

# MANISTEE CITY COUNCIL

## MEETING AGENDA

TUESDAY, APRIL 7, 2015 – 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. c.) Notification Regarding Next Work Session.  
d.) Consideration of a Resolution, Administrative Professional Week and Day.  
e.) Consideration of Annual Events for the Non-Motorized Transportation Committee.  
f.) Consideration of Proclaiming April 2015 as Parliamentary Law Month.

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

\*V. **Approval of Minutes.** Approval of the minutes of the March 17, 2015 regular meeting and the March 31, 2015 special meeting as attached

VI. **Financial Report.**

\*a.) APPROVAL OF PAYROLL.

\*b.) CASH BALANCES REPORT.

VII. **Unfinished Business.**

VIII. **New Business.**

a.) CONSIDERATION OF AN INTERIM CITY MANAGER CONTRACT.

At the Special Council meeting of March 31, 2015 Council took action to appoint Mr. R. Ben Bifoss as Interim City Manager and directed the City Attorney to prepare an employment agreement. Attached is the contract as prepared by the City Attorney and approved by Mr. Bifoss.

At this time Council could take action to approve a contract with R. Ben Bifoss for the position of Interim City Manager; and authorize the Mayor and City Clerk to execute the agreement.

b.) CONSIDERATION OF AUTHORIZING EVENT SIGNAGE FOR THE AMERICAN LEGION.

A request has been received from the American Legion to allow the placement of a two-sided sign at the former Mobile Station on River Street and the corner of US-31/Cypress Street advertising their All-U-Can Eat Friday Night Fish Fry – Smorgasbord. They are requesting permission to put the sign out on Thursday and remove it on Saturday beginning April 9, 2015 through October 24, 2015 (every other week). Under Section 2101.A.8 City Council may approve exceptions to the Sign Ordinance for community events.

At this time Council could take action to grant an exception to the American Legion for placement of a sign advertising their Friday Night Fish Fry beginning April 9, 2015 through October 24, 2015 (every other week) as permitted under Section 2101.A.8 of the Zoning Ordinance.

c.) CONSIDERATION OF THE PURCHASE AND INSTALLATION OF A CUMMINS 150 KILOWATT GENERATOR.

The City Water and Sewer Departments have been implementing a plan to provide backup power to each of its critical components. The next priority in the sewer collection system is the Renaissance Park pump station. Funds for this purchase are budgeted in the water and sewer bond proceeds.

At this time Council could take action to approve the purchase and installation of the Cummins 150 kilowatt generator through Top Line Electric in the amount of \$45,410.

d.) CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.

The City Clerk has taken action to advertise vacancies on the Non-Motorized Transportation Committee.

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 application(s) have been received:

**NON-MOTORIZED TRANSPORTATION COMMITTEE.** One two-year term ending 03/31/17, Mayoral appointment.

Jim Snoeyink, 3271 Lakeshore Road

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 COUNTY PROSECUTOR AND THE HOUSING COMMISSION.

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

At this time Mr. Ford Stone will report on the activities of the County Prosecutor's Office and respond to any questions the Council may have regarding their activities.

At this time Mr. Clinton McKinven-Copus will report on the activities of the Housing Commission and respond to any questions the Council may have regarding their activities.

No action is required on this item.

b.) INTRODUCTION OF THE FISCAL YEAR 2015-2016 BUDGET.

Administration has prepared the proposed 2015-2016 Fiscal Year Budget. Finance Director Ed Bradford will give a brief introduction of the budget recommendations to City Council and the Community.

Various budget work sessions have been established: a regular work session on Tuesday, April 14; a work session on Tuesday, April 21 following the regular meeting; and an optional work session for April 28, 2015. The public hearing to review these budget recommendations and receive public input on them has been scheduled for Tuesday, April 21, 2015. Budget adoption is anticipated at the regular meeting of May 5, 2015.

No action is required on this item.

\*c.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for Tuesday, April 14, 2015 at 7 p.m. A discussion will be conducted on the 2015-2016 Budget and Capital Improvement Plan; and such business as may come before the Council. No action is required on this item.

\*d.) CONSIDERATION OF A RESOLUTION, ADMINISTRATIVE PROFESSIONALS WEEK AND DAY.

In recognition of the contributions to the workplace provided by all administrative professionals, a resolution has been prepared proclaiming the week of April 19-25, 2015 as Administrative Professionals Week, and Wednesday, April 22, 2015 as Administrative Professionals Day in the City of Manistee.

At this time Council could take action to proclaim the week of April 19-25, 2015 as Administrative Professionals Week and Wednesday, April 22, 2015 as Administrative Professionals Day in the City of Manistee.

\*e.) CONSIDERATION OF ANNUAL EVENTS FOR THE NON-MOTORIZED TRANSPORTATION COMMITTEE.

The Non-Motorized Transportation Committee is looking to host three events this year: Healthy Active Manistee (H.A.M. it Up!), Labor Day Bridge Walk and a Ride of Silence.

The Committee is requesting City Council's approval and endorsement for the seventh annual Healthy Active Manistee (H.A.M. it Up!) to be held May 15, 2015 through May 17, 2015. A new event, a Ride of Silence that will be held on May 20, 2015 (rain date May 23, 2015). The fourth annual Labor Day Bridge Walk on Monday, September 7, 2015. These events promote healthy activities for people of all abilities to enjoy.

The routes for the H.A.M. it Up! 5K Run/Walk, Labor Day Bridge Walk, and the Ride of Silence will be finalized and submitted to the Police Department for final approval.

At this time Council could take action to approve annual events for the Non-Motorized Transportation Committee including H.A.M. it Up!, Ride of Silence, and the Labor Day Bridge Walk.

\*f.) CONSIDERATION OF PROCLAIMING APRIL 2015 AS PARLIAMENTARY LAW MONTH.

Parliamentarian Stephen Wall has requested that Council consider proclaiming the month of April as Parliamentary Law Month. The correct use of parliamentary procedure protects the rights of all, while fostering an orderly deliberation at meetings.

At this time Council could take action to proclaim the month of April as Parliamentary Law month in the City of Manistee.

**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.**

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**COUNCIL AGENDA ATTACHMENTS:**

Council Meeting Minutes – March 17, 2015  
Council Special Meeting Minutes – March 31, 2015  
Cash Balances Report  
Interim City Manager Agreement  
American Legion Event Signage Request  
Generator Purchase  
Board & Commission Applications  
APW Resolution  
Non-Motorized Transportation Annual Events Request  
Parliamentary Law Month Proclamation

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – March 17, 2015

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A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, March 17, 2015 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, Roger Zielinski, Robert Goodspeed, James Smith, 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, Planning & Zoning Administrator - Denise Blakeslee, Public Safety Director – Dave Bachman, and City Engineer – Shawn Middleton/Spicer Group.

