

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, APRIL 21, 2015 – 7:00 P.M. – COUNCIL CHAMBERS

I. Call to Order.

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

II. Public Hearings.

- a.) PUBLIC HEARING ON THE 2015-2016 BUDGET AND CAPITAL IMPROVEMENT PLAN.

The City fiscal year runs from July 1 through June 30. Under Section 7-4 of the Charter, a public hearing is required on the budget which must be adopted not later than May 15 of each year.

A work session was held on Tuesday, April 14 with an additional work session scheduled for this evening. An optional work session can be scheduled for Tuesday, April 28. The Budget Calendar anticipates adoption of the budget at the May 5, 2015 meeting.

At this time the public has an opportunity to comment on the 2015-2016 Budget and Capital Improvement Plan.

No action is anticipated at the conclusion of the public hearing.

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.) Monthly Bills.
- XI. a.) Notification Regarding Next Work Session.
b.) Consideration of Annual American Legion Auxiliary Poppy Sales.
c.) Consideration of National Day of Prayer Gathering at City Hall.
d.) Consideration of Annual Memorial Day Parade and Ceremony.

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

***V. Approval of Minutes.** Approval of the minutes of the April 7, 2015 regular meeting and the April 14, 2015 work session as attached.

VI. Financial Report.

*a.) APPROVAL OF PAYROLL.

*b.) MONTHLY BILLS.

VII. Unfinished Business.

VIII. New Business.

a.) CONSIDERATION OF CITY MANAGER SEARCH PROPOSAL.

The City of Manistee is engaged in the process of recruiting a new City Manager. There are three primary alternatives available to the City Council in completing this process including:

1. Managing the process utilizing in-house resources, or
2. Retaining the Michigan Municipal League (MML) to assist in the process, or
3. Retaining a private professional executive recruitment firm.

The City Council Personnel Committee recommends that the Michigan Municipal League be retained to assist the City in the recruitment of a new City Manager. The Interim City Manager concurs in that recommendation. The cost of the recruitment, and other costs related to the replacement of the City Manager can be paid through the General Fund balance.

Ms. Kathie Grinzinger, the Lead Executive Recruiter for the League will be in attendance at the Council meeting. She will make a brief presentation and be prepared to respond to questions from the City Council.

At this time Council could take action to accept the proposal from the Michigan Municipal League in a not to exceed amount of \$15,000 to conduct an Executive Search for the City Manager position; and further schedule a special work session with the MML for Tuesday, April 28, 2015 at 7:00 p.m. to begin the process.

IX. Notices, Communications, Announcements.

***a.) NOTIFICATION REGARDING NEXT WORK SESSION.**

A Council work session has been scheduled for Tuesday, April 28, 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.

***b.) CONSIDERATION OF ANNUAL AMERICAN LEGION AUXILIARY POPPY SALES.**

The American Legion Auxiliary Post 10 has requested authorization for their annual Poppy Sales fundraiser on May 14, 15 and 16, 2015 in the City of Manistee.

At this time Council could take action to authorize the annual American Legion Auxiliary Poppy Sales in the City of Manistee on May 14, 15 and 16, 2015.

***c.) CONSIDERATION OF NATIONAL DAY OF PRAYER GATHERING AT CITY HALL.**

The National Day of Prayer Committee is requesting permission to gather on the Maple Street entrance steps of City Hall on Thursday, May 7, 2015. They have also requested the ability to hook into City Hall for electrical power to run their sound system. The ceremony would begin around 11:45 a.m. and finish up around 1 p.m.

At this time Council could take action to authorize the National Day of Prayer gathering at City Hall on Thursday, May 7, 2015.

***d.) CONSIDERATION OF ANNUAL MEMORIAL DAY PARADE AND CEREMONY.**

The United Veterans Council has requested authorization to conduct the annual Memorial Day Parade and Ceremony on Monday, May 25, 2015 in recognition of veterans and their service to our country. The parade will commence at 10:00 a.m. at the corner of River and Division, travel west along River Street, cross the Maple Street Bridge to the Veterans Memorial for a ceremony.

At this time Council could take action to authorize the annual Memorial Day Parade and Ceremony on Monday, May 25, 2015.

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 to Budget Work Session.

A Council work session on the proposed Fiscal Year 2014-2015 Budget and Capital Improvement Plan has been scheduled for immediately following the regular meeting.

RBB:cl

COUNCIL AGENDA ATTACHMENTS:

Council Meeting Minutes – April 7, 2015
Council Work Session Minutes – April 14, 2015
2015-03-01 Monthly Bills
2015-03-18 Monthly Bills
2015-03-26 Monthly Bills
City Manager Search Proposal
Council Personnel Committee Minutes – April 9, 2015
American Legion Poppy Sales
National Day of Prayer Request
Memorial Day Parade Request

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – April 7, 2015

A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, April 7, 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: Interim City Manager – R. Ben Bifoss, 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 – Pat Bentley / Spicer Group.

CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

None received.

CONSENT AGENDA.

- Minutes
 - March 17, 2015 - Regular Meeting
 - March 31, 2015 - Special Meeting
- Payroll
 - March 16 – March 29, 2015 - \$ 112,678.99
 - April 3, 2015 - \$ 30,469.02
 -
- Cash Balances Report - February 2015
- Notification Regarding Next Work Session – April 14, 2015
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.
- Consideration of a Resolution, Administrative Professional 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.
- 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.

- 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.

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

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad
NAYS: None

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. A contract has been prepared by the City Attorney and approved by Mr. Bifoss.

MOTION by Cote, second by Smith 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.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad
NAYS: None

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.

MOTION by Smith, second by Wittlieff 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. It was noted that the American Legion does have permission from the property owner.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad
NAYS: None

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.

MOTION by Gustad, second by Cote to approve the purchase and installation of the Cummins 150 kilowatt generator through Top Line Electric in the amount of \$45,410.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad
NAYS: None

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

Mayor Kenny appointed Jim Snoeyink – 3271 Lakeshore Road to the Non-Motorized Transportation Committee for a two-year term ending 03/31/17. MOTION by Cote, second by Goodspeed to support the Mayor's appointment.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad
NAYS: None

A REPORT FROM THE COUNTY PROSECUTOR AND THE HOUSING COMMISSION.

Mr. Ford Stone reported on the activities of the County Prosecutor’s Office.

Mr. Clinton McKinven-Copus reported on the activities of the Housing Commission.

INTRODUCTION OF THE FISCAL YEAR 2015-2016 BUDGET.

Administration has prepared the proposed 2015-2016 Fiscal Year Budget. Finance Director Ed Bradford gave 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.

CITIZEN COMMENT.

None received.

OFFICIALS AND STAFF.

None received.

COUNCILMEMBERS.

Smith commented on the ceremony for Josh Glass’s promotion to Sergeant; welcomed Mr. Bifoss.

Gustad stated that Representative Ray Franz will be in town on Wednesday to speak about the upcoming Proposal 1 vote; Senator Booher will also be here at a later date to speak on the Proposal.

Kenny reminded everyone of the retirement open house Wednesday for Julie Beardslee – City Assessor; she also asked Council on their thoughts about the city manager recruitment process.

ADJOURN.

MOTION to adjourn was made by Cote, second by Goodspeed. Meeting adjourned at 7:59 p.m.

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

**MANISTEE CITY COUNCIL
WORK SESSION
MINUTES OF APRIL 14, 2015**

The Manistee City Council met in a work session on Tuesday, April 14, 2015 at 7 p.m., Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan 49660.

MEMBERS PRESENT: Colleen Kenny, Roger Zielinski, Robert Goodspeed, James Smith, Mark Wittlieff, Eric Gustad, Ed Cote

MEMBERS ABSENT: None

OTHERS PRESENT: City Manager, Department Directors, City Attorney, City Engineer, Media, Public

Public Comments.

➤ Lynda Beaton, 256 Hughes Street – Questioned \$140,000 requirement from Reith-Riley.

Discussion on Fiscal Year 2015-2016 Budget and Capital Improvement Plan. Staff made opening comments and responded to various questions by Council.

Discussed possible draw from the Oil and Gas Fund; street program; Deputy Fire Chief training; part-time position in the Clerk/Treasurer Office; various questions on DPW operations; and park improvements.

CONSENSUS: City Council requested additional information on increasing the proposed .5 employee in the Clerk/Treasurer's Office to a fulltime position. Staff was asked to look for ways to cover additional employee costs.

A public hearing on the budget will be conducted at the April 21, 2015; with an additional work session on the budget following the regular meeting that evening.

Adjourned at 8:00 p.m.

R. Ben Bifoss, Interim City Manager

RBB:cl

INVOICE APPROVAL LIST BY FUND REPORT

03/01/15

Date: 02/26/2015

Time: 10:25 am

Page: 1

City of Manistee

qqqq

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
Fund: 101 GENERAL FUND							
Dept: 100 GENERAL							
101-100-855.000	Utilities - Cell Ph AT&T MOBILITY	837869502X01282015	Monthly Service	40830	02/27/2015	01/28/2015	2,500.01
							2,500.01
Total Dept. GENERAL:							2,500.01
Dept: 172 MANAGER							
101-172-728.000	SUPPLIES - Ope OLESON'S FOOD STORES	#5410 - 02/18/15	Cookies, Coffee, Creamer, Wate	40864	03/20/2015	02/18/2015	31.97
							31.97
101-172-957.000	Motor Pool CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	1040826	03/01/2015	03/01/2015	750.00
							750.00
101-172-985.000	Lease Purchase US BANK EQUIPMENT FINAN	272845801	Kyocera Copier Lease - Manager	40870	02/19/2015	02/19/2015	184.95
							184.95
Total Dept. MANAGER:							966.92
Dept: 215 CLERK							
101-215-728.000	SUPPLIES - Ope I.T. RIGHT INC	20143961	UPS	1040829	02/02/2015	02/02/2015	75.00
	JACKPINE BUSINESS CENTE	384538-0	Colored Paper, Add Roll	40847	03/23/2015	02/21/2015	18.93
							93.93
Total Dept. CLERK:							93.93
Dept: 253 FINANCE / TREASURE							
101-253-728.000	SUPPLIES - Ope JACKPINE BUSINESS CENTE	384538-0	Colored Paper, Add Roll	40847	03/23/2015	02/21/2015	18.92
							18.92
Total Dept. FINANCE / TREASURER:							18.92
Dept: 257 ASSESSOR							
101-257-728.000	SUPPLIES - Ope MICHIGAN ASSESSORS ASS	MAA-093 (02-15)	Advertisement - Web Only	40858	02/20/2015	02/20/2015	75.00
	MICHIGAN TOWNSHIPS ASS	191860	Advertisement	40859	02/19/2015	02/19/2015	345.00
							420.00
Total Dept. ASSESSOR:							420.00
Dept: 265 MUNICIPAL BUILDING:							
101-265-728.000	SUPPLIES - Ope ALLSHRED SERVICES	B0088829	Off-Site Destruction	40828	03/05/2015	02/23/2015	56.85
							56.85
101-265-850.000	Phone AT&T	2015 - 231398067902	Monthly Service	40829	03/15/2015	02/13/2015	194.09
	AT&T	2015 - 231723158502	Monthly Service	40829	03/15/2015	02/13/2015	26.43
	AT&T	2015 - 231723180302	Monthly Service	40829	03/15/2015	02/13/2015	78.34
	AT&T	2015 - 231723351902	Monthly Service	40829	03/15/2015	02/13/2015	29.04
	AT&T	2015 - 231723595502	Monthly Service	40829	03/15/2015	02/13/2015	80.21
							408.11
Total Dept. MUNICIPAL BUILDINGS:							464.96
Dept: 301 POLICE							
101-301-715.000	Uniform & Cleani						

