

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, DECEMBER 3, 2013 – 7:00 P.M. – COUNCIL CHAMBERS

I. Call to Order.

- a.) PLEDGE OF ALLEGIANCE.
- b.) ROLL CALL.

II. Public Hearings.

III. Citizen Comments on Agenda Related Items.

IV. Consent Agenda. All agenda items marked with an asterisk (*) are on the consent agenda and considered by the City Manager to be routine matters. Prior to approval of the Consent Agenda, any member of Council may have an item from the Consent Agenda removed and taken up during the regular portion of the meeting. Consent agenda items include:

- V. Approval of Minutes.
- VI. a.) Approval of Payroll.
b.) Cash Balances Report.
- XI. b.) Notification Regarding next Work Session.

At this time Council could take action to approve the Consent Agenda as presented.

***V. Approval of Minutes.** Approval of the minutes of the November 19, 2013 regular meeting as attached.

VI. Financial Report.

- *a.) APPROVAL OF PAYROLL.
- *b.) CASH BALANCES REPORT.

VII. Unfinished Business.

VIII. New Business.

- a.) CONSIDERATION OF ALLOWING CITY MANAGER MITCHELL D. DEISCH TO JOIN THE MICHIGAN EMPLOYEE'S RETIREMENT SYSTEM (MERS) NON-UNION DEFINED BENEFIT RETIREMENT PLAN.

City Council and City Manager Mitchell D. Deisch (MD) approved a revised employment agreement on September 16, 2013. Included in this employment agreement was a provision that allowed MD to join the MERS non-union defined benefit plan, subject to confirmation by MERS. MERS has confirmed that MD is eligible to join the non-union defined benefit plan. A supplemental valuation was prepared and provided to City Council. MD will be 100% responsible for the purchase of all eligible years of service.

At this time Council could take action to approve City Manager Mitchell D. Deisch to join the Michigan Employees Retirement System City of Manistee non-union defined benefit plan in accordance to the terms in the City of Manistee / Mitchell D. Deisch employment agreement.

- b.) CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.

The City Clerk has taken action to advertise vacancies on the Airport Authority, Board of Review, Compensation Commission, Downtown Development Authority, Historic District Commission, Non-Motorized Transportation Committee, Tree Commission and the Zoning Board of Appeals.

All appointments by the Mayor are subject to the Council's approval, unless otherwise specified by statute or ordinance. Nominations for Council appointments do not require a second. After a member of Council nominates an individual for appointment, Council shall vote on the nomination. A majority vote in favor of placement of the nominee is required for appointment.

The following applications have been received:

AIRPORT AUTHORITY. One vacancy, two-year term ending 11/30/15. This is the City's nomination to the County Airport Authority, Mayoral appointment.

None received.

BOARD OF REVIEW. One *Regular* member term ending 12/31/16, two *Alternate* members terms ending 12/31/14 and 12/31/16, Council appointment. Applicants shall be taxpaying electors of the City who are owners of property assessed for

taxes in the City and, at the time of their appointment, are neither elected nor appointed officials of the City.

None received.

COMPENSATION COMMISSION. One vacancy, five-year term ending 09/30/18, Mayoral appointment.

Donna Korzeniewski, 17 Magill Street*

DOWNTOWN DEVELOPMENT AUTHORITY. One vacancy for a *Resident* member, unexpired term ending 06/30/15, Mayoral appointment.

None received.

HISTORIC DISTRICT COMMISSION. One unexpired term ending 02/28/15, Council appointment.

None received.

NON-MOTORIZED TRANSPORTATION COMMITTEE. Two unexpired terms ending 03/31/13 and 03/31/15, Mayoral appointment.

None received.

TREE COMMISSION. Three vacancies, three-year terms ending 12/31/16, Mayoral appointment.

Susan Verheek, 417 Second Street*

Pat Sagala, 811 Oak Street*

ZONING BOARD OF APPEALS. *Alternate* member, one unexpired term ending 05/31/15, Mayoral appointment.

None received.

*Incumbent

At this time the Mayor and Council could take action to make appointments as noted above.

IX. Notices, Communications, Announcements.

a.) A REPORT FROM THE 2-1-1 ACTION TEAM AND REPUBLIC SERVICES.

