

CITY OF SCOTTVILLE  
COMMISSION MEETING AGENDA

1572<sup>nd</sup> Regular Meeting

Monday, July 8<sup>th</sup>, 2024

Senior Center 140 S. Main St. Scottville MI 49454

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 1571<sup>st</sup> Regular Meeting Minutes
- B. Approval of Bills \$46,95.47

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- Status of Zoning Matters at 113 Blaine St

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. Stallion Tracks, LLC

11. New Business

- a. 2024 Water Main Break Tribute- Resolution 24-09
- b. Planning Commission Recommendation Concerning in Home Family Care

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 1571<sup>st</sup> Regular Commission meeting of the Scottville City Commission held at Scottville Area Senior Center 140 S. Main St on June 24<sup>th</sup>, 2024. Called to order at 6pm by Mayor Marcy M. Spencer.

### **Present at Roll Call:**

Copenhaver

Seiter

Spencer

Spore

Wyman

**Absent:** Thue

**Also in attendance:** Interim City Manager Goodlein, Interim Chief Skinner, Attorney Nettleton & Clerk Lester

**Additions/Deletions to Agenda-** Add; UB Item D-Extension for Rental Registration Deadline. Add; UB Item E- Closed Session to Review Attorney/Client Privileged Communication.

### **Approval of Agenda**

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

Motion carried.

### **Approval of Consent Agenda**

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

Motion carried.

**Public Comment** (*Agenda Items Only, 2 minutes*)- None

**Correspondence-** None.

### **Department Reports**

- a. City Manager- Pre meeting notes provided.
- b. Police Department- Statistical report provided.
- c. Mayor- Spencer clarified with Commission that only active Commission members are permitted to be on established City committees.
- d. Attorney- Will speak to working topics further on the agenda.
- e. Treasurer/Clerk- Written reports provided.
- f. DPW- Written report provided.
- g. Assessor- None
- h. Committee Reports-  
-Ordinance  
Mason County Commissioner Representative-None
- i. MCRFA Representative- Lehrbass present to answer any questions.
- j. DDA Representative- None.

### **Unfinished Business**

- a. Refuse & Recycle Collection Contract (Republic Services)

Negotiated contract with Republic Services presented to Commission via Attorney Mark Nettleton.

Motion, by Seiter with support from Wyman to approve the proposed Agreement for Waste Collection and Disposal with Harland's Sanitary Landfill, Inc., dba Republic Services of Manistee (dated June 20, 2024) and authorize and direct

Roll Call Vote

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

No; None

Absent; ET

Motion carried.

b. Pop Warner Agreement Update

Goodlein has been working with Ryan Graham (Pop Warner liaison) to accommodate the previously submitted request for storage at McPhail Field. Negotiations provided an agreement to use an existing building, assuming responsibility for its upkeep, and to permit the placement of a concrete slab in front of the existing shed. Contract to be drafted and presented at next regular meeting. No action taken.

c. Stallion Tracks, LLC Update

Nettleton has been working with owner Jeff Barnett on the previously submitted request to purchase alley property neighboring 145 S. Main St Motion, by Seiter with support from Spencer to direct Goodlein to gather the evaluations of The Department of Public Works, Scottville Police Department, Scottville Fire Department and Scottville Emergency Management Systems regarding this purchase, and encroachment issue, and present the opinion of those departments to Commission at the next regular scheduled meeting. Motion carried.

d. Rental Registration Extension

Motion, by Seiter with support from Copenhaver to extend the rental registration compliance deadline to December 30<sup>th</sup>, 2024. Motion carried.

e. Closed Session to Review Attorney-Client Privileged Communication

Motion, by Seiter with support from Wyman, to meet in a closed session pursuant to Section 8 (h) of the Open Meetings Act to consider material which is exempt from disclosure under Section 13(1)(g) of the Michigan Freedom of Information Act. The City Attorney, Mark Nettleton, is hereby appointed Secretary for the purpose of taking minutes of the closed session in accordance with the Open Meetings Act.

-Roll Call Vote

Yes: AS, MS, DS, RW & DC

No: N/A

Absent/Abstain: ET

Motion Carried.

