

CITY OF SCOTTVILLE
COMMISSION MEETING AGENDA
City Hall 105 N Main St

1524th Regular Meeting Monday July 11th, 2022, at 6:30 PM

1. Call to Order at 6:30 PM
2. Pledge of Allegiance
3. Roll Call
4. Additions to the Agenda
5. Approval of Agenda
6. Approval of the Consent Agenda

All matters listed under item 6, Consent Agenda are considered routine by the Council 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 1523rd Meeting Minutes
- B. Approval of Bills in the amount of \$38,462.42

7. Correspondence

8. Department Reports

- a. City Manager
- b. Police Chief
- c. City Attorney
- d. Mayor
- e. Treasurer/Clerk
- f. Assessor
- g. Committee Reports/Board Report
 - Building, Grounds & Infrastructure
 - Finance
 - Ordinance/ Public Safety
 - Personnel, Rules & Ethics
 - Planning Commission
 - Parks & Rec Board
- h. Mason County Commissioner Representative
- i. MCRFA Representative

9. Public Hearing

- a. Close Regular Meeting/Open Public Hearing
- b. Food Truck Ordinance
- c. Commissioner Comments/Questions
- d. Public Comments/Questions
- e. Close Public Hearing/Reconvene Regular Meeting

10. Unfinished Business

- a. Brownfield Authority Board Appointments

11. New Business

- a. BS&A Software Upgrade
- b. Ferguson Waterworks Proposal

12. Public Comment

Those addressing Council are asked to provide their name and address and will be limited to three minutes of speaking time. Council will hear all comments for future consideration but will not have a response at this time. Letters submitted to Council will not be publicly read. Thank you for your cooperation.

13. Council Members Comments

14. Adjournment

OFFICIAL PROCEEDINGS OF THE CITY COMMISSION OF THE CITY OF SCOTTVILLE, MICHIGAN.

The 1523rd Regular Commission meeting of the Scottville City Commission held at City Hall 105 N. Main St on June 27th, 2022. Called to order at 6:30pm by Mayor Marcy M. Spencer.

Present at Roll Call

Copenhaver

Graham

Seiter

Thue

Mayor Marcy M. Spencer

Absent: Alway, Yeomans, Alvarado

Also in attendance: Manager Newkirk, Chief Murphy, Clerk Lester & Treasurer Shafer

Additions/Deletions to Agenda

ADD; NB; Item E Brownfield Board

Approval of Agenda

Motion, by Graham with support from Thue to approve the agenda as presented.

Motion carried.

Approval of Consent Agenda

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

Motion carried.

Correspondence

None.

Department Reports

a. City Manager

In addition to his weekly report, Newkirk provided a representative from BS&A will be coming to demonstrate the "Cloud" Version of the office software currently in use at City Hall. He and Treasurer Shafer continue to make final touches to the 21/22 Budget in preparation of the fiscal year ending. One complete application has been received in reference to Marijuana Ordinance 22-01. After feedback he and Alvarado have been working on rewriting the scoring rubric.

b. Police Department

Report provided. Murphy offered he attended several meetings on behalf of the SPD. Case has completed his first year as SRO. He will be training with Murphy as he transitions to his summer schedule of night shift. Skinner will be working days to correlate more appropriately with blight enforcement.

c. Attorney

Absent

None.

d. Treasurer

Revenue and Expenditure Report provided.

e. Clerk

Lester offered she is working full force on the upcoming August Primary election (8/2/22). She reminded those present that all election petitions are due back 7/14/22 to comply with the County deadline. Poll workers are needed. Spread it around like wildfire!

- f. Assessor
None.
- g. Committee Reports
 - 1. Ordinance
Group discussed ordinance/blight updates with the SPD, Charter Amendments, and Food Truck Ordinance (recommended to full commission).
- h. Mason County Commissioner Representative
Hull offered the Council on Aging is working steadily to review the bylaws to best suit the County's 60+ residents. The County 5-year zoning review has started, as well as work on the courthouse roof.
- i. MCRFA Representative
Absent.

