

# MANISTEE CITY COUNCIL

## MEETING AGENDA

TUESDAY, DECEMBER 15, 2015 – 7:00 P.M. – COUNCIL CHAMBERS

**I. Call to Order.**

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

**II. Public Hearings.**

**III. Citizen Comments on Agenda Related Items.**

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

- V. Approval of Minutes.
- VI. a.) Payroll.  
b.) Invoices.
- IX. b.) Notification Regarding Next Work Session.

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

**\*V. Approval of Minutes.** Approval of the minutes of the December 1, 2015 regular meeting and the December 8, 2015 work session as attached.

**VI. Financial Report.**

- \*a.) PAYROLL.
- \*b.) INVOICES.

**VII. Unfinished Business.**

**VIII. New Business.**

a.) CONSIDERATION OF AMENDMENTS TO CITY COUNCIL GUIDELINES.

City Council Guidelines are reviewed annually at the Organizational Meeting in November. Council continued their review and discussion at the December 8 work session. Amendments under consideration include updates to reasonable meeting notice requirements, code of ethics, and the audit committee. Additional discussion anticipated on Councilmember participation on boards and commissions and any opportunity to combine or eliminate a board or commission at a future date.

At this time Council could take action to adopt amended City Council Guidelines.

b.) CONSIDERATION OF COUNCIL COMMITTEE APPOINTMENTS.

At this time the Mayor could take action to make various Council Committee appointments.

c.) CONSIDERATION OF BIDS FOR THE FIRE STATION EXHAUST REMOVAL SYSTEM.

Earlier this year the City was awarded a federal grant in the amount of \$47,620 to purchase and install an exhaust management system for the City fire station. Bids were solicited and received as follows:

**Diesel Exhaust:**

Ward Diesel - \$36,165.24 (only bid)\*

**Gasoline Exhaust:**

Clean Air Concepts - \$13,782.00\*

AIRVAC - \$18,745.00

\*Recommended bid.

At this time Council could take action to accept the bid of \$36,165.24 from Ward Diesel for a diesel exhaust system, the bid of \$13,782.00 from Clean Air Concepts for gasoline exhaust system; and a 5% local match of \$2,381.00.

d.) CONSIDERATION OF A RESOLUTION, 2015 MANISTEE COUNTY NATURAL HAZARD MITIGATION PLAN.

The Emergency Management Coordinator for Manistee County has been working on a Hazard Mitigation Plan for several months. The plan has been reviewed and adopted by the County; the next step is for the City and Townships to adopt it as well.

By adopting the plan the City becomes an eligible partner with Manistee County to respond to and mitigate the effects of a natural disaster. In addition, it makes the City eligible to receive federal disaster relief through the County in the event of a natural disaster.

At this time Council could take action to adopt the 2015 Manistee County Natural Hazard Mitigation Plan.

e.) CONSIDERATION OF DEER HERD MANAGEMENT.

At the December 8, 2015 work session City Council was presented the Ad Hoc Deer Herd Committee Report and Recommendations. Committee recommendations are as follows:

- Implement a feeding ban.
- Reduction in the size of the existing deer herd.
- Explore the contracting of the services of the USDA.
- Ongoing analysis, annual survey to evaluate the public perception.
- Provide public education via City's website.
- Appropriate resources to facilitate this process.

Following discussion Council requested this item be placed on the next agenda for consideration and to set a spending limit of up to \$5,000.

At this time Council could take action on the Ad Hoc Deer Herd Committee Report and Recommendations by providing direction to appropriate staff and setting a spending limit of up to \$5,000.

**IX. Notices, Communications, Announcements.**

a.) A REPORT FROM THE CITY MANAGER.

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

The City Manager's Office annually prepares a comprehensive review of calendar year activities. That review provides City Council and the Community an opportunity to step back from day to day operations and take a longer look at what has been accomplished during the year.

No action is required on this item.