INVOICE APPROVAL LIST BY FUND REPORT

03/01/15

Date: 02/26/2015

Time: 10:25 am

City of Manistee

qqqq

Page: 3

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
Total Dept. FIRE:							7,082.99
Dept: 441 PUBLIC WORKS							
101-441-715.000	Uniform & Cleani						
	MODEL COVERALL SERVICE	0495912	Uniform Cleaning - DPW	1040832	03/13/2015	02/11/2015	29.26
	MODEL COVERALL SERVICE	0497364	Uniform Cleaning - DPW	1040832	03/20/2015	02/18/2015	29.26
							58.52
101-441-728.000	SUPPLIES - Ope						
	FASTENAL COMPANY	MIMAN110577	Furniture Polish, Bowl Cleaner	40840	03/11/2015	02/09/2015	63.44
	NAPA AUTO PARTS	192486	Shop Towels	40861	02/16/2015	02/16/2015	34.98
	PRAXAIR DISTRIBUTION INC	51775710	Gloves, Tank Wrench, Scratch	1040833	02/09/2015	02/09/2015	25.57
	WAHR HARDWARE, INC.	C43579	Batteries	1040836	03/12/2015	02/10/2015	76.31
	WAHR HARDWARE, INC.	D23961	CLR Appliance Bulb	1040836	03/20/2015	02/18/2015	12.93
							213.23
101-441-831.000	Contractual Repa						
	OVERHEAD DOOR COMPAN'	36275	Labor	40865	01/29/2015	01/29/2015	169.00
	SCHNEIDER ELECTRIC		WxSentry PvFst Online-Platinum	1040834	02/25/2015	02/25/2015	387.00
							556.00
101-441-930.000	Repairs & Mainte						
	AUTO VALUE \ AUTO-WARES	256-873231	Smoothing Hammer	40831	03/08/2015	02/06/2015	14.39
	AUTO VALUE \ AUTO-WARES	256-873781	Bed Armor Gl	40831	03/15/2015	02/13/2015	262.18
	AUTO VALUE \ AUTO-WARES	256-873883	14W40 Oil, Wiper Blade	40831	03/18/2015	02/16/2015	70.93
	AUTO VALUE \ AUTO-WARES	256-873947	Pro. Undercoat, Rubber Undercrt	40831	03/18/2015	02/16/2015	69.21
	BRIAN'S AUTO PARTS, INC.	48940	Draw Latch	40833	02/02/2015	02/02/2015	63.32
	FAMILY FARM & HOME - MAN	2413	Storage Tanks	40839	03/13/2015	02/11/2015	1,069.98
	FAMILY FARM & HOME - MAN	2425	Bucket, Discharge Hose,	40839	03/20/2015	02/18/2015	78.16
	FASTENAL COMPANY	MIMAN110661	Pipe Elbow, Nipple	40840	03/14/2015	02/12/2015	8.06
	FREEMAN CREEK EQUIPMEI	5029	CutQuik w/14In Guard, Bar & Pm	40841	01/14/2015	01/14/2015	918.00
	FREIGHTLINER OF GRAND F	X001577417:01	Thermostat	40842	02/07/2015	01/08/2015	60.49
	FREIGHTLINER OF GRAND F	X001569419:01	Hub, Oil Seal, Nut-Wheel	40842	12/21/2014	11/21/2014	816.50
	GRAND RENTAL STATION	1-535585	Chainsaw Repair	40843	01/28/2015	12/29/2014	33.00
	GREAT LAKES MATERIALS	8054011	21AA Port Inland	1040828	01/13/2015	01/13/2015	510.13
	MANISTEE TIRE SERVICE	31589	O Ring, Install	40856	03/14/2015	02/12/2015	50.00
	NAPA AUTO PARTS	191420	Pliers Long Nose	40861	01/16/2015	01/16/2015	11.98
	NAPA AUTO PARTS	191987	Relay	40861	02/02/2015	02/02/2015	13.57
	NAPA AUTO PARTS	192055	Rubber Metal Clamp, Gauge,	40861	02/04/2015	02/04/2015	104.29
	NAPA AUTO PARTS	192154	Punch	40861	02/06/2015	02/06/2015	9.39
	NAPA AUTO PARTS	192302	Oil Fil, Camo Bucket	40861	02/10/2015	02/10/2015	18.72
	NAPA AUTO PARTS	192489	M C Lamp	40861	02/16/2015	02/16/2015	6.58
	SPAULDING MFG INC	17093km	Primary Control, Watlow Contro	40869	03/04/2015	02/02/2015	672.30
	WAHR HARDWARE, INC.	D23634	Primer	1040836	03/11/2015	02/09/2015	26.40
	WAHR HARDWARE, INC.	C44203	Adapter, Bushing	1040836	03/20/2015	02/18/2015	9.02
							4,896.60
101-441-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	1040826	03/01/2015	03/01/2015	6,000.00
							6,000.00
Total Dept. PUBLIC WORKS:							11,724.35
Dept: 751 PARKS & RECREATIOI							
101-751-728.000	SUPPLIES - Ope						
	WAHR HARDWARE, INC.	C43312	Key	1040836	03/08/2015	02/06/2015	2.19
	WAHR HARDWARE, INC.	C43287	Spud, Snow Shovel	1040836	03/08/2015	02/06/2015	44.48
							46.67
101-751-930.000	Repairs & Mainte						
	FAMILY FARM & HOME - MAN	2414	Transfer Pump, Male QC, Couple	40839	03/13/2015	02/11/2015	369.39
	GRAND RENTAL STATION	1-535520	Snowthrower	40843	01/17/2015	12/18/2014	1,299.00

INVOICE APPROVAL LIST BY FUND REPORT

03/01/15

Date: 02/26/2015

Time: 10:25 am

City of Manistee

qqqq

Page: 4

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							1,668.39
101-751-957.000	Motor Pool CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	1040826	03/01/2015	03/01/2015	3,000.00
							3,000.00
							Total Dept. PARKS & RECREATION: 4,715.06
							tal Fund GENERAL FUND: 32,604.91
Fund: 202 MAJOR STREET FUND							
Dept: 000							
202-000-936.000	Preservation Stre CITY OF MANISTEE GENERA		Major & Local Street Reimburse	1040827	03/01/2015	03/01/2015	9,083.34
							9,083.34
202-000-938.000	Winter Maintena CITY OF MANISTEE GENERA		Major & Local Street Reimburse	1040827	03/01/2015	03/01/2015	8,083.33
							8,083.33
							Total Dept. 000: 17,166.67
							id MAJOR STREET FUND: 17,166.67
Fund: 203 LOCAL STREET FUND							
Dept: 000							
203-000-936.000	Preservation Stre CITY OF MANISTEE GENERA		Major & Local Street Reimburse	1040827	03/01/2015	03/01/2015	3,916.67
							3,916.67
203-000-938.000	Winter Maintena CITY OF MANISTEE GENERA		Major & Local Street Reimburse	1040827	03/01/2015	03/01/2015	2,833.33
							2,833.33
							Total Dept. 000: 6,750.00
							rd LOCAL STREET FUND: 6,750.00
Fund: 226 CITY REFUSE FUND							
Dept: 000							
226-000-826.000	Refuse Contract REPUBLIC SERVICES #239	0239-001330006	Residential, Recycling	40867	01/31/2015	01/31/2015	25,983.07
							25,983.07
226-000-827.000	Municipal Refuse REPUBLIC SERVICES #239	0239-001326050	DPW, Fire	40867	01/31/2015	01/31/2015	212.16
							212.16
226-000-829.002	Yard Waste City CITY OF MANISTEE GENERA		Reimburse for Yard Waste	1040827	03/01/2015	03/01/2015	3,000.00
							3,000.00
							Total Dept. 000: 29,195.23
							und CITY REFUSE FUND: 29,195.23
Fund: 290 PEG COMMISSION							
Dept: 000							
290-000-728.000	SUPPLIES - Ope BROWN/KEITH R/PHD	Feb 15	Reimburse - Wireless Head	1040825	02/28/2015	02/28/2015	78.98
							78.98

INVOICE APPROVAL LIST BY FUND REPORT

03/01/15

Date: 02/26/2015

Time: 10:25 am

Page: 5

City of Manistee

qqqq

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
290-000-801.000	Professional Ser BROWN/KEITH R/PHD		MPA Operations - Mar 2015	1040825	03/01/2015	03/01/2015	3,166.67
							3,166.67

Total Dept. 000: 3,245.65

Fund PEG COMMISSION: 3,245.65

Fund: 296 RAMSDELL THEATRE

Dept: 000

296-000-850.000	Phone AT&T	2015 - 231398075402	Monthly Service	40829	03/15/2015	02/13/2015	53.96
							53.96

Total Dept. 000: 53.96

nd RAMSDELL THEATRE: 53.96

Fund: 508 BOAT RAMP FUND

Dept: 000

508-000-850.000	Phone AT&T	2015 - 231398258502	Monthly Service	40829	03/15/2015	02/13/2015	27.54
							27.54

Total Dept. 000: 27.54

Fund BOAT RAMP FUND: 27.54

Fund: 573 WATER & SEWER UTIL

Dept: 000

573-000-300.003	1997 B - SRF Bo BANK OF NEW YORK MELLO	Feb 2015	2969-MFA Princ + Int	40832	02/12/2015	02/12/2015	30,000.00
							30,000.00

573-000-300.009	2006 SRF Bond I BANK OF NEW YORK MELLO	Feb 2015	2969-MFA Princ + Int	40832	02/12/2015	02/12/2015	135,000.00
							135,000.00

573-000-300.013	2011 SRF Bond I BANK OF NEW YORK MELLO	Feb 2015	2969-MFA Princ + Int	40832	02/12/2015	02/12/2015	55,000.00
							55,000.00

573-000-300.014	2011 DWRF Bon BANK OF NEW YORK MELLO	Feb 2015	2969-MFA Princ + Int	40832	02/12/2015	02/12/2015	20,000.00
							20,000.00

Total Dept. 000: 240,000.00

Dept: 100 GENERAL

573-100-961.000	Cost of Ownersh CITY OF MANISTEE GENERA		W&S Cost of Ownership	1040827	02/23/2015	02/23/2015	35,190.93
							35,190.93

Total Dept. GENERAL: 35,190.93

Dept: 541 ADMINISTRATION

573-541-728.000	SUPPLIES - Ope HANSEN/LORI//		Office Cleaning	40845	02/08/2015	02/08/2015	75.00
	JACKPINE BUSINESS CENTE	384057-0	Cassette	40847	03/12/2015	02/10/2015	49.98
	JACKPINE BUSINESS CENTE	384024-0	Wrls Keyboard	40847	03/14/2015	02/12/2015	46.95
	JACKPINE BUSINESS CENTE	384308-0	Arm Pads	40847	03/18/2015	02/16/2015	34.00
	OLESON'S FOOD STORES	#0986 - 02/17/15	Coffee, Creamer	40864	03/19/2015	02/17/2015	25.15

INVOICE APPROVAL LIST BY FUND REPORT

03/01/15

Date: 02/26/2015

Time: 10:25 am

Page: 6

City of Manistee

qqqq

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							231.08
573-541-820.000	Administration CITY OF MANISTEE GENERA		Administration - Water	1040827	03/01/2015	03/01/2015	25,107.67
							25,107.67
573-541-831.000	Contractual Repa KOPY SALES INC.	94935	Cost Per Copy - DPW	1040831	02/20/2015	02/10/2015	106.52
							106.52
573-541-850.000	Phone						
	AT&T	2015 - 231723149702	Monthly Service	40829	03/15/2015	02/13/2015	733.24
	AT&T	2015 - 231398303102	Monthly Service	40829	03/15/2015	02/13/2015	31.93
	AT&T	2015 - 231723149602	Monthly Service	40829	03/15/2015	02/13/2015	77.86
							843.03
Total Dept. ADMINISTRATION:							26,288.30
Dept: 542 WATER OPERATION							
573-542-728.000	SUPPLIES - Ope JACKPINE BUSINESS CENTE	35941	Time Cards	40847	03/13/2015	02/11/2015	88.04
							88.04
573-542-824.000	Lab Testing						
	KENT COUNTY HEALTH DEP.	EH013115-3921	Water Samples	40849	03/13/2015	02/11/2015	356.00
	WAHR HARDWARE, INC.	D23684	Freight	1040836	03/11/2015	02/09/2015	10.79
	WAHR HARDWARE, INC.	D23748	Freight	1040836	03/13/2015	02/11/2015	10.79
							377.58
573-542-831.000	Contractual Repa MCLOUTH WELDING, INC.	17025	Thaw Water Line - 141 Washingt	40857	03/11/2015	02/09/2015	250.00
	WINDEMULLER ELECTRIC, II	159385	Industrial Water Tower	40872	12/21/2014	11/21/2014	634.48
	WINDEMULLER ELECTRIC, II	159380	Industrial Water Tower -	40872	12/21/2014	11/21/2014	982.93
							1,867.41
573-542-930.000	Repairs & Mainte FREEMAN CREEK EQUIPMEI	5029	CutQuik w/14In Guard, Bar & Pm	40841	01/14/2015	01/14/2015	999.00
	WAHR HARDWARE, INC.	D23749	TITT/NITR 3/32	1040836	03/13/2015	02/11/2015	5.38
							1,004.38
573-542-957.000	Motor Pool CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	1040826	03/01/2015	03/01/2015	2,916.67
							2,916.67
Total Dept. WATER OPERATION:							6,254.08
Dept: 543 SEWER - WWTP							
573-543-715.000	Uniform & Cleani MODEL COVERALL SERVICE	0495910	Uniform Cleaning - WWTP	1040832	03/13/2015	02/11/2015	38.36
	MODEL COVERALL SERVICE	0497362	Uniform Cleaning - WWTP	1040832	03/20/2015	02/18/2015	28.77
							67.13
573-543-728.000	SUPPLIES - Ope						
	AT&T MOBILITY	837869502X01282015	Monthly Service	40830	02/27/2015	01/28/2015	299.99
	COMMUNICRAFT LTD	28370	Shipping - WWTP	40835	02/22/2015	02/12/2015	67.19
	HACH COMPANY	9234290	Ammonia Intellical Membrane	40844	03/11/2015	02/09/2015	99.69
	NCL OF WISCONSIN, INC.	351170	Potassium Persulfate, Prec'n	40862	03/13/2015	02/11/2015	431.39
	REPUBLIC SERVICES #239	0239-001326027	2 Yd Front Load - 15 9th St	40867	01/31/2015	01/31/2015	153.31
							1,051.57
573-543-824.000	Lab Testing						
	KAR LABORATORIES, INC.	500867	Mercury Analysis	1040830	03/18/2015	02/16/2015	225.00
	KAR LABORATORIES, INC.	501018	Ammonia Analysis	1040830	03/18/2015	02/16/2015	60.00