**\*Enter Closed Session 6:48pm**

**\*Resume Regular Session 7:05pm**

Motion, by Seiter with support from Copenhaver to authorize and direct the City Attorney to proceed with the Attorney's recommendation (Recommendation No. 1) set forth in the City Attorney's letter dated June 24, 2024. Motion Carried.

**New Business**

a. Commissioner Appointment- Letter of Interest; Renee Jensen

Motion, by Spore with support from Seiter to accept the letter of interest submitted by Renee Jensen to fill the available seat (partial term to expire 11/2024) on the Scottville City Commission.

Motion carried.

\*Jensen sworn into office by Clerk Lester\*

b. Designation of Street Administrator

Motion, by Spencer with support from Seiter to designate the Interim City Manager Clarence Goodlein as the Street Administrator with the Michigan Department of Transportation.

Motion carried.

c. Brownfield Authority Board Appointment

Motion, by Wyman with support from Copenhaver to appoint Interim City Manager Clarence Goodlein as the Scottville Representative on the Brownfield Authority Board.

Motion carried.

d. County Board of Public Works Appointment- Justin Coolman

Motion, by Seiter with support from Spore to appoint staff member Justin Coolman to serve as the Scottville Representative on the Mason County Board of Public Works.

Motion carried.

e. 23/24 Budget Amendments Resolution 24-08

Motion, by Seiter with support from Wyman to approve Resolution 24-08 as presented.

-Roll Call Vote

Yes: AS, MS, DS, RW & DC

No: N/A

Absent/Abstain: ET

Motion Carried.

f. Request for Approval of Traffic Control Order 24-01

ADA parking space to be approved at 120 N. Main St.

-Roll Call Vote

Yes: AS, MS, DS, RW & DC

No: N/A

Absent/Abstain: ET

Motion Carried.

g. Brookside Cemetery/Evergreen 477 #4 Buy Back

Request from lot owner Sharon Lockhart to sell plot 477 site #4 of the Evergreen section at Brookside Cemetery back to the city.

Motion, by Wyman with support from Seiter to approve the buy back of plot 477 #4 in the Evergreen section at Brookside Cemetery from Sharon Lockhart in the amount of \$300.

Motion carried.

**Public Comment-**

Bill Brooks

Jon Morill

**Commissioner Comment-**

Spore thanked Jensen for her interest in local government and welcomed her to the Commission.

**Adjournment-**

Motion, by Spore with support from Wyman to adjourn.  
Motion Carried 7:23pm.

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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 06/25/2024 - 07/08/2024

POSTED AND UNPOSTED

OPEN AND PAID - CHECK TYPE: PAPER CHECK

Invoice Number	Vendor Name	Description	Bank Account	Inv Amt
28730997746x06192024	AT & T MOBILITY	PHONE	POOL	299.53
2ND QTER 2024	MI MUNICIPAL UNEMPLOYMENT	UNEMPLOYMENT	POOL	13.83
7375	BARNEY'S SEWER & DRAIN CLEANERS	REPAIR CAMPGROUND BATHROOM	POOL	165.00
06212408	DMC UNLIMITED	COMPUTER	POOL	89.00
2020-11121	MICHIGAN RURAL WATER ASSOCIATION	WATER RENEWAL	POOL	825.00
5-2023	HANNAH, JEFF	REISSUE CHECK	POOL	22.23
20216521221	CONSUMERS ENERGY	103 N MAIN	POOL	148.93
702764,702765,702766	MIKA, MEYERS, BECKETT & JONES, PLC	LAWYER MATTERS	POOL	14,849.50
2024-1	HARBOR HOT TUBS & POOLS	POOL START UP	POOL	2,358.00
2017275	R. BOGNER TREE FARM AND SERVICE LLC	TREE REMOVAL RIVERSIDE PARK	POOL	7,600.00
6-28-2024	CONSUMERS ENERGY	LIGHTS	POOL	3,529.10
1347977	STRONG INDUSTRIAL SUPPLY	EQUIP REPAIR	POOL	75.16
2024.005	MASON COUNTY DPW	LANDFILL MONITORING	POOL	15,460.69
6-30-2024	CONSUMERS ENERGY	LIGHTS	POOL	304.74
34827	AMERICAN LEGAL	LEGAL PAGES	POOL	678.88
6-30-2024	CARTER LUMBER	SUPPLIES DPW	POOL	12.59
25100349710	CARTER LUMBER	BOAT LAUNCH	POOL	64.22
2024	HANNAH, TINA	CONCESSION	POOL	94.57
7-2-2024	TECHINCAL PROFESSIONAL OFFICE WORK	UNION DUE	POOL	328.00
3RD QTER 2024	DRUG SCREENS PLUS	DRUG TESTING	POOL	48.00
INV8659	JACKPINE BUSINESS CENTER	NAME PLATE	POOL	28.50
Report Total:				46,995.47

