council approves distribution		
<b>Step 3</b>	<b>Distribution of the Draft Plan</b>	
Date draft plan sent to...	Communities	
	Agencies	
	County	
	Public utilities/Railroads	
<b>Step 4</b>	<b>Comment Period</b>	
Date review comments received	Communities	
	Agencies	
	County	
	Public utilities/Railroads	
	<b>Step 5</b>	<b>Public Hearing</b>
Date notice of public hearing sent to...	Communities	
	Agencies	
	County	
	Public utilities/Railroads	
Date of publication in newspaper (15 days prior to hearing)		
<b>Step 6</b>	<b>Approvals</b>	
Planning commission adoption date (if city/village council has not elected to be the adopting body for the plan)		
If city/village council has passed a Resolution to become the adopting body for the plan	Date of planning commission recommendation	
	Date of city/village council adoption	
<b>Step 7</b>	<b>After Adoption</b>	
Date adopted plan sent to...	Communities	
	Agencies	
	County	
	Public utilities/Railroads	



January 2, 2024

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

Email: [citymanager@cityofscottville.org](mailto:citymanager@cityofscottville.org)

**RE: Limited Master Plan Update Proposal  
City of Scottville, Mason County, Michigan**

Dear Mr. Newkirk:

Fleis & VandenBrink (F&V) appreciates the opportunity to submit this Scope of Services and Budget estimate to you for conducting the above referenced work. Based on our conversation with you, the following outlines our understanding of the work, Scope of Services, and budget.

### Statement of Understanding

It is our understanding you are requesting that we complete a limited update of the Master Plan to address Housing Development within the City limits in accordance with the Michigan Economic Development Committee's (MEDC) Redevelopment Ready Communities (RRC) Best Practices Program. In addition, this limited update will address other components as appendices, or will identify them to be addressed at a future date including zoning ordinances, park & recreation plan document, Mason County housing study, and walkability study document.

### Scope of Services

F&V is proposing the following scope of services.

F&V will update the 2018 Master Plan to:

- Include the most relevant census data.
- Reference current governmental personnel.
- Facilitate one meeting comprised of the City Commission & City Staff where the Master Plans goals and objectives will be reviewed and updated.
- Update the Land Use Map in conjunction with the Parks & Recreation Plan that F&V is currently updating.
- Facilitate one public meeting, scheduled by the City, to solicit community input.
- Provide a Notice of Intent to approve the updated Master Plan and Create a Motion for adoption of the updated Master Plan at the March 18, 2024 City Council meeting (F&V will attend and present, if requested.)

**2960 Lucerne Drive SE  
Grand Rapids, MI 49546**  
P: 616.977.1000  
F: 616.977.1005  
[www.fveng.com](http://www.fveng.com)

## Schedule

F&V understands that this work will be authorized during the January 8, 2024 City Commission meeting with a targeted completion date of March 29, 2024. If the work authorization is approved later, the completion date must be extended into April or May.

## Budget

The budget for the above proposed scope of services is a lump sum amount of \$8,500.00.

F&V's professional services would be invoiced monthly. Work would be completed under the terms and conditions of our existing Professional Services Agreement. We can begin upon your authorization of the work by signing the last page of this letter and returning it to F&V, Ms. Anne Hagedorn, [ahagedorn@fveng.com](mailto:ahagedorn@fveng.com). This proposal is valid for 90 days.

Once again, thank you for this opportunity, and we look forward to working with you. If you have any questions or additional needs, please reach out to me directly at 269.210.0758.

Sincerely,

FLEIS & VANDENBRINK



Brian Rice, PE  
Environmental Services Group Manager  
Principal



Molly Sherwood  
Sr. Project Manager

## WORK AUTHORIZATION

Fleis & VandenBrink (F&V) is hereby authorized to perform Additional Services as detailed in their letter dated **January 2, 2024** and authorized under the existing F&V Professional Services Agreement dated **February 14, 2008**.

---

Jimmy Newkirk, City Manager

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Date

**CITY OF SCOTTVILLE**

**COUNTY OF MASON, MICHIGAN**

At a regular meeting of the City Commission of the City of Scottville held at the Scottville City Hall, 105 Main Street, Scottville, Michigan, within the City, on \_\_\_ day of \_\_\_\_\_ 2024, at 6:00 p.m. Local Time.