INVOICE APPROVAL LIST BY FUND REPORT

03/01/15

Date: 02/26/2015

Time: 10:25 am

Page: 7

City of Manistee

qqqq

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							285.00
573-543-831.000	Contractual Repa						
	ALLIED MECHANICAL SERVI	119320	Flow Switch Replacement,	40827	01/30/2015	01/30/2015	1,062.69
	WINDEMULLER ELECTRIC, II	159385	Industrial Water Tower	40872	12/21/2014	11/21/2014	634.48
	WINDEMULLER ELECTRIC, II	159379	Connect Generator Trouble	40872	12/21/2014	11/21/2014	406.24
							2,103.41
573-543-920.000	Gas						
	DTE ENERGY		Gas Usage - 15 9th St	40838	03/20/2015	02/18/2015	2,204.04
							2,204.04
573-543-925.000	Electric						
	CONSUMERS ENERGY		Electric Usage	40836	03/16/2015	02/19/2015	221.97
							221.97
573-543-930.000	Repairs & Mainte						
	AUTO VALUE \ AUTO-WARES	256-873904	Lock Grip Plr	40831	03/18/2015	02/16/2015	12.59
	AUTO VALUE \ AUTO-WARES	256-874279	Exact Fit	40831	03/22/2015	02/20/2015	16.18
	KERR PUMP AND SUPPLY	INV16173	Hydromatic Submersible	40850	03/11/2015	02/09/2015	1,831.63
							1,860.40
573-543-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	1040826	03/01/2015	03/01/2015	2,916.67
							2,916.67
							Total Dept. SEWER - WWTP: 10,710.19
Dept: 544 SEWER COLLECTION							
573-544-715.000	Uniform & Cleani						
	MODEL COVERALL SERVICE	0495914	Uniform Cleaning - Str Sewers	1040832	03/13/2015	02/11/2015	9.20
							9.20
573-544-930.000	Repairs & Mainte						
	JACK DOHENY SUPPLIES, IN	A80246	Nozzle, Catch Basin	40846	02/28/2015	01/29/2015	219.46
	MANISTEE TIRE SERVICE	31490	Inside PlugPatch, Mount/Dismnt	40856	03/08/2015	02/06/2015	42.00
							261.46
573-544-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	1040826	03/01/2015	03/01/2015	2,916.67
							2,916.67
							st. SEWER COLLECTION (STREETS): 3,187.33
Dept: 574 DEBT SERVICE							
573-574-995.003	1997 B SRF Bon						
	BANK OF NEW YORK MELLO	Feb 2015	2969-MFA Princ + Int	40832	02/12/2015	02/12/2015	1,068.75
							1,068.75
573-574-995.005	1998 B SRF Bon						
	BANK OF NEW YORK MELLO	Feb 2015	2969-MFA Princ + Int	40832	02/12/2015	02/12/2015	7,087.50
							7,087.50
573-574-995.007	1999 B SRF Bon						
	BANK OF NEW YORK MELLO	Feb 2015	2969-MFA Princ + Int	40832	02/12/2015	02/12/2015	10,125.00
							10,125.00
573-574-995.009	2006 SRF Bond						
	BANK OF NEW YORK MELLO	Feb 2015	2969-MFA Princ + Int	40832	02/12/2015	02/12/2015	15,293.44
							15,293.44
573-574-995.010	2010 SRF Bond						
	BANK OF NEW YORK MELLO	Feb 2015	2969-MFA Princ + Int	40832	02/12/2015	02/12/2015	6,888.44

INVOICE APPROVAL LIST BY FUND REPORT

03/01/15

Date: 02/26/2015

Time: 10:25 am

Page: 8

City of Manistee

qqqq

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							6,888.44
573-574-995.011	2010 DWRF Bon BANK OF NEW YORK MELLO	Feb 2015	2969-MFA Princ + Int	40832	02/12/2015	02/12/2015	4,812.50
							4,812.50
573-574-995.013	2011 SRF Bond I BANK OF NEW YORK MELLO	Feb 2015	2969-MFA Princ + Int	40832	02/12/2015	02/12/2015	14,572.18
							14,572.18
573-574-995.014	2011 DWRF Bon BANK OF NEW YORK MELLO	Feb 2015	2969-MFA Princ + Int	40832	02/12/2015	02/12/2015	4,906.94
							4,906.94
							Total Dept. DEBT SERVICE: 64,754.75
							VATER & SEWER UTILITY: 386,385.58
Fund: 703 CURRENT TAX COLLE							
Dept: 000							
703-000-215.000	Due DDA DOWNTOWN DEVELOPMEN		Winter Tax Distribution	40837	03/27/2015	02/25/2015	4,782.42
							4,782.42
703-000-221.000	Due City CITY OF MANISTEE GENERA		Summer Tax Distribution - Ops	1040827	02/25/2015	02/25/2015	7,159.26
							7,159.26
703-000-221.001	Due Refuse CITY OF MANISTEE COMMOI		Summer Tax Distribution - Ref	1040826	02/25/2015	02/25/2015	463.51
							463.51
703-000-221.002	Due City Admin CITY OF MANISTEE GENERA CITY OF MANISTEE GENERA		Summer Tax Distribution - Adm Winter Tax Distribution - Admi	1040827 1040827	02/25/2015 02/25/2015	02/25/2015 02/25/2015	128.34 3,592.33
							3,720.67
703-000-221.003	Due City Pen\Int CITY OF MANISTEE GENERA		Summer Tax Distribution - Pena	1040827	02/25/2015	02/25/2015	440.99
							440.99
703-000-222.000	Due County MANISTEE COUNTY TREASL MANISTEE COUNTY TREASL		Summer Tax Distribution - Ops Winter Tax Distribution	40853 40853	02/25/2015 02/25/2015	02/25/2015 02/25/2015	2,216.98 63,170.83
							65,387.81
703-000-225.002	Due MAPS Ops MANISTEE AREA PUBLIC SCI		Winter Tax Distribution - Ops	40851	03/27/2015	02/25/2015	244,062.92
							244,062.92
703-000-225.003	Due MAPS Bond MANISTEE AREA PUBLIC SCI		Winter Tax Distribution - Debt	40851	03/27/2015	02/25/2015	47,431.13
							47,431.13
703-000-228.000	Due State of Micl MANISTEE COUNTY TREASL		Summer Tax Distribution - SET	40853	02/25/2015	02/25/2015	1,360.01
							1,360.01
703-000-234.000	Due to Intermedi MANISTEE INTERMEDIATE S		Summer Tax Distribution	40855	03/27/2015	02/25/2015	927.05
							927.05
703-000-235.000	Due Community WEST SHORE COMMUNITY (Summer Tax Distribution	40871	03/27/2015	02/25/2015	1,245.76

INVOICE APPROVAL LIST BY FUND REPORT

03/01/15

Date: 02/26/2015

Time: 10:25 am

Page: 9

City of Manistee

qqqq

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							1,245.76
						Total Dept. 000:	376,981.53
						RENT TAX COLLECTION:	376,981.53
						Grand Total:	852,411.07

Recap by Fund

Fund #	Fund Name	Amount To Pay	Amount To Relieve
101	GENERAL FUND	32,604.91	0.00
202	MAJOR STREET FUND	17,166.67	0.00
203	LOCAL STREET FUND	6,750.00	0.00
226	CITY REFUSE FUND	29,195.23	0.00
290	PEG COMMISSION	3,245.65	0.00
296	RAMSDELL THEATRE	53.96	0.00
508	BOAT RAMP FUND	27.54	0.00
573	WATER & SEWER UTILITY	386,385.58	0.00
703	CURRENT TAX COLLECTION	376,981.53	0.00
	Grand Total:	852,411.07	0.00

INVOICE APPROVAL LIST BY FUND REPORT

03/18/15

Date: 03/18/2015

Time: 9:36 am

Page: 1

City of Manistee

qqqq

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
Fund: 296 RAMSDELL THEATRE							
Dept: 000							
296-000-753.000	Ramsdell - Perfo						
	BERNARD/SETH//		Ramsdell Performance	40878	03/21/2015	03/21/2015	700.00
	ERLEWINE/MAY//		Ramsdell Performance	40875	03/21/2015	03/21/2015	700.00
	GLENN MILLER PRODUCTIO		Ramsdell Performance	40874	03/18/2015	03/18/2015	3,250.00
	HARPER/PETE//		Ramsdell Performance	40876	03/21/2015	03/21/2015	800.00
	JACK/JILL//		Ramsdell Performance	40879	03/21/2015	03/21/2015	400.00
	ROOTSTAND		Ramsdell Performance	40877	03/21/2015	03/21/2015	800.00
							6,650.00
							Total Dept. 000: 6,650.00
							nd RAMSDELL THEATRE: 6,650.00
Fund: 703 CURRENT TAX COLLE							
Dept: 000							
703-000-215.000	Due DDA						
	DOWNTOWN DEVELOPMEN		Winter Tax Distribution	40880	04/05/2015	03/06/2015	106.89
	DOWNTOWN DEVELOPMEN		Summer Tax Distribution	40880	04/05/2015	03/06/2015	16.58
							123.47
703-000-221.000	Due City						
	CITY OF MANISTEE GENERA		Summer Tax Distribution - Ops	1040881	03/06/2015	03/06/2015	3,736.40
							3,736.40
703-000-221.001	Due Refuse						
	CITY OF MANISTEE COMMOI		Summer Tax Distribution - Refu	1040880	03/06/2015	03/06/2015	350.09
							350.09
703-000-221.002	Due City Admin						
	CITY OF MANISTEE GENERA		Winter Tax Distribution - Adm	1040881	03/06/2015	03/06/2015	412.04
	CITY OF MANISTEE GENERA		Summer Tax Distribution - Admi	1040881	03/06/2015	03/06/2015	85.07
							497.11
703-000-221.003	Due City Pen\Int						
	CITY OF MANISTEE GENERA		Winter Tax Distribution - Pena	1040881	03/06/2015	03/06/2015	1.92
	CITY OF MANISTEE GENERA		Summer Tax Distribution - Pena	1040881	03/06/2015	03/06/2015	282.61
							284.53
703-000-222.000	Due County						
	MANISTEE COUNTY TREASL		Winter Tax Distribution	40882	03/06/2015	03/06/2015	7,714.42
	MANISTEE COUNTY TREASL		Summer Tax Distribution - Ops	40882	03/06/2015	03/06/2015	1,674.91
							9,389.33
703-000-225.002	Due MAPS Ops						
	MANISTEE AREA PUBLIC SCI		Winter Tax Distribution - Ops	40881	04/05/2015	03/06/2015	30,755.21
							30,755.21
703-000-225.003	Due MAPS Bond						
	MANISTEE AREA PUBLIC SCI		Winter Tax Distribution - Debt	40881	04/05/2015	03/06/2015	5,575.43
							5,575.43
703-000-228.000	Due State of Micl						
	MANISTEE COUNTY TREASL		Summer Tax Distribution - SET	40882	03/06/2015	03/06/2015	1,465.77
							1,465.77
703-000-234.000	Due to Intermedi						
	MANISTEE INTERMEDIATE S		Summer Tax Distribution	40883	04/05/2015	03/06/2015	561.82
							561.82
703-000-235.000	Due Community						
	WEST SHORE COMMUNITY (Summer Tax Distribution	40884	04/05/2015	03/06/2015	940.31

INVOICE APPROVAL LIST BY FUND REPORT

03/18/15

Date: 03/18/2015

Time: 9:36 am

Page: 2

City of Manistee

qqqq

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							940.31
						Total Dept. 000:	53,679.47
						TRENT TAX COLLECTION:	53,679.47
						Grand Total:	60,329.47

Recap by Fund

Fund #	Fund Name	Amount To Pay	Amount To Relieve
296	RAMSDELL THEATRE	6,650.00	0.00
703	CURRENT TAX COLLECTION	53,679.47	0.00
	Grand Total:	60,329.47	0.00

INVOICE APPROVAL LIST BY FUND REPORT

03/26/15

Date: 03/26/2015

Time: 11:23 am

City of Manistee

qqqq

Page: 1

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
Fund: 101 GENERAL FUND							
Dept: 100 GENERAL							
101-100-859.000	Utilities - DataIn						
	CHARTER COMMUNICATIONS	209 0076258 - Mar 15	Monthly Service - City Hall	40901	02/22/2015	02/22/2015	20.93
	CHARTER COMMUNICATIONS	209 0088022 - Mar 15	Monthly Service - City Hall	40901	02/22/2015	02/22/2015	135.00
							155.93
101-100-901.000	Postage						
	EASYPERMIT POSTAGE	000-9090-0723-7170 - Feb 15	Postage	1040891	03/08/2015	03/08/2015	2,945.49
							2,945.49
101-100-925.001	Electric - Street L						
	CONSUMERS ENERGY		Electric Usage	40905	03/25/2015	02/28/2015	9,482.65
							9,482.65
Total Dept. GENERAL:							12,584.07
Dept: 172 MANAGER							
101-172-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	384706-0	Binders	40915	03/28/2015	02/26/2015	36.94
	JACKPINE BUSINESS CENTE	385545-0	Frame, Folder, Pen	40915	04/17/2015	03/18/2015	21.96
							58.90
101-172-860.000	Travel & Training						
	IAAP - MICHIGAN DIVISION		Registration - C. Lokovich	40914	03/20/2015	03/20/2015	200.00
							200.00
Total Dept. MANAGER:							258.90
Dept: 215 CLERK							
101-215-728.000	SUPPLIES - Ope						
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	65.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	20.53
							85.53
101-215-740.000	Election Expense						
	MICHIGAN ELECTION RESOL	33703	Imprint of AV Envelopes	40926	03/21/2015	02/19/2015	157.30
							157.30
101-215-831.000	Contractual Repa						
	KOPY SALES INC.	95244	Cost Per Copy - Clerk	1040895	03/14/2015	03/04/2015	22.20
							22.20
101-215-860.000	Travel & Training						
	MICHIGAN MUNICIPAL TREA:		MMTI Advanced Registration -	40928	04/23/2015	03/24/2015	325.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	223.22
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	100.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	223.22
							871.44
101-215-900.000	Printing & Publis						
	JACKPINE BUSINESS CENTE	36012	#10 Window Envelopes	40915	03/26/2015	02/24/2015	212.15
	MANISTEE COUNTY REGIST		Record - Special Use Permit	40922	04/19/2015	03/20/2015	35.00
							247.15
101-215-985.000	Lease Purchase						
	PITNEY BOWES GLOBAL FIN	7222557-MR15	Mailing System Lease	1040900	04/12/2015	03/13/2015	745.56
							745.56
Total Dept. CLERK:							2,129.18
Dept: 253 FINANCE / TREASURE							
101-253-728.000	SUPPLIES - Ope						

