

CITY OF SCOTTVILLE  
COMMISSION MEETING AGENDA  
City Hall 105 N. Main St. Scottville, MI 49454  
1564<sup>th</sup> Regular Meeting Monday March 11, 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 1563rd Regular Meeting Minutes

B. Approval of Bills \$124,346.33

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. Easter Egg Hunt- Old Engine Club

b. RFP- Demolition at McPhail Field

c. Closed session- Review Attorney-Client Privileged Communication

d. Closed Session- Personnel Evaluation

e. Closed Session- Collective Bargaining Agreement

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 1563<sup>rd</sup> Regular Commission meeting of the Scottville City Commission held at the Scottville Area Senior Center 140 S. Main St on February 26, 2023. Called to order at 6pm by Mayor Marcy M. Spencer.

**Present at Roll Call:**

Copenhaver  
Deering  
Seiter  
Spencer  
Spore  
Wyman

**Absent:** Thue

**Also in attendance:** Sargeant Skinner and Treasurer Shafer.

**Additions/Deletions to Agenda-** NB; ITEM C; Grace Period Rental Inspection

**Approval of Agenda**

Motion, by Wyman with support from Seiter to approve the agenda with noted addition.

Motion carried.

**Approval of Consent Agenda**

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

Motion carried.

\*Motion amended to make the correction of "Pro Tem Aaron Seiter to Mayor Marcy M. Spencer on signature page of 1562 meeting minutes.

**Public Comment** (*Agenda Items Only, 2 minutes*)

Steve Morrill

**Correspondence-** Family Affair 3/16/24 10am-2pm (*Commission involvement requested*)

**Department Reports**

- a. City Manager- Newkirk absent.
- b. Police Department- Statistical report provided. Skinner offered that she attended several meetings the past few weeks: WSCC Safety Team, Community Network meeting and SRO alliance. Department will be attending monthly firearms training with the Sherriff's Department throughout the Summer.
- c. Mayor- None
- d. Attorney- None
- e. Treasurer/Clerk- Annual DDA tax revenue submitted.
- f. DPW- None
- g. Assessor- None
- h. Committee Reports- None  
Mason County Commissioner Representative-  
Hull offered the County has opted to collaborate with neighboring districts on the Material Management Plan required to be in place by 2027 by EGLE. DNR has submitted several grant applications for trail work.
- i. MCRFA Representative- None
- j. DDA Representative- None

**Unfinished Business-** None

**New Business**

- a. Household Hazardous Waste Disposal Program  
Annual request from Mason/Lake Conservation District to support the HHW/Clean Sweep collection event scheduled for 8/17/24.  
Motion, by Deering with support from Wyman to approve the contract and agreement for services with the Mason-Lake Conservation District, and to submit a contribution of \$550.00.  
Motion carried.
- b. Request for Proposals- Mowing 2024  
Request included mowing at Cemetery, Riverside Park, Boat launch, McPhail Field and DPW grounds.  
Motion, by Wyman with support from Spore to approve the RFP as presented for publication.  
Motion carried.
- c. Rental Inspection Grace Period  
Ordinance committee recommendation to approve a one-time grace period of 45 days in correlation with the SAFEbuilt registration process. Since this is new to both COS and property owners, it will allow current issues to be worked through prior to the fine implementation.  
Motion, by Deering with support from Spore to approve a one-time only, 45-day grace period prior to fine implementation for rental units within city limits.

**Roll Call Vote**

**Yes;** MS, AS, DS, AD, RW & DC      **No;** None      **Absent;** ET

Motion carried.

**Public Comment-**

Jenna Morrill

John Morrill

**Commissioner Comment-**

Seiter provided insight on the request for community event process.

Deering questioned the process of public comment follow up.

**Adjournment-**

Motion, by Wyman with support from Seiter to adjourn.

Motion Carried 6:35pm.

