

CITY OF SCOTTVILLE
COMMISSION MEETING AGENDA
Senior Center
140 S. Main St. Scottville, MI 49454

1563rd Regular Meeting Monday February 26, 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 1562nd Regular Meeting Minutes
- B. Approval of Bills \$25,989.79

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- Family Affair

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. Household Hazardous Waste Disposal Program
- b. Request for Proposals- Mowing 2024

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 1561st Regular Commission meeting of the Scottville City Commission held at City Hall 105 N. Main St on February 12, 2023. Called to order at 6pm by Mayor Marcy M. Spencer.

Present at Roll Call:

Copenhaver

Seiter

Spencer

Spore

Thue

Wyman

Absent: Deering

*Motion, by Spencer with support from Seiter to excuse the absence of Commissioner Deering from the February 12, 2024, meeting with prior notice due to his vacation in Florida.

Motion carried.

Also in attendance: Manager Newkirk, Sargeant Skinner, Attorney Nettleton, Treasurer Shafer, DPW Coolman, and Clerk Lester.

Additions/Deletions to Agenda- None

Approval of Agenda

Motion, by Spore 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 (Agenda Items Only)- None

Correspondence- Family Affair 2024 (Commissioner involvement requested)

Department Reports

- a. City Manager- Newkirk attended the "state of the community" breakfast through the Chamber Alliance. Housing supply/demand continues to be a topic of peak interest, key speaker Ryan Kilpatrick spoke to the ongoing development efforts being made to alleviate this issue in our area. Newkirk met with a local contractor in consideration of the old tennis court at McPhail Field being refurbished and utilized by pickle ball enthusiasts. Long time resident Lila Talsma recently passed, bringing forth inquiries of "dedication". Newkirk suggests something sustainable and would like to link the tree replacement program in with this. Meeting scheduled with the Sherriff's Dept and Custer Twp concerning river patrol during the summer months. Master plan update to be completed in April. Electrical repair at City Hall is proving to be more in depth than previously anticipated. Improvement to the railway under discussion through City of Ludington.
- b. Police Department- Statistical report provided. Skinner is working with MCC on volunteering at the upcoming Family Affair. Training for both KS and SW over the next few weeks. AED grant submitted.
- c. Mayor- None
- d. Attorney- Nettleton offered he met with the SPD; they were able to work through the concerns voiced previously by Skinner.
- e. Treasurer/Clerk- Revenue/Expenditure report provided. Election update-

- f. DPW- Coolman thanked the commission for the hot box purchase approval. He noted staff will not be street sweeping yet, winter is certainly not through with us. Lift training for RM and MH scheduled, JC completed.
- g. Assessor- Written Report Provided. Board of Review 3/11 & 3/12
- h. Committee Reports-
 - Planning Commission met to discuss the Stallion Mill development request. "Helping Others Prosper" presented information on local resources.
 - BG&I-LED Conversion at Riverside, Sidewalk/Tree Replacement, and mowing RFP
 - Mason County Commissioner Representative-
 Hull offered the County is applying for a CHILL grant, which would allot monies to be awarded to residents looking to improve their home value. EGLE is now requiring a Material Management Plan in place by 2027. Options being EGLE implements the plan, the County creates their own, or to collaborate with neighboring jurisdictions. The group will discuss which is most suitable in the meetings to come. Purchase of two new chassis for ambulances approved.
- i. MCRFA Representative – Lehrbass reported the group created a committee to formulate a plan of the entities vision for the future. Details to come.
- j. DDA Representative- None

Unfinished Business

- a. Introduction of Ordinance 24-01 to Amend Chapter 70.24 "Parking at Boat Ramp".
Motion, by Seiter with support from Spore to accept the introduction of Ordinance 24-01 to amend chapter 70.24 "Parking at Boat Ramp" as presented.
Motion carried.