INVOICE APPROVAL LIST BY FUND REPORT

03/26/15

Date: 03/26/2015

Time: 11:23 am

City of Manistee

qqqq

Page: 2

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	49.99
							49.99
101-253-801.000	Professional Ser MANISTEE COUNTY CONTR	2014	Tax Maps & Assessment Roll Mnt	40920	01/26/2015	01/26/2015	15,280.20
							15,280.20
101-253-860.000	Travel & Training MICHIGAN MUNICIPAL TREA:		MMTI Registration - H. Pefley	40928	04/22/2015	03/23/2015	550.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	99.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	109.68
							758.68
101-253-985.000	Lease Purchase TEAM FINANCIAL GROUP INC	118583	Kyocera 3051ci Lease - Finance	1040906	03/19/2015	02/27/2015	143.88
							143.88
Total Dept. FINANCE / TREASURER:							16,232.75
Dept: 257 ASSESSOR							
101-257-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	383890-0	Rep Cover, Labels, Exp Pocket	40915	03/07/2015	02/05/2015	147.87
	JACKPINE BUSINESS CENTE	35948	#10 Window Envelopes	40915	03/14/2015	02/12/2015	137.80
	JACKPINE BUSINESS CENTE	384700-0	Handheld Calculator, Inkart	40915	03/28/2015	02/26/2015	81.94
	JACKPINE BUSINESS CENTE	385545-0	Frame, Folder, Pen	40915	04/17/2015	03/18/2015	22.99
	MICHIGAN MUNICIPAL LEAG	11596	Website Classified Ads -	40927	03/16/2015	03/16/2015	143.70
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	345.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	19.86
							899.16
101-257-735.000	Periodicals & Pul MARSHALL & SWIFT - BOECI	2015 - #379182	Subscription Renewal	40924	02/18/2015	02/18/2015	954.15
							954.15
101-257-831.000	Contractual Repa APEX SOFTWARE	287744	Annual Maintenance	40891	03/07/2015	02/25/2015	470.00
							470.00
Total Dept. ASSESSOR:							2,323.31
Dept: 265 MUNICIPAL BUILDING:							
101-265-728.000	SUPPLIES - Ope						
	ACE HARDWARE & HOME CI	134279	Road Runner Ice Melt	40887	03/18/2015	02/16/2015	138.00
	ACE HARDWARE & HOME CI	134401	Road Runner Ice Melt	40887	03/22/2015	02/20/2015	92.00
	ALLSHRED SERVICES	B0090239	Off-Site Destruction	40889	04/02/2015	03/23/2015	56.85
	FASTENAL COMPANY	MIMAN110469	Hot Cups, Clorox Wipes, Can	40910	04/22/2015	02/02/2015	188.24
	FASTENAL COMPANY	MIMAN110469 CR	CREDIT - Can Liners	40910	03/22/2015	02/20/2015	-20.08
	FASTENAL COMPANY	MIMAN110877	Can Liners	40910	03/26/2015	02/24/2015	26.70
	JACKPINE BUSINESS CENTE	384149-0	Toner	40915	03/15/2015	02/13/2015	297.88
	PURE WATER WORKS INC	263875	Purified Water	40938	04/17/2015	03/18/2015	56.00
	WAHR HARDWARE, INC.	C44345	P-Pak 3/8 in Staple	1040909	03/22/2015	02/20/2015	3.86
							839.45
101-265-850.000	Phone						
	AT&T	2015 - 231R01300603	Monthly Service	40892	03/31/2015	03/01/2015	621.06
	AT&T	2015 - 231723595503	Monthly Service	40892	04/12/2015	03/13/2015	77.86
	AT&T	2015 - 231723351903	Monthly Service	40892	04/12/2015	03/13/2015	28.29
	AT&T	2015 - 231723180303	Monthly Service	40892	04/12/2015	03/13/2015	80.21
	AT&T	2015 - 231723158503	Monthly Service	40892	04/12/2015	03/13/2015	26.43
	AT&T	2015 - 231398067903	Monthly Service	40892	04/12/2015	03/13/2015	194.62
	CENTURYLINK BUSINESS SE	1331374594	Monthly Service	40900	03/25/2015	02/23/2015	35.94
							1,064.41

INVOICE APPROVAL LIST BY FUND REPORT

03/26/15

Date: 03/26/2015

Time: 11:23 am

City of Manistee

qqqq

Page: 3

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
101-265-920.000	Gas DTE ENERGY		Gas Usage - 70 Maple St	40908	04/05/2015	03/06/2015	1,131.13
							1,131.13
101-265-920.336	Gas - Fire Dept DTE ENERGY		Gas Usage - 281 First St	40908	04/05/2015	03/06/2015	822.34
							822.34
101-265-920.441	Gas - DPW DTE ENERGY		Gas Usage - 280 Washington St	40908	04/03/2015	03/04/2015	4,800.49
							4,800.49
101-265-920.446	Gas - Bridge DTE ENERGY		Gas Usage - 51 Maple St	40908	04/12/2015	03/13/2015	199.19
							199.19
101-265-922.000	Water CITY OF MANISTEE WATER		Water Usage	1040888	02/27/2015	02/27/2015	223.88
							223.88
101-265-922.336	Water - Fire CITY OF MANISTEE WATER		Water Usage	1040888	02/27/2015	02/27/2015	100.62
							100.62
101-265-922.441	Water - DPW CITY OF MANISTEE WATER		Water Usage	1040888	02/27/2015	02/27/2015	199.33
							199.33
101-265-922.446	Water - Bridge CITY OF MANISTEE WATER		Water Usage	1040888	02/27/2015	02/27/2015	76.74
							76.74
101-265-925.000	Electric CONSUMERS ENERGY		Electric Usage	40905	03/25/2015	02/28/2015	1,306.90
							1,306.90
101-265-925.336	Electric - Fire CONSUMERS ENERGY		Electric Usage	40905	03/25/2015	02/28/2015	601.19
							601.19
101-265-925.441	Electric - DPW CONSUMERS ENERGY		Electric Usage	40905	03/25/2015	02/28/2015	2,206.18
							2,206.18
101-265-925.446	Electric - Bridge CONSUMERS ENERGY		Electric Usage	40905	03/25/2015	02/28/2015	838.14
							838.14
							Total Dept. MUNICIPAL BUILDINGS: 14,409.99
Dept: 266 ATTORNEY							
101-266-802.000	Professional Ser MIKA MEYERS BECKETT & J	587875	Professional Services	1040898	02/19/2015	02/19/2015	4,200.00
							4,200.00
101-266-803.000	Prof Serv - Atty (MIKA MEYERS BECKETT & J	587850	General Labor	1040898	02/19/2015	02/19/2015	1,101.00
							1,101.00
							Total Dept. ATTORNEY: 5,301.00
Dept: 290 BOARDS & COMMISSI							
101-290-881.000	Board of Review PIONEER GROUP/THE//	#41100167 - 02/28/15	Advertisements	40936	03/20/2015	02/28/2015	272.40

INVOICE APPROVAL LIST BY FUND REPORT

03/26/15

Date: 03/26/2015

Time: 11:23 am

City of Manistee

qqqq

Page: 4

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							272.40
101-290-884.000	Historic District C JACKPINE BUSINESS CENTE	384830-0	2x8 Insert, Freight	40915	04/01/2015	03/02/2015	16.00
							16.00
101-290-887.000	Planning Commi NORTHWEST MICHIGAN CO		Registration - Intro to Shore-	40932	03/12/2015	03/12/2015	220.00
							220.00
101-290-889.000	Zoning Board of, NORTHWEST MICHIGAN CO		Registration - Intro to Shore-	40932	03/12/2015	03/12/2015	110.00
							110.00
tal Dept. BOARDS & COMMISSIONS:							618.40
Dept: 301 POLICE							
101-301-715.000	Uniform & Cleani MANISTEE CLEANING SOLU'	Feb 15	Uniform Cleaning	40918	02/28/2015	02/28/2015	193.52
	NYE UNIFORM COMPANY	495130	Pant, Name Bar	40933	04/01/2015	03/02/2015	208.32
	NYE UNIFORM COMPANY	494659	Flag Emblem, Name Tag	40933	04/04/2015	03/05/2015	13.32
							415.16
101-301-728.000	SUPPLIES - Ope AMERICAS FITNESS CENTE	2015 - #330	Membership - K. Goodspeed	40890	03/07/2015	03/07/2015	180.00
	CMP DISTRIBUTORS, INC.	43389	Pulsar LED Lights	40902	03/26/2015	02/24/2015	291.00
	CMP DISTRIBUTORS, INC.	43381	Bi-fold Badge Case	40902	03/29/2015	02/27/2015	34.00
	DERMATEC DIRECT	1333334	Viper Nitrile XLarge Black	40907	04/05/2015	03/06/2015	51.69
	JACKPINE BUSINESS CENTE	384486-1	File Pocket	40915	03/26/2015	02/24/2015	38.99
	JACKPINE BUSINESS CENTE	385083-0	Postcard, Battery, HP Inkcart,	40915	04/05/2015	03/06/2015	222.86
	JACKPINE BUSINESS CENTE	385083-1	DVD+R Disc	40915	04/06/2015	03/07/2015	19.99
	OLESON'S FOOD STORES	#2198 - 02/19/15	Paper Towel, Fabric Strip,	40934	03/21/2015	02/19/2015	44.10
	OLESON'S FOOD STORES	#5264 - 03/10/15	Paper Towel, Coffee, Napkins,	40934	04/09/2015	03/10/2015	35.23
	OLESON'S FOOD STORES	#5806 - 03/12/15	Cake	40934	04/11/2015	03/12/2015	33.99
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	30.00
							981.85
101-301-770.000	Vehicle Gas BLARNEY CASTLE FLEET PR	BC177 - 03/06/15	Fuel Usage	1040887	03/20/2015	03/06/2015	1,139.97
							1,139.97
101-301-801.000	Professional Ser STATE OF MICHIGAN - MSP	551-440365	LEIN Token - 1/1/15 - 3/31/15	40942	03/10/2015	03/10/2015	66.00
							66.00
101-301-860.000	Travel & Training PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	6.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	619.35
							625.35
101-301-870.000	Memberships & [PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	85.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	85.00
							170.00
101-301-930.000	Repairs & Mainte KUSTOM SIGNALS, INC.	507124	CS Radar Remote Control Tuneup	40917	01/01/2015	12/02/2014	60.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	49.99
							109.99
Total Dept. POLICE:							3,508.32

Dept: 336 FIRE

101-336-728.000 SUPPLIES - Ope

INVOICE APPROVAL LIST BY FUND REPORT

03/26/15

Date: 03/26/2015

Time: 11:23 am

City of Manistee

qqqq

Page: 5

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	FASTENAL COMPANY	MIMAN110356	Bleach, Antibac Skin Cleanser,	40910	02/25/2015	01/26/2015	129.68
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	99.32
	WAHR HARDWARE, INC.	D24104	Painter Tape, Bolt	1040909	03/26/2015	02/24/2015	3.01
	WAHR HARDWARE, INC.	D24188	Bolt, Battery	1040909	03/28/2015	02/26/2015	9.67
							241.68
101-336-732.000	SUPPLIES - Mec						
	J & B MEDICAL SUPPLY	2052802	IV Administration Set, IV Star	1040894	03/07/2015	02/05/2015	447.36
	J & B MEDICAL SUPPLY	2091406	Resusciator, Flush Syringes,	1040894	03/28/2015	02/26/2015	641.33
	J & B MEDICAL SUPPLY	2098420	Physio-Control LIFEPAK 12,	1040894	04/01/2015	03/02/2015	80.05
							1,168.74
101-336-770.000	Vehicle Gas						
	BLARNEY CASTLE FLEET PR	BC177 - 03/06/15	Fuel Usage	1040887	03/20/2015	03/06/2015	635.75
							635.75
101-336-801.000	Professional Ser						
	ACCUMED GROUP/THE//	10407	AccuMed Fees - Feb 2015	40886	03/01/2015	03/01/2015	1,772.10
							1,772.10
101-336-831.000	Contractual Repa						
	CUSTOM SHEET METAL & HE	0000018098	Fire - Furnace Service	40906	03/21/2015	02/19/2015	224.36
	MANISTEE COUNTY FIRE FIC		Pump & Ladder Testing	40921	03/09/2015	03/09/2015	344.09
							568.45
101-336-860.000	Travel & Training						
	MANISTEE COUNTY FIRE FIC		2015 Fire Service Training	40921	03/09/2015	03/09/2015	1,000.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	25.00
							1,025.00
101-336-870.000	Memberships & [
	MANISTEE COUNTY FIRE FIC	2015	Membership Renewal -	40921	03/09/2015	03/09/2015	140.00
							140.00
101-336-874.000	Retire. Costs - Bl						
	JANOWIAK/DANIEL J//		In Lieu of Blue Cross Insuranc	40916	03/25/2015	03/25/2015	250.00
	MODJESKI/MARK A//		In Lieu of Blue Cross Insuranc	40930	03/25/2015	03/25/2015	250.00
	SCRIMGER/SID//		In Lieu of Blue Cross Insuranc	1040902	03/25/2015	03/25/2015	250.00
	SMITH/TIMM H//		In Lieu of Blue Cross Insuranc	1040903	03/25/2015	03/25/2015	250.00
	TABACZKA/JERRY J//		In Lieu of Blue Cross Insuranc	40943	03/25/2015	03/25/2015	250.00
							1,250.00
101-336-930.000	Repairs & Mainte						
	AUTO VALUE \ AUTO-WARES	256-874571	Flat Wiper Blade	40893	03/26/2015	02/24/2015	29.98
	DOUGLASS SAFETY SYSTEM	35804	Annual Maint on Viking SCBA &	1040890	03/29/2015	02/27/2015	1,988.50
	GRAND RENTAL STATION	1-536124	Chain	40911	03/26/2015	02/24/2015	16.50
	GRAND RENTAL STATION	1-536238	Rapco Carbide Chain Drive Lnks	40911	04/08/2015	03/09/2015	187.44
	MANISTEE TIRE SERVICE	31697	New Tire Install	40923	03/20/2015	02/18/2015	319.58
	NAPA AUTO PARTS	192957	Ignition Coil	40931	02/26/2015	02/26/2015	50.03
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	30.43
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	319.90
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	52.97
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	200.34
	WAHR HARDWARE, INC.	D24385	Batteries	1040909	04/03/2015	03/04/2015	15.99
	WEST SHORE FIRE, INC.	9196	Ball Valve Kit	40950	03/25/2015	02/23/2015	417.07
							3,628.73
							Total Dept. FIRE: 10,430.45