A regular part of each Council meeting is a report from a cooperating agency, organization or department.

At this time Ms. Evelyn Szpliet will report on the activities of the 2-1-1 Action Team and respond to any questions the Council may have regarding their activities.

At this time Mr. Todd Harland will report on the activities of Republic Services and respond to any questions the Council may have regarding their activities.

No action is required on this item.

*b.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for Tuesday, December 10, 2013 at 7 p.m. A discussion will be conducted on the Street Asset Management Plan; and such business as may come before the Council. No action is required on this item.

X. Concerns and Comments.

a.) CITIZEN COMMENT. This is an opportunity for citizens to comment on municipal services, activities or areas of City involvement. Citizens in attendance shall be recognized by the Mayor for comments (limited to five minutes). Letters submitted to Council will not be publicly read.

b.) OFFICIALS AND STAFF.

c.) COUNCILMEMBERS.

XI. Adjourn.

MDD:cl

COUNCIL AGENDA ATTACHMENTS:

Council Meeting Minutes – November 19, 2013
Cash Balances Report
MERS Documentation for City Manager
Board and Commission Applications

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – November 19, 2013

A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, November 19, 2013 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

PRESENT: Colleen Kenny, Edward Cote, Robert Hornkohl, Robert Goodspeed, Catherine Zaring, Mark Wittlieff, and Eric Gustad.

ALSO PRESENT: City Manager – Mitch Deisch, City Attorney – George Saylor, City Clerk – Michelle Wright, DPW Director – Jeff Mikula, Finance Director – Ed Bradford, Public Safety Director – Dave Bachman, and City Engineer – Shawn Middleton/Spicer Group.

CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

None received.

CONSENT AGENDA.

- Minutes
 - October 15, 2013 - Regular Meeting
 - November 6, 2013 - Regular Meeting
 - November 12, 2013 - Organizational Meeting
- Payroll
 - October 14-27, 2013 - \$ 116,626.35
 - Oct. 28 – Nov. 10, 2013 - \$ 111,549.20
- Cash Balances Report - September 2013
- Monthly Bills
 - November 10, 2013 - \$ 487,865.73
 - November 10, 2013 EFT - \$ 48,574.31
 - November 18, 2013 EFT - \$ 7,065.21
 - November 29, 2013 - \$ 238,422.34
- Notification Regarding Next Work Session – December 10, 2013
A discussion will be conducted on the Street Asset Management Plan; and such business as may come before the Council.
- Consideration of Victorian Sleighbell Parade and Old Christmas Weekend.
The Annual Victorian Sleighbell Parade and Old Christmas Weekend are scheduled for December 5-8, 2013. The Manistee Main Street DDA and Festival Committee are requesting various street closures and other assistance from City personnel. This annual event includes a parade on River Street followed by fireworks and other activities throughout the weekend that highlight our Victorian heritage. Public Safety Director Dave Bachman supports approval of this request.

MOTION by Hornkohl, second by Goodspeed to approve the Consent Agenda as presented.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Hornkohl, Goodspeed, Zaring, Wittlieff, and Gustad
NAYS: None

CONSIDERATION OF APPOINTING STREET ADMINISTRATOR.

Whereas, Section 13 (9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, “the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act.”

MOTION by Goodspeed, second by Hornkohl to designate Jeffrey W. Mikula as the single Street Administrator for the City of Manistee in all transactions with the State Transportation Department as provided in Section 13 of Act 51.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Hornkohl, Goodspeed, Zaring, Wittlieff, and Gustad
NAYS: None

CONSIDERATION OF PURCHASING WATER DEPARTMENT SERVICE TRUCK.

The City of Manistee Department of Public Works has solicited bids to replace the existing 2004 Econoline Van which is currently used daily by the service person in the water department. The existing van is not rated for the heavy loads that we have subjected it to over the last 10 years. As such, the van requires frequent maintenance and has reached its useful service life. The proposed replacement is a 2014 one ton truck with a full service body. This new water service truck was included in the revised Motor Pool plan which was presented to Council at the 10/8/13 work session. Bids were solicited from the three local vendors. Two bids were received with the low bid of \$33,613 submitted by Manistee Ford.