### **PUBLIC HEARING ON THE CLOSEOUT OF THE MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT, 312 RIVER STREET.**

The City of Manistee will conduct a public hearing on Tuesday, March 17, 2015 at 7 p.m. for the purpose of affording citizens an opportunity to examine and submit comments on the proposed closeout of the \$330,000 CDBG grant.

The grant has been successfully completed and was used for acquisition and rehabilitation of the “Winkler Block” building at 312 River Street. CDBG funds were used to accomplish the renovation of a historical building that was vacant and had fallen into serious disrepair into a successful restaurant where at least 51% of the beneficiaries (in the form of job creation) from the project were low and moderate income persons while establishing itself as an anchor business in Historic Downtown Manistee.

The public was invited to speak on the closeout of the Michigan Community Development Block Grant (CDBG) funding for 312 River Street Signature Building Project.

Patrick Kay, MSDDA director, gave a background of the grant and the funding eligibility; stated that the Blue Fish Kitchen & Bar fulfilled all necessary requirements; they had to spend \$585,000 to renovate the property in order to receive the \$330,000 grant.

No other comments were received. Public Hearing closed at 7:07 p.m.

### **CITIZEN COMMENTS ON AGENDA RELATED ITEMS.**

Francis O’Donnell, attorney representing Ed Seng and the various Seng businesses, commented on the request to amend the Development Agreement regarding 200 River Street; their goals are to amend the agreement and amend the Zoning Ordinance to allow the type of use; agreement was signed assuming no recession, but we did fall into a recession; does not want the City to waste the resource we have; estimated 54 job opportunities; knows Reith-Riley will object, stating they are a third party beneficiary; asking that the City Attorney will work with them.

Gary Shank, associated general counsel for Reith-Riley (RR), also commented on the Development



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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – March 17, 2015

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• Monthly Bills	-	February 10, 2015	-	\$ 484,619.73
	-	February 23, 2015	-	\$ 972,188.75

- Consideration of Adopting Ordinance 15-02, Chapter 1420, Building Inspections.  
The former Building Inspector retired on August 29, 2014. Administration reviewed options for providing building inspection services which included hiring a fulltime building inspector, contracting out building inspection services, or turning building inspections back over to the State Bureau of Construction Codes.

Based upon the amount of revenue being generated through building inspection permits and the fact that no Requests for Proposals were received in December 2014 to contract out building inspection services; administration determined that the best option was to return building inspection services back to the State Bureau of Construction Codes.

This ordinance has been reviewed and supported by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was first introduced at the regular meeting of March 3, 2015 and could be adopted at this time.

- Consideration of Adopting Ordinance 15-03, Amendments to Chapter 1482, Residential Rental Properties.

With the retirement of the former City Building Inspector in August 2014, City administration explored options to continue this service. Based upon research it was clear that contracting out rental inspections made the most financial sense. The ordinance amendments create a new definition of designated city official and allow greater flexibility for city personnel or contracted employees to perform rental inspections.

This ordinance has been reviewed and supported by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was first introduced at the regular meeting of March 3, 2015 and could be adopted at this time.

- Notification Regarding Next Work Session – April 14, 2015  
A discussion will be conducted on the 2015-2016 Budget; and such business as may come before the Council. No action is required on this item.
- Consideration of Proclaiming April as Parkinson’s Disease Awareness Month.  
The Manistee County Parkinson’s Support Group has requested that the City of Manistee proclaim the month of April as Parkinson’s Disease Awareness Month.
- Consideration of Authorizing LOVE INC. Fundraiser.  
Love INC. would like to hold a collection exchange from March 18 through April 3, 2015 at the following locations: Oleson’s, the Post Office, and the Love INC office at 390 River Street; with bell ringing from 9 a.m. until 6 p.m. Monday through Saturday. Funds raised will be used to support the Family Life Center programs and summer Family Camp.

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

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – March 17, 2015

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With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

NAYS: None

### **CONSIDERATION OF THE REQUEST BY MR. ED SENG TO AMEND THE 2008 DEVELOPMENT AGREEMENT REGARDING THE PROPERTY AT 200 RIVER STREET, PARCEL #51-448-735-01.**

During the February 18, 2014 Council meeting a motion to amend the 2008 Development Agreement between the City of Manistee and Mr. Ed Seng failed by a two to three vote.

At the meeting of July 1, 2014 Mayor Pro-Tem Zaring requested, supported by a majority of Council, that this item be placed on an upcoming Council agenda for reconsideration. The request was placed on the July 15, 2014 agenda; at which time the item was tabled to allow the Planning Commission's review of the Zoning Ordinance regarding the Peninsula District.

Presentation of the Planning Commission's Report of Findings was given to City Council at the January 20, 2015 meeting. Council went into Executive Session on February 17, 2015 to discuss a written opinion by the City Attorney regarding the Memorandum of Understanding between the City, Seng Dock & Trucking, Inc. Seng Properties, LLC, Edward Seng and Reith-Riley Constructions, Co., Inc.; a Development Agreement between the City and Seng Dock & Trucking, Inc., Seng Properties, LLC, Edward Seng; a Brownfield Development and Reimbursement Agreement between the City and American Materials, LLC; and the legal issues surrounding those documents.

MOTION by Smith, second by Goodspeed to take action on the request by Mr. Ed Seng to amend the 2008 Development Agreement regarding the property at 200 River Street, parcel #51-448-735-01. Discussion and requests for clarification of the motion followed.

MOTION by Smith, second by Gustad to AMEND the original motion to include the requirement that Mr. Seng obtain a declaratory judgment that Reith-Riley's consent is not required before we amend the development agreement.

With a roll call vote this motion failed, 1-6.

AYES: Smith

NAYS: Kenny, Cote, Zielinski, Goodspeed, Wittlieff, and Gustad

Roll call vote was then taken on the original motion. Motion failed, 0-7.

AYES: None

NAYS: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

### **CONSIDERATION OF A RESOLUTION OF SUPPORT, COUNTY-WIDE PARK AND RECREATION PLAN.**

The Manistee County Planning Department and Alliance for Economic Success are leading a planning

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process to develop a Manistee County-Wide Park and Recreation Plan. They have requested a resolution of support from the City of Manistee.

MOTION by Gustad, second by Goodspeed to adopt a resolution of support for the development of a Manistee County-Wide Park and Recreation Plan.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

NAYS: None

**A REPORT FROM THE CHAMBER OF COMMERCE.**

Ms. Stacie Bytwork reported on the activities of the Chamber of Commerce and responded to questions the Council had regarding their activities.

**CITIZEN COMMENT.**

Comments were received from:

- Dennis Skiera – Filer Township / complemented Council on the Seng decision.
- Gary Niesen – 296 Tenth Street / mother’s frozen water line, no water for almost one month.