Dept: 441 PUBLIC WORKS

101-441-715.000 Uniform & Cleani

INVOICE APPROVAL LIST BY FUND REPORT

03/26/15

Date: 03/26/2015

Time: 11:23 am

City of Manistee

qqqq

Page: 6

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	MODEL COVERALL SERVICE	0498846	Uniform Cleaning - DPW	1040899	03/27/2015	02/25/2015	29.26
	MODEL COVERALL SERVICE	0500382	Uniform Cleaning - DPW	1040899	04/03/2015	03/04/2015	29.26
	MODEL COVERALL SERVICE	0479048	Uniform Cleaning - DPW	1040899	12/26/2014	11/26/2014	29.26
	MODEL COVERALL SERVICE	0486678	Uniform Cleaning - DPW	1040899	01/30/2015	12/31/2014	29.26
	SNYDER SHOE CORP	17725	Safety Boots - Kotecki	40939	02/16/2015	01/17/2015	136.00
							253.04
101-441-728.000	SUPPLIES - Ope						
	ACE HARDWARE & HOME CI	134687	Bulbs	40887	04/01/2015	03/02/2015	7.47
	AUTO VALUE \ AUTO-WARES	256-875690	Magnet	40893	04/09/2015	03/10/2015	39.16
	FASTENAL COMPANY	MIMAN110903	Nitrile Gloves	40910	03/27/2015	02/25/2015	15.92
	MODEL FIRST AID, SAFETY &	00000110253	Cabinet Supplies	40929	02/12/2015	02/12/2015	61.85
	NAPA AUTO PARTS	192768	Washer Solvent	40931	02/23/2015	02/23/2015	28.68
	NAPA AUTO PARTS	193300	Napa 5 Min Epoxy	40931	03/06/2015	03/06/2015	6.32
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	11.00
	PRAXAIR DISTRIBUTION INC	51840396	Oxygen, Acetylene	1040901	02/19/2015	02/19/2015	111.58
	WAHR HARDWARE, INC.	D23112	Fluorescent Tube	1040909	02/21/2015	01/22/2015	27.96
							309.94
101-441-770.000	Vehicle Gas						
	BLARNEY CASTLE FLEET PR	BC177 - 03/06/15	Fuel Usage	1040887	03/20/2015	03/06/2015	8,881.15
	BLARNEY CASTLE FLEET PR	BC177 - 03/06/15	Fuel Usage	1040887	03/20/2015	03/06/2015	79.13
							8,960.28
101-441-831.000	Contractual Repa						
	CUSTOM SHEET METAL & HI	0000017919	Garage - Service Call, Pressur	40906	03/14/2015	02/12/2015	327.52
							327.52
101-441-860.000	Travel & Training						
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	260.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	2,530.00
							2,790.00
101-441-930.000	Repairs & Mainte						
	AUTO VALUE \ AUTO-WARES	256-874173	AD 9 Dryer Air	40893	03/21/2015	02/19/2015	293.85
	AUTO VALUE \ AUTO-WARES	256-874265	Powered Belt	40893	03/22/2015	02/20/2015	22.28
	AUTO VALUE \ AUTO-WARES	256-874317	Ad Ip Air Dryer	40893	03/22/2015	02/20/2015	418.79
	AUTO VALUE \ AUTO-WARES	256-874461	Contour 22	40893	03/25/2015	02/23/2015	59.96
	AUTO VALUE \ AUTO-WARES	256-874655	Air Hose	40893	03/27/2015	02/25/2015	49.95
	AUTO VALUE \ AUTO-WARES	256-874778	Cutting Edge, Mini Lamp	40893	03/28/2015	02/26/2015	155.49
	AUTO VALUE \ AUTO-WARES	256-874779	Blade Bolts	40893	03/28/2015	02/26/2015	8.89
	AUTO VALUE \ AUTO-WARES	256-875374	Lightbar Mini	40893	04/04/2015	03/05/2015	85.99
	AUTO VALUE \ AUTO-WARES	256-875460	Wiring Clip	40893	04/05/2015	03/06/2015	3.29
	AUTO VALUE \ AUTO-WARES	256-875428	LED Lamp, Lift Support	40893	04/05/2015	03/06/2015	171.86
	AUTO VALUE \ AUTO-WARES	256-875429	Magnet Mount Kit	40893	04/05/2015	03/06/2015	81.27
	BELL EQUIPMENT COMPANY	0107804	Bearing Hub Assy	1040886	03/01/2015	01/30/2015	273.42
	BELL EQUIPMENT COMPANY	0108200	Skid Shoe	1040886	03/22/2015	02/20/2015	798.83
	BLARNEY CASTLE OIL CO.	0647398	Oil 15W40, Rando HD, Ursa	40896	03/26/2015	02/24/2015	2,335.70
	BRIAN'S AUTO PARTS, INC.	049199	Cutting Edge , Trip Spring,	40897	02/26/2015	02/26/2015	229.66
	BRIAN'S AUTO PARTS, INC.	049209	Cutting Edge 7 1/2 ft Poly Pro	40897	02/27/2015	02/27/2015	214.12
	CARL'S EXCAVATING INC	1908	66 Clay St Demo - extra site	40899	02/10/2015	02/10/2015	584.45
	FAMILY FARM & HOME - MAN	2449	Poly Tube	40909	04/02/2015	03/03/2015	87.00
	FASTENAL COMPANY	MIMAN110873	Flat Washer	40910	03/26/2015	02/24/2015	19.60
	FASTENAL COMPANY	MIMAN110874	SS Aircraft Cable, U-Bolt Plat	40910	03/26/2015	02/24/2015	29.31
	FASTENAL COMPANY	MIMAN110895	Fluorescent Lamp	40910	03/27/2015	02/25/2015	25.57
	FASTENAL COMPANY	MIMAN110921	Fluorescent Lamps	40910	03/28/2015	02/26/2015	126.40
	FASTENAL COMPANY	MIMAN111042	Wire Rope Thimble, Alum Button	40910	04/04/2015	03/05/2015	253.58
	FASTENAL COMPANY	MIMAN111075	Brass Hose Barb, Malleable	40910	04/05/2015	03/06/2015	7.26
	GREAT LAKES CLEANING SY	42405	Spin Down Filter, Fitting, Hos	40912	03/19/2015	02/17/2015	96.45
	HARBOR STEEL & SUPPLY C	04197670	11 GA HR S/C	1040892	03/07/2015	02/05/2015	160.00

INVOICE APPROVAL LIST BY FUND REPORT

03/26/15

Date: 03/26/2015

Time: 11:23 am

City of Manistee

qqqq

Page: 8

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
101-751-920.000	Gas DTE ENERGY		Gas Usage - 580 Maple St	40908	04/08/2015	03/09/2015	243.01
							243.01
101-751-922.000	Water CITY OF MANISTEE WATER		Water Usage	1040888	02/27/2015	02/27/2015	604.05
							604.05
101-751-925.000	Electric CONSUMERS ENERGY		Electric Usage	40905	03/25/2015	02/28/2015	1,681.68
							1,681.68
101-751-930.000	Repairs & Mainte AUTO VALUE \ AUTO-WARES	256-870869	Start Fluid	40893	02/04/2015	01/05/2015	3.09
	AUTO VALUE \ AUTO-WARES	256-871119	Pwr Str FI	40893	02/07/2015	01/08/2015	3.79
	AUTO VALUE \ AUTO-WARES	256-875706	Flat Wiper Blade	40893	04/09/2015	03/10/2015	19.98
	FASTENAL COMPANY	MIMAN110908	Cutting Wheel	40910	03/28/2015	02/26/2015	16.84
	WAHR HARDWARE, INC.	C41842	Nipple, Swivel Conct	1040909	02/15/2015	01/16/2015	7.98
							51.68
							Total Dept. PARKS & RECREATION: 14,045.18
							tal Fund GENERAL FUND: 104,576.73
Fund: 202 MAJOR STREET FUND							
Dept: 000							
202-000-938.000	Winter Maintena COMPASS MINERALS	71308942	Bulk Highway Coarse W/YPS	40904	02/23/2015	02/23/2015	21,201.30
							21,201.30
							Total Dept. 000: 21,201.30
							id MAJOR STREET FUND: 21,201.30
Fund: 203 LOCAL STREET FUND							
Dept: 000							
203-000-938.000	Winter Maintena COMPASS MINERALS	71308942	Bulk Highway Coarse W/YPS	40904	02/23/2015	02/23/2015	21,201.29
							21,201.29
							Total Dept. 000: 21,201.29
							rd LOCAL STREET FUND: 21,201.29
Fund: 226 CITY REFUSE FUND							
Dept: 000							
226-000-827.000	Municipal Refuse MANISTEE CONSERVATION	2015	Household Hazardous Waste	40919	03/02/2015	03/02/2015	1,990.00
							1,990.00
							Total Dept. 000: 1,990.00
							und CITY REFUSE FUND: 1,990.00
Fund: 275 GRANT MANAGEMEN							
Dept: 901 LOCAL REVENUE SHA							
275-901-965.065	2014 Cycle 2 - P I.T. RIGHT INC	20143960	Interrogaton Room PC, 2TB Sata	1040893	02/02/2015	02/02/2015	1,156.35
							1,156.35
							LOCAL REVENUE SHARING GRANTS: 1,156.35

INVOICE APPROVAL LIST BY FUND REPORT

03/26/15

Date: 03/26/2015

Time: 11:23 am

City of Manistee

qqqq

Page: 9

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
NT MANAGEMENT FUND:							1,156.35
Fund: 296 RAMSDELL THEATRE							
Dept: 000							
296-000-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	385159-0	Color Copies, Digital File	40915	04/05/2015	03/06/2015	5.99
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	52.99
	WAHR HARDWARE, INC.	C44715	Fluor Tube	1040909	03/27/2015	02/25/2015	3.41
	WAHR HARDWARE, INC.	C44714	Picture Adh Hanger	1040909	03/27/2015	02/25/2015	-62.86
							-0.47
296-000-752.000	Ramsdell - Movie						
	METROPOLITAN OPERA ASS	HD19121	Ramsdell - Donna del Lago,	1040896	03/16/2015	03/16/2015	391.00
	PIONEER GROUP/THE//	#41100167 - 02/28/15	Advertisements	40936	03/20/2015	02/28/2015	106.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	30.44
	TRAVERSE MAGAZINE	2015-72100	Advertisements	40944	03/28/2015	02/26/2015	150.00
							677.44
296-000-753.000	Ramsdell - Perfo						
	COLLENE/AMANDA//	RAINBOW FISH	Ramsdell - Light Tech	40903	02/28/2015	02/28/2015	60.00
	JACKPINE BUSINESS CENTE	385159-0	Color Copies, Digital File	40915	04/05/2015	03/06/2015	20.15
	PAUL/RICHARD//& ASSOCIAT		Ramsdell - Performance	40935	03/28/2015	03/28/2015	300.00
	PIONEER GROUP/THE//	#41100167 - 02/28/15	Advertisements	40936	03/20/2015	02/28/2015	106.00
	TRAVERSE MAGAZINE	2015-72100	Advertisements	40944	03/28/2015	02/26/2015	100.00
	TRAVERSE MAGAZINE	2015-74222	Advertisements	40944	03/28/2015	02/26/2015	100.00
	WOLKOW/ALEXANDER//	RAINBOW FISH	Ramsdell - Sound Tech	40951	02/28/2015	02/28/2015	60.00
							746.15
296-000-831.000	Contractual Repa						
	CUSTOM SHEET METAL & HI	0000064610	Ramsdell - Blower Motor Maint	40906	04/04/2015	03/05/2015	241.75
	TOP LINE ELECTRIC LLC	6038	Qrtly EM Lighting Inspection -	1040907	01/30/2015	01/30/2015	75.00
							316.75
296-000-850.000	Phone						
	AT&T	2015 - 231398075403	Monthly Service	40892	04/12/2015	03/13/2015	53.96
							53.96
296-000-901.000	Postage						
	EASYPERMIT POSTAGE	000-9090-0723-7170 - Feb 15	Postage	1040891	03/08/2015	03/08/2015	169.92
							169.92
296-000-920.000	Gas						
	DTE ENERGY		Gas Usage - 101 Maple St	40908	04/12/2015	03/13/2015	2,877.48
							2,877.48
296-000-922.000	Water						
	CITY OF MANISTEE WATER		Water Usage	1040888	02/27/2015	02/27/2015	34.61
							34.61
296-000-925.000	Electric						
	CONSUMERS ENERGY		Electric Usage	40905	03/25/2015	02/28/2015	888.10
							888.10
296-000-930.000	Repairs & Mainte						
	ACE HARDWARE & HOME CI	134629	Umnt Ecut Bld Life	40887	03/29/2015	02/27/2015	22.99
							22.99
296-000-970.000	Capital Outlay - t						
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	249.70
							249.70
Total Dept. 000:							6,036.63