---

Kelse Lester, Clerk

---

Marcy M. Spencer, Mayor

SCOTTVILLE INVOICE REGISTER FOR CITY OF SCOTTVILLE

EXP CHECK RUN DATES 02/27/2024 - 03/11/2024

POSTED AND UNPOSTED

OPEN AND PAID - CHECK TYPE: PAPER CHECK

Invoice Number	Vendor Name	Description	Bank Account	Inv Amt
26730997146X02192024	AT & T MOBILITY	PHONES	POOL	299.69
244247EM-2	R. J. THOMAS MANUFACTURING	BENCH LILLA	POOL	648.00
11231	G. FREELAND	BLIGHT GRANT	POOL	37,060.00
2023-131	KELDER LLC	BLIGHT GRANT	POOL	3,407.93
2-2024	STATE OF MI	WATER RENEWAL	POOL	95.00
3-5-24	MASON COUNTY TREASURER	TAX DISBURSEMENT	POOL	50,518.77
CPI102413	CREATIVE PRODUCT SOU	POLICE	POOL	471.73
114	MASON,MANISTEE,OCEANA HHW PROGRAM	HOUSEHOLD WASTE	POOL	542.40
202966140640	CONSUMERS ENERGY	103 N MAIN	POOL	132.12
100	JOHNSON, JESSICA	ASSESSING SERVICES	POOL	1,961.00
2024	MASON,MANISTEE,OCEANA HHW PROGRAM	WASTE	POOL	0.40
2-23	HOME DEPOT CREDIT SERVICES	SHOP, CITY HALL	POOL	450.66
3-2024	CONSUMERS ENERGY	LIGHTS	POOL	1,082.64
3-25-24	CONSUMERS ENERGY	LIGHTS	POOL	234.37
2-2024	AUTO-WARES	REPAIR	POOL	20.97
2-29-24	MASON COUNTY TREASURER	PRIOR YEARS TAX DISBURSEMENT	POOL	12.52
1439	MIKE KUSEBUSKI	ELECTRICAL	POOL	96.67
2-29-2024	LUDINGTON DAILY NEWS	ADVERTISING	POOL	161.50
4286,4280,4287	MASON COUNTY ROAD COMMISSION	SALT/SAND	POOL	1,428.84
24178195	PLUMMER'S ENVIRONMENTAL SERVICES	LIFT STATION #4	POOL	3,113.70
2024	TNT DEMOLITION DERBY	ADVERTISING	POOL	200.00
4-1-2024	LUDINGTON CONVENTION & VISITORS BUR	MEMBERSHIP	POOL	155.00
3-2024	CITY OF SCOTTVILLE--PETTY CASH	PETTY CASH	POOL	60.00
2854	JABROCKI EXCAVATING L.L.C.	CONTRACTED WORK	POOL	1,085.00
4287	MASON COUNTY ROAD COMMISSION	SAND/SALT	POOL	109.11
3-6-2024	CONSUMERS ENERGY	LIGHTS	POOL	2,238.38
698634, 698633	MIKA, MEYERS, BECKETT & JONES, PLC	LAWYER MATTERS	POOL	3,743.50
0239-00354179	REPUBLIC SERVICES	GARBAGE, RECYCLE	POOL	7,502.11
3-1-2024	PARTS PLUS OF MASON COUNTY	SHOP SUPPLIES	POOL	14.32
864800	FLEIS & VANDENBRINK ENGINEERING INC	MASTER PLAN UPDATE	POOL	7,500.00
Report Total:				124,346.33

**Treasurer's Report**

- The Annual Report Status Tax Increment Financing Plan (DDA) is completed for the year.
- We were approved to continue to have a computerized tax roll database by the State of Michigan Department of Treasury.
- I balanced with the Mason County Treasurer Office Tuesday with the 23-24 tax roll.
- I will be working from home part of next week while my son recovers from hip surgery if anyone needs anything.

**City of Scottville, Precinct 1**

<b>Statistics</b>	TOTAL	Election Day	ABSENTEE	Early Voting
Registered Voters - Total	1,052			
Registered Voters - Democratic	0			
Registered Voters - Republican	0			
Registered Voters - NONPARTISAN	1,052			
Ballots Cast - Total	160	142	0	18
Ballots Cast - Democratic	55	49	0	6
Ballots Cast - Republican	105	93	0	12
Ballots Cast - NONPARTISAN	0	0	0	0
Ballots Cast - Blank	0	0	0	0
Voter Turnout - Total	15.21%			
Voter Turnout - Democratic	0.00%			
Voter Turnout - Republican	0.00%			
Voter Turnout - NONPARTISAN	0.00%			