New Business

- a. DDA Member Appointment/Renewals
Motion, by Wyman with support from Copenhaver to accept the renewal applications submitted by Joseph Knowles, Carla Mayber, Trent Lundquist, Russ Scholtens, and Nancy Sanford.
Motion carried.
- b. 1563rd Regular Commission Meeting Venue Change- Resolution 24-03
Commission chamber will be set up to facilitate the Presidential Primary the following day. Regular meeting to be held at the Senior Center 140 S. Main St.
Motion, by Wyman with support from Seiter to approve Resolution 24-03 as presented.
Roll Call Vote
Yes: MS, AS, DS, ET, RW & DC
No: 0
Absent: AD
Motion carried.
- c. Metro Act Right of Way Permit Extension
Seiter requests abstention, declaring a conflict of interest
Motion, by Spencer with support from Spore to approve the abstention of Commissioner Seiter.
Motion carried.

Seiter Moved to Public Section

Motion, by Spore with support from Wyman to approve the METRO ACT permit extension request with KEPS Technologies in anticipation of future work within city limits until 2029, and to authorize the City Manager to sign the contract on behalf of the city.

Motion carried.

Seiter re-joined Commission

d. Introduction of Ordinance 24-02 To Amend Chapter 70 "Law Enforcement at WSCC"

Motion, by Wyman with support from Copenhaver to approve the introduction of Ordinance 24-02 To Amend Chapter 70 "Law Enforcement at WSCC" as presented.

Motion carried.

e. Closed Session-Personnel Evaluation/Collective Bargaining Agreement

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

The City Attorney, Mark 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, ET, RW & DC

No: 0

Absent: AD

Motion carried.

Motion by Seiter with support from Wyman to meet in closed session pursuant to Section 8(1)(c) of the Open Meetings Act for strategy and negotiation purposes with respect to the City's negotiation of a collective bargaining agreement with the Technical, Professional, Office workers association and the Scottville Public Employees Association.

The City Attorney, Mark 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, ET, RW & DC

No: 0

Absent: AD

Motion carried.

*Enter Closed Session @7:02

*Resume Regular Session @8:38

Motion, by Wyman with support from Seiter to direct the personnel committee to establish a list of goals for the City Manager and to formulate a recommendation of changes to the City Manager's contract for review by full commission.

Motion carried.

Public Comment- None

Commissioner Comment- None

Adjournment-

Motion, by Wyman with support from Spore to adjourn.

Motion Carried 8:43pm.

Kelse Lester, Clerk

Aaron Seiter, Mayor-Pro Tem

SCOTTVILLE INVOICE REGISTER FOR CITY OF SCOTTVILLE

EXP CHECK RUN DATES 02/13/2024 - 02/26/2024

POSTED AND UNPOSTED
OPEN AND PAID

Invoice Number	Vendor Name	Description	Bank Account	Inv Amt
2-1-24	VISA	CITYHALL, CLERK	POOL	814.97
2-2-24	VISA	CITY HALL,EQUIP	POOL	664.74
2-4-24	VISA	DPW	POOL	100.07
2-5-24	VISA	CITY MANAGER, TRAVEL	POOL	1,034.99
REMIT	CHILD SUPPORT	Remittance Check	POOL	507.36
REMIT	MERS 6% 457	Remittance Check	POOL	1,149.30
REMIT	IRS	Remittance Check	POOL	4,475.59
2-15-24	DEARBORN LIFE INS COMPANY	DISABILITY INS	POOL	278.56
2-2024	GREATAMERICA FINANCIAL CO	LEASED EQUIP	POOL	674.86
24-03-021	STR8-\$WARD TRAINING CONCEPT	TRAINING SKINNER	POOL	150.00
8186	MEDIA GROUP 31 LLC	ADVERTISING	POOL	155.00
3-2024	AFLAC	AFLAC	POOL	560.88
2-24	GREATAMERICA FINANCIAL CO	LEASED EQUIP	POOL	674.86
359692	AUTO-WARES	SHOP SUPPLIES	POOL	20.97
12-19-2023	NORTHERN CLINICAL & DIAGNOSTIC	POLICE EVALUATION	POOL	495.00
68641	FLEIS & VANDENBRINK ENGINEERING INC	WATER DESIGN	POOL	5,185.00
551-631022	STATE OF MI -MI STATE POLICE	TOKEN	POOL	60.00
452	MI MUNICIPAL EXECUTIVES	MEMBERSHIP	POOL	1,461.00
1512032	STRONG INDUSTRIAL SUPPLY	EQUIP REPAIR	POOL	21.12
3-24	CITY OF SCOTTVILLE--WATER/SEWER DEP	WATER/SEWER	POOL	467.21
2-2024	SAFEBUILT	ZONING/BUILDING	POOL	5,316.00
205101875873	CONSUMERS ENERGY	OPTIMIST	POOL	86.20
11693	ONSITE TRUCK & EQUIP REPAIR	EQUIP REPAIR	POOL	443.00
20240413	MISSDIG	MEMEBRSHIP FEE	POOL	1,043.11
2-2024	BOTTLES AND CANS	REFUND FOR SIGN	POOL	150.00
Report Total:				25,989.79