**OFFICIALS AND STAFF.**

*None received.*

**COUNCILMEMBERS.**

*None received.*

**CONSIDERATION OF A CLOSED SESSION TO DISCUSS THE POTENTIAL REPLACEMENT OF THE CITY MANAGER.**

City Manager Mitchell D. Deisch has requested a Closed Session this evening as permitted by the Open meetings Act Section 8 (a) for a discussion on the City Council’s potential replacement of the City Manager.

MOTION by Smith, second by Zielinski to honor Deisch’s request to proceed to a Closed Session under Section 8 (a) of the Michigan Open Meetings Act. Time: 8:06 p.m.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

NAYS: None

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**PROCEEDINGS OF THE MANISTEE CITY COUNCIL – March 17, 2015**

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MOTION by Smith, second by Cote to return to Regular Session. Time: 8:42 p.m.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

NAYS: None

**CONSIDERATION OF THE POTENTIAL REPLACEMENT OF THE CITY MANAGER.**

MOTION by Smith, second by Goodspeed to accept the separation agreement as proposed by the City Manager with the effective date of April 3, 2015 and authorize the Mayor and City Clerk to sign the document. City Attorney Saylor outlined the items listed in the separation agreement.

With a roll call vote this motion passed, 5-2.

AYES: Cote, Zielinski, Goodspeed, Smith, and Wittlieff

NAYS: Kenny and Gustad

**ADJOURN.**

MOTION to adjourn was made by Gustad, second by Goodspeed. Meeting adjourned at 8:50 p.m.

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

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – March 31, 2015

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A special meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, March 31, 2015 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, Roger Zielinski, Robert Goodspeed, James Smith, Mark Wittlieff, and Eric Gustad.

**ALSO PRESENT:** City Manager – Mitch Deisch, City Attorney – George Saylor, City Clerk – Michelle Wright, DPW Director – Jeff Mikula, Denise Blakeslee – Planning & Zoning Administrator, Public Safety Director – Dave Bachman, and City Engineer – Shawn Middleton / Spicer Group.

### **CITIZEN COMMENTS ON AGENDA RELATED ITEMS.**

Kathy Fenstermacher – 302 Fourth Avenue commented on the opportunity to choose an interim city manager and the qualities that person should have.

### **CONSIDERATION OF POTENTIAL INTERIM CITY MANAGER CANDIDATES.**

The Mayor had requested a special meeting to discuss and consider potential candidates for the position of interim city manager.

Kenny stated the Personnel Committee looked at various options to find candidates for an interim city manager. Options were:

- 1) see what the MML had to offer
  - pros and cons of the MML were noted
- 2) look internally for qualified candidates
  - four internal candidates were identified:  
City Clerk, Finance Director, Public Safety Director, and DPW Director (only one indicated an interest)
- 3) look outside of the MML and staff members
  - Ben Bifoss, former City Manager, indicated he had an interest and the availability to be considered

Mr. Bifoss and Chief Bachman commented on their qualifications and answered questions from the Council.

**MOTION** by Cote, second by Wittlieff to support the hiring of Ben Bifoss as the Interim City Manager and authorize the City Attorney to negotiate a contract of employment terms.

With a roll call vote this motion passed, 6-1.

**AYES:** Kenny, Cote, Zielinski, Smith, Wittlieff, and Gustad

**NAYS:** Goodspeed

**CITIZEN COMMENT.**

*None received.*

**OFFICIALS AND STAFF.**

Deisch thanked the community for the honor and pleasure of being the City Manager for the past 13+ years; highlight of his career was working with talented and dedicated co-workers and Councilmembers; when looking for a new City Manager use the same qualities that we try to install in our children of integrity, ethical behavior, honesty and quality of character; Manistee residents deserve these qualities and should accept nothing less.

Saylor stated it has been a pleasure working with Deisch and wished him the best.

Bachman thanked Council for their consideration.

**COUNCILMEMBERS.**

Zielinski stated in regards to the water meters that the DPW is doing the best they can, don't kill the messenger.

Smith thanked Deisch for his years of service and wished him well.

Gustad also thanked Deisch and good luck in the future.

Kenny stated there are rumors going around the City as to who is next to be let go; asked Council if they are unhappy with any other staff members; consensus was that Council is happy with the current City staff; hopes this will be some reassurance to the staff. Thanked Deisch for his service.

**ADJOURN.**

MOTION to adjourn was made by Cote, second by Goodspeed. Meeting adjourned at 7:34 p.m.

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

CASH TRANSACTIONS REPORT

DRAFT

MONTH: FEBRUARY

City of Manistee

Account Number	Beginning Balance	Debit	Credit	Ending Balance
<b>Fund: 100 - AIP PAYING FUND</b>				
Dept: 000				
001.000 Cash	4,045.40	1,456,817.71	1,456,808.48	4,054.63
Total Dept: 000	4,045.40	1,456,817.71	1,456,808.48	4,054.63
<b>Fund: 100</b>	<b>4,045.40</b>	<b>1,456,817.71</b>	<b>1,456,808.48</b>	<b>4,054.63</b>
<b>Fund: 101 - GENERAL FUND</b>				
Dept: 000				
001.000 Cash	1,814,568.93	402,135.55	486,013.75	1,730,690.73
001.002 Cash - Escrow	99,885.01	0.00	11,136.08	88,748.93
004.000 Cash - Petty	800.00	0.00	0.00	800.00
017.000 MBIA Mi Class Inv	57,206.86	4.20	0.00	57,211.06
Total Dept: 000	1,972,460.80	402,139.75	497,149.83	1,877,450.72
<b>Fund: 101</b>	<b>1,972,460.80</b>	<b>402,139.75</b>	<b>497,149.83</b>	<b>1,877,450.72</b>
<b>Fund: 202 - MAJOR STREET FUND</b>				
Dept: 000				
001.000 Cash	139,362.21	58,142.83	37,566.19	159,938.85
Total Dept: 000	139,362.21	58,142.83	37,566.19	159,938.85
<b>Fund: 202</b>	<b>139,362.21</b>	<b>58,142.83</b>	<b>37,566.19</b>	<b>159,938.85</b>
<b>Fund: 203 - LOCAL STREET FUND</b>				
Dept: 000				
001.000 Cash	30,981.59	35,794.57	25,986.08	40,790.08
Total Dept: 000	30,981.59	35,794.57	25,986.08	40,790.08
<b>Fund: 203</b>	<b>30,981.59</b>	<b>35,794.57</b>	<b>25,986.08</b>	<b>40,790.08</b>
<b>Fund: 204 - STREET IMPROVEMENT FUND</b>				
Dept: 000				
001.000 Cash	40,417.13	3.81	2,199.48	38,221.46
Total Dept: 000	40,417.13	3.81	2,199.48	38,221.46
<b>Fund: 204</b>	<b>40,417.13</b>	<b>3.81</b>	<b>2,199.48</b>	<b>38,221.46</b>
<b>Fund: 226 - CITY REFUSE FUND</b>				
Dept: 000				
001.000 Cash	112,731.77	19,482.61	30,613.03	101,601.35
001.030 Cash Mgt Chk	98,987.64	7.59	0.00	98,995.23
Total Dept: 000	211,719.41	19,490.20	30,613.03	200,596.58
<b>Fund: 226</b>	<b>211,719.41</b>	<b>19,490.20</b>	<b>30,613.03</b>	<b>200,596.58</b>
<b>Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO</b>				
Dept: 000				
001.000 Cash	33,980.92	0.00	743.75	33,237.17
Total Dept: 000	33,980.92	0.00	743.75	33,237.17
<b>Fund: 243</b>	<b>33,980.92</b>	<b>0.00</b>	<b>743.75</b>	<b>33,237.17</b>
<b>Fund: 245 - OIL &amp; GAS FUND</b>				
Dept: 000				
001.000 Cash	40,643.63	4,361.53	0.00	45,005.16
001.020 Money Market	221,782.15	0.00	0.00	221,782.15
Total Dept: 000	262,425.78	4,361.53	0.00	266,787.31