# MEMORANDUM

## CITY OF SCOTTVILLE

To: Mayor Marcy Spencer and Members of the Scottville City Commission

From: Clarence E. Goodlein, Interim City Manager

Date: July 08, 2024

Subject: Status of Special Use Permit Issued 11/08/2023 for 113 S. Blaine Street and Request for Conditional Zoning


During a conversation on July 3, 2024 with Ms. Kokx and Ms. Morrill concerning the Special Use Permit issued for 113 S. Blaine Street and their request for Conditioned Zoning at that address, I explained that the Special Use Permit issued on 11/08/2023 was invalid due to procedural defects that were violations of PA 110 of 2006. It was also during this discussion that we spoke about their request for conditioned zoning at this address and that this request needs to be preceded by them obtaining a valid Special Use Permit. Both Ms. Kokx and Ms. Morrill acknowledged that they understood the procedures that would be required and stated that they would begin that process soon.

For the information and reference of the Planning Commission members, a memorandum from myself was sent to them that described the difficulties that occurred with Ms. Kokx's and Ms. Morrill's Special Use Permit that was issued on 11/08/2023, my discussion with the City Attorney concerning this matter, and the procedures that would be required for Ms. Kokx and Ms. Morrill to successfully apply for a Special Use Permit and Conditioned Zoning.

A copy of that memorandum accompanies this correspondence to City Commission members for their information and reference.

**MEMORANDUM**  
**CITY OF SCOTTVILLE**

To: Susan McCray-King, Chairperson and Members of the Planning Commission

From: Clarence E. Goodlein, Interim City Manager 

Date: July 02, 2024

Subject: Status: 113 S. Blaine St. – Special Use Permit Issued 11/08/2023 & Request For Conditioned Zoning

There has been disagreement concerning the current zoning of the property at 113 S. Blain St. and this difficulty has been complicated by an error that incorrectly issued a Special Use Permit for that location. On November 08, 2023, the City Manager, Mr. Newkirk, directed the City's Zoning Administrator, Mr. Spangler, to issue this address a Special Use Permit to allow this address to be used as child-care center and to do so without imposing the \$600 fee. This direction was issued despite discussion that doing so would be in violation of PA 110 of 2006 that requires that the issuance of a Special Use Permit be preceded by a published Public Notice of a Public Hearing to consider authorizing the special use, a Public Hearing to consider the Special Use, and mailed notices of that Public Hearing to residents with 300 feet of the address.

Subsequently, there has been discussion and disagreement among the property owner, the current occupants of the address, and the City concerning the zoning of the property and the property use by right. While this disagreement continues, it has caused the current occupants of the property, Mackenna Kokx and Jenna Morrill, as well as the property owner, Bill Brooks, to file a request for 113 S. Blaine St to be conditionally zoned to allow for its use as an event center and a child-care center. While it is unknown when this request was presented to the City, the request in the City's possession is dated 04/08/2024.

The continuing disagreement concerning these circumstances and the complexity of this property's zoning and uses caused this writer to consult with the City Attorney and to request an opinion concerning how this matter could be reconciled. It is the opinion of the City Attorney that the Special Use Permit that was issued on November 08, 2023 and at the direction of the City Manager, Mr. Newkirk, is invalid since the requirements of PA 110 of 2006 were not met and since no fee was paid. Consequently, the applicant for that Special Use Permit, property owner William Brooks, has no Special Use Permit for child day-care/child-care center at 113 S. Blaine St.