**DEM President of the United States -- Democratic Federal**

Vote For 1

	TOTAL	Election Day	ABSENTEE	Early Voting
JOSEPH BIDEN JR.	43	40	0	3
AN PHILLIPS	2	1	0	1
MARIANNE WILLIAMSON	4	4	0	0
Uncommitted	6	4	0	2
Write-In Totals	0	0	0	0
Not Assigned	0	0	0	0
<b>Total Votes Cast</b>	<b>55</b>	<b>49</b>	<b>0</b>	<b>6</b>
Overvotes	0	0	0	0
Undervotes	0	0	0	0
Contest Totals	55	49	0	6

**REP President of the United States -- Republican Federal**

Vote For 1

	TOTAL	Election Day	ABSENTEE	Early Voting
RYAN L. BINKLEY	0	0	0	0
CHRIS CHRISTIE	0	0	0	0
RON DESANTIS	1	1	0	0
NIKKI HALEY	21	18	0	3
ASA HUTCHINSON	0	0	0	0
VIVEK RAMASWAMY	1	1	0	0
DONALD TRUMP	79	70	0	9
Uncommitted	3	3	0	0
Write-In Totals	0	0	0	0
Not Assigned	0	0	0	0
<b>Total Votes Cast</b>	<b>105</b>	<b>93</b>	<b>0</b>	<b>12</b>
Overvotes	0	0	0	0
Undervotes	0	0	0	0
Contest Totals	105	93	0	12

## Assessor Report February 2024

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

Assessor received the following Disabled Veteran Exemptions for processing:

- 052-241-016-00      -052-200-040-00      -052-124-029-00

Assessor processed a retro for a Principal Residence Exemption for parcel 052-250-032-00.

Assessor received a request for a 6 foot lot line adjustment for parcel 052-108-003-00. This is approved but will not be processed until deed is registered. Taxpayer is aware.

Board of Review member Julie Deller attended training class on 2/6. Assessor received copy of certificate.

As a reminder, we need a third (possibly fourth) Board of Review member.

Change Notices were mailed out by Mason County on 2/21. Taxpayers with questions or concerns should be instructed to call the Assessor prior to March Board of Review.

The State of Michigan issued a 1.05 Inflation Rate Multiplier (5%). This is the highest increase that can be issued yearly per Proposal A.

Commercial and Industrial Personal Property Statements or form 5076 was due by 2/20. Assessor received and processed. Commercial and Industrial Personal Property Change Notices were then mailed out by the Assessor.

Assessor did not receive Commercial Personal Property Statements from two companies in the City. (Mycopia, West Shore Bank Computer Services). Statements were mailed a second time on 2/29. When received they will need to be processed through Board of Review due to late filing.

As a reminder, March Board of Review is scheduled for the following dates and times:

Organizational meeting: Tuesday, March 5<sup>th</sup> 9:30am-10:00am

Public appeal meetings: between BOR and the public

- Monday, March 11<sup>th</sup> 1:30pm-7:30pm
- Tuesday, March 12<sup>th</sup> 1:30pm-7:30pm

Final meeting: Wednesday, March 13<sup>th</sup> 9:30am-until finished

Mailed petitions must be received by Friday, March 8<sup>th</sup>

Over 3000 Eggs!

JOIN OUR HUGE

# EASTER EGG HUNT

SUNDAY MARCH 24TH  
FROM 2PM TO 5PM

AT THE OLD ENGINE CLUB INSIDE  
RIVERSIDE PARK

**FREE!**

Easter egg hunt, face  
painting, pictures with Mr.  
Easter Bunny, food trucks  
and a coffee truck!



For more information visit us  
on Facebook at  
**RIVERSIDE COMMUNITY SPACE**



**CITY OF SCOTTVILLE  
BID NOTICE  
DEMOLITION OF STRUCTURES AT MCPHAIL FIELD**

The City of Scottville, Michigan is requesting bids for the demolition of two press boxes and a approximately 20x20 wood frame building at McPhail Field, US 10, Scottville, MI 49454.

Bid packets including the bid specifications can be picked up at Scottville City Hall, Monday – Friday, 8am – 5pm. Sealed bids must be submitted to the Scottville City Hall, 105 North Main Street, Scottville, MI 49454 by 2:00 p.m. Friday, March 22nd, 2024. The envelope shall be clearly marked “McPhail Demo” on the outside of the envelope. The sealed bids will then be opened and read publicly.

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