Unfinished Business

- a. Resolution 22-15 to amend 21/22 Budget
Motion, by Spencer with support from Seiter to approve resolution 22-15 with budget amendments as presented, and to allow Newkirk/Shafer to make final changes within the final fiscal days.
Motion carried.

New Business

- a. Insurance Policy Renewal
Motion, by Graham with support from Seiter to approve the MMRMA insurance policy renewal as presented.
Motion carried.
- b. Matt Biolette- Republic Services Representative
Biolette provided information on the standing contract with the city. Republic is requesting an amendment to reflect the rising fuel costs. Item will be presented at committee level prior to action.
- c. Food Truck Ordinance 22-02- First reading
Newkirk offered this is a spin on an existing ordinance (chapter 111; Vendor), placed as a new ordinance dealing primarily with Mobile Food Vending. This is seemingly a growing trend in our area, being ahead of things seems logical. A Public Hearing will be held within the next regular scheduled commission meeting 7/11/22 to allow comments/questions from the public.
- d. Brownfield Redevelopment Authority
Newkirk provided a draft of bylaws created by Susan Wenzlick; Senior Brownfield Consultant through Fishbeck. This is the same rule set other involved parties will be approving (City of Ludington, and Amber Township).
Motion, by Seiter with support from Thue to approve the Brownfield Authority by-laws as presented.
Motion carried.
- e. Brownfield Board Representatives
Motion, by Thue with support from Seiter to approve the Brownfield Redevelopment Authority Board Representatives as presented.
Motion carried.

Public Comment

Christopher Boardman

Council Member Comments

Graham responded to Boardmans comment suggesting he reach out to MCC Theater Department.

Adjourn

Motion, by Graham with support from Seiter to adjourn.