According to the City Attorney, if the applicant(s) so desire, he/they can apply for a Special Use Permit for whatever use(s) that they desire, pay the fee of \$600 as required, and begin the process of a published Public Notice, Public Notices to nearby residents, and Public Hearing as required by PA 110 of 2006. This would be contingent upon a determination by the Zoning Administrator that the application meets the criteria for a Special Use under the Zoning Ordinance. If the application meets the criteria of a Special Use under the Zoning Ordinance, the Planning Commission could grant the Special Use application after a published Public Notice/Notice to Nearby Residents/Public Hearing process is concluded.

If the Special Use is granted, then the applicant could proceed with the conditional rezoning of the property to a specific commercial zoning district. Again, the Zoning Administrator would need to determine that the proposed

commercial use(s) for the property were consistent with the applicant's/applicants' proposed zoning district under the proposed conditional rezoning. The Planning Commission would then undertake proceedings and, if approved, the request for conditional rezoning would move to the City Commission for consideration.

Since Commissioners Kokx and Morrill have an interest in this matter and the issuance of a Special Use Permit as well as the property being conditionally rezoned, as previously noted, they have a conflict and should recuse themselves from discussion of these matters as well as voting on these matters when/should they come before the Planning Commission for consideration.

**CITY OF SCOTTVILLE**  
**MEMORANDUM**

**Date:** July 08, 2024

**To:** Mayor Spencer and City Commissioners

**From:** Clarence E. Goodlein, Interim City Manager

**Subject:** Report Of The City Manager – Activity of City Administration

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Since the last meeting of the City Commission, City Administration has engaged in the following activities.

- Meetings with the Zoning Administrator concerning aspects of the Zoning Ordinance and the Michigan Enabling Act as it applies to Zoning issues at 113 Blaine
- Discussions with Staff concerning the Stallion Mills encroachments and the owner's request to expand the building's footprint beyond the resolution of the existing encroachments.
- Discussions with Personnel Committee Members concerning various methods of employee evaluation.
- Meetings with family home day-care providers concerning current Ordinance requirements related to Zoning.
- Meetings with School Officials concerning additional Police services and expense related to providing same.
- Meeting with Mason County Emergency Management Director concerning an "after-action" analysis of the City's response to the water-main rupture on Friday, May 24, 2024.
- Finalization and dispatch of billing to Norlund & Associates for expenses related to the water-main rupture on May 24, 2024.
- Discussion with DDA concerning drainage from their soft-scape project near the former Optimist's building.
- Discussion with downtown business-owner concerning the east-west alley on the south side of the Stallion Mills building.
- Casual traffic counts of alley traffic on the east-west alley on the south side of the Stallion Mills building.
- Discussion with Police Chief concerning staffing vis-à-vis the City's Operational Budget.
- Review of Brooks' FOIA document responses.
- Telephone meetings with representatives of MDOT concerning ACT 51 mapping and reports.

**CITY OF SCOTTVILLE**  
**MEMORANDUM**

**Date:** July 08, 2024

**To:** Mayor Spencer and City Commissioners

**From:** Clarence E. Goodlein, Interim City Manager

**Subject:** **Stallion Mills' Request To Expand Its Property's Footprint Beyond The Present Encroachments, South, And Into The East/West City Alley At That Location**

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As you know from the last meeting of the City Commission, Stallion Mills owner, Jeff Barnet, has requested to extend the property footprint of this building beyond the existing encroachment and into the alley another four (4) to six (6) feet and the City Commission has delayed their decision concerning this request pending review by the City's Police and Fire Departments, the City's Department of Public Works, and the City's EMS Provider, Life EMS. The written evaluations by these Departments and the City's EMS provider accompany this memorandum.

In addition to these evaluations, this writer also re-visited the property on several occasions since the City Commission last met to perform a casual traffic count and to better understand the applicant's need to extend the building's footprint other than to eliminate the existing encroachment. During these occasions, I did observe east-west/west-east traffic in the south alley and noted that several vehicles drove east→west or west→east in the alley on the occasions during which I visited the location.

I hope that the City Commission finds the evaluations of City's Police and Fire Departments, the City's Department of Public Works, and the City's EMS Provider, Life EMS helpful.