CASH TRANSACTIONS REPORT  
DRAFT

MONTH: FEBRUARY  
City of Manistee

Page: 2  
3/30/2015  
2:56 pm

Account Number	Beginning Balance	Debit	Credit	Ending Balance
<b>Fund: 245</b>	262,425.78	4,361.53	0.00	266,787.31
<b>Fund: 249 - BUILDING INSPECTOR</b>				
Dept: 000				
001.000 Cash	-409.65	760.01	0.00	350.36
Total Dept: 000	-409.65	760.01	0.00	350.36
<b>Fund: 249</b>	-409.65	760.01	0.00	350.36
<b>Fund: 275 - GRANT MANAGEMENT FUND</b>				
Dept: 000				
001.000 Cash	27,918.84	0.00	3,653.44	24,265.40
Total Dept: 000	27,918.84	0.00	3,653.44	24,265.40
<b>Fund: 275</b>	27,918.84	0.00	3,653.44	24,265.40
<b>Fund: 290 - PEG COMMISSION</b>				
Dept: 000				
001.000 Cash	10,804.85	1,393.83	3,276.31	8,922.37
Total Dept: 000	10,804.85	1,393.83	3,276.31	8,922.37
<b>Fund: 290</b>	10,804.85	1,393.83	3,276.31	8,922.37
<b>Fund: 296 - RAMSDELL THEATRE</b>				
Dept: 000				
001.000 Cash	105,955.55	25,969.92	33,956.12	97,969.35
004.000 Cash - Petty	200.00	0.00	0.00	200.00
Total Dept: 000	106,155.55	25,969.92	33,956.12	98,169.35
<b>Fund: 296</b>	106,155.55	25,969.92	33,956.12	98,169.35
<b>Fund: 297 - FRIENDS OF THE RAMSDELL</b>				
Dept: 000				
001.000 Cash	847.38	1,245.09	0.00	2,092.47
Total Dept: 000	847.38	1,245.09	0.00	2,092.47
<b>Fund: 297</b>	847.38	1,245.09	0.00	2,092.47
<b>Fund: 430 - CAPITAL IMPROVEMENT FUND</b>				
Dept: 000				
001.000 Cash	176,677.93	5.36	41,973.00	134,710.29
Total Dept: 000	176,677.93	5.36	41,973.00	134,710.29
<b>Fund: 430</b>	176,677.93	5.36	41,973.00	134,710.29
<b>Fund: 490 - RENAISSANCE PARK</b>				
Dept: 000				
001.000 Cash	2,971.80	0.12	0.00	2,971.92
Total Dept: 000	2,971.80	0.12	0.00	2,971.92
<b>Fund: 490</b>	2,971.80	0.12	0.00	2,971.92
<b>Fund: 508 - BOAT RAMP FUND</b>				
Dept: 000				
001.000 Cash	13,131.30	40.52	183.55	12,988.27
004.000 Cash - Petty	1.00	0.00	0.00	1.00
Total Dept: 000	13,132.30	40.52	183.55	12,989.27
<b>Fund: 508</b>	13,132.30	40.52	183.55	12,989.27

CASH TRANSACTIONS REPORT

DRAFT

MONTH: FEBRUARY

City of Manistee

Account Number	Beginning Balance	Debit	Credit	Ending Balance
<b>Fund: 573 - WATER &amp; SEWER UTILITY</b>				
Dept: 000				
001.000 Cash	371,370.30	293,850.73	221,111.85	444,109.18
001.002 Cash - Escrow	35,400.00	2,400.00	0.00	37,800.00
004.000 Cash - Petty	300.00	0.00	0.00	300.00
017.000 MBIA Mi Class Inv	489,147.84	36.18	0.57	489,183.45
017.001 MBIA MI Class - 2015 W&S RvBd	0.00	55,400.57	0.00	55,400.57
Total Dept: 000	896,218.14	351,687.48	221,112.42	1,026,793.20
<b>Fund: 573</b>	896,218.14	351,687.48	221,112.42	1,026,793.20
<b>Fund: 594 - MARINA FUND</b>				
Dept: 000				
001.000 Cash	13,433.55	584.81	1,097.08	12,921.28
Total Dept: 000	13,433.55	584.81	1,097.08	12,921.28
<b>Fund: 594</b>	13,433.55	584.81	1,097.08	12,921.28
<b>Fund: 661 - MOTOR POOL FUND</b>				
Dept: 000				
001.000 Cash	451,426.10	26,269.00	0.00	477,695.10
Total Dept: 000	451,426.10	26,269.00	0.00	477,695.10
<b>Fund: 661</b>	451,426.10	26,269.00	0.00	477,695.10
<b>Fund: 703 - CURRENT TAX COLLECTION</b>				
Dept: 000				
001.000 Cash	341,777.32	1,235,357.80	1,166,949.37	410,185.75
Total Dept: 000	341,777.32	1,235,357.80	1,166,949.37	410,185.75
<b>Fund: 703</b>	341,777.32	1,235,357.80	1,166,949.37	410,185.75
<b>Fund: 704 - PAYROLL CLEARING FUND</b>				
Dept: 000				
001.000 Cash	46,758.51	467,292.49	473,439.14	40,611.86
001.005 Cash - NEW Flex \ HRA	9,959.61	0.39	0.00	9,960.00
001.007 Cash - Federal & State Taxes	69.14	57,365.55	57,365.39	69.30
Total Dept: 000	56,787.26	524,658.43	530,804.53	50,641.16
<b>Fund: 704</b>	56,787.26	524,658.43	530,804.53	50,641.16
<b>Fund: 705 - DELINQUENT TAX COLLECTION</b>				
Dept: 000				
001.000 Cash	3,324.09	700.00	3,324.09	700.00
Total Dept: 000	3,324.09	700.00	3,324.09	700.00
<b>Fund: 705</b>	3,324.09	700.00	3,324.09	700.00
<b>Grand Totals:</b>	4,796,458.70	4,145,422.77	4,057,396.75	4,884,484.72