Motion Carried 7:38 PM

Mayor, Marcy M. Spencer

Clerk, Kelse Lester



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 7-11-22

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
AT & T MOBILITY	28730997146X06192	PHONES POLICE, MANAGER	GENERAL FUND	\$252.78
CITY OF SCOTTVILLE--PET	6-2022	CAR WASHES	MOTOR POOL F	\$100.00
MI MUNICIPAL UNEMPLOY	2ND	2ND QUARTER	GENERAL FUND	\$468.02
CONSUMERS ENERGY	202698265900	103 N MAIN	GENERAL FUND	\$202.21
ADVANTAGE MARKETING	10601	ADVERSTING RIVERSIDE PARK	GENERAL FUND	\$95.00
GREG BARNETT	6-24-22	ASSESSING	GENERAL FUND	\$636.00
BELL EQUIPMENT COMPAN	PO8455	EQUIP REPAIR	MOTOR POOL F	\$201.64
DMC UNLIMITED	06182217	COMPUTER UPDATES	GENERAL FUND	\$521.70
PLERUS	3371	ELECTION ENVELOPES	GENERAL FUND	\$34.42
C-N-C ELECTRIC	6171	LIFT STATION	SEWAGE DISPO	\$2,320.76
HOME DEPOT CREDIT SER	6-22	DPW, RIVERSIDE PARK, CEM.	GENERAL FUND	\$1,080.54
JUSTIN COOLMAN	7-2022	CLOTHING ALLOWANCE	GENERAL FUND	\$400.00
RICKY MORSE	7-1-22	CLOTHING ALLOWANCE	GENERAL FUND	\$400.00
MARC HANSEN	7-22	CLOTHING ALLOWANCE	GENERAL FUND	\$400.00
CONSUMERS ENERGY	201452403326	703 S SCOTTVILLE	GENERAL FUND	\$777.34
CONSUMERS ENERGY	201452403325	85 E REEDS	GENERAL FUND	\$48.06
CONSUMERS ENERGY	201452403324	605 N SCOTTVILLE	SEWAGE DISPO	\$47.79
CONSUMERS ENERGY	201452403327	700 S SCOTTVILLE	GENERAL FUND	\$1,229.96
CONSUMERS ENERGY	201452403322	209 W STATE	GENERAL FUND	\$35.34
CONSUMERS ENERGY	201452403321	209 W STATE	GENERAL FUND	\$65.51
CONSUMERS ENERGY	201452403318	1065 W US10	GENERAL FUND	\$30.07
CONSUMERS ENERGY	201452403317	202 E 5TH	SEWAGE DISPO	\$268.65
CONSUMERS ENERGY	201452403316	700 S SCOTTVILLE	GENERAL FUND	\$184.27
CONSUMERS ENERGY	201452103315	146 S MAIN	GENERAL FUND	\$29.24
CONSUMERS ENERGY	201452403319	1026 W HWY	GENERAL FUND	\$29.51
CONSUMERS ENERGY	201452403323	114 S MAIN	GENERAL FUND	\$37.56
CONSUMERS ENERGY	20145203314	650S SCOTTVILLE	GENERAL FUND	\$37.14
CONSUMERS ENERGY	201452403320	209 W STATE	GENERAL FUND	\$29.24
SYNCWAVE LLC	7-1-22	PHONE INTERNET	GENERAL FUND	\$245.01
MICHIGAN DEPARTMENT O	7-22	PILOT PROGRAM	GENERAL FUND	\$179.21
CONSUMERS ENERGY	201897352643	601 W 1ST	GENERAL FUND	\$134.43
CONSUMERS ENERGY	201096531626	105 N MAIN	GENERAL FUND	\$179.01
STAPLES CREDIT PLAN	6-22	OFFICE SUPPLIES	GENERAL FUND	\$23.62
LUDINGTON DAILY NEWS	6-30-22	ADVERTSING	GENERAL FUND	\$320.05
751 PARTS CO INC	6-2022	EQUIPMENT	MOTOR POOL F	\$1.84
LUDINGTON DAILY NEWS	6--1-22	ADVERTSING	GENERAL FUND	\$320.05
STAPLES CREDIT PLAN	6-2022	OFFICE SUPPLIES	GENERAL FUND	\$23.62



Listing of Invoices Scheduled for Payment

FOR CHECKS TO BE DATED 7-11-22

VENDOR	INVOICE NBR	DESCRIPTION	FUND	Amount
JIM NEWKIRK	7-5-22	ZONING PROGRAM	GENERAL FUND	\$31.79
MELISSA SLIMMEN	001	RIVERSIDE PARK CLEANING BATHROOMS	GENERAL FUND	\$200.00
MI MUNICIPAL RISK MGT.	7-22	INSURANCE BONDS	GENERAL FUND	\$18,758.50
ALWAYS SERVICE CENTER	7-1-22	EQUIP REPAIR	MOTOR POOL F	\$900.00
KIESLER POLLICE SUPPLY	SO178488	POLICE SUPPLIES	GENERAL FUND	\$592.42
CONSUMERS ENERGY	206524597485	105 N MAIN	GENERAL FUND	\$21.26
CONSUMERS ENERGY	206524597487	STREET LIGHTS	MAJOR STREET	\$46.04
CONSUMERS ENERGY	20652497486	STREET LIGHTS	GENERAL FUND	\$1,184.05
CONSUMERS ENERGY	204300143547	LIGHTS	GENERAL FUND	\$829.38
ZIEHM L.P. GAS	6-30-22	PROPANE	GENERAL FUND	\$461.22
MIKE KUSEBUSKI	1404	ELECTRICIAL WORK RIVERSIDE	GENERAL FUND	\$345.64
TNT ENTERPRIZE	7-7-22	CEMETERY, SUBSTATION, MCPHAIL	GENERAL FUND	\$1,010.00
MALBURG'S SANITATION S	220718	LIFT STATION PUMP	SEWAGE DISPO	\$200.00
DRUG SCREENS PLUS	7-5-22	DRUG SCREENING	GENERAL FUND	\$45.00
LOWE'S	7-22	RIVERSIDE	GENERAL FUND	\$2,447.53