\*b.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for Tuesday, January 19, 2016 at 7 p.m. A discussion will be conducted on strategic plan updates; and such business as may come before the Council. No action is required on this item.

**X. Concerns and Comments.**

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

b.) OFFICIALS AND STAFF.

c.) COUNCILMEMBERS.

**XI. Adjourn.**

TNT:cl

**COUNCIL AGENDA ATTACHMENTS:**

Council Meeting Minutes – December 1, 2015  
Council Work Session Minutes – December 8, 2015  
Invoices 2015-11-05  
Invoices 2015-11-15  
Council Guidelines  
Mayoral Committee Appointments  
Fire Station Exhaust System  
County Hazard Mitigation Plan  
2015 Highlights

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – December 1, 2015

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A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, December 1, 2015 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

**PRESENT:** Colleen Kenny, Lynda Beaton, 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, Public Safety Director – Dave Bachman, City Engineer – Shawn Middleton / Spicer Group, and City Assessor – Molly Whetstone / Great Lakes Assessing.

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

Ron Stoneman, superintendent of Manistee Area Public Schools, supported the Twelfth Street issue stating that the condition it is in now is an unsafe environment.

### **CONSENT AGENDA.**

- Minutes - November 17, 2015 - Regular Meeting
- Financial Reports
  - Cash Balances - October 2015
  - Revenue & Expense - October 2015
- Notification Regarding Next Work Session – December 8, 2015  
A discussion will be conducted on Council Guidelines, Boards / Commissions / Council Committees, Ad Hoc Deer Herd Committee report, and such business as may come before the Council.

Beaton requested that the Revenue & Expense report be removed from the Consent Agenda.

**MOTION** by Smith, second by Gustad to approve the Consent Agenda as presented with the removal of the Revenue & Expense report.

With a roll call vote this motion passed unanimously.

**AYES:** Kenny, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

**NAYS:** None

### **REVENUE & EXPENSE.**

Beaton asked the Finance Director if there were any concerns with the percentage of budget spent to date.

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – December 1, 2015

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MOTION by Smith, second by Wittlieff to approve the Revenue & Expense report as presented.

With a roll call vote this motion passed unanimously.

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

NAYS: None

### **CONSIDERATION OF RESCHEDULING THE DECEMBER BOARD OF REVIEW TO WEDNESDAY, DECEMBER 16, 2015.**

Traditionally the December Board of Review is held on the Tuesday following the second Monday in December. State law allows this to be rescheduled on another day of the same week. In order for the City Assessor to be present at the Board of Review, the day needs to be rescheduled to Wednesday, December 16, 2015.

MOTION by Smith, second by Goodspeed to reschedule the December Board of Review to Wednesday, December 16, 2015.

With a roll call vote this motion passed unanimously.

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

NAYS: None

### **CONSIDERATION OF ESTABLISHING 2016 POVERTY EXEMPTION GUIDELINES.**

The adoption of a resolution establishing poverty exemption guidelines for exemption from property tax contributions is required in order for the Board of Review to grant poverty exemptions. The homestead of persons who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390, 1994 (MCL 211.7u).

MOTION by Wittlieff, second by Goodspeed to approve a resolution establishing 2016 Poverty Exemption Guidelines. Discussion followed.

With a roll call vote this motion passed unanimously.

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

NAYS: None

### **CONSIDERATION OF RENEWING A LICENSE AGREEMENT WITH THE LAMAR COMPANIES.**

The City licenses land on M-55 to the Lamar Companies for five billboards. The City has negotiated a five-year renewal that increases rent, includes an escalator and strengthens the indemnification section of the agreement. The City Attorney prepared the agreement and recommends Council approval.

MOTION by Wittlieff, second by Goodspeed to renew a license agreement with the Lamar Companies; and authorize the Mayor and City Clerk to execute the agreement.

With a roll call vote this motion passed unanimously.