Household Hazardous Waste Disposal Program
 Mason-Lake Conservation District
 655 N. Scottville Rd.
 Scottville, MI 49454
 (231) 757-3707 Ext. 5.



February 12, 2024

Kelse Lester
 105 N. Main Street
 Scottville, MI 49454

Dear City of Scottville Board,

On behalf of the three-county Household Hazardous Waste (HHW) Committee and your local Conservation District, we are writing to request your support for the 2024 HHW and Clean-Sweep collection event scheduled for Saturday, August 17th.

Last year's collection was a tremendous success, resulting in the safe disposal of nearly 90,000 pounds of material across Manistee, Mason, and Oceana Counties. The total cost for this one-day event was nearly \$70,000 and with support from the community, we were able to cover these expenses.

The HHW collection has been a crucial service for our community. The demand remains steady and expenses continue to increase, with costs averaging \$130 per car. While the industry's disposal costs are on the rise, our allocation request from municipalities **remains unchanged at \$0.40 per capita**. Population based on 2020 Census. Data for villages/cities have been separated from Townships to avoid duplicate billing.

Requested amount from City of Scottville:

1356 people x .40/person = \$542.40

If it is possible to round up to the nearest \$25 amount or greater, we would greatly appreciate any additional support!

For residents dropping off materials on collection day, the committee is continuing with the suggested donation of \$15 to help cover the increasing costs of disposal.

Enclosed, you will find two contract agreements. Please retain one for your records and sign and return the other with a check made payable to "Mason-Lake Conservation District" (as fiduciary for the Mason, Manistee & Oceana HHW Program). **Contracts and payments are requested no later than June 30th.**

Should you wish to discuss the program further, we are happy to attend a board/council meeting at your convenience or provide past data on the program. We extend our heartfelt appreciation for your ongoing support of our program and the protection of our precious water resources.

Very Sincerely,

Household Hazardous Waste Committee

2024
CONTRACT AND
AGREEMENT FOR SERVICES
City of Scottville AND
MANISTEE, MASON, AND OCEANA
CONSERVATION DISTRICTS

City of Scottville and the Manistee, Mason and Oceana Conservation Districts desire to act cooperatively to provide the proper disposal of household hazardous waste for residents of City of Scottville and Mason County. Therefore, City of Scottville contracts with Manistee, Mason and Oceana Conservation Districts for collection and disposal of household hazardous waste for the amount of \$_____. This service agreement will promote the public health, safety, and welfare of the Township and County residents.

Date: _____ by: _____
City of Scottville Representative

Date: 2/01/24 by: Renee Mallison
Manistee Conservation District
Representative

Date: 2/01/24 by: Danell McSawey
Mason-Lake Conservation District
Representative

Date: 2/01/24 by: S Knoll
Oceana Conservation District
Representative

Please sign and return to Mason-Lake Conservation District with your check

**REQUEST FOR BIDS
FOR CONTRACTED MOWING SERVICES
CITY OF SCOTTVILLE**

The City of Scottville is requesting bids for the purpose of mowing and leaf removal of Brookside Cemetery. Mowing only at Riverside Park and Boat Launch, McPhail Field, and DPW grounds. Specifications for this contract are available at the Scottville City Hall, 105 North Main Street, Scottville, MI 49454, or by calling (231) 757-4729, Monday through Friday, 8 a.m. to 5 p.m.

Sealed bids must be submitted to the Scottville City Hall, 105 North Main Street, Scottville, MI 49454 by 2:00 p.m. Wednesday, March 20th, 2024. The sealed envelope shall be clearly marked "Contracted Mowing Services" on the outside of the envelope. The sealed bids will then be opened and read publicly at 2:00 p.m. March 20th, 2024. The City Commission will be presented the lowest three bids for consideration at the March 25th, 2024 meeting at 6pm.