## AGREEMENT

**This Agreement** is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the **City of Manistee**, a Michigan Municipal Corporation (hereinafter “City”), of 70 Maple Street, Manistee, MI 49660, and **R. Ben Bifoss** (hereinafter “RB”). The parties agree and contract as follows:

1. **Appointment and Employment as Interim City Manager.** The City hereby appoints RB as the Interim City Manager in accordance with the Charter of the City of Manistee, Sections 2.14 and 5.1, *et seq.*, to serve in the capacity of Interim City Manager and perform the duties and functions as described in the Charter of the City of Manistee in Section 5.3, and perform such other duties and functions as may from time to time be assigned by the City Council. Such appointment shall continue from RB’s original appointment, effective as of April 6, 2015, and shall continue until such appointment is withdrawn by the City Council or RB terminates employment with the City.
2. **Acceptance of Appointment.** RB accepts the appointment as Interim City Manager and promises to faithfully, and to the best of his efforts, discharge the duties, functions and responsibilities of such office as the same are contained in the Charter of the City of Manistee and that may be assigned from time to time by the City Council.
3. **At-Will Appointment and Employment.** RB acknowledges and agrees that his appointment and employment as Interim City Manager is an “at-will” appointment in accordance with the Charter provisions of the City of Manistee, being Section 2.14 and 5.1, *et seq.* The City may terminate the employment of RB as Interim City Manager at its pleasure, subject to the terms and conditions contained in this Agreement only.
4. **Remuneration.**
  - A. **Salary and Evaluation.** During the term of appointment, the Interim City Manager shall be remunerated at a salary to be set from time to time by the City Council. The annualized rate of remuneration for RB shall be Ninety-Seven Thousand, Six Hundred and eleven Dollars (\$97,611), payable bi-weekly, less any applicable federal, state and local taxes.
    - i. **Vacations/Holidays.** RB shall be entitled to three (3) weeks paid vacation for the first six (6) months of his employment, which vacation accumulates effective the date of appointment of April 6, 2015. Should RB’s employment extend beyond six (6) months, the parties shall negotiate the allocation of additional vacation time. RB shall also receive those paid holidays provided to other City supervisory personnel.
    - ii. **Pension Contribution.** City shall contribute 13% of RB’s actual base salary to a Defined Contribution Plan (457 Plan) established for RB.
    - iii. **Insurance.** RB shall not receive any health or other insurance.

- iv. **Professional Dues and Continuing Education.** The City shall provide membership dues for involvement in professional organizations, such as the International City, County Management Association, and the Michigan Local Government Management Association that are directly in the interest of the City and RB's performance as Interim City Manager on behalf of the City, as approved by the City Council.
  - v. **Hold Harmless.** The City will indemnify and hold RB harmless from liability for any claims or demands arising out of an act or omission occurring in the performance of RB's duties as Interim City Manager, except as to those acts or omissions deemed to constitute gross negligence, deliberate misconduct, intentional discrimination or criminal acts.
5. **FOIA Coordinator.** The City, through the City Council's appointment of RB as Interim City Manager and its approval of this Agreement, appoints RB as the FOIA Coordinator for the City of Manistee, in accordance with the Michigan Freedom of Information Act, MCL 15.236.
6. **Interpretation.** This Agreement shall be interpreted according to the Charter of the City of Manistee and the laws of the State of Michigan.
7. **Entire Agreement.** This document represents the entire agreement of the parties and incorporates herein all negotiations, discussions and agreements of the parties and no other agreements exist between the parties that are not included herein. This Agreement may be modified only by a written document acknowledged and signed by both parties.

**CITY OF MANISTEE**

---

Colleen Kenny, Mayor

---

Michelle Wright, City Clerk

**INTERIM CITY MANAGER**

---

R. Ben Bifoss, Interim City Manager

# Memorandum



TO: Mitch Deisch, City Manager *m Deisch*

FROM: Denise Blakeslee, Planning & Zoning Administrator *DB*

DATE: March 26, 2015

RE: Event Signage

Denise Blakeslee  
Planning & Zoning  
Administrator  
70 Maple Street  
Manistee, MI 49660  
231.398.2805  
dblakeslee@manisteemi.gov  
www.manisteemi.gov

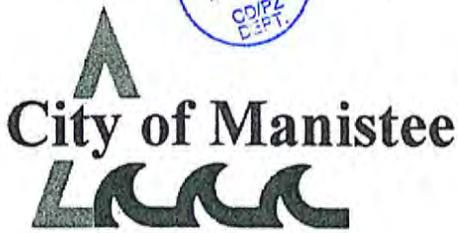
Mitch, last year an issue arose when signs were being placed in the right-of-way for off premise advertising events for dinners at the service clubs, concert series and the Farmers Market. At the Council Worksession on October 13, 2014 staff gave a presentation to Council that detailed the language in the ordinance that prohibits the placement of off premise signs and that City Council has the opportunity to approve exceptions to the ordinance under Section 2101.A.8 of the ordinance that reads:

8. *The Historic District Commission and City council may approve exceptions to this Article 21 for historically approved signage or community events, respectively.*

At the worksession Council determined that they would like to provide exceptions to the ordinance for event signage. Staff developed a form that was mailed out in March to the various organizations that had placed signs in 2014.

We have received a request from the American Legion asking for an exception that allows the placement of their sign at the former Mobile Station advertising their Friday Night Fish Fry-Smorgasbord including the scheduled dates (attached). A Council Agenda request form has been prepared for their request.

Staff will be maintaining a calendar of event signs.



Denise Blakeslee, Planning & Zoning Administrator  
 City Hall  
 70 Maple Street  
 Manistee, MI 49660  
 231.398.2805 (phone)  
 dblakeslee@manisteemi.gov

## SPECIAL EVENT SIGNAGE REQUEST

Please Print

Under Section 2101.A.8 City Council may approve exceptions to Article 21 Signs of the City of Manistee Zoning Ordinance for signage for community events. Permission must be granted from private property owners before signs can be installed for Council approved events. Requests must be received no later than 10 days before the next regularly scheduled Council Meeting to be placed on the agenda.