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

**CONSIDERATION OF A BID, FHC MECHANICAL CONTRACTORS.**

The item under consideration this evening is a bid to install five slide gates and two exterior doors at the Wastewater Treatment Plant as follows:

- Headworks gate
- Aeration tank influent gates x 2
- Final settling tank influent gates x 2
- Exterior door and air intake louver to the grit room
- Exterior door to the chemical storage building

The gates were custom manufactured utilizing funds from the FY14-15 budget. The two doors include furnishing and installation. Proposals for the project were solicited with two bids received:

Devere Construction	\$61,000
FHC Mechanical	\$30,923*

\*Recommended bid. The City Attorney has reviewed and approved the bid agreement.

MOTION by Goodspeed, second by Smith to accept the bid from FHC Mechanical Contractors in the amount of \$30,923 for the installation of slide gates and doors at the WWTP.

With a roll call vote this motion passed unanimously.

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

**CONSIDERATION OF ENTERING INTO AN AGREEMENT WITH THE SPICER GROUP TO COMPLETE ASSET MANAGEMENT PLANS FOR THE CITY'S SANITARY AND STORM SEWER SYSTEMS.**

The Public Works Department has applied for and received a SAW Grant from the State of Michigan to complete asset management programs. Total project amount is \$1,905,000 with \$1,757,500 to be funded by the grant and \$147,000 to be funded locally over the next three years.

MOTION by Smith, second by Wittlieff to approve the Spicer Group to complete asset management plans for the City's sanitary and storm water sewer systems as outlined in the approved grant

agreement with the Michigan Department of Environmental Quality. City Engineer gave a brief presentation of the program.

With a roll call vote this motion passed unanimously.

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

NAYS: None

**CONSIDERATION OF A RESOLUTION REGARDING TWELFTH STREET.**

The matter of Twelfth Street between Oak and Maple Streets has been discussed for many years. The City and other governmental agencies have attempted to negotiate the acquisition of additional right-of-way (ROW) for the improvement of Twelfth Street, with no success. Every possible effort has been made to avoid having to acquire the ROW through a Resolution “finding a public necessity.”

It is not possible to reconstruct the Street within the existing ROW. The only remaining option to the “finding a public necessity” for additional ROW is to construct Twelfth Street as a one-way west bound within the existing ROW. City Council has previously heard from MAPS, the City Engineer and Public Safety Director regarding whether this is a safe and viable option. It is not.

The expansion of Twelfth Street into Filer Township, between Maple and Oak Streets is necessary for the public health, safety and welfare. The City Engineer has concluded that in order to expand Twelfth Street to the point of it being safe for two-way travel, 28 feet of ROW would be required immediately south of the City boundary from the two parcels immediately west of Maple Street.

Should City Council determine that a public necessity exists for the additional land to extend and improve Twelfth Street and it declare as such; it could take action to authorize the appraisal of the property, make a good faith offer to the property owners in accordance with the appraisal, declare a taking, and authorize the commencement of a condemnation action if a negotiated agreement in lieu of litigation was not made. If Council were to determine that it desired to move forward with the improvement of Twelfth Street as described above, a proposed Resolution prepared by the City Attorney’s Office is provided. The Interim City Manager recommends City Council take action to approve the Resolution.

MOTION by Goodspeed, second by Wittlieff to adopt a Resolution finding that a public necessity exists to expand and extend Twelfth Street 28 feet south, between Maple and Oak Streets and over the two privately owned parcels immediately west of Maple Street and south of the City, appraise the property required for the expansion and extension, make a good faith offer to the property owners in accordance with the appraisal and, if the good faith offer is rejected, take steps necessary to condemn the property. Lengthy discussion followed.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Beaton, 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 Board of Review. 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.

BOARD OF REVIEW. One regular member, term ending 12/31/18, applicants shall be taxpaying electors of the City who are owners of property assessed for taxes in the City and, at the time of their appointment, are neither elected or appointed officials of the City; Council appointment.

*No applications received.*

**A REPORT FROM THE CITY CLERK.**

Ms. Michelle Wright reported on the activities of the City Clerk's Office and responded to questions the Council had regarding their activities.