MOTION by Hornkohl, second by Cote to approve the purchase of one F350 Truck with a Reading Service body from Manistee Ford. The bid amount is \$33,613 less trade-in allowance of \$1,600 for the existing van; for a total purchase price of \$32,013.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Hornkohl, Goodspeed, Zaring, Wittlieff, and Gustad
NAYS: None

CONSIDERATION OF A RESOLUTION RECOGNIZING THE UNITED WAY AS A NON-PROFIT ORGANIZATION.

As part of their annual fundraising campaign the United Way would like to conduct a raffle. Prior to the State of Michigan issuing a license for this raffle the City of Manistee would need to recognize the United Way as a non-profit organization.

MOTION by Cote, second by Goodspeed to recognize the Manistee United Way as a non-profit organization for the purpose of applying for a Charitable Gaming License through the State of Michigan.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Hornkohl, Goodspeed, Zaring, Wittlieff, and Gustad

NAYS: None

CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT WITH THE SPICER GROUP; SAW GRANT RESOLUTION.

The City of Manistee has been working with the Spicer Group to prepare a scope of work to apply for and complete design work, studies and asset management plans for the wastewater and stormwater systems. The scope of work totals \$1,905,000 with the maximum local match being \$326,250. The Michigan Department of Environmental Quality (MDEQ) has determined on a preliminary basis that Manistee qualifies as a disadvantaged business based on the debt load of the utility systems. If confirmed, the local match would be \$0.00.

MOTION by Hornkohl, second by Goodspeed to approve a Professional Services Agreement with Spicer Group, Inc. in the amount of \$1,905,000; authorize the City Manager to execute the SAW Grant application on behalf of the City; and to approve the MDEQ resolution authorizing the SAW grant agreement. Lengthy discussion followed.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Hornkohl, Goodspeed, Zaring, Wittlieff, and Gustad

NAYS: None

A REPORT FROM THE HARBOR COMMISSION, DPW/PARKS/TREE COMMISSION.

Harbormaster Dave Bachman reported on the activities of the Harbor Commission and responded to questions the Council had regarding their activities.

Public Works Leadman Brandon Prince, Parks Leadman Gary Niesen, and DPW Director Jeff Mikula reported on the activities of the DPW/Parks/Tree Commission and responded to questions the Council had regarding their activities.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – November 19, 2013

PRESENTATION OF FIRST QUARTER FINANCIAL REPORT AND INVESTMENT UPDATE BY FINANCE DIRECTOR ED BRADFORD.

CITIZEN COMMENT.

Representative Ray Franz gave an update on recent bills that have been approved in Lansing.

OFFICIALS AND STAFF.

Deisch commented on the inaccuracy of recent paid advertisements in the Manistee News Advocate by “The Real Manistee” group.

COUNCILMEMBERS.

Goodspeed wished everyone a Happy Thanksgiving.

Zaring stated that the Sleighbell Parade committee is in need of information ambassadors.

Wittlieff reminded the public of the Planning Commission’s master plan visioning session to be held Thursday, November 21st.

Kenny stated that the work session on December 10th will have a discussion on the City’s street asset management plan; nice article in Midwest Living on Manistee and the Sleighbell Weekend; and wished everyone a safe and enjoyable Thanksgiving.

ADJOURN.

MOTION to adjourn was made by Goodspeed, second by Hornkohl. Meeting adjourned at 8:58 p.m.

