

**CITY OF SCOTTVILLE  
COMMISSION MEETING AGENDA**

1289<sup>th</sup> Regular Meeting, Tuesday, September 4, 2012, 5:30 PM

1. Call to Order at 5:30 PM
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Approval of the Bills
5. Hearing of Citizens  
(Comments Limited to 3 Minutes)
6. Communications
  - 1) Harvest Festival Schedule of Events
  - 2) Correspondence from Mason County Zoning
7. Reports
  - a) City Manager
  - b) City Attorney
  - c) Police Department
  - d) City Treasurer
  - e) Main Street Managers Report
8. Additions & Deletions to the Agenda
9. Old Business
  - 1) Snow Plowing Contract
10. New Business
  - 1) Sale of Used Lawnmowers
  - 2) Approval of Street Closures for Harvest Festival
  - 3) Citizen Coffee Hour
11. Hearing of Citizens  
(Comments Limited to 3 Minutes)
12. Commission Reports & Comments
13. Adjournment

# CITY OF SCOTTVILLE

## MEMORANDUM

**To: Mayor Baxter & City Commissioners**

**From: Amy S. Williams, City Manager**

**Date: August 30, 2012**

**RE: Pre-Meeting Notes for the Tuesday, September 4, 2012 Meeting; 5:30pm**

### COMMUNICATIONS

***Harvest Festival Schedule of Events:*** Attached is an event listing for the Harvest Festival as of this week. There is always a chance events may be added or possibly deleted, but it should be pretty accurate for the most part. Under New Business you will be asked to approve a street closure request for the event that the Chamber of Commerce has submitted.

***Correspondence from Mason County Zoning:*** Mason County is in the process of updating their Comprehensive Plan and is seeking input into the process. Attached is a letter talking about the process they are undertaking.

### REPORTS CITY MANAGER

#### ***Updates:***

~ As a reminder, there are no Commission Minutes to approve this week as Debbie has been on vacation and the minutes have not yet been transcribed. You will approve the minutes from the August 20<sup>th</sup> meeting and the September 4<sup>th</sup> meeting at your meeting on September 17<sup>th</sup>.

~ The Celebrating Success events that were held this week were well attended and people seemed to appreciate the effort that all the parties put in to make improvements to their respective buildings. Thanks also to West Shore Bank for sponsoring the refreshments at each location.

~ The Planning Commission is scheduled to meet on Tuesday, September 11<sup>th</sup> at 5:30 pm. They will be working on the Master Plan and also having a discussion about the Medical Marijuana issue.

~ The Flower Baskets will be taken down this week. The baskets survived very well this year despite the extreme heat. Thank you to Mayor Baxter for all his work to keep them healthy throughout the summer.

~ I had Tracy review the Ordinance regarding Street Vendors. Section 111.07 of our Ordinance Prohibits Street Vendors from operating in downtown, McPhail Field, Riverside Park & the boat launch unless an exemption is granted. In this case the Parks & Recreation Board voted to allow the Ice Cream Vendor to be at Riverside Park & McPhail field after a discussion on the subject at one of their meetings last year. Tracy also noted he had done some research as to what other communities are doing regarding this issue and it seems it is really a never ending issue with everyone. We can't strictly prohibit it; we can set fees in which people have to pay to be a street vendor. I spent the weekend in Traverse City last week and I noticed that they are dealing with the street vendor issue in regards to possibly changing their fee structure, but ultimately street vendors are allowed. As we are nearing the end of the season, I think this is an issue we want to spend a little more time looking into prior to next summer.

~ John Wilton who purchased the Old School House has been here for the past two weeks working to shore up the building for winter. He plans to remain here through mid to late September and will then be back again next summer. As he lives in Australia it isn't that easy for him to just come here to do work on it. He has made arrangements with our office in the event something happens with the building over the winter so that we may have access to it. If you get a chance please stop by to meet John, he is a very nice person and is very interesting to talk to. He noted to me that he is still not 100% sure of his plans for the building, his main goal at this time is to shore it up to get it through the winter safely.

### **CITY ATTORNEY**

Tracy will be at the meeting to answer questions.

### **POLICE DEPARTMENT**

Chief Barnett will be at Monday's meeting to answer questions.

### **CITY TREASURER**

I've enclosed a copy of the fiscal year end financial reports. Overall, we had a pretty good year across the board in all funds. The administrative grant dollars the Main Street/DDA received on the Rental Rehab grants allowed them to put money back to their fund balance for the first time in a few years. The auditors will be here in early October to discuss the complete audit with you.

I will have the September & August reports for you at our next meeting.

## **MAIN STREET MANAGER**

Heather will be at the meeting to answer questions.

## **OLD BUSINESS**

***Snow Plowing Contract:*** I hate to think about snow, but it is inevitable. Last year we bid out and received only one bid for snow removal and that was from Jabrocki Excavating. In the contract we have with him we allow for a one year contract renewal with no changes to the price per hour. At this time it is my recommendation we exercise our contract renewal option with Jabrocki Excavating. A copy of the current contract is enclosed for your review.

## **NEW BUSINESS**

***Sale of Used Lawnmowers:*** We have two old lawnmowers that we are no longer using. I would like to sell them as they are just taking up valuable space in our DPW storage building. I'm not sure of the value of the mowers, they are a 1998 and a 1999 Snapper Zero-turn 60". Each mower does run and has had some work done to them, but they are nearly 13 & 14 years old. I have had some people approach me about purchasing them; however, I think it would be most fair to sell them by sealed bid.

***Approval for Street Closures for Harvest Festival:*** The Chamber of Commerce has sent a letter requesting street closures for the Harvest Festival. This is the same exact closures that we've approved for the past several years. It is my recommendation to approve the closure on Monday night.

***Citizen Coffee Hour:*** I will be hosting a coffee hour the second Monday of each month from 9:30 to 10:30 here at City Hall. I'm encouraging our citizens to come in and enjoy a cup of coffee and just casually talk about what may be on their mind or get answers to questions that they may have.

We do have our commission meetings twice a month, but people can't always attend or I think some don't like to attend for one reason or another, so I thought an informal setting may be more appealing to some people. I have always operated my office as an "open door", but I think some people are still apprehensive of coming in to talk in my office. I am hoping that people will feel comfortable about coming in and just talking about what they have on their mind in a more "casual setting". I will try this for a few months to see if it catches on and we can go from there. The first coffee hour will be on Monday, September 10<sup>th</sup> from 9:30 – 10:30.