*Under no circumstance are signs to be installed in the City right-of-way (area between the sidewalk and curb if there is no curb signs need to be placed at least 15 feet from the edge of the street. If your event is proposing to post signs to promote your event you must complete the following:*

EVENT SIGNAGE	
Event Name:	AMERICAN LEGION, FISH FRY
Date of Event:	
Reoccurring Event (specify):	EVERY OTHER FRIDAY APR. 10 - OCT. 23 (ATTACHMENT) <sup>SEE</sup>
SIGNAGE INFORMATION	
Number of Signs Proposed:	1
Types of Sign(s):	2 SIDED
Size of Sign(s):	32" x 43" EA. SIDE
Proposed Location of Sign(s):	FORMER MOBILE STATION RIVER ST. & U.S. 31
Date Signs to be installed:	1 DAY PRIOR
Date Signs to be removed:	1 DAY AFTER
CONTACT INFORMATION	
Person(s)/Organization(s) Making Request:	AMERICAN LEGION, POST 10
Main Contact Person:	BRIAN KLUESNER
Address:	10 MASON ST. MANISTEE, MI 49660
Phone:	723-9501
Cell:	
Email:	
AUTHORIZATION	
I hereby certify that the locations for the proposed signage have been authorized by the owner(s) of the property and that signs will not be placed in the MDOT or City Right-of-way. All information submitted on this application is accurate to the best of my knowledge.	
Signature:	<u>Brian Kluesner</u> Date: <u>23 MARCH, 2015</u>
Office Use Only	
<input checked="" type="checkbox"/>	Request complete/Forward to City Council for Consideration
Notes:	
Signature:	<u>Denise Blakeslee</u> Date: <u>3-24-15</u>

# AMERICAN LEGION, POST 10



## FISH FRY ~ SMORGASBORD

“PICKY EATER’S PARADISE”

2015 SCHEDULE

4:30 - 7:30 pm

April 10 & 24

May 8 & 22

June 5 & 19

July 3, 17 & 31

August 14 & 28

September 11 & 25

October 9 & 23

### **\*Come Taste Our Variety:**

Fried Fish, Baked Fish, Fried Chicken, Mac & Cheese or Goulash, Red Skin Potatoes or Green Bean Casserole, Baked Beans, Onion Rings, French Fries, Super Salads, Delicious Deserts & More.....

*\*Some items are subject to change, without notice.*

\$10.00 Adults

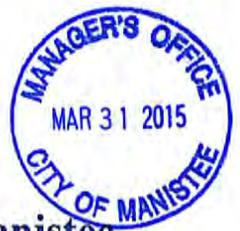
\$5.00 Kids, 12 & Under

Public Welcome

*Find us by the US-31 Bridge*

10 Mason Street, Manistee 231-723-9501

MEMO TO: Mitch Deisch *m Deisch*  
FROM: Jeffrey W. Mikula, Public Works Director  
DATE: March 30, 2015 *JWM*  
SUBJECT: Renaissance Generator Purchase



**DPW Director's Office**  
**231-723-7132**

---

During the summer of 2014 quotes were solicited for a generator to be purchased and installed at Renaissance Park. This effort was completed in anticipation of the Water/Sewer Bond sale. We received a quote from Top Line (our Electrician Vendor of Record) in the amount of \$37,610 for the generator and \$7,800 for site work and installation. We then solicited additional quotes on our own, checking to see if we could avoid the contract markup and taxes to the City's benefit. The quote from Top Line was the lowest received. We have confirmed with Topline that they are able to hold the pricing submitted last year.

The 2009 State Revolving Fund Project Plan included installation of backup power to each lift station. As such, the City has been systematically installing generators at lift stations as funding is available.

The Renaissance Park lift station pumps sewage from the Oaks Correctional Facility, Renaissance Park and East Lake Estates. This Pump Station is the farthest critical station from the City limits. During power outages it is easier for us to move our portable generator from one station to the next if the locations are within the City.

The budgeted amount for purchase and installation is \$55,000.

The generator is consistent with recent generator installations and will be grouped for service and maintenance contracts.

# MEMO

To: Jeff Mikula

From: Jody Banks *JB*

Date: August 18, 2014

Subject: Ren. Park generator purchase

The WWTP is scheduled to purchase an on-site generator this fiscal year for the Ren. Park lift station. We plan to purchase an ONAN/Cummins 150 KW diesel generator. We have reviewed the service requirements with our Electrical Contractor of Record as well as with our Engineer of Record. We have received three quotes for this purchase; Top Line Electric was the lowest quoted price. Top Line Electric will also be performing the installation and site work as the City's Electrical Contractor of Record. Total price for purchase and installation will be \$45,410. The City has \$55,000 budgeted in the Capital Improvement Fund for this project.

*JJM*  
*8/19/14*



5057 Sawyer Woods Dr.  
Traverse City, MI 49684  
Ph - 231.922.8626  
Fax - 231.922.2007  
T.F. - 866.922.8626

7/18/14  
City of Manistee  
Jeff Mikula/Jody Banks  
70 Maple Street  
Manistee, MI 49660

Re: Renaissance Park Generator Project

*Electrical Budget Proposal*

The following proposal is for the purchase and installation of the new generator for the Renaissance Park generator project. The following is included:

Generator:

- Purchase of one new Onan 150kw diesel generator.
- Fuel tank rated for 24hr run at 100%.
- Modlon Gateway communications kit.

Price: Thirty Seven Thousand Six Hundred Ten Dollars..... \$37,610.00

Generator Installation:

- Installation of a new generator concrete pad, within 30 foot of transfer switch.
- Purchase and installation of underground conduits and wire for power.
- Purchase and installation of underground conduits and wire for block heater, battery charger and communications.
- Purchase and installation of a ground ring around the new generator pad, grounding of generator and tied to service ground.
- Receiving, unloading and setting of new generator.
- Miscellaneous materials and labor to complete.
- Permit fee.

Budget Price: Seven Thousand Eight Hundred Dollars..... \$7,800.00

\*\*All work will be tracked and billed as Time and Materials, per City of Manistee contract rates, if any savings this will be passed along to owner.

Blaine Vadeboncoeur  
Top Line Electric, LLC

Accepted By \_\_\_\_\_  
Date \_\_\_\_\_



QUOTATION		
DATE	NUMBER	PAGE
8/11/2014	56567	1 of 1

B MAN300  
I City of Manistee  
L 70 Maple Street  
T MANISTEE, MI 49660  
O

Accepted By: \_\_\_\_\_  
Company: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO#: \_\_\_\_\_

ATTENTION:  
JODY BANKS P: 231-723-1553 JBANKS@MANISTEEMI.GOV

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO #	JOB #	JOB TITLE	SLP	SHIPPING TYPE
REV1	56567	150 KW DIESEL AND 35 KW NATURAL GAS GENERATORS, CUMMINS	AKM / REA	FREIGHT ALLOWED

QTY	DESCRIPTION
-----	-------------

36 kW, NATURAL GAS

- (1) CUMMINS RS 36kW NATURAL GAS GENERATOR, RATED 3 PHASE, 277/480V WITH QUIET SITE ENCLOSURE, CIRCUIT BREAKER, POWER COMMAND CONTROLS, FUEL FLEX LINE, ENGINE COOLANT HEATER, BATTERY CHARGER AND BATTERY RACK.
- (1) 200A AUTOMATIC TRANSFER SWITCH IN NEMA 3R ENCLOSURE.
- (1) START-UP ASSISTANCE.