Michelle Wright MMC / CPFA, MiCPT
City Clerk/Deputy Treasurer

CASH TRANSACTIONS REPORT

DRAFT***DRAFT***DRAFT

MONTH: OCTOBER
City of Manistee

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11/25/2013
9:29 am

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 100 - AIP PAYING FUND				
Dept: 000				
001.000 Cash	4,219.39	782,284.28	782,279.68	4,223.99
Total Dept: 000	4,219.39	782,284.28	782,279.68	4,223.99
Fund: 100	4,219.39	782,284.28	782,279.68	4,223.99
Fund: 101 - GENERAL FUND				
Dept: 000				
001.000 Cash	2,405,036.87	446,213.14	508,297.48	2,342,952.53
001.002 Cash - Escrow	55,927.01	1,030.00	103.90	56,853.11
004.000 Cash - Petty	800.00	0.00	0.00	800.00
017.000 MBIA Mi Class Inv	57,149.46	1.02	0.00	57,150.48
Total Dept: 000	2,518,913.34	447,244.16	508,401.38	2,457,756.12
Fund: 101	2,518,913.34	447,244.16	508,401.38	2,457,756.12
Fund: 202 - MAJOR STREET FUND				
Dept: 000				
001.000 Cash	47,305.63	131,931.62	111,379.15	67,858.10
Total Dept: 000	47,305.63	131,931.62	111,379.15	67,858.10
Fund: 202	47,305.63	131,931.62	111,379.15	67,858.10
Fund: 203 - LOCAL STREET FUND				
Dept: 000				
001.000 Cash	75,640.91	11,239.26	46,750.00	40,130.17
Total Dept: 000	75,640.91	11,239.26	46,750.00	40,130.17
Fund: 203	75,640.91	11,239.26	46,750.00	40,130.17
Fund: 204 - STREET IMPROVEMENT FUND				
Dept: 000				
001.000 Cash	23,090.74	1,385.01	0.00	24,475.75
Total Dept: 000	23,090.74	1,385.01	0.00	24,475.75
Fund: 204	23,090.74	1,385.01	0.00	24,475.75
Fund: 226 - CITY REFUSE FUND				
Dept: 000				
001.000 Cash	199,504.51	29,080.83	12,686.48	215,898.86
001.030 Cash Mgt Chk	98,880.97	4.20	0.00	98,885.17
Total Dept: 000	298,385.48	29,085.03	12,686.48	314,784.03
Fund: 226	298,385.48	29,085.03	12,686.48	314,784.03
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO				
Dept: 000				
001.000 Cash	66,532.58	0.00	0.00	66,532.58
Total Dept: 000	66,532.58	0.00	0.00	66,532.58
Fund: 243	66,532.58	0.00	0.00	66,532.58
Fund: 245 - OIL & GAS FUND				
Dept: 000				
001.000 Cash	12,542.24	56,893.28	0.00	69,435.52
001.020 Money Market	302,205.09	0.00	0.00	302,205.09
Total Dept: 000	314,747.33	56,893.28	0.00	371,640.61
Fund: 245	314,747.33	56,893.28	0.00	371,640.61

CASH TRANSACTIONS REPORT

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MONTH: OCTOBER
City of Manistee

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Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 249 - BUILDING INSPECTOR				
Dept: 000				
001.000 Cash	14,120.35	498.04	3,912.00	10,706.39
Total Dept: 000	14,120.35	498.04	3,912.00	10,706.39
Fund: 249	14,120.35	498.04	3,912.00	10,706.39
Fund: 251 - EPA GRANT - PETROLEUM				
Dept: 000				
001.000 Cash	-1,348.24	0.00	340.00	-1,688.24
Total Dept: 000	-1,348.24	0.00	340.00	-1,688.24
Fund: 251	-1,348.24	0.00	340.00	-1,688.24
Fund: 252 - EPA GRANT - HAZARDOUS				
Dept: 000				
001.000 Cash	-17,670.55	0.00	841.72	-18,512.27
Total Dept: 000	-17,670.55	0.00	841.72	-18,512.27
Fund: 252	-17,670.55	0.00	841.72	-18,512.27
Fund: 275 - GRANT MANAGEMENT FUND				
Dept: 000				
001.000 Cash	7,476.91	20,530.00	23,335.42	4,671.49
Total Dept: 000	7,476.91	20,530.00	23,335.42	4,671.49
Fund: 275	7,476.91	20,530.00	23,335.42	4,671.49
Fund: 290 - PEG COMMISSION				
Dept: 000				
001.000 Cash	17,419.52	950.62	3,256.49	15,113.65
Total Dept: 000	17,419.52	950.62	3,256.49	15,113.65
Fund: 290	17,419.52	950.62	3,256.49	15,113.65
Fund: 296 - RAMSDELL THEATRE				
Dept: 000				
001.000 Cash	83,821.37	12,806.58	19,069.96	77,557.99
004.000 Cash - Petty	500.00	0.00	0.00	500.00
Total Dept: 000	84,321.37	12,806.58	19,069.96	78,057.99
Fund: 296	84,321.37	12,806.58	19,069.96	78,057.99
Fund: 297 - RAMSDELL RESTORATION PROJECT				
Dept: 000				
001.000 Cash	1,686.22	0.07	0.00	1,686.29
Total Dept: 000	1,686.22	0.07	0.00	1,686.29
Fund: 297	1,686.22	0.07	0.00	1,686.29
Fund: 430 - CAPITAL IMPROVEMENT FUND				
Dept: 000				
001.000 Cash	299,378.52	12.21	0.00	299,390.73
Total Dept: 000	299,378.52	12.21	0.00	299,390.73
Fund: 430	299,378.52	12.21	0.00	299,390.73
Fund: 490 - RENAISSANCE PARK				
Dept: 000				
001.000 Cash	4,841.67	0.20	0.00	4,841.87