TOTAL OF SCHEDULED CHECK RUN: \$38,462.42

Commission Pre-Meeting Notes 7/11/22

Correspondence: Nothing for the Commission

Food Truck Public Hearing: Ordinance is attached for review. First reading was last meeting and the Ordinance will be able to be voted on at the next meeting. This agenda was a little lighter so I included the public hearing for tonight.

UNFINISHED BUSINESS

Brownfield Board Appointments: The Commission previously approved all members but two. Tonight I am asking for approval for the final two boards seats to be filled by LMTA Director Paul Keson and LSD Superintendent Kyle Corlett. Ludington will be voting tonight and PM Township will be voting on the entire Brownfield Board July 12th. The Board(s) are planning to meet shortly thereafter and organize.

NEW BUSINESS

BS&A Software Upgrade – The city's computer software that handles 90%+ of the city's business is in a position where it is advantageous for us to upgrade to a cloud based platform. An upgrade now will provide staff to work remotely, utilize their cross-training skills simultaneously, greatly increase efficiencies in both staff time and customer service. This also will move our data off-site eliminating the need for our own server. Because we will be utilizing less stored data and most functions will be cloud-based the annual fees will be less with this upgrade. With the reduced annual savings the cost of this upgrade will be covered in approximately 6 years. All records and data will be transferred and guaranteed by BS&A.

Ferguson Waterworks Proposal – Our only hand-held water meter reader is dying. There are no replacements available as technology has passed us by. We spend upwards of 2-4 hours monthly just babysitting the charging cradle and handheld reader to get it to charge enough for the DPW to read meters. All efforts to purchased used equipment have been exhausted including reaching out to other municipalities, eBay, other online resale sites, and I even attempted a purchase overseas. This brings us to today where we need to upgrade and increase the efficiency of our water department. This upgrade will transfer our water collection data, give us the opportunity to have professional support to clean up our billing records, move to a much more reliable and modern method for reading meters, and will provide support for the

system into the future. This system also is cloud-based and would be available to the DPW, City Hall, and the employees in the field with a tablet or cell phone. This also is a much better system to build up to with radio read meters as we replace our “touch-pad” meters. The goal is to eventually have all radio read meters so no house visits will be necessary. An employee could drive a predetermined route and the water meter data would be collected in less than an hour. Our current walking routes take the better part of two days to complete due to the battery life of the reader, reading errors that need to be re-checked, and missed readings. The cost of this is more than covered by the increase in water revenue by installing the new meters last year.

Thanks,

Jimmy

Pere Marquette/Scottville/Ludington BRA Board

Jurisdiction	Member	Term Length
Pere Marquette	Jerry Bleau	3-Yr
Pere Marquette	Kristen Lange	2-Yr
Scottville	James Newkirk	3-Yr
Scottville	Al Deering	2-Yr
Ludington	Mitchell Foster	3-Yr
Ludington	John Terzano	2-Yr
LMTA	Paul Keson	1-Yr
LASD	Kyle Corlett	1-Yr
MCC	Jeff Mount	1-Yr



July 7, 2022

105 Main St.
Scottville, MI 49454

Recommended proposal

Dear City of Scottville Staff,

Per your request, Ferguson Waterworks is appreciative for the opportunity to offer the following proposal good through August 1st, 2022 for City of Scottville, Michigan:

AMR Reading:	Description:	Number of units:	Current cost:
Neptune 360 Hosted Software	Annual fee/Bluetooth to Phone	600?	\$2,900 (Annual)
Software file validation setup	Implementation	1	\$2,173.91
Belt Clip Transceiver	Requires mobile device	1	\$5,978.98
Total			\$11,052.88

We wanted to present a proposal which would provide latest reading solution. The pricing proposal is guaranteed through June 30th, 2022 for meters, radios, and hosted cloud software. Cost of installation of residential meters can be quoted if needed.