The City of Scottville reserves the right to accept or reject any or all proposals and the right to waive any informal defects in proposals, further, the City reserves the right to accept a proposal higher than the lowest proposal, if in the opinion of the Commission of the City of Scottville, the public interest is better served.

Jimmy Newkirk
City Manager



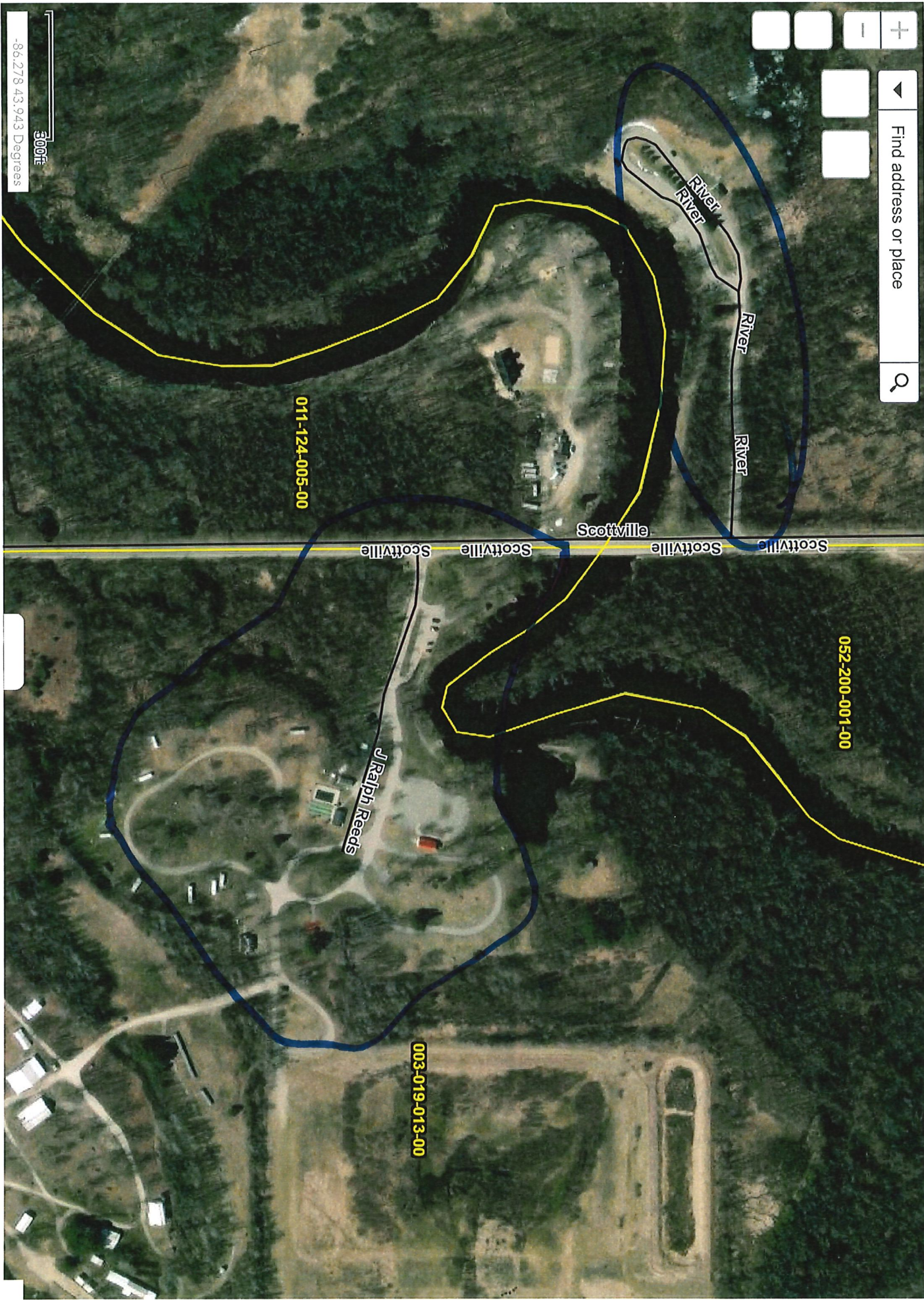
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