Dear City Commission,

Interim Chief Katrina Skinner viewed the zoning request for Stallion Mill regarding the Alley to the South of the building along the Railroad easement.

I have attached 6 photos to the report. It is my understanding that a emergency exit with a Handicap ramp be constructed on the South side of the building exiting into alley. There is not enough room for a wheelchair to exit on a ramp at the 3 feet marking.

There would be enough room at the 6 feet marking but not enough room for snow removal bucket without going approximately 2.5 feet into the Railroad right of way. Jabrocki's excavation stated the bucket is 12 feet wide. This is marked between the 6 feet marking to the South at the 12' J (Jabrocki) marking. This will not give any extra space on either side of the bucket. Without using the alley for snow removal this will be an additional yearly cost to the city residence for snow removal.

The distance between the 6 feet marking and the Railroad right away is 8 feet. As you can see in the photo the F150 is parked between the 6 feet marking and the 50-foot railroad marking. There are standard mirrors on the truck. On the passenger side of the vehicle the mirror goes over the 50-foot marking.

In the years past during the Harvest Festival or the Fall Festival if vehicles were parked along the railroad in Railroad right away the Railroad would call dispatch referencing a parking complaint and request the vehicles be removed. I am concerned if the Railroad will not allow parking in the right of way would they allow the roadway to expand South over into the right a way?

My recommendation is to allow the 3 feet to Stallion Mill for an emergency exit off the South side of the building only if there is a traffic safety barrier at the 3 feet marking and the roadway. I am recommending the alley change to one way East bound traffic only from South Main Street to South Blaine Street. The Alley from South Main Street to South Columbia Ave on the South side of the alley be posted no parking.

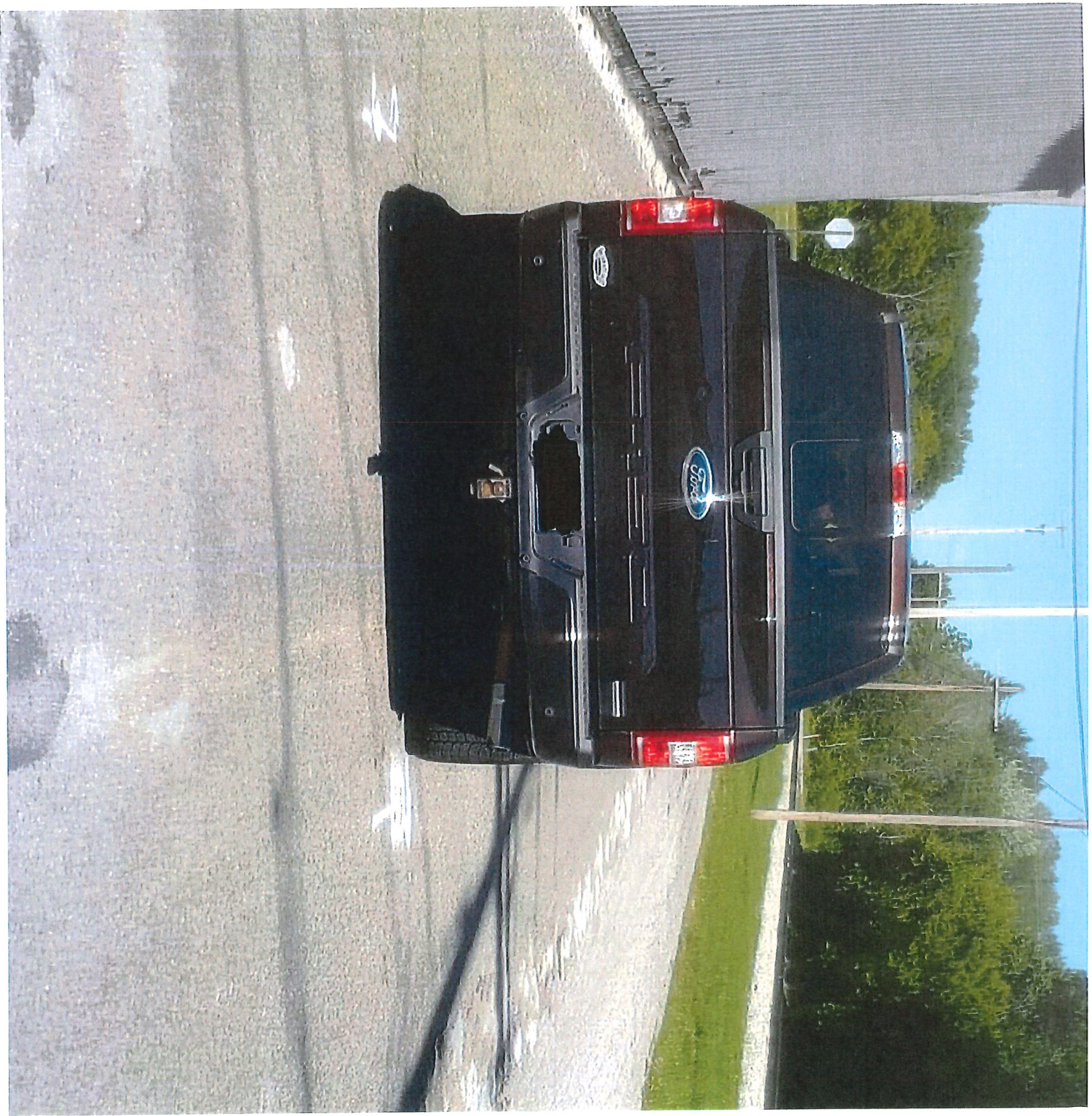
I do not recommend closing the alley. This is the only street/alley from East State Street to Second Street without going to the State and Main light in an emergency. Traveling North on South Main Street is a dangerous intersection with traffic a blind spot from both East and Westbound traffic. It is safer for emergency vehicles to use the alley.