INVOICE APPROVAL LIST BY FUND REPORT

03/26/15

Date: 03/26/2015

Time: 11:23 am

City of Manistee

qqqq

Page: 10

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
nd RAMSDALL THEATRE:							6,036.63
Fund: 508 BOAT RAMP FUND							
Dept: 000							
508-000-850.000	Phone AT&T	2015 - 231398258503	Monthly Service	40892	04/12/2015	03/13/2015	27.54
							27.54
508-000-922.000	Water CITY OF MANISTEE WATER		Water Usage	1040888	02/27/2015	02/27/2015	124.56
							124.56
508-000-925.000	Electric CONSUMERS ENERGY		Electric Usage	40905	03/25/2015	02/28/2015	354.72
							354.72
Total Dept. 000:							506.82
Fund BOAT RAMP FUND:							506.82
Fund: 573 WATER & SEWER UTIL							
Dept: 541 ADMINISTRATION							
573-541-728.000	SUPPLIES - Ope						
	HANSEN/LORI//		Office Cleaning	40913	02/22/2015	02/22/2015	75.00
	HANSEN/LORI//	492941	Office Cleaning	40913	03/08/2015	03/08/2015	75.00
	HANSEN/LORI//	492935 & 492936	Office Cleaning (2nd 1/2 pmt)	40913	12/28/2014	12/28/2014	75.00
	JACKPINE BUSINESS CENTE	384395-0	Key Tags, 2 Color Imprint	40915	04/01/2015	03/02/2015	313.12
							538.12
573-541-831.000	Contractual Repa						
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	449.00
							449.00
573-541-850.000	Phone						
	AT&T	2015 - 231398303103	Monthly Service	40892	04/12/2015	03/13/2015	31.93
	AT&T	2015 - 231723149603	Monthly Service	40892	04/12/2015	03/13/2015	77.86
	AT&T	2015 - 231723149703	Monthly Service	40892	04/12/2015	03/13/2015	736.41
							846.20
Total Dept. ADMINISTRATION:							1,833.32
Dept: 542 WATER OPERATION							
573-542-715.000	Uniform & Cleani						
	MODEL COVERALL SERVICE	0497367	Uniform Cleaning - Water	1040899	03/20/2015	02/18/2015	40.50
	MODEL COVERALL SERVICE	0486681	Uniform Cleaning - Water	1040899	01/30/2015	12/31/2014	28.77
							69.27
573-542-728.000	SUPPLIES - Ope						
	ACE HARDWARE & HOME CI	134788	Buckets	40887	04/03/2015	03/04/2015	77.88
	ACE HARDWARE & HOME CI	134828	Buckets	40887	04/04/2015	03/05/2015	140.18
	MODEL FIRST AID, SAFETY &	00000110253	Cabinet Supplies	40929	02/12/2015	02/12/2015	105.16
	OLESON'S FOOD STORES	#4360 - 03/05/15	Water	40934	04/04/2015	03/05/2015	398.16
	WAHR HARDWARE, INC.	D24020	King Utility Lighter, Lithium	1040909	03/22/2015	02/20/2015	21.98
	WAHR HARDWARE, INC.	D24533	Safety Glasses	1040909	04/08/2015	03/09/2015	5.39
	WAHR HARDWARE, INC.	C45596	Ny Rop 3/16	1040909	04/08/2015	03/09/2015	8.99
							757.74
573-542-770.000	Vehicle Gas						
	BLARNEY CASTLE FLEET PR	BC177 - 03/06/15	Fuel Usage	1040887	03/20/2015	03/06/2015	841.76
							841.76
573-542-801.000	Professional Ser						

INVOICE APPROVAL LIST BY FUND REPORT

03/26/15

Date: 03/26/2015

Time: 11:23 am

City of Manistee

qqqq

Page: 11

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	ABONMARCHE CONSULTAN'	108527	Water System General Plan	1040885	04/23/2014	03/24/2014	1,000.00
							1,000.00
573-542-824.000	Lab Testing						
	WAHR HARDWARE, INC.	C45167	Freight	1040909	04/02/2015	03/03/2015	10.85
	WAHR HARDWARE, INC.	D24381	Freight	1040909	04/03/2015	03/04/2015	10.70
	WAHR HARDWARE, INC.	D24532	Freight	1040909	04/08/2015	03/09/2015	10.70
							32.25
573-542-831.000	Contractual Repa						
	MCLOUTH WELDING, INC.	17075	Thawed Water Lines	40925	03/25/2015	02/23/2015	4,687.50
							4,687.50
573-542-860.000	Travel & Training						
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	290.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	105.00
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	112.97
							507.97
573-542-925.000	Electric						
	CONSUMERS ENERGY		Electric Usage	40905	03/25/2015	02/28/2015	7,828.95
							7,828.95
573-542-930.000	Repairs & Mainte						
	ACE HARDWARE & HOME CI	134763	Rod Round, CM Knifelock Back U	40887	04/02/2015	03/03/2015	17.98
	AUTO VALUE \ AUTO-WARES	256-875321	5 Gal Kero & Gaso Cans	40893	04/04/2015	03/05/2015	46.18
	FAMILY FARM & HOME - MAN	2443	Galv 90 Deg Elbow	40909	03/30/2015	02/28/2015	2.49
	FAMILY FARM & HOME - MAN	2442	Galv Nipple, Coupling/Stop,	40909	03/30/2015	02/28/2015	14.74
	MICHIGAN PIPE & VALVE	T66766	Flying Wing Breaker Magnet,	1040897	03/06/2015	02/04/2015	267.00
	MICHIGAN PIPE & VALVE	T66818	Adjustable Hyd Wrenched Trum	1040897	03/19/2015	02/17/2015	64.00
	MICHIGAN PIPE & VALVE	T66816	SS Patch Repair Clamp	1040897	03/19/2015	02/17/2015	78.00
	MICHIGAN PIPE & VALVE	T66817	Cast Cplg Ultra Flex, SS Repai	1040897	03/19/2015	02/17/2015	1,066.00
	MICHIGAN PIPE & VALVE	T66819	Curb Stop Fip, Cplg, Repair	1040897	03/19/2015	02/17/2015	560.40
	MICHIGAN PIPE & VALVE	T66845	Patch Repair Clamp, Full Wrap	1040897	03/25/2015	02/23/2015	135.00
	NAPA AUTO PARTS	193198	Fittings, Compressor Oil	40931	03/04/2015	03/04/2015	17.24
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	378.85
	USA BLUE BOOK	570988	Bleed Valve	40947	03/20/2015	02/18/2015	227.96
	WAHR HARDWARE, INC.	C44704	Swivel Conct	1040909	03/27/2015	02/25/2015	7.98
	WAHR HARDWARE, INC.	C44922	Batteries 9V	1040909	03/29/2015	02/27/2015	40.98
	WAHR HARDWARE, INC.	C45168	Value Tool	1040909	04/02/2015	03/03/2015	9.94
	WAHR HARDWARE, INC.	D24410	Swivel Conct	1040909	04/04/2015	03/05/2015	7.98
	WAHR HARDWARE, INC.	D24412	Conct	1040909	04/04/2015	03/05/2015	7.98
							2,950.70
							Total Dept. WATER OPERATION: 18,676.14
Dept: 543 SEWER - WWTP							
573-543-715.000	Uniform & Cleani						
	MODEL COVERALL SERVICE	0498843	Uniform Cleaning - WWTP	1040899	03/27/2015	02/25/2015	50.27
	MODEL COVERALL SERVICE	0500378	Uniform Cleaning - WWTP	1040899	04/03/2015	03/04/2015	28.77
							79.04
573-543-728.000	SUPPLIES - Ope						
	ACE HARDWARE & HOME CI	134085	Ice Melt Rock Salt	40887	03/13/2015	02/11/2015	59.94
	STATE OF MICHIGAN - MDEC		NPDES Permit Application	40941	03/24/2015	03/24/2015	750.00
	USA BLUE BOOK	564512	Media Plates	40947	03/12/2015	02/10/2015	86.71
	WAHR HARDWARE, INC.	C44882	Snow Shovel	1040909	03/29/2015	02/27/2015	39.98
							936.63
573-543-770.000	Vehicle Gas						
	BLARNEY CASTLE FLEET PR	BC177 - 03/06/15	Fuel Usage	1040887	03/20/2015	03/06/2015	255.01
							255.01

INVOICE APPROVAL LIST BY FUND REPORT

03/26/15

Date: 03/26/2015

Time: 11:23 am

City of Manistee

qqqq

Page: 12

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
573-543-801.000	Professional Ser BANKS/JODY//	001	WWTP Consulting Services	40895	03/05/2015	03/05/2015	500.00
							500.00
573-543-831.000	Contractual Repa ALLIED MECHANICAL SERVI	118929	Preventative Maintenance -	40888	12/30/2014	12/30/2014	700.00
							700.00
573-543-860.000	Travel & Training PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	112.98
							112.98
573-543-925.000	Electric CONSUMERS ENERGY		Electric Usage	40905	03/25/2015	02/28/2015	10,562.79
							10,562.79
573-543-930.000	Repairs & Mainte AUTO VALUE \ AUTO-WARES	256-874983	5/8 Screw Clamp	40893	03/31/2015	03/01/2015	4.70
							4.70
							Total Dept. SEWER - WWTP: 13,151.15
Dept: 544 SEWER COLLECTION							
573-544-715.000	Uniform & Cleani MODEL COVERALL SERVICE	0497366	Uniform Cleaning - Str Sewers	1040899	03/20/2015	02/18/2015	9.20
	MODEL COVERALL SERVICE	0498848	Uniform Cleaning - Str Sewers	1040899	03/27/2015	02/25/2015	9.20
	MODEL COVERALL SERVICE	0500384	Uniform Cleaning - Str Sewers	1040899	04/03/2015	03/04/2015	9.20
	MODEL COVERALL SERVICE	0486680	Uniform Cleaning - Str Sewers	1040899	01/30/2015	12/31/2014	9.20
							36.80
573-544-728.000	SUPPLIES - Ope ABSOLUTE SAFETY, INC.	DPW130215	Safety Glasses	40885	03/15/2015	02/13/2015	51.75
	FASTENAL COMPANY	MIMAN111000	Gloves	40910	04/02/2015	03/03/2015	21.47
	FASTENAL COMPANY	MIMAN111013	Tape Measure	40910	04/03/2015	03/04/2015	5.10
	WAHR HARDWARE, INC.	C45275	Gloves	1040909	04/04/2015	03/05/2015	31.78
							110.10
573-544-930.000	Repairs & Mainte MICHIGAN PIPE & VALVE	T66766	Flying Wing Breaker Magnet,	1040897	03/06/2015	02/04/2015	559.00
							559.00
							Dept. SEWER COLLECTION (STREETS): 705.90
Dept: 574 DEBT SERVICE							
573-574-969.000	Bond Issuance E BAIRD & CO/ROBERT W//		Financial Advisory Fee -	40894	03/19/2015	03/19/2015	19,400.00
	PIONEER GROUP/THE//	#41100167 - 02/28/15	Advertisements	40936	03/20/2015	02/28/2015	1,435.05
	SOURCEMEDIA LLC	ADV0256453	Bond Buyer - Legal Ad	1040904	02/18/2015	02/18/2015	1,535.00
	STANDARD & POOR'S FINAN	10364451	Analytical Services	1040905	02/23/2015	02/23/2015	13,000.00
	STATE OF MICHIGAN		Bond Filing Fee	40873	03/16/2015	03/16/2015	554.00
							35,924.05
							Total Dept. DEBT SERVICE: 35,924.05
							VATER & SEWER UTILITY: 70,290.56
Fund: 594 MARINA FUND							
Dept: 000							
594-000-728.000	SUPPLIES - Ope CHARTER COMMUNICATIONS	209 0099730 - Mar 15	Monthly Service - Marina	40901	02/18/2015	02/18/2015	71.16
	OLESON'S FOOD STORES	#8538 - 03/04/15	Coffee	40934	04/03/2015	03/04/2015	7.49
	PNC BANK	Feb 15	Credit Card Charges	40937	03/24/2015	02/27/2015	150.00

INVOICE APPROVAL LIST BY FUND REPORT

03/26/15

Date: 03/26/2015

Time: 11:23 am

City of Manistee

qqqq

Page: 13

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							228.65
594-000-831.000	Contractual Repa D & W MECHANICAL	0000129274	Marina - Discharge Air Sensor,	1040889	03/01/2015	01/30/2015	1,835.23
							1,835.23
594-000-892.500	Marketing TOURNAMENT TRAIL INC	1318	2015 Advertiser - Marina	1040908	03/05/2015	03/05/2015	450.00
							450.00
594-000-920.000	Gas DTE ENERGY		Gas Usage - 480 River St	40908	04/05/2015	03/06/2015	348.26
							348.26
594-000-922.000	Water CITY OF MANISTEE WATER		Water Usage	1040888	02/27/2015	02/27/2015	243.01
							243.01
594-000-925.000	Electric CONSUMERS ENERGY		Electric Usage	40905	03/25/2015	02/28/2015	1,091.37
							1,091.37
594-000-930.000	Repairs & Mainte FASTENAL COMPANY	MIMAN110448	Sheet Metal Screws	40910	03/01/2015	01/30/2015	7.06
							7.06
						Total Dept. 000:	4,203.58
						Total Fund MARINA FUND:	4,203.58
						Grand Total:	231,163.26

MEMO TO: Mayor Colleen Kenny
Members of City Council



FROM: R. Ben Bifoss, Interim City Manager

DATE: April 14, 2015

City Manager's Office
231-398-2801

SUBJECT: City Manager Recruitment

The City of Manistee is engaged in the process of recruiting a new City Manager. In overview, there are three primary alternatives available to the City Council in completing this process. These alternatives include:

1. Managing the process utilizing in-house resources, or
2. Retaining the Michigan Municipal League (MML) to assist in the process, or
3. Retaining a private professional executive recruitment firm.

