

**CITY OF SCOTTVILLE
COMMISSION MEETING AGENDA**

1292nd Regular Meeting, Monday, October 15, 2012, 5:30 PM

1. Call to Order at 5:30 PM
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Approval of 1291st Regular Meeting Minutes
5. Approval of the Bills
6. Hearing of Citizens
(Comments Limited to 3 Minutes)
7. Communications
 - 1) Presentation of June 30, 2012 Audit
 - 2) Rural Fire Authority Minutes
8. Public Hearing on Close Out of the CDBG Streetscape Grants
 - 1) Close Regular Commission Meeting & Open Public Hearing
 - 2) Staff Report
 - 3) Commissioners Comments & Questions
 - 4) Public Comments
 - 5) Close Public Hearing and Re-Convene Regular Commission Meeting
9. Reports
 - a) City Manager
 - b) City Attorney
 - c) Police Department
 - d) City Treasurer
 - e) Main Street Manager
10. Additions & Deletions to the Agenda
11. Old Business
 - 1) Main Street Board Appointments
12. New Business
 - 1) Lifesaving Awards Presentation
13. Hearing of Citizens
(Comments Limited to 3 Minutes)
14. Commission Reports & Comments
15. Adjournment

CITY OF SCOTTVILLE

MEMORANDUM

To: Mayor Baxter & City Commissioners

From: Amy S. Williams, City Manager

Date: October 11, 2012

RE: Pre-Meeting Notes for the Monday, October 15, 2012 Meeting; 5:30pm

COMMUNICATIONS

Presentation of June 30, 2012 Audit: Eric VanDop from Brickley DeLong will be at the meeting to present the June 30, 2012 audit. He will be meeting with the Finance Committee to review the audit in detail at 4:30 pm on Monday and will then just summarize the highlights at the full board meeting. You are welcome to attend the earlier meeting if you would like. A copy of the audit is enclosed for your review prior to the meeting.

Rural Fire Authority Minutes: Minutes from their meeting on September 27, 2012 are enclosed for your review.

PUBLIC HEARING ON CLOSE OUT OF CDBG STREETScape GRANTS

As I mentioned at our last meeting we would be holding one more public hearing to close out the final two CDBG Grants (Façade & Signature Building).

As far as the Façade, those buildings getting work done in this last round were Carr Communications (rear entrance), Scottville Senior Center, Charlie's Bar and Jason's Main Street Market. Collectively these four projects received \$194,500 in grant funds and more than \$180,000 was invested by the building owners into the interior work done on their buildings. There are still a few small punch list items being completed on a couple of the buildings, but the project as a whole is considered complete.

For the Signature Building Project, the McMaster's purchased the building at 101 N. Main Street and has renovated the main floor for office space and added 3 apartments to the second story. At this time much of the main level office space is filled and all three apartments have been rented bringing additional people into our downtown. The McMaster's received a \$50,000 grant for the purchase of the building and have put over \$450,000 into the interior and exterior improvements to their building. They had also received a Rental Rehabilitation Grant to construct the apartments and were also able to take advantage of the Brownfield program. This project is complete.

REPORTS CITY MANAGER

Updates:

~ I held the second citizen coffee hour this week and had three people in attendance, two of them being new. I had also heard from a couple others later that day that had wanted to be there, but had forgotten, so I think the word is starting to spread and we will likely see attendance improve over the next few months. The next coffee hour will be on Monday, November 12th from 9:30 to 10:30.

~ Just as a reminder October 30th will be the last day that compost bags will be picked up. Residents can still take yard waste to the Department of Public Works building and place in the appropriate piles out back.

~ The City Wide Trash Day will be on Saturday, October 20th. A list of acceptable items is available at City Hall and there will also be an ad in the paper prior to the scheduled pick up.

~ Trick or Treating will be on October 31st from 6 to 8 pm.

~ Awhile back we discussed selling the two lawn mowers that were taken out of service. Rather than advertising them in the paper for bid we took them to the Michigan On-line auction house here in the city and we received nearly \$2,000 for the pair, which I believe is more than we would have gotten advertising them. We also took an old flair mower and chainsaw. The mower sold this past week for over \$100 and the chainsaw has not yet been put up for auction. We have sold other items as well through them and this has worked very well for us in each case.

We also have gotten rid of the Ford truck that was used to water the flowers; it had finally given up after this summer. As the truck wasn't in running condition anymore, we took it in for scrap and received \$550, which I thought was quite good as we purchased it 4 or 5 years ago for \$1,000. All of this money will go back into the equipment fund as proceeds from sale of equipment.

CITY ATTORNEY

Tracy will be at the meeting to answer questions.

POLICE DEPARTMENT

Chief Barnett will be at Monday's meeting to answer questions. He has submitted the monthly police report for your review.

CITY TREASURER

As noted above the auditors will be here to present the annual audit report. I have also enclosed the Financials for September for your review.

MAIN STREET MANAGER

Heather will be at the meeting to answer questions and give an update as to what Main Street has been working on.

OLD BUSINESS

Main Street Board Appointments: Currently the Main Street Board has a vacancy and also there is a term set to expire on December 31, 2012. The board met this week and is recommending you make the following appointments:

- Jamie Healy be appointed to fill the remainder of the term expiring on December 31, 2013.
- Beth McMaster be re-appointed to a term beginning January 1, 2013. Beth was appointed to the board earlier this year to fill the remainder of the term set to expire in December, so she is eligible to be re-appointed to a 4 year term.

I have enclosed a resolution making these appointments that I am recommending you approve on Monday night.

NEW BUSINESS

Lifesaving Awards Presentation: Chief Barnett would like to recognize those individuals that were instrumental in helping save Richard Cox's life this past summer when he collapsed in front of his store. Chief will present those individuals with a pin in recognition of their efforts at our meeting.