Interim Chief Katrina Skinner













## Clarence Goodlein

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**From:** Jim Herrema <jherrema@lifeems.com>  
**Sent:** Thursday, June 27, 2024 1:49 PM  
**To:** Clarence Goodlein  
**Cc:** Jeff Stockhill  
**Subject:** Ems Evaluation of 145 S. Main St Property

Mr. Goodlein,

I have evaluated the alley that would be affected by the proposed building extension to the South for the Stallion Mills business. In my opinion, it does not appear that a 4-6 foot Southern extension to the current structure would hinder ambulance response to that area. It appears that the alley would still be wide enough to accommodate an ambulance travelling in either direction through that area. From my perspective, this proposed extension would not negatively impact public safety as it relates to emergency medical responses from our company. I really appreciate you reaching out to me and considering our response needs for the Scottville community. Please don't hesitate to contact me if I can be of any further assistance.

Jim Herrema

Jim Herrema  
Deputy Director of Northern Operations  
Life EMS Ambulance  
231-690-2618

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Clarence,

We were able to get over to 145 S Main St and do a DPW development evaluation on the new business plans for the Stallion Mill project. With the information that has been provided it is our opinion that the city is able to downsize the alley to accommodate some of the requests being made. If we are not looking at a full vacation of the alley currently, we don't see a significant issue with making some of the smaller changes. However, it is important that we look at the big picture and make sure measurements, land surveys, and legalities are all in place. Our department does not know every detail of the plans being executed for that property, so it is a hard judgement call on what is to come. The narrative for the DPW, contractors, and residents around town is that we at least maintain a one-way alley at bare minimum. There is a lot of traffic in that alley, it would be nice to either improve it, or downsize and make it one way. I believe there needs to be input from surrounding business owners, residents, and possibly the infrastructure and grounds committee to be included. Eventually traffic control orders, signage for parking issues that will inevitably come, and snow removal changes will need to be looked at. This is in no way a negative recommendation. The DPW will accommodate business owners and the council to the best of our ability. Thank you for your time and we look forward to helping however we can.

-Department of Public Works

7/3/24

# ***Scottville Fire Department***

110 East Broadway Ave.  
Scottville, MI  
49454

To whom it may concern, in reference to the usage of the alley next to the old grain mill. The Scottville Fire department would recommend allowing them to add on to their building any amount that would still leave enough room for the alley to safely be utilized for one way traffic. Any questions feel free to contact me.

