

CITY OF SCOTTVILLE
COMMISSION MEETING AGENDA

1296th Regular Meeting, Monday, December 17, 2012, 5:30 PM

1. Call to Order at 5:30 PM
2. Pledge of Allegiance
3. Roll Call of Commissioners
4. Approval of 1294th Regular Meeting Minutes
5. Approval of the Bills
6. Hearing of Citizens
(Comments Limited to 3 Minutes)
7. Communications
 - 1) Liquor Control Commission Correspondence
 - 2) Rural Fire Authority Minutes
8. Reports
 - a) City Manager
 - b) City Attorney
 - c) Police Department
 - d) City Treasurer
 - e) Main Street Manager
9. Additions & Deletions to the Agenda
10. Old Business
 - 1) Board of Review Appointment
 - 2) USDA Rural Development Grant
 - 3) Inter-Local Governmental Agreement
11. New Business
 - 1) Resolution to Approve 2013 City Commission Meeting Dates
 - 2) Resolution to Approve 2013 Parks & Recreation Board Meeting Dates
 - 3) Resolution to Approve 2013 Planning Commission Meeting Dates
 - 4) Resolution to Approve 2013 Main Street Board Meeting Dates
12. Hearing of Citizens
(Comments Limited to 3 Minutes)
13. Commission Reports & Comments
14. Adjournment

CITY OF SCOTTVILLE

MEMORANDUM

To: Mayor Baxter & City Commissioners

From: Amy S. Williams, City Manager

Date: December 12, 2012

RE: Pre-Meeting Notes for the Monday, December 17, 2012 Meeting; 5:30pm

COMMUNICATIONS

Liquor Control Commission Correspondence: We received a letter from the Michigan Liquor Control Commission regarding transferring the liquor license from 108 S. Main Street (Nichols Drug Store). You do not need to approve this transfer request, however, you are allowed to make comments on the request if you so wish.

Rural Fire Authority Minutes: Minutes from their meeting on November 29, 2012 are enclosed for your review. Just as a reminder there is an opening for a member At-Large and letters on interest can be mailed here to City Hall, they are due by December 20th.

REPORTS CITY MANAGER

Updates:

~ City Hall will be closed on Monday, December 24th, Tuesday, December 25th, Monday, December 31st and Tuesday, January 1st in observance of the Christmas & New Year's Holidays.

~ Trash and recycling pick-up will be on Wednesday, December 26th and on Wednesday, January 2nd due to Christmas & New Years Day falling on Tuesday's both weeks.

~ At the time of this memo the state legislature has not yet acted on the Personal Property Tax issue. They are expected to formally vote on it this week, so I should have more of an update for you at our meeting on Monday.

CITY ATTORNEY

Tracy will be at the meeting to answer questions.

POLICE DEPARTMENT

Chief Barnett will be at Monday's meeting to answer questions and will have the monthly police report available for you.

CITY TREASURER

November financials are submitted for your review.

MAIN STREET MANAGER

Heather will be at Monday's meeting to answer any questions that you may have.

OLD BUSINESS

Board of Review Appointment: Since our last meeting I have received on letter of interest for the opening on the Board of Review. I did have another person inquire about the position but to date have not received any letter from them. A copy of the letter of intent from the one resident is enclosed for your review. If you wish to appoint that person on Monday night you may do so by Resolution.

In regards to the meeting that was scheduled this week for the Board of Review, they made arrangements with the one member to be able to sign the needed paperwork for the meeting to be official, so that issue was avoided. We did learn that the meetings of the board of review for December and July are spelled out by the State so there isn't a whole lot of leeway that we have for changing the meetings.

USDA Rural Development Grant: Earlier this year I applied for a USDA Grant to purchase a new police cruiser. On April 2, 2012 we held a public hearing on that Grant Application, which was ultimately approved for submittal. Last week I met with our USDA representative in regards to the grant. The money is being allocated from the Federal Government and we should have formal approval within the next two weeks to move forward with the purchase of the new cruiser. The grant amount that we have been approved for is \$11,000 based on a total purchase price of \$28,000. The actual cost of the car is around \$23,000, the remaining \$5,000 will be to transfer the equipment from the car we are rotating out of service (2007) as well as some new equipment needed for the car.

The price of the car is coming from the State Purchasing Program, I will however check with local dealerships on the price from them but at least we know the State Purchasing Contract price. In the past it has been very hard for the local dealerships to compete with the State Contract, but I would like to ask them regardless.

At this time I am asking for approval to order the new car once final approval is given from Rural Development. In speaking with the dealership that holds the State Purchasing Contract, there is some wait time on getting the new cars so likely it may be a few months before the new car arrives. Once the equipment from the old car has been transferred we will put that car up for sale which will then offset the purchase price even more.

Inter-Local Governmental Agreement: The agreement we have with the City of Ludington to share the Chief & Captain positions is set to expire on December 31st. The City of Ludington has sent a new amended agreement over that they are asking us to sign by the end of the year to extend the contract by one year. A copy of the agreement is attached and I'm asking you to approve it at Monday's meeting. We will also be holding a joint meeting with both of our Public Safety Committee's after the first of the year to discuss some items about the future of the agreement.

NEW BUSINESS

Resolution to Approve 2013 City Commission Meeting Dates: I prepared a resolution to set the meeting dates for the upcoming year. The only change from our normal schedule will be in September and I'm suggesting we move the meetings to the 2nd & 4th Monday's that month due to the Labor Day holiday, otherwise all other meetings will be on the first & third Monday's at 5:30 pm.

Resolution to Approve 2013 Parks & Recreation Board Meeting Dates: This board typically meets on the 2nd Monday's at 6:00pm here at City Hall. They generally do not meet in January and December so the schedule reflects this. Also, as we are moving the City Commission meetings in September to the 2nd & 4th Monday's, the September meeting for this board will be on the 3rd Monday. In the event the school doesn't take over the Summer Ball Program, we will likely call a special meeting of this board in January to meet with some coached interested in starting a Little League Program. I am recommending you approve this resolution.

Resolution to Approve 2013 Planning Commission Meeting Dates: This Commission generally meets on the 1st Tuesday of the month at 5:30 pm at City Hall. A schedule reflecting those dates has been made and I'm recommending you approve it on Monday night. This board does not schedule a meeting in July due to the 4th of July holiday and the other exception will be in January the meeting has been changed to the 2nd Tuesday as January 1st is a holiday.

Resolution to Approve the 2013 Main Street Board Meeting Dates: This board meets on the 2nd Wednesday of the month at 8am at the Main Street office, 101 N Main Street. I am recommending you approve this resolution on Monday night.