Some hybrid of the above is also possible. The City Council Personnel Committee met on Thursday April 9, 2015 to review and discuss these alternatives. Discussion included the following items:

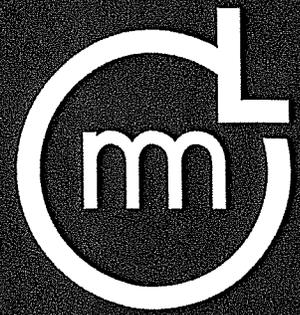
1. If an in-house process is used it will stretch existing resources. As the first time undertaking an in-house process, it is likely that some "best practices" will be lacking in the process; including some possible sources for locating potential applicants. Further, it is fairly unusual for a City to conduct an executive recruitment in-house and that may be considered a detrimental condition by some potential applicants.
2. The MML has a long history of providing Executive Recruitment for Michigan cities. Attached is a proposal from the MML to undertake this process on behalf of the City of Manistee. Included in the attachments are a cost proposal and a list of client cities in Michigan from the MML. Ms. Kathie Grinzinger is the Lead Executive Recruiter for the League; she will be in attendance at the City Council meeting for a brief presentation on the services provided by the MML and answer questions from the City Council.
3. The City could retain the services of a private professional executive recruitment firm; there are several that operate in Michigan and serve cities. Both the cities of Mt. Pleasant and Petoskey recently completed a City Manager recruitment using different private executive search firms with costs ranging from \$25,000 to \$40,000. Both cities reported mixed reviews on their private contracts. If a private firm were to be retained by the City, the process of creating a Request for Proposals (RFP) and selecting a firm would likely add 4-6 weeks to the process.

Based on the above, the City Council Personnel Committee recommends that the MML be retained to assist the City in the recruitment of a new City Manager. The Interim City Manager concurs in that recommendation. The cost of the recruitment, and other costs related to the replacement of the City Manager can be paid through the General Fund balance.

Following the presentation from the MML and the following questions and answers, the City Council could take action to accept the proposal from the MML or direct the Interim City Manager to prepare an RFP for a private professional executive recruitment firm. If the City Council takes action to accept the proposal from the MML, the City Council could also take action to schedule a work session for Tuesday April 28, 2015 to begin that process and conduct other business as may be necessary.

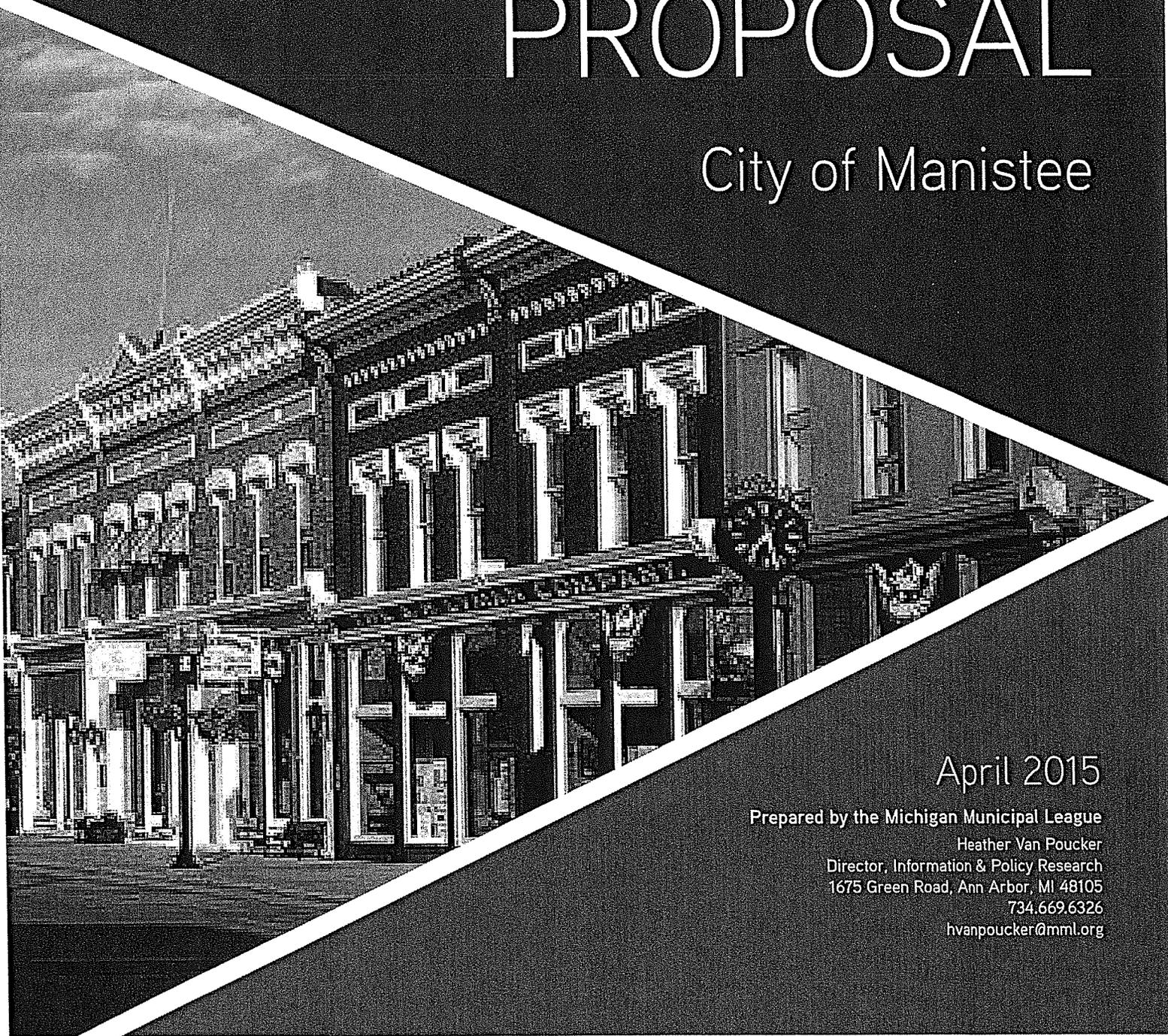
RBB:cl

Attachments



EXECUTIVE SEARCH PROPOSAL

City of Manistee



April 2015

Prepared by the Michigan Municipal League

Heather Van Poucker

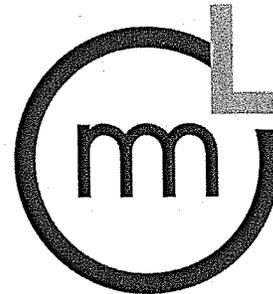
Director, Information & Policy Research

1675 Green Road, Ann Arbor, MI 48105

734.669.6326

hvanpoucker@mml.org

Manistee City Council
70 Maple Street
Manistee, MI 49660



michigan municipal league

April 9, 2015

Councilmembers,

The Michigan Municipal League is pleased to offer the City of Manistee our assistance in selecting your next City Manager. The League is committed to strengthening Michigan communities, and works hand-in-hand with our members to provide the tools needed to effectively manage and develop their communities. This close relationship gives the League a deep understanding of a community's needs and challenges and makes us uniquely qualified to provide a comprehensive executive search service.

The League's executive search service is designed to ensure the best possible match between a community and its top administrator, with the ultimate goal of providing the community a highly qualified leader who will add tremendous value to the community. To that end, we are dedicated to serving the needs of member communities before, during, and after a search process. Our service is focused exclusively on Michigan communities, but our recruitment is nationwide. We manage an unparalleled network of applicants, half of which are from outside the state.

Each search process is tailored to meet the community's specific needs and goals. We work closely with the community to gain a full understanding of the priorities as a basis for structuring the search process. We facilitate with consensus-building around the attributes a community is looking for to gain a complete picture of the desired candidate's experience, qualifications, and management style. This helps to ensure the best possible employment match, resulting in a successful, long-term placement.

We provide a high level of customized service in order to produce a quality match for the community. In order to ensure a quality outcome and match for the community, a typical search includes with the following services and requires 90 to 120 days to complete. The timeline varies depending on timing of ad placement, availability of candidates and city officials, and the needs of the community.

Feel free to contact the League with any questions or to request an in-person presentation from one of our search facilitators.

Thank you,
Heather Van Poucker



PROPOSAL FOR EXECUTIVE SEARCH

City of Manistee

► SERVICE SUMMARY

Our executive search service typically includes the following activities, which are accomplished over the course of up to four personal visits with the search facilitator:

- Development of an extensive candidate and community profile featured within a professionally designed recruitment brochure
- Featured placement in the League's classifieds which receive 4,000+ hits per week
- Advanced marketing, including an exclusive direct email to Michigan municipal managers and others as appropriate, as well as the League's social media (more than 5,000 followers)
- Direct recruitment of passive candidates
- Thorough application analysis and personal pre-screening of viable applicants
- Reference checks, social media check, and in-depth background investigation done by a third party
- Customized interview questions and selection format/process, including roundtable interviews with an internal leadership team, and second or final interviews as needed
- Development of the conditional offer of employment

► SEARCH PROCESS

Develop Recruitment Profiles

In the first meeting, the search facilitator will facilitate a work session to develop a comprehensive recruitment profile. The work session should include various stakeholders including elected officials and city staff. The search facilitator will spur the development of an ideal recruitment profile that the city can agree on and be proud of. This ensures the quality of applicants recruited, as well as manages and clarifies the expectations of the new position. The recruitment profile has two components:

1. **The Candidate Profile** details the qualifications, experience, and professional characteristics required for the position. It is designed to reflect the goals and priorities of the community and goes beyond what is normally found in succinct ad language. The completed profile is used throughout the selection process as an objective tool for determining the most appropriate candidates to be interviewed, and ultimately a final selection.
2. **The Community Profile** provides a description of the position, the organization (i.e. organizational structure, services provided, etc.), and the community itself. This component is an excellent opportunity to highlight the quality of life aspects of your city or region to prospective candidates (i.e. local and regional attractions, school systems, community strengths and cultural or entertainment opportunities.)



These profiles are used to develop a professionally designed recruitment brochure which is featured on the MML website in its entirety and directly emailed to targeted Michigan municipal professionals.

Develop and Administer Recruitment and Outreach Campaign

In order to recruit and select the most qualified candidates, it is necessary to effectively market the position to the widest and most appropriate audience. To accomplish this, we will develop an outreach and advertising campaign that includes placing advertisements in various professional publications specific to the area of expertise being sought. Our advertising strategy will include electronic publications:

- Featured placement on the League's Classified Ads (website, features complete recruitment brochure)
- ICMA Website
- League social media outlets
- Other professional associations as appropriate (i.e. Michigan Government Finance Officers Association, MAP, etc.)
- Regional public administration associations
- Public administration master's programs' career placement offices
- Other municipal associations as appropriate (i.e., MTA, MAC, etc.)

The full recruitment brochure will be featured on the League's web site which receives an average of 5,000 hits per week. League searches are always listed first with special graphics to highlight your position. This is an excellent opportunity to promote the position and your community to a wide range of prospective candidates.

In addition to advertising the position, we will utilize our extensive network of contacts to identify professionals in transition and managers who may have an interest in the opportunity. We focus the recruiting effort on attracting the most qualified candidates, including passive candidates, to ensure an outstanding candidate pool. Following the closing date for receipt of resumes, we will proceed with resume review and interviews.

Screen Resumes and Narrow Field of Applicants

We receive resumes directly and assess each applicant against the criteria established in the recruitment profile to identify viable candidates who most closely meet the municipality's requirements. We also conduct initial prescreening and online searches.

At the conclusion of this initial screening process, we present a confidential summary of the applicants and their qualifications which serves as the basis for a suggested "short-list" of candidates for further consideration. After discussion and consideration, the municipality will determine whom to invite for personal interviews.

Once invitations to interview have been extended and accepted, the names and resumes of candidates are no longer protected by confidentiality. Until that time, we closely guard the identity of confidential applicants to ensure your search process yields the strongest pool of candidates. Please note that we do not ever release the name, resume, other identifiers or application materials of confidential applicants who are not viable candidates. We only lift confidentiality for viable candidates who agree to participate in the interview process.



Preliminary Reference Review

As the field of applicants is narrowed, we will conduct preliminary reference reviews to verify an applicant's prior work history and learn more about the candidates' experience, past performance, and management style.