CASH TRANSACTIONS REPORT

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MONTH: OCTOBER
City of Manistee

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11/25/2013
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Account Number	Beginning Balance	Debit	Credit	Ending Balance
Total Dept: 000	4,841.67	0.20	0.00	4,841.87
Fund: 490	4,841.67	0.20	0.00	4,841.87
Fund: 508 - BOAT RAMP FUND				
Dept: 000				
001.000 Cash	21,012.62	0.11	18,246.52	2,766.21
004.000 Cash - Petty	1.00	0.00	0.00	1.00
Total Dept: 000	21,013.62	0.11	18,246.52	2,767.21
Fund: 508	21,013.62	0.11	18,246.52	2,767.21
Fund: 573 - WATER & SEWER UTILITY				
Dept: 000				
001.000 Cash	518,578.41	411,513.33	147,466.39	782,625.35
001.002 Cash - Escrow	32,800.00	1,400.00	1,800.00	32,400.00
004.000 Cash - Petty	300.00	0.00	0.00	300.00
017.000 MBIA Mi Class Inv	488,660.26	8.78	0.00	488,669.04
Total Dept: 000	1,040,338.67	412,922.11	149,266.39	1,303,994.39
Fund: 573	1,040,338.67	412,922.11	149,266.39	1,303,994.39
Fund: 594 - MARINA FUND				
Dept: 000				
001.000 Cash	78,203.73	15,469.31	48,359.56	45,313.48
Total Dept: 000	78,203.73	15,469.31	48,359.56	45,313.48
Fund: 594	78,203.73	15,469.31	48,359.56	45,313.48
Fund: 661 - MOTOR POOL FUND				
Dept: 000				
001.000 Cash	355,724.39	23,347.61	29,334.18	349,737.82
001.002 Cash - Escrow	271,273.24	0.00	0.00	271,273.24
Total Dept: 000	626,997.63	23,347.61	29,334.18	621,011.06
Fund: 661	626,997.63	23,347.61	29,334.18	621,011.06
Fund: 703 - CURRENT TAX COLLECTION				
Dept: 000				
001.000 Cash	210,837.79	65,188.46	210,696.21	65,330.04
Total Dept: 000	210,837.79	65,188.46	210,696.21	65,330.04
Fund: 703	210,837.79	65,188.46	210,696.21	65,330.04
Fund: 704 - PAYROLL CLEARING FUND				
Dept: 000				
001.000 Cash	9,209.02	548,109.17	543,120.34	14,197.85
001.005 Cash - NEW Flex \ HRA	11,049.94	9,797.17	9,112.52	11,734.59
001.007 Cash - Federal & State Taxes	2.99	85,597.76	57,047.30	28,553.45
Total Dept: 000	20,261.95	643,504.10	609,280.16	54,485.89
Fund: 704	20,261.95	643,504.10	609,280.16	54,485.89
Grand Totals:	5,756,714.56	2,655,292.06	2,577,435.30	5,834,571.32

MEMO TO: Mayor Colleen Kenny
Members of City Council

FROM: Mitch Deisch, City Manager



DATE: November 25, 2013

City Manager's Office
231-398-2801

SUBJECT: Employment Agreement Allowing City Manager Mitch Deisch to Enter the City of Manistee Non-Union Defined Benefit Plan

At their September 16, 2013 meeting City Council approved a revised employment agreement between the City of Manistee and City Manager Mitchell D. Deisch (MD). Included in this revised employment agreement was a provision that allowed MD to be eligible to join the City's non-union defined benefit plan subject to confirmation by the Michigan Employees Retirement System (MERS).