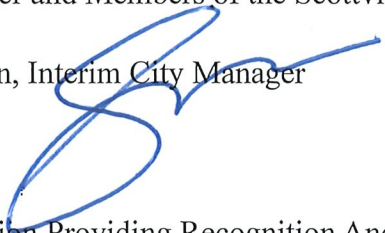
Chief Dale Larr

(231)690-2545

# MEMORANDUM

## CITY OF SCOTTVILLE

**To:** Mayor Marcy Spencer and Members of the Scottville City Commission

**From:** Clarence E. Goodlein, Interim City Manager 

**Date:** July 08, 2024

**Subject:** Request For Resolution Providing Recognition And Tribute To Employees, Public Safety Personnel, And Businesses That Furnished Assistance And Relief To The City During The Memorial Day Weekend 2024 Water Main Break

**Background:** On Friday, May 24, 2024, at approximately 11:30 AM excavation workers near Ludington struck a water main causing it to rupture and stopping the supply of fresh water to the residents and businesses of the City of Scottville. Through the subsequent efforts of the City's elected officials, the City's workers, personnel of the Ludington Department of Public Works and its Fresh Water Plant, area Fire Chiefs and their Fire Department personnel, Fiers Towing and Recovery, Ice Mountain Spring Water of Stanwood, Michigan, and many others who were not identified, the City provided fresh water to its residents and businesses until clean fresh water was restored some days later.

The unselfishness and righteousness of these individuals is noteworthy and deserving of special recognition and tribute. These individuals demonstrated a sense of responsibility to the community that is commendable and not present in many places.

**Recommendation:** It is recommended that the City Commission recognize and give tribute to these individuals unselfishness and righteousness by proclaiming their gratitude and appreciation through the City Commission Resolution that accompanies this memorandum.

# City of Scottville

## RESOLUTION 24-09

### **Resolution Providing Recognition And Tribute To Employees, Public Safety Personnel, And Businesses That Furnished Assistance And Relief To The City During The Memorial Day Weekend 2024 Water Main Break**

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Commission Member \_\_\_\_\_ offered the following resolution and moved its adoption:

**WHEREAS**, the City experienced a serious emergency on May 24, 2024 when excavation work near Ludington caused a water main break and a loss of fresh water to City businesses and residents; and

**WHEREAS**, this emergency required that not only repairs to the water main be completed quickly, but that businesses and residents be supplied with fresh water for drinking and hand-washing; and

**WHEREAS**, the employees of the City of Scottville worked tirelessly and admirably until the emergency was abated and fresh water was available three days later; and

**WHEREAS**, the efforts of Ludington DPW Superintendent Andy Larr and his employees as well as Ludington Water Plant Superintendent Jamie Hockemeyer and his employees to mitigate and end this emergency were both exemplary and deserving of gratitude; and

**WHEREAS**, the work and efforts of Fire Chief Dale Larr and the Scottville Fire Department, Fire Chief Darryl Crawford and the Custer Fire Department, Fire Chief Jo Cooper and the Riverton Fire Department, Fire Chief Dan Abbot and the Branch Fire Department, and Fire Chief Ron Melchert and the Grant Township Fire Department to distribute water throughout the City provided residents and businesses with much needed relief and safety; and

**WHEREAS**, Jeff Fiers of Fiers Towing and Recovery generously and without cost to the City transported nearly 1000 cases of bottled water from Stanwood, Michigan to the City's center for distribution to residents and businesses; and

**WHEREAS**, Ice Mountain Spring Water of Stanwood, Michigan generously donated nearly 1000 cases of bottled water to keep City residents safe and healthy while there was no safe water available.

**NOW THEREFORE BE IT RESOLVED**, that the Scottville City Commission, hereby, proclaims by this Resolution its profound gratitude to all of these individuals and businesses for their remarkable and admirable assistance to the Scottville community during this fresh water emergency and profound risk to public health.

**NOW THEREFORE BE IT FURTHER RESOLVED**, that this Resolution shall serve as a tribute to these individuals and businesses for their commitment to righteousness and unselfishness.

Second by Commission Member \_\_\_\_\_ Yeas. \_\_\_\_\_ Nays.