**CITIZEN COMMENT.**

Comments received by:

- Carol Pasco, 610 Spruce Street / congratulated the Clerk's office for always providing a welcoming experience/service when coming in to City Hall.
- Steve Wall, 314 Oak Street / informed Council on the proper handling of special committees; suggested they adopt a motion to suspend the rules to hear the deer herd committee report at the upcoming work session.

**OFFICIALS AND STAFF.**

Bifoss met with Thad Taylor and discussed the status with Filer Charter Township, Taylor agrees that Bifoss should continue to participate in those discussions for the next couple of meetings; thanked Council for the opportunity to serve in the past months, their time, effort and dedication to the job; thanked the City employees and department directors, stating they are hardworking and dedicated; and also thanked his wife Ann for allowing him to serve these past few months.

**COUNCILMEMBERS.**

Zielinski hopes everyone enjoys the upcoming Sleighbell Weekend and thanked the DPW for their work.

Goodspeed asked how a question regarding a consent agenda item should be handled; thanked Bifoss for coming to help us out.

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – December 1, 2015

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Smith also thanked the Public Works for all of the decorations; thanked Public Safety for no more home invasions; and thanked Bifoss for his service.

Wittlieff thanked Bifoss, stating it has been a privilege and honor to work with you.

Gustad also thanked Bifoss for all of his efforts; thanked Bachman and his team on handling the home invasions; and thanked the DPW.

Kenny wished all of the visitors for the Sleighbell Weekend safe travels; DPW has done a great job; thanked Bifoss for the last eight months, privilege working with you, and thank you for all you gave up.

### **ADJOURN.**

MOTION to adjourn was made by Goodspeed, second by Zielinski. Meeting adjourned at 8:22 p.m.

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

**MANISTEE CITY COUNCIL  
WORK SESSION  
MINUTES OF DECEMBER 8, 2015**

The Manistee City Council met in a work session on Tuesday, December 8, 2015 at 7 p.m., City Hall Council Chambers, 70 Maple Street, Manistee MI 49660.

PRESENT: Colleen Kenny, Lynda Beaton, Roger Zielinski, Robert Goodspeed, James Smith, and Mark Wittlieff.

ABSENT: Eric Gustad.

ALSO PRESENT: City Manager, Department Directors, City Engineer, Media, and Public.

***Public Comments on Work Session Related Items.***

None received.

***Discussion on Ad Hoc Deer Herd Committee Report and Recommendations.*** Committee members in attendance were John Brakora, Bob Hornkohl, Barry Peterson, and Roger Zielinski. Mr. Brakora described the options that the committee researched and the feasibility of those options. The written report contains more detailed information; hard copies were provided to the Council and committee members; survey results were also discussed.

**Committee Recommendations:**

- Implement a feeding ban.
- Reduction in the size of the existing deer herd.
- Explore the contracting of the services of the USDA.
- Ongoing analysis, annual survey to evaluate the public perception.
- Provide public education via City's website.
- Appropriate resources to facilitate this process.

Considerable discussion was held by Council. Kenny thanked the committee and feels the committee's work is done; they have made their recommendation – great work and great report.

CONSENSUS: Council requested that taking action on the committee's recommendations for deer management be on the next Council meeting agenda; also to set a spending limit of up to \$5,000.

***Discussion on City Council Guidelines.*** At the Organizational Meeting held in November Council had indicated several items they would like to discuss further. Items included direction of the Auditing Committee, boards and commissions, and inserting additional language regarding acceptance of gifts and gratuities.

The Finance Director recommended changing the *Auditing* Committee into a true *Audit* Committee and follow the recommended best practices provided by the Government Finance Officers Association (GFOA). Council discussion followed including audit committee duties, comparing the committee with

a financial committee (hospital example), setting direction to staff and allow FD to research and make recommendation of financing expenditures, and posting meeting notices.