NET PRICE INCLUDING FREIGHT, BUT NO TAXES: --- \$ 15,060.00 TOTAL

\*\*\*\*\*

150 kW, DIESEL

- (1) CUMMINS 150 kW DIESEL GENERATOR, RATED 3 PHASE, 277/480V WITH QUIET SITE ENCLOSURE, CIRCUIT BREAKER, POWER COMMAND CONTROLS, FUEL FLEX LINE, ENGINE COOLANT HEATER, BATTERY CHARGER AND BATTERY RACK.
- (1) START-UP ASSISTANCE.

NET PRICE INCLUDING FREIGHT, BUT NO TAXES: --- \$ 46,350.00 TOTAL

\*\*\*\*\*

WE APPRECIATE THIS OPPORTUNITY TO QUOTE AND LOOK FORWARD TO BEING OF FUTURE SERVICE.

SINCERELY,  
RICK E. ALVAREZ / AKM

This proposal is subject to Kennedy's standard terms and conditions of sale (rev'd 6/2014), which are attached or viewable at [www.kennedyind.com](http://www.kennedyind.com). Terms of payment are net 30 days from date of invoice with 1-1/2% per month additional charge on unpaid balance. Credit card orders are subject to an additional 3% charge.

**NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL**

P.O. Box 180 ♦ 52900 Grand River ♦ New Hudson, MI 48165-0180 ♦ Phone: 248-684-1200 ♦ Fax: 248-684-6011

[www.KennedyInd.com](http://www.KennedyInd.com)

Our energy working for you.™



Quotation

Cummins Bridgeway, LLC.  
977 N. Center  
Gaylord, MI 49735  
Direct: (989) 732-5055

Cummins Bridgeway, LLC.  
Grand Rapids, Saginaw  
New Hudson  
24/7 Emergency: 800-969-3966

August 12th, 2014

City Of Manistee WWTP  
15 Ninth Street  
Manistee, MI 49660  
Main: 231-723-1553

Attention: Ms. Jody Banks

Project Name: Manistee Renaissance Park Pump Station

Quotation: 780000000266720

Thank you for your inquiry. We are pleased to quote Cummins equipment pricing as follows:

Item	Description	Qty
150DSGAC	<b>Cummins Industrial Diesel Genset: 60Hz-150kW</b>	
	U.S. EPA, Stationary Emergency Application	1
	Genset-Diesel,60Hz,150kW	1
	Duty Rating-Standby Power	1
	Listing-UL 2200	1
	Emission Certified, EPA, Tier 3, NSPS CI Stationary Emergency	1
	Enclosure-Steel, Weather Protective, with Fully Enclosed Exhaust System	1
	Voltage-277/480, 3 Phase, Wye, 4 Wire	1
	Alternator-60 Hz, 12 Lead, Upper Broad Range, 105C	1
	CONTROL-POWERCOMMAND 2.2 with Ampsentry Protection	1
	Exciter/Regulator-Pmg, 3 Phase Sensor	1
	Engine Governor-Electronic, Isochronous	1
	Relays-Genset Status, User Configured	1
	Stop Switch-Emergency	1
	CircuitBreaker-225A,Left,3P,600/525V,TM, UL/IEC	1
	Breaker Auxiliary contacts/Tripalarm	1
	Wind Rating-150 MPH, Steel Housing	1
	Separator-Fuel/Water	1
Engine Starter - 12 VDC Motor	1	
Battery Charging Alternator-Normal Output	1	

	Engine Cooling-High Ambient Air Temperature	1
	Safety Shutdowns and Pre-Alarm Senders	1
	Extension-Engine Coolant Drain, Extension-Oil Drain	1
	Engine Coolant-50% Antifreeze, 50% Water Mixture	1
	Coolant Heater-120 Volt Ac, Single Phase	1
	Engine Air Cleaner-Heavy Duty	1
	Genset warranty- Base, Standby 2 years unlimited hours	1
	Battery, Rack & Cables, 12VDC Engine Starting Battery - 810CCA	1
	One Hour of Personnel Training at the Jobsite	1
	Manual-Operator/Maintenance and Parts	2
	Automatic Transfer Switch Start Up during Normal Business Hours	1
	Standard Emergency Generator Start Up during Normal Business Hours	1
	Oil and Antifreeze Installed	1
LOOSE	Battery Charger, 10Amp auto float/equalize type with alarms Ships Loose	1
	Modlon Gateway Kit (FTT10) For Existing SE-ATS to allow SCADA	1
	Subbase Fuel Tank, UL & MI DEQ 24-Hours at 100% rated kW Load	1
	<b>Grand Total for the above equipment..... No Tax Included.....</b>	<b>\$40,250.00</b>

**Please Note**

1. The equipment contained in this quotation complies with U.S. EPA emission regulations for "Stationary Emergency" applications.
2. Quote does not include any: installation, initial fuel fill or fuel for testing, permits, fees or tax.

**Terms of Sale:**

The above price is Plus State & Local Taxes If Applicable.

Freight is FOB JobSite direct via common carrier - Freight Allowed "Unloading by Others"

Equipment for offloading and setting in place at the site not included – provided by others.

No installation of any kind included.

No initial fuel fill or fuel for testing included.

Submittals can be provided within one to two weeks after a Purchase Order has been received.

Terms are Net 30 Days from date of invoice with prior credit approval. Start-Up will not be performed until payment has been received, regardless of our invoice date. "Pay when Paid" contract clauses will not be considered by Cummins Bridgeway, LLC. Invoicing will occur on the latter of the requested ship date or when the equipment is available for delivery. Transfer of ownership occurs at the earlier of invoicing or delivery. Once equipment has been released for manufacture, a cancellation fee will be assessed based on a percentage of the equipment value as determined by the manufacturer. The exact dollar value of the cancellation charge will be determined after our total costs due to the cancellation have been determined. A written notice of cancellation is required.

Quote will be honored for 30 days but subject to change thereafter.

Lead times are those in effect at the time of release of your order for manufacture. Contact your sales representative for delivery and manufacturing lead time information on your specific project products. Current Lead time for the Gen Set running approx 6 – 8 Weeks ARO.