PRESENT: Members: \_\_\_\_\_

ABSENT: Members: \_\_\_\_\_

The following Ordinance was offered by Commissioner \_\_\_\_\_ and was supported by Commissioner \_\_\_\_\_:

**ORDINANCE NO. 24-01**

**AN ORDINANCE TO AMEND TITLE VII, CHAPTER 70 OF THE CITY OF SCOTTVILLE CODE OF ORDINANCES TO AMEND SECTION 70.24, RELATING TO PARKING AT THE BOAT RAMP PARKING LOT**

THE CITY OF SCOTTVILLE ORDAINS:

Section 1. Amendment of Section 70.24 of Title VII, Chapter 70 of the City of Scottville Code of Ordinances. Section 70.24 of Title VII, Chapter 70 of the City of Scottville Code of Ordinances is hereby amended to read in its entirety as follows:

70.24 Boat Ramp Parking Lot.

(A) Except as otherwise provided herein, no person shall park or cause to be parked any motor vehicle, mobile home, travel trailer, recreational vehicle, trailer, or boat within the City Boat Ramp Parking Lot. The City Commission may, by resolution, establish a permit parking system for the temporary parking of motor vehicles in the Boat Ramp Parking Lot and establish fees for the purchase and issuance of such permits.

(B) No overnight parking shall be permitted in the City Boat Ramp Parking Lot.

(C) All designated and prohibited parking areas will be adequately posted as such.

Section 2. Severability. The terms and provisions of this Ordinance shall be deemed to be severable, and should any section, clause or provision hereof be declared to be invalid, the

same shall not affect the validity of any other section, clause, or provision of the ordinance, if the same may be given effect without the provisions thus declared to be invalid.

Section 3. Repeal. All resolutions or ordinances, and parts thereof, which are in conflict, in whole or in part, with any of the provisions of this Ordinance are hereby repealed.

Section 4. Effective Date; Publication. This Ordinance shall become effective fifteen days after its adoption, but not before its publication pursuant to Section 7.18 of the City Charter, by making copies of the Ordinance available for inspection by, and distribution to the public and by publishing notice of the printing and availability before the effective date herein.

The vote to adopt this Ordinance was as follows:

YEAS:           Members: \_\_\_\_\_

NAYS:           Members: \_\_\_\_\_

ABSTAIN:       Members: \_\_\_\_\_

THE ORDINANCE IS DECLARED TO BE DULY ADOPTED.

\_\_\_\_\_  
Kelse Lester, Clerk  
City of Scottville

STATE OF MICHIGAN    )  
  ) ss.  
COUNTY OF MASON     )

I, the undersigned, the duly qualified and acting Clerk of the City of Scottville, Mason County, Michigan, do hereby certify that the foregoing is a true and copy of an ordinance adopted by the City Commission at a regular meeting on the \_\_ day of \_\_\_\_\_ 2024, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this \_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Kelse Lester, Clerk  
City of Scottville

Ordinance introduced: 1/8/24  
Description published:  
Ordinance adopted:  
Ordinance effective:

**CITY OF SCOTTVILLE, MICHIGAN**

**RESOLUTION TO AUTHORIZE PARKING PASS SYSTEM FOR THE TEMPORARY  
PARKING OF MOTOR VEHICLES AT THE CITY BOAT RAMP PARKING LOT AND  
AUTHORIZE CHARGING AND COLLECTION OF PARKING FEES**

**RESOLUTION NO. 24-01**

WHEREAS, the City of Scottville's (the "City") Code of Ordinances (the "Code") incorporates by reference the Uniform Traffic Code for Cities, Townships, and Villages and Amendments and Revision Adopted being Public Act 306 of 1969, MCL §§24.201 to 24.328 (the "Uniform Traffic Code"), and the State Vehicle Code, Public Act 300 of 1949, MCL §§257.1 to 257.923, in accordance with MCL §117.3(k); and

WHEREAS, Section 70.24 of the City Code proscribes parking of certain motor vehicles and other vehicles in the Boat Ramp Parking Lot; and

WHEREAS, Section 70.24 of the City Code further authorizes the City Commission to establish a permit parking system for the temporary parking of motor vehicles in the Boat Ramp Parking Lot and establish fees for the purchase and issuance of such permits; and

WHEREAS, the City Commission desires to establish a permit parking system for the temporary parking of motor vehicles in the Boat Ramp Parking Lot and the fees for such permits.

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the City Code, the Scottville City Commission hereby approves the establishment of a permit parking system and fees for the temporary parking of motor vehicles in the Boat Ramp Parking Lot as follows:

1. A Daily Parking Permit of \$5.00 per day for all users that have not purchased a Seasonal Pass from the City. A Daily Parking Permit may be purchased at the self-registration kiosk.
2. A Resident Seasonal Permit of \$30.00 per year for residents of the City with a motor vehicle that is registered in the City.
3. A Nonresident Seasonal Permit of \$50.00 per year for nonresidents of the City.
4. Resident and Nonresident Seasonal Permits may be purchased at City Hall, Riverside Park, Henry's Landing and the River Run Canoe Livery.
5. A Seasonal Permit shall be valid through December 31 of the year in which the permit was issued.
6. The City Manager or his designee is authorized and directed to post any related notices and/or signs related to such permits and fees.

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

The motion for adoption received the following vote by Roll Call:

Draft  
January 3, 2024

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 Regular Meeting held Monday, \_\_\_\_\_, 2024.

---

Kelse Lester  
City Clerk