CONSENSUS: Council in favor of new Audit Committee language being included in the Council Guidelines. Agenda items authorizing an expenditure should include where the funds are coming from – was it budgeted, if not, where are the funds coming from and how that would affect the budget, any cost savings anticipated.

**Discussion on Boards and Commissions.** Discussion held regarding the number of committees, if any of the committees could be combined or eliminated, are the length of the terms hindering volunteers to come forward. Suggestions made to take a poll of current board members regarding the length of committee terms; include on the City website a more detailed committee description; review times that meetings are held.

Another discussion was held regarding how many councilmembers could be appointed to a board or commission; suggested number was a maximum of two; various councilmembers felt being on other committees was both informational and enjoyable; did not want to replace citizens that might apply for the positions. No changes to the Council Guidelines were recommended at this time.

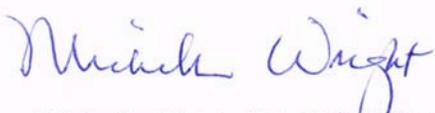
CONSENSUS: Council recommended more marketing for recruitment of board members, more recognition, and research the possibility of holding a 'Meet and Greet' open house for all boards and commissions, allowing them to meet each other and the public to discuss what their board is all about.

**Public Comment.**

Comments received by:

- Barry Peterson – 575 Eighth Street / ad hoc deer committee member / committee's recommendation was a combination of available options; USDA is precise and professional – price depends on what we want; his personal opinion on the survey was that the results were skewed because it was a survey developed by a humane society.
- T. Eftaxiadis – 817 Cherry Street / committees and commissions have different authorities and requirements by law; suggested looking into the State law or the committee bylaws to see if councilmembers are allowed; stated that citizens don't know the functions of the committees, include a short description in the advertisement of their function; a get together of all boards and commissions is a good idea.
- Steve Wall – 314 Oak Street / suggested there is an intimidation factor if councilmembers are sitting on a board – give opportunity to citizens first; membership on committees may have a barrier on how to proceed in different situations, suggested training to learn how.

Work session adjourned at 8:55 p.m.