\_\_\_\_\_  
Marcy Spencer, Mayor

\_\_\_\_\_  
Kelse Lester, City Clerk

I, Kelse Lester, City Clerk of the City of Scottville, hereby certify the foregoing to be a true and complete copy of a resolution adopted by the Scottville City Commission at a regular meeting held on Monday, July 08, 2024.

\_\_\_\_\_  
Kelse Lester, City Clerk

# MEMORANDUM

## CITY OF SCOTTVILLE

To: Mayor Marcy Spencer and Members of the Scottville City Commission

From: Susan McCray-King, Chairperson of the Scottville Planning Commission

Date: *Susan McCray-King* 07/03/2024  
July 08, 2024

Subject: Zoning Ordinance Regulation of Family Child-Care Homes In A Single-Family Residence  
Within R-1, R-2, or R-3 Zoning Districts

At the regularly scheduled meeting of the Scottville Planning Commission on July 02, 2024, the Planning Commission discussed a memorandum from Interim City Manager Clarence E. Goodlein that recommended that State Certified and Designated Family Child-Care Homes<sup>1</sup> be classified and listed as *Home Occupations* in §153.185 of the Scottville Code of Ordinances for the purpose of Zoning and Special-Use Permit determinations and issuance. The discussion included commentary from the Public as well as Interim City Manager Goodlein that most communities regard these businesses as home occupations that require no Special Use Permit requirement or process.

Subsequently, the Planning Commission received a motion from Planning Commission Member Roy Holder that was seconded by Mindi Dangler to recommend that the City Commission consider amending §153.185 of the Scottville Code of Ordinances so that State Certified and Designated Family Child-Care Homes<sup>2</sup> can be classified and listed as *Home Occupations* that would be exempt from Special Use Permit requirements. A vote was taken, and the motion passed.

Consequently, the Planning Commission makes this recommendation to City Commissioners for their consideration.

Accompanying this memorandum is a copy of the Interim City Manager's memorandum to the Planning Commission concerning this matter


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<sup>1</sup> *Family Child-Care Homes* that are certified and designated as such by the Michigan Department of Licensing and Regulation are authorized to provide child-care/day-care services for seven (7) or less children according to guidelines established by Administrative Rules.

<sup>2</sup> Ibid.

**MEMORANDUM**  
**CITY OF SCOTTVILLE**

To: Susan McCray-King, Chairperson and Members of the Planning Commission

From: Clarence E. Goodlein, Interim City Manager 

Date: July 02, 2024

Subject: Zoning Ordinance Regulation of In-Home Day-Care/Child-Care In A Single-Family Residence  
R-1, R-2, or R-3 Zoning District

According to the US Census Bureau and the Michigan Department of Licensing and Regulatory Affairs, three or more children compete for every single child-care slot that is available in most counties across the State. Since the absence of available child-care is believed to encourage poverty in single-mother households and to lessen opportunities for pre-school children to develop rudimentary social and learning skills, many communities have worked diligently to encourage child-care venues within their neighborhoods.

In Michigan, a certificate or licensing is required for child-care facilities as are inspections of the premises where child-care is conducted. Of all the types of child-care facilities (i.e., family child-care homes, group child-care homes, or child-care centers), family child-care homes seem to predominate and are many times preferred by clients due to State regulations that limit the total number of child-clients to seven (7) or less and perceptions that children may receive better care in environments with fewer children.

While the barrier to the expansion of child-care services has been often the absence of the required training and credentials for child-care staff members, another barrier is sometimes zoning regulations that require *special-use-permits* which are costly and a process that is lengthy. In Scottville, for instance and unlike in some other communities, it is unclear whether a family child-care home is a *home occupation* (see §153.185 – Scottville Code of Ordinances) or whether it requires a *special-use permit* (see §153.095 – Scottville Code of Ordinances).

In my opinion, an amendment to the Scottville Zoning Ordinance that designated Michigan Certified Family Child-Care Homes as *Home Occupations* would benefit the community by simplifying the process by which a resident could become a provider of these child-care services and by providing neighborhood venues in the proximity to many families in desperate need of child-care.

It would be my recommendation that the Planning Commission consider a recommendation to the City Commission that they consider making such an amendment to the City's Zoning Ordinance since the same would be in the best interest of the City and families.