MERS has confirmed MD to join the non-union defined benefit plan and has completed a supplemental valuation as to the costs associated for MD to join the non-union defined benefit plan. MD will be responsible for 100% of the costs associated to purchase eligible years of service in MERS.

As required by the Public Employees Retirement System Investment Act 314 of 1965, City Council was provided a copy of actuarial analysis seven days in advance of Council consideration.

MDD:cl



Finance\Treasurer's Office



Memo to: Mitch Deisch, City Manager *MD*
From: Edward Bradford, CFO *EB*
Re: MERS Defined Benefit Retirement Plan
Date: November 22, 2013

Mitch,

The City received back the Supplemental Valuation for the City of Manistee as it relates to you joining the Non-Union MERS Employee group. This change was approved in your most recent employment contract.

I have attached the results of the supplemental valuation. The study shows that adding you to this division with all prior years of Manistee service would increase the unfunded accrued liability by \$141,827. However, this assumes that the City is absorbing the entire cost of adding you to the division. This is not the case.

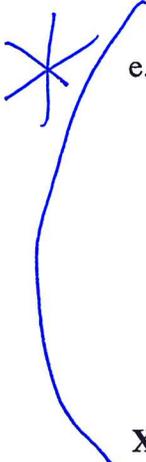
Instead, you will be paying 100% of the increased liability by transferring funds from your other MERS and/or ICMA retirement accounts. This means that there will be no negative impact to either the funded percentage or the unfunded accrued liability.

In fact, everything else being equal, the addition of a fully funded employee to a division, particularly a small one as we have, tends to add stability to that division.

X. Concerns and Comments.

- a.) CITIZEN COMMENT. This is an opportunity for citizens to comment on municipal services, activities or areas of City involvement. Citizens in attendance shall be recognized by the Mayor for comments (limited to five minutes). Letters submitted to Council will not be publicly read.
- b.) OFFICIALS AND STAFF.
- c.) COUNCILMEMBERS.
- d.) CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION.

City Manager Mitchell D. Deisch has requested an Executive Session this evening as permitted by the Open Meetings Act, Section 8 (a) for continued discussions on the City Manager's Annual Evaluation.

- 
- e.) CONSIDERATION OF CITY MANAGER EMPLOYMENT AGREEMENT.

Following completion of the City Manager's annual evaluation, City Council could consider a revised employment agreement with City Manager Mitchell D. Deisch.

At this time Council could take action to approve an amended employment agreement with City Manager Mitchell D. Deisch and authorize the Mayor and City Clerk to execute the agreement.

XI. Adjourn.

MDD:cl

COUNCIL AGENDA ATTACHMENTS:

Council Meeting Minutes – September 3, 2013
Monthly Bills
Depositories of Funds
Boat House Grill Deck Lease
Fire Station Door Replacement
Quarterly Investment Report
Homecoming Parade Requests

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – September 16, 2013

August 20th; payment was not received until August 23rd; received a balance due notice for the late charges; feels the late charge should not have been applied because the situation was out of his control.

OFFICIALS AND STAFF.

Deisch expressed his condolences to the former Councilmember Jan Gavlinski's family on her passing.

Bachman commented on the funeral held for Trooper Butterfield this past weekend; stated Manistee shined and came together for this event.

COUNCILMEMBERS.

Hornkohl and Goodspeed commended all that worked on the Butterfield funeral for a job well done.

Kenny, on behalf of the City of Manistee, thanked the police, fire, and all who helped with the funeral; she also was saddened by the passing of Jan Gavlinski who served on the City Council from 1996-2001 and also served as Mayor Pro-Tem in 1998-1999.

CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION.