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

**INVOICE APPROVAL LIST BY FUND REPORT**

11/05/15

Date: 11/05/2015

Time: 2:18 pm

City of Manistee

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
<b>Fund: 101 GENERAL FUND</b>							
<b>Dept: 100 GENERAL</b>							
101-100-855.000	Utilities - Cell Ph AT&T MOBILITY	837869502X04282015 #2	Balance Due from 04/28/15	41758	05/28/2015	10/01/2015	583.27
							<b>583.27</b>
101-100-859.000	Utilities - Data\n						
	CHARTER COMMUNICATI	6243N2 209 0088022 - Nov 15	Monthly Service - City Hall	41762	10/22/2015	10/22/2015	135.00
	CHARTER COMMUNICATI	6243N2 209 0076258 - Nov 15	Monthly Service - City Hall	41762	10/22/2015	10/22/2015	26.50
							<b>161.50</b>
101-100-925.001	Electric - Street L CONSUMERS ENERGY		Electric Usage	41763	11/16/2015	10/22/2015	338.84
							<b>338.84</b>
<b>Total Dept. GENERAL:</b>							<b>1,083.61</b>
<b>Dept: 172 MANAGER</b>							
101-172-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	394698-0	Appt Book, Wall Calendar	41741	11/28/2015	10/29/2015	24.48
	JACKPINE BUSINESS CENTE	394727-0	Planner	41741	11/29/2015	10/30/2015	7.99
							<b>32.47</b>
101-172-870.000	Memberships & I						
	INTERNATIONAL ASSOCIATI	#9176215 - 2016-2018	Membership Renewal -	41740	11/01/2015	11/01/2015	282.00
							<b>282.00</b>
101-172-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	1041731	11/01/2015	11/01/2015	772.50
							<b>772.50</b>
101-172-985.000	Lease Purchase						
	US BANK EQUIPMENT FINAN	290186659	Kycera Copier - Manager	41751	10/22/2015	10/22/2015	187.72
							<b>187.72</b>
<b>Total Dept. MANAGER:</b>							<b>1,274.69</b>
<b>Dept: 215 CLERK</b>							
101-215-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	394729-0	Tape, Appt Book, Calendar, Dsk	41741	11/29/2015	10/30/2015	58.76
							<b>58.76</b>
101-215-740.000	Election Expense						
	JACKPINE BUSINESS CENTE	394790-0	11 x 17 Color Copies	41741	11/29/2015	10/30/2015	4.00
							<b>4.00</b>
<b>Total Dept. CLERK:</b>							<b>62.76</b>
<b>Dept: 253 FINANCE / TREASURE</b>							
101-253-728.000	SUPPLIES - Ope						
	CENTRAL INTERCONNECT, I	25936	Toshiba BHEU	1041730	10/22/2015	10/22/2015	27.23
	JACKPINE BUSINESS CENTE	394123-0	10ft Display Port M/M	41741	11/15/2015	10/16/2015	15.99
	JACKPINE BUSINESS CENTE	C 394123-0	CREDIT - 10ft Display Port M/M	41741	11/27/2015	10/28/2015	-15.99
	JACKPINE BUSINESS CENTE	394616-0	Desk Pad	41741	11/28/2015	10/29/2015	39.99
	JACKPINE BUSINESS CENTE	394729-0	Tape, Appt Book, Calendar, Dsk	41741	11/29/2015	10/30/2015	362.88
							<b>430.10</b>
101-253-870.000	Memberships & I						
	APT US&C	103726	Membership Renewal - H Pefley	41757	11/02/2015	11/02/2015	100.00
							<b>100.00</b>
101-253-900.000	Printing & Publis						
	JACKPINE BUSINESS CENTE	37615	Business Cards - McColl	41741	11/25/2015	10/26/2015	40.50

**INVOICE APPROVAL LIST BY FUND REPORT**

11/05/15

Date: 11/05/2015

Time: 2:18 pm

City of Manistee

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
							<b>40.50</b>
101-253-985.000	Lease Purchase TEAM FINANCIAL GROUP INC	127035	Kyocera Copier Lease - Finance	1041740	11/19/2015	10/30/2015	143.88
							<b>143.88</b>
							<b>Total Dept. FINANCE / TREASURER: 714.48</b>
<b>Dept: 257 ASSESSOR</b>							
101-257-801.000	Professional Ser GREAT LAKES ASSESSING II OSGOOD/JACKLYN//		Professional Assessing Service 19 Bldg Permits/Reappraisals	1041735 1041739	11/01/2015 11/19/2015	11/01/2015 10/20/2015	5,833.33 190.00
							<b>6,023.33</b>
							<b>Total Dept. ASSESSOR: 6,023.33</b>
<b>Dept: 265 MUNICIPAL BUILDING:</b>							
101-265-728.000	SUPPLIES - Ope FASTENAL COMPANY	MIMAN115108	Can Liners	41765	10/31/2015	10/01/2015	86.60
	FASTENAL COMPANY	MIMAN115339	Battery	41765	11/14/2015	10/15/2015	47.56
	FASTENAL COMPANY	MIMAN115467	Can Liner, Door Stop	41765	11/21/2015	10/22/2015	35.13
	FASTENAL COMPANY	MIMAN115468	Air Freshener, Paper Hand	41765	11/21/2015	10/22/2015	333.06
	PURE WATER WORKS INC	272600	Purified Water	41749	11/27/2015	10/28/2015	32.00
							<b>534.35</b>
101-265-831.000	Contractual Repa NORTHERN FIRE & SAFETY	0141067-IN	Labor	1041738	10/05/2015	10/05/2015	213.75
	NORTHERN FIRE & SAFETY	0141083-IN	Horn Strobe	1041738	10/09/2015	10/09/2015	290.00
							<b>503.75</b>
101-265-850.000	Phone CENTURYLINK BUSINESS SE	1355887028	Monthly Service	41761	11/22/2015	10/23/2015	38.15
							<b>38.15</b>
101-265-922.000	Water CITY OF MANISTEE WATER		Water Usage	1041733	10/30/2015	10/30/2015	147.33
							<b>147.33</b>
101-265-922.336	Water - Fire CITY OF MANISTEE WATER		Water Usage	1041733	10/30/2015	10/30/2015	106.62
							<b>106.62</b>
101-265-922.441	Water - DPW CITY OF MANISTEE WATER		Water Usage	1041733	10/30/2015	10/30/2015	61.35
							<b>61.35</b>
101-265-922.446	Water - Bridge CITY OF MANISTEE WATER		Water Usage	1041733	10/30/2015	10/30/2015	81.33
							<b>81.33</b>
101-265-925.000	Electric CONSUMERS ENERGY		Electric Usage	41763	11/16/2015	10/22/2015	1,878.52
							<b>1,878.52</b>
101-265-925.441	Electric - DPW CONSUMERS ENERGY		Electric Usage	41763	11/16/2015	10/22/2015	898.66
							<b>898.66</b>
101-265-925.446	Electric - Bridge CONSUMERS ENERGY		Electric Usage	41763	11/16/2015	10/22/2015	177.77
							<b>177.77</b>
101-265-930.000	Repairs & Mainte ACE HARDWARE & HOME CI	143014	Angl Brush, Paint Pail Liners	41755	10/31/2015	10/01/2015	14.98