Key aspects of Neptune V4(starts with a “15” MIU ID number for R900 Radios):

- Can be read with Neptune Handheld, Drive By MRX, and Fixed network AMI reading equipment
- No Programming/reprogramming needed to be read by Neptune Mobile or AMI fixed network equipment
- Neptune 360 hosted cloud reading software can provide near real time reads to billing staff with driveby unit
- Can add fixed network collectors later and read seamlessly without having to field program each individual radio
- V4 Radios store up to 96 days of data
- MRX920 can data log V4 radios in the field, identify missed reads, leak flags, reverse flow events, etc.
- Neptune V4 radios can be wired to existing Neptune protocol meters
- Can move meter reading system at your own pace with minimal additions
- Neptune meters and radios are backward compatible and forward migratable meaning they do not leave their customers stranded with old equipment, no forced upgrades.

Services Ferguson can provide:

- Unmatched support and availability of equipment for large and small quantities
- Continuous tech support included with cloud software

Thank you for the opportunity to propose an AMR solution capable of migration to an AMI system if needed. With the Neptune system, a customized program can be implemented seamlessly with existing meters and ongoing implementation of the AMR or AMI system. Please let me know if you have any questions or concerns and I would be gladly address them in a timely manner.

Sincerely,

Steven Berra
Ferguson Waterworks
a Neptune Meter Distributor
231-301-5137
Steven.berra@ferguson.com

Proposal for:
City of Scottville, Mason County MI

July 1, 2022

Quoted by: Keegan Nixon

Software and Services for BS&A Cloud Upgrade



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Upgrade - Cloud Modules

Financial Management

General Ledger	\$1,125
Accounts Payable	\$945
Cash Receipting	\$945
Utility Billing (approximately 600 utility accounts)	\$1,350

Personnel Management

Payroll	\$1,545
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Property

Assessing	\$1,340
Tax	\$1,390

BS&A Online

Public Records Search + Online Bill Pay With use of integrated Credit Card Processor Pay-Per-Hit	\$0
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Subtotal **\$8,640**

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$6,000



Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	2		\$2,000
Financial Management Modules	Days:	5		\$5,000
Personnel Management Modules	Days:	3		\$3,000
Property Modules	Days:	2		\$2,000
	Total:	12	Subtotal	\$12,000



Cost Totals

Not including Annual Service Fees

Modules	\$8,640
Project Management and Implementation Planning	\$6,000
Implementation and Training	\$12,000
Total Proposed	\$26,640
<i>Travel Expenses</i>	<i>\$4,905</i>
<i>Hosting Fees</i>	<i>\$1,300</i>

Payment Schedule

- 1st Payment: **\$6,000** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$9,940** to be invoiced at activation of customer's site.
- 3rd Payment: **\$16,905** to be invoiced upon completion of training.



Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U)."

Financial Management	
General Ledger	\$1,125
Accounts Payable	\$945
Cash Receipting	\$945
Utility Billing	\$1,350
Personnel Management	
Payroll	\$1,545
Property	
Assessing	\$1,340
Tax	\$1,390
BS&A Online	
Public Records Search – Pay-Per-Hit	\$0
Total Annual Service Fees	\$8,640

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

\$1,300



Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

	Quantity	Cost
Epson THM-6000V Series Receipt Printer*	\$925 x ____ =	\$_____
APG Series 100Cash Drawer**	\$250 x ____ =	\$_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250 x ____ =	\$_____
Credit Card Reader (if using Invoice Cloud)	\$75 x ____ =	\$_____

This will add \$_____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of \$50.00.

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsaonline/public-records-search/> for information.