City Manager Mitchell D. Deisch has requested an Executive Session this evening as permitted by the Open Meetings Act, Section 8 (a) for continued discussions on the City Manager's Annual Evaluation.

MOTION by Goodspeed, second by Hornkohl to adjourn to Executive Session. Time: 7:50 p.m.

MOTION by Hornkohl, second by Zaring to return to Regular Session. Time: 8:16 p.m.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Hornkohl, Goodspeed, Zaring, Adams, and Gustad
 NAYS: None

CONSIDERATION OF CITY MANAGER EMPLOYMENT AGREEMENT.

Following completion of the City Manager's annual evaluation, City Council could consider a revised employment agreement with City Manager Mitchell D. Deisch.

MOTION by Hornkohl, second by Zaring to approve an amended employment agreement with City Manager Mitchell D. Deisch (retroactive to 7/1/13) and authorize the Mayor and City Clerk to execute the agreement.

With a roll call vote this motion passed, 5-1.

AYES: Kenny, Hornkohl, Zaring, Adams, and Gustad
 NAYS: Goodspeed

ADJOURN.

MOTION to adjourn was made by Goodspeed, second by Hornkohl. Meeting adjourned at 8:18 p.m.


 Michelle Wright MMC / CPFA, MICPT
 City Clerk/Deputy Treasurer

**Manistee, City of (5105) - Non-Union (Division 01) to include Mitchell Deisch
Employer Computed Contributions - Based on 12/31/2012 Actuarial Valuation**

	Current Benefits	Proposed Benefits	Difference
1. Benefits			
a) Benefit Formula	2.00% Multiplier (no max)	2.00% Multiplier (no max)	
b) Normal Retirement Age	60	60	
c) Vesting Provision	V-8	V-8	
d) F50 Retirement Condition	-	-	
e) F55 Retirement Condition	F55(30)	F55(30)	
f) F(N) Retirement Condition	-	-	
g) Rule of X	-	-	
h) FAC Period	FAC - 5	FAC - 5	
i) RS50 Percent	-	-	
j) DROP+	-	-	
k) D-2	-	-	
l) Benefit E	-	-	
m) Benefit E1	-	-	
n) Benefit E2	-	-	
o) Load for Sick Leave in FAC	-	-	
p) Member Contribution Rate	4.00%	4.00%	
2. Member Counts			
a) Active	9	10	1
b) Retired	8	8	0
c) Vested Former Members	2	2	0
d) Total	<u>19</u>	<u>20</u>	<u>1</u>
3. Annual Payroll	\$ 474,338	\$ 570,410	\$ 96,072
4. Actuarial Value of Assets	\$ 2,871,416	\$ 2,871,416	\$ -
5. Actuarial Accrued Liability			
a) Active	\$ 1,709,276	\$ 1,851,103	\$ 141,827
b) Retired	1,299,539	1,299,539	0
c) Vested Former Members	73,485	73,485	0
d) Pending Refunds	0	0	0
e) Total	<u>\$ 3,082,300</u>	<u>\$ 3,224,127</u>	<u>\$ 141,827</u>
6. Unfunded Accrued Liability (UAL) (5e - 4)	\$ 210,884	\$ 352,711	\$ 141,827
7. Division Percent Funded (4 / 5e)	93.2 %	89.1 %	(4.1) %
8. Cost as a Percentage of Payroll			
a) Employer Normal Cost	5.12 %	5.02 %	(0.10) %
b) Amortization of UAL*	2.67	3.77	1.10
c) Total Employer Contribution (8a + 8b)	<u>7.79 %</u>	<u>8.79 %</u>	<u>1.00 %</u>
d) Total Employer Contribution \$ (8c x 3)	\$ 36,948	\$ 50,136	\$ 13,188

* The amortization period is 26 years if the UAL is positive, and 10 years if the UAL is negative, as of the beginning of the fiscal year for which the contribution is being calculated.

The preceding Important Comments pages and Comments on the Investment Markets page are incorporated by reference herein.

This report may be provided to other interested parties only in its entirety and only with the prior permission of MERS and the municipality.

Increase in liability.

100% covered by the employee (mitch).