OPTION – Please advise if option desired:

- 1) Extended Warranty for the Gen Set Package, 5-Year Comprehensive, add... \$2,250.00

If you would like to place an Order with Cummins Bridgeway based on the Bill of Material, Quotation Price and Terms of Sale as detailed above, please complete and sign the following and return this Quotation to the attention of your Power Generation Sales contact indicated below. By completing the following information, a confirming Purchase Order will not be required. If you should send us a confirming Purchase Order, and we incur additional costs for review and/or negotiation of the form, then our actual expense for such review may be added to our Quotation Price.

Company Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submitted by**

---

**Bruce Otte , Power Generation Sales**  
**bruce.f.otte@cummins.com**  
**Mobile: (231) 357-8366**  
**Fax: (989)-732-2525**



RECEIVED

MAR 19 2015

CITY OF MANISTEE  
CLERK-TREASURER

### 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: Non-Motorized Transportation Committee

NAME: Jim Snoeyink  
ADDRESS: 3271 Lakeshore Rd.  
Manistee, MI 49660

PHONE: (Home) 219-510-2627 (Work) \_\_\_\_\_  
Cell

E-MAIL: jssnoeyink@gmail.com ( personal or  work)

I want to volunteer for this position because:

I enjoy biking, kayaking, paddleboarding, and hiking and I would like to help the city/county to develop/promote what is available and what can be added to encourage others to participate in these activities.

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

I have been participating in ~~egro~~ organized bike trips for many years and I just enjoy being outdoors.

Feel free to attach any additional information.

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

James S. Anouzil 3-19-2015  
Signature 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.

MEMO TO: Mayor Colleen Kenny  
Members of City Council

FROM:  Cindy Lokovich, CAP-OM  
Executive Secretary

DATE: March 24, 2015

SUBJECT: Administrative Professionals Week



**City Manager's Office**  
**231-398-2801**

---

The International Association of Administrative Professionals® (IAAP) is the originator and sponsor of both Administrative Professionals Week and Administrative Professionals Day. The original event was organized in 1952 and continues today as an effort to recognize administrative professionals for their contributions in the workplace, and to attract people to secretarial/administrative careers. Today there are more than 4.1 million secretaries and administrative assistants working in the United States according to U.S. Department of Labor statistics.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars, and recognizing support staff for their contributions to the workplace.

On behalf of all the administrative professionals serving businesses and organizations in the City of Manistee, I am requesting that the Manistee City Council consider adopting a resolution of thanks and appreciation; proclaiming the week of April 19-25, 2015 as Administrative Professionals Week and Wednesday, April 22, 2015 as Administrative Professionals Day in the City of Manistee. Thank you for your consideration.

Should you have questions, please contact me at (231) 398-2801.

:cl

Enclosures



# Memorandum



TO: Mitch Deisch, City Manager *M Deisch*

FROM: Denise Blakeslee, Planning & Zoning Administrator *DB*

DATE: March 24, 2015

RE: Non-Motorized Transportation Committee Events 2015

Denise Blakeslee  
Planning & Zoning  
Administrator  
70 Maple Street  
Manistee, MI 49660  
231.398.2805  
dblakeslee@manisteemi.gov  
www.manisteemi.gov

Mitch, the Manistee Non-Motorized Transportation Committee is looking to host three events this year; Healthy Active Manistee (H.A.M. it Up!), a Ride of Silence, and the Labor Day Bridge Walk and is requesting City Councils approval and endorsement.

The seventh annual Healthy Active Manistee (H.A.M. it Up!) is scheduled for May 15, 2015 through May 17, 2015. This year the event has been shortened into a three day event that includes the Richard Knechtges Jr. Walk and Roll, 5k run/walk and Girls on the Run, a children's race that loops through downtown followed by a movie at the Vogue Theater and a family fun Hike and Bike at Fifth Avenue Beach. These events are still being organized and are subject to change.

The Committee will host a new event on May 20<sup>th</sup> a Ride of Silence (Rain Day May 23<sup>rd</sup>). This is an event that is held at hundreds of locations worldwide. Cyclists will take to the roads in a silent procession to honor cyclists who have been killed or injured while cycling on public roadways. Although cyclists have a legal right to share the road with motorists, the motoring public often isn't aware of these rights, and sometimes not aware of the cyclists themselves. The Ride of Silence is a free ride that asks its cyclists to ride no faster than 12 mph, wear helmets, follow the rules of the road and remain silent during the ride. There are no sponsors and no registration fees. The ride, which is held during National Bike Month, aims to raise the awareness of motorists, police and city officials that cyclists have a legal right to the public roadways. The ride is also a chance to show respect for and honor the lives of those who have been killed or injured.

The fourth annual Labor Day Bridge Walk is scheduled for Monday, September 7, 2015. The routes for the H.A.M. it Up! 5K Run/Walk, Labor Day Bridge walk, and Ride of Silence will be finalized and submitted to the Police Department for final approval once the routes are finalized.

These events promote healthy activities for people of all abilities to enjoy.

## Cindy Lokovich

---

**From:** Mitch Deisch  
**Sent:** Wednesday, April 01, 2015 9:01 AM  
**To:** Cindy Lokovich  
**Subject:** FW: Emailing:PL Proc 2015.ManCtyCncl150331.docx  
**Attachments:** PL Proc 2015.ManCtyCncl150331.docx

---

**From:** sdwallconsulting314 [<mailto:sdwallconsulting314@gmail.com>]  
**Sent:** Tuesday, March 31, 2015 1:29 PM  
**To:** Mitch Deisch  
**Subject:** Emailing:PL Proc 2015.ManCtyCncl150331.docx

Please find the above proposed proclamation for review and submission for the Council's consideration for adoption at its next meeting.

Sent from Samsung tablet

## Parliamentary Law Month Proclamation

April 2015

Whereas, April is the birth month of Thomas Jefferson, who wrote the first American manual of parliamentary procedure in 1801, and it is an appropriate time to honor him and celebrate the use of parliamentary procedure;

Whereas, it is fitting to honor Henry Martyn Robert, author of Pocket Manual of Rules of Order for Deliberative Assemblies, also known as Robert's Rules of Order;

Whereas, Robert's Rules of Order Newly Revised is the most widely recognized and used parliamentary authority in public and private organizations;

Whereas, the Manistee City Council Guidelines designate the current edition of Robert's Rules of Order as the City Council's parliamentary authority in matters not otherwise addressed;

Whereas, the Manistee City Council has, by adoption of a motion, designated the month of April as Parliamentary Law Month in the city of Manistee; now, therefore, be it

Resolved, that I, Colleen Kenny, Mayor of the City of Manistee, on behalf of the Manistee City Council, do hereby declare the month of April as Parliamentary Law Month in the city of Manistee, and call upon all citizens in general and members and officers of public or private organizations, boards, commissions and committees in particular, to reflect upon the importance of the use of parliamentary procedure in effective meeting management by providing civil discourse, protecting individual rights, ensuring fairness, and maintaining order.