Interview and Selection Process

Interview and Selection Process

Once a list of final candidates has been developed, we will assist in coordinating and scheduling interviews. As well, we will develop interview questions that focus on the priorities outlined within the candidate profile.

Further, we will offer guidance and advice concerning appropriate interview topics as well as those that should be avoided. While our executive search facilitators have extensive experience in the field of human resources, and specifically interview and selection, they are not attorneys. It is always advisable for the municipal attorney to be apprised of the proposed interview and selection process.

A search facilitator will attend and facilitate the interviews with each of the final candidates. There will be one or two rounds of interviews, depending on the community's preference. At the conclusion of the interview process, we will facilitate discussion and evaluation of each candidate.

Keep in mind that our search facilitators do not presume to choose the best candidate for the position. That important decision is completely at the discretion of the municipality. Rather, we aide in assessing interview responses and how they relate to the objective criteria established in the candidate profile and provide related guidance and expertise.

Search Close-out

After the community has chosen a candidate, the search facilitator will be able to assist in contract negotiations of the conditional and final offer. At this stage, the League will initiate a thorough background search handled by a contracted third party that specializes in employment investigation.

Once an agreement is reached with the individual selected for the position, the facilitator will perform closing tasks, such as personal notification of unsuccessful candidates.



Search Timeline

Timing is critical in an executive search and any delay in action can often result in losing a highly sought-after candidate. We encourage our client communities to establish a well-defined project timeline with the search facilitator at the first meeting to ensure the process moves quickly and positions the community to compete for the best talent. A sample timeline is provided below.

WEEK 1	Initial Meeting: Create Profiles, Recruitment Strategy, Ad Language
WEEK 2-3	Place ads
WEEK 3-5	Direct Recruitment, Active Solicitation of Candidates
WEEK 3-6	Application Screening, Initial Reference Checks
WEEK 6-7	Prepare Short List, Meet and Review Candidates
WEEK 7-8	Conduct First Interviews
WEEK 8-9	Second Interviews (if necessary)
WEEK 9-10	Extend Conditional Offer
WEEK 10	Background Checks
WEEK 11-12	Close Out Activities

Our Search Facilitator

Our lead executive recruiter is Kathie S. Grinzinger. Ms. Grinzinger has an extensive background in human resources including organizational and employee development; job description analysis; selection processes; and evaluation. She served as the assistant city manager and then city manager for the City of Mt. Pleasant for 25 years before her recent retirement. Grinzinger has served as the President of the Michigan Local Government Managers Association, served on the Michigan Municipal League Board of Trustees and multiple League policy committees. She is a retired member of the International City/County Managers Association, and has served with distinction on many other boards. In the event Ms. Grinzinger is unavailable during the timeframe of your municipality's search, we will provide an alternate executive search facilitator, who has decades of experience in local government management and understands the unique skills and abilities required to succeed in this environment. All of our executive search facilitators follow our same methodology outlined within this document and have years of experience working with us in this capacity.



Our Clients

Below are listed some of the municipalities that have utilized the executive search services of the League in recent years. Clients include cities, villages, counties and townships of all sizes throughout the state. Many of our clients have been so pleased with our work that they become repeat customers for other positions, bringing our total number of searches near 200.

- | | | | |
|---------------------------|-----------------------------|--------------------------|--------------------------------|
| City of Albion | City of Grosse Pointe Woods | City of Saline | Village of Stockbridge |
| City of Alpena | City of Harper Woods | City of Sandusky | Village of Wolverine Lake |
| City of Battle Creek | City of Hart | City of Sault Ste. Marie | Brighton Township |
| City of Belding | City of Highland Park | City of South Lyon | Coloma Township |
| City of Berkley | City of Hillsdale | City of Tecumseh | Delhi Township |
| City of Big Rapids | City of Howell | City of Three Rivers | Delta Township |
| City of Bloomfield Hills | City of Huntington Woods | City of Troy | Huron Township |
| City of Boyne City | City of Inkster | City of Whitehall | Lyon Township |
| City of Brown City | City of Iron Mountain | City of Williamston | Oakland Township |
| City of Buchanan | City of Ironwood | City of White Cloud | Shelby Township |
| City of Caro | City of Ishpeming | City of Woodhaven | Hartland Township |
| City of Cass City | City of Jackson | Village of Baraga | Spring Lake Township |
| City of Cedar Springs | City of Keego Harbor | Village of Bellevue | Ypsilanti Township |
| City of Cheboygan | City of Lapeer | Village of Beverly Hills | Saint Joseph County |
| City of Chelsea | City of Leslie | Village of Caro | Saginaw County Road Commission |
| City of Clawson | City of Lowell | Village of Cass City | White Lake Fire Authority |
| City of Clio | City of Marine City | Village of Cassopolis | Coloma Township |
| City of Crosswell | City of Marlette | Village of Constantine | White Lake Fire Authority |
| City of Davison | City of Menominee | Village of Douglas | |
| City of Eastpointe | City of Midland | Village of Franklin | |
| City of East Grand Rapids | City of Milan | Village of Holly | |
| City of Escanaba | City of Monroe | Village of Kalkaska | |
| City of Essexville | City of Mount Pleasant | Village of Kingsley | |
| City of Ewart | City of Muskegon Heights | Village of Lake Orion | |
| City of Farmington | City of Norton Shores | Village of L'Anse | |
| City of Ferndale | City of Norway | Village of Mackinaw City | |
| City of Ferrysburg | City of Parchment | Village of Mattawan | |
| City of Frankenmuth | City of Plymouth | Village of Middleville | |
| City of Frankfort | City of Port Huron | Village of Newberry | |
| City of Grand Blanc | City of Portland | Village of Oxford | |
| City of Grand Ledge | City of Rogers City | Village of Paw Paw | |
| City of Grayling | City of Saint Clair | Village of Reese | |
| City of Grosse Pointe | | Village of Sparta | |



Pricing

The League provides a total not-to-exceed price of \$15,000 for executive search service which includes both professional fees and project expenses (advertising, travel, etc.) This ensures you know exactly what you will spend up front to complete this critical process.

The League welcomes the opportunity to assist the City of Manistee in this search. Please feel free to contact me directly with questions about our service or this proposal.

Our Promise

The League is committed to providing the best possible outcome and employment match for the community. Therefore, we guarantee placement for at least one year, and strongly encourage the management professionals placed to comply with Tenet 4 of the ICMA Code of Ethics, which sets a minimum of two years for employment with a local government. In the highly unlikely event that the position is vacated within a year of placement, the League will offer another search at no or little additional cost to the community.

Sincerely,

Sent via email

Heather Van Poucker

Director, Information & Policy Research

Please provide authorized signature below to officially engage the League to provide the executive search services outlined within this proposal:

AUTHORIZED SIGNATURE _____

TITLE _____ DATE _____

**PERSONNEL COMMITTEE MEETING
MINUTES OF APRIL 9, 2015**

A meeting of the Manistee City Council Personnel Committee was held on Thursday, April 9, 2015 at 4 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee MI 49660.

MEMBERS PRESENT: Colleen Kenny, Eric Gustad, Mark Wittlieff

MEMBERS ABSENT:

OTHERS PRESENT: Interim City Manager Ben Bifoss, Jim Smith

Meeting Purpose. To discuss process and alternatives in the City Manager selection process.

Noted packet of background information provided by staff from the last manager search. Interim Manager has contacted the Michigan Municipal League (MML) and they provided a proposal for an executive search for a not to exceed amount of \$15,000.

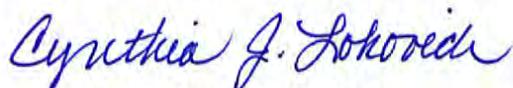
Discussed options/process including:

- Using MML versus private search firm, pros and cons, generally higher cost and longer timeframe for private search firm, and smaller pool of final candidates.
- Clear timeline needed.
- Need for background checks.
- Community involvement, interview process open to the public, ability to provide feedback to City Council.
- When search is narrowed down for interviews, host open house to meet the candidates.
- Lots of Michigan communities currently looking for a city manager.

Interim Manager provided his recommendation to move forward using the Michigan Municipal League for an executive search.

CONSENSUS: To move forward and invite the Michigan Municipal League to provide a presentation at the next Council meeting on April 21, 2015. Interim Manager will contact some private firms for cost estimates and will forward this information via email. If cost estimates for private firms are significantly less than anticipated another meeting of the Personnel Committee will be scheduled.

Meeting adjourned at approximately 4:40 p.m.



Cynthia J. Lokovich, CAP-OM



Sharon Reynolds
American Legion Auxiliary post 10
10 Mason street
Manistee, Mi. 49660



April 4, 2015

To. City of Manistee,

The American Legion Auxiliary
is requesting permission To
distribute "Poppy's" in the
city of Manistee on these
Dates - May 14th, 15th, and 16th, 2015

Thank You,

P.S.
Please reply To

Sharon Reynolds
Auxiliary Treasurer/
Poppy Chairman





CITY CLERK'S OFFICE

MEMO



To: Ben Bifoss, Interim City Manager
From: Michelle Wright MMC, City Clerk/Deputy Treasurer
Subject: Agenda Request
Date: April 13, 2015

MW

Ben,

The Manistee County National Day of Prayer Committee is requesting City Council's permission to gather and celebrate the National Day of Prayer on Thursday, May 7, 2015. The gathering would take place on the Maple Street entrance steps of City Hall from 11:45 a.m. until approximately 1 p.m. This is an annual event and has not caused any problems in the past.

Please place this request on the April 21, 2015 City Council agenda. An agenda request form is attached. Thank you.

Michelle Wright

From: West Wind Orchards <perclin@jackpine.com>
Sent: Monday, April 13, 2015 11:12 AM
To: Michelle Wright
Subject: National Day of Prayer Ceremony

Council Members

The Manistee County National Day of Prayer Committee is once again requesting your permission to gather and celebrate the National Day of Prayer. This years event will be Thursday, May 7th. We would begin gathering at the Maple Street entrance of City Hall about 11:45 with the ceremony beginning at 12:00 noon and ending at 1:00. As in the past we have run an extension cord through the door for our sound system, and I anticipate doing that again this year. Thank you for your consideration.

For the Committee

David Smeltzer,
committee member
231-510-5998



CITY HALL

ADMINISTRATION
FAX 231.723.1546

CITY MANAGER
231.398.2801

CITY ASSESSOR
231.398.2802

BUILDING INSPECTOR
231.398.2806

PLANNING & ZONING
231.398.2805

CLERK/TREASURER
FAX 231.723.5410

CITY CLERK
231.398.2803

**CITY TREASURER/
FINANCE DIRECTOR**
231.398.2804

WATER BILLING
231.723.2559

POLICE DEPARTMENT
231.723.2533
FAX 231.398.2012

FIRE DEPARTMENT
281 First Street
231.723.1549
FAX 231.723.3519

**DEPT. OF
PUBLIC WORKS**
280 Washington St.
• Street Dept.
• Parks Dept.
• Water Maintenance
280 Washington St.
231.723.7132
FAX 231.723.1803

WASTEWATER PLANT
15 Ninth St.
231.723.1553

Memo To: Ben Bifoss
From: Chief Bachman
Re: Agenda Request *B*
Memorial Parade
Date: April 14, 2015

Ben:

The United Veterans Council is requesting Permission to old the Annual Memorial Day Parade and honor ceremony on May 25, 2015 at 10:00 am. The event starts on Rover Street at Division and ends in Memorial Park with a ceremony honoring the veterans.

This is an annual event that is supported by city staff and departments. The parade route is closed to traffic and draws a significant crowd to town. I have assigned Sergeant Schmeling to work with the DPW to coordinate the event on behalf of the city.

I know of no reason not to approve the request.

db



Name of Special Event: Memorial Day Parade 2015

Date of Special Event: 25 May 2015

Time of Special Event: 10:00 AM

Number of Units Participating

Marching/Walking: 400 Driven: 20 Other: _____

Assembly/Starting Location: Corner of Division & River St

Destination/Finishing Point: Memorial on Veteran's Drive

Route that the Special Event will Follow: West on River St, across
the bridge on to Veteran's Memorial Drive
ending at the memorial

Person(s) / Organization(s) making request: United Veterans Council
of Manistee (U.V.C)

Contact Person:

E-mail
KG246AR@hotmail.com

Name: Keith Graham

Address: 2800 River Rd

Telephone Work: _____ Home: 723-6076

Signature of Contact Person: Keith Graham

The City of Manistee has been advised by our insurance carrier that when an event is held on City Properties we need to require an insurance certificate naming the City of Manistee as co-insured. An insurance certificate must be on file prior to your event. The minimum amount that our insurance company will accept is \$1 million dollars of Liability Insurance.

The Insurance Certificate should be sent to the attention of Mary Nemecek, Deputy Clerk. Ms. Nemecek can be reached at 231.398.2803 her fax# is 231.723.5410.

Return this request to the Manistee City Police Department after it has been filled out and only after the first requirement has been complied and approved.

Dave Bachman
Chief of Police
Manistee, Mi 49660

3 April 2015

As you know, we are planning the Memorial Day Parade and Ceremony, **25** May 2015

This is the usual request to provide lead and trail vehicles for the parade, starting at River St. and Division, and ending at the Memorial on Veterans Drive.

We will be forming up at 0930 hrs, and starting at 1000 hrs.

Thank you. (Application to the City Council, pending approval and receipt of the parade permit, are also pending.)

Sincerely,

Keith R. Graham

Keith R. Graham
U.V.C Chair
2800 River Rd.
Manistee, Mi 49660
723-6076

STEWY
PLEASE

COORDINATOR
JTB