APPLICANTS NEEDED

BOARDS and COMMISSIONS VACANCIES

AIRPORT AUTHORITY. One vacancy – two year term ending 11/30/15. This is the City's nomination to the County Airport Authority.

COMPENSATION COMMISSION. One vacancy – five year term ending 09/30/18. Purpose: Establishes compensation for City Council members.

DOWNTOWN DEVELOPMENT AUTHORITY. One vacancy for a *Resident Member* – unexpired term ending 06/30/15. Purpose: Central business district and tax increment financing authority.

HISTORIC DISTRICT COMMISSION. One unexpired term ending 02/28/15. Purpose: Historic preservation.

NON-MOTORIZED TRANSPORTATION COMMITTEE. Two unexpired terms ending 03/31/14 and 03/31/15. Purpose: Provide safe, scenic routes throughout the City that encourages non-motorized transportation use for fitness, transportation and tourism.

TREE COMMISSION. Three vacancies – three year terms ending 12/31/16. Purpose: Oversees public (parks/boulevards) tree program.

ZONING BOARD OF APPEALS -alternate member- One unexpired term ending 05/31/15. Purpose: Hears appeals to zoning and building issues.

Application forms are available at the City Clerk's office, 70 Maple Street or on the City website at <http://www.manistemi.gov> . All applications should be returned prior to the December 3, 2013 City Council meeting when appointments will be made.

**APPLICANTS NEEDED
CITY OF MANISTEE**

BOARD OF REVIEW. (1) regular member - term ending 12/31/16; (2) alternate members – terms ending 12/31/14 and 12/31/16.

Applicants shall be taxpaying electors of the City who are owners of property assessed for taxes in the City and, at the time of their appointment, are neither elected or appointed officials of the City.

Application forms are available at the City Clerk's office, 70 Maple Street or <http://www.manisteemi.gov> . Appointments will be made at the December 3, 2013 City Council meeting.



APPLICATION FOR APPOINTMENT

Thank you for your expression of interest in serving this community by volunteering for appointment to a board or commission. Please provide the requested information in addition to any other information you think appropriate for the Mayor and City Council to consider. Please plan on attending the Council meeting at which this matter will be considered. The public notice for this vacancy included that date.

BOARD OR COMMISSION APPLIED FOR: Compensation Commission

NAME: Donna Korzeniewski

ADDRESS: 17 Magill St
Manistee

PHONE: (Home) 231-723-2926 (Work) 231-723-1689

E-MAIL: dkorzeni@manistee.org personal or work

I want to volunteer for this position because:

I have been a volunteer on this commission for many years
and would appreciate the opportunity to continue for another
term.

Please add any particular education, experience or background you think appropriate to include:

Extensive human resources experience and education.
B.S. in finance and Masters degree in Ed Administration.

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

Donna Korzeniewski
Signature

11-4-13
Dated

The City of Manistee does not discriminate on the basis of race, color, religion, sex, national origin, age or disability. If you have a disability and may need accommodation to participate fully on this board or commission, please contact the City ADA Officer, or check this box and someone will contact you to discuss your needs.



RECEIVED

NOV 08 2013

CITY OF MANISTEE
CLERK-TREASURER

APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: Tree Commission

NAME: Susan Verkeek

ADDRESS: 417 2nd St
Manistee, Mich 49660

PHONE: (Home) 231-723-2308 (Work) _____

E-MAIL: _____ () personal or () work

I want to volunteer for this position because:

I have been on the committee for several years. I'd like to stay on as I feel it serves a useful purpose.

Please add any particular education, experience or background you think appropriate to include:

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

Sue Verkeek 11-8-13
Signature Dated

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RECEIVED

NOV 14 2013

CITY OF MANISTEE
CLERK-TREASURER

APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: Tree Commission

NAME: Pat Sagala
ADDRESS: 811 Oak St
Manistee, MI 49662

PHONE: (Home) 231 7236855 (Work) 231 8874411

E-MAIL: psagala@att.net personal or work

I want to volunteer for this position because:
I have enjoyed working on this committee and love helping
to get more trees planted and keeping current trees healthy
in our beautiful city.

Please add any particular education, experience or background you think appropriate to include:

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

Pat Sagala
Signature _____ Dated _____

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