**INVOICE APPROVAL LIST BY FUND REPORT**

11/05/15

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City of Manistee

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
	MACALLISTER RENTAL	R85143833405	46' Straight Boom w/Jib	41744	10/01/2015	10/01/2015	1,495.00
	WAHR HARDWARE, INC.	C65740	Flat Clear Base	1041742	10/31/2015	10/01/2015	37.99
							<b>1,547.97</b>
							<b>Total Dept. MUNICIPAL BUILDINGS: 5,975.80</b>
<b>Dept: 266 ATTORNEY</b>							
101-266-802.000	Professional Ser						
	MIKA MEYERS BECKETT & Jc	595066	Professional Services	1041737	10/21/2015	10/21/2015	4,050.00
							<b>4,050.00</b>
101-266-803.000	Prof Serv - Atty (						
	KERZKA/ROBERT C//P.C.		Letter to Auditors / Financial	41742	11/14/2015	10/15/2015	400.00
	MIKA MEYERS BECKETT & Jc	595038	Professional Services -	1041737	10/20/2015	10/20/2015	205.00
	MIKA MEYERS BECKETT & Jc	595039	Professional Services -	1041737	10/20/2015	10/20/2015	369.00
	MIKA MEYERS BECKETT & Jc	595037	Professional Services -	1041737	10/20/2015	10/20/2015	1,143.16
	MIKA MEYERS BECKETT & Jc	595036	Professional Services -	1041737	10/20/2015	10/20/2015	3,382.50
							<b>5,499.66</b>
							<b>Total Dept. ATTORNEY: 9,549.66</b>
<b>Dept: 301 POLICE</b>							
101-301-715.000	Uniform & Cleani						
	NYE UNIFORM COMPANY	528972	Cuff Case - Shands	41748	11/21/2015	10/22/2015	15.50
	NYE UNIFORM COMPANY	524680	Badge, Badge Wallet - VanSickl	41748	11/21/2015	10/22/2015	118.39
							<b>133.89</b>
101-301-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	394662-0	Pen, Desk Pad, Calendar, Stapl	41741	11/28/2015	10/29/2015	73.28
							<b>73.28</b>
101-301-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	1041731	11/01/2015	11/01/2015	2,660.83
							<b>2,660.83</b>
101-301-985.000	Lease Purchase						
	TEAM FINANCIAL GROUP INC	126886	Kyocera 3501i, 3550ID	1041740	11/14/2015	10/25/2015	117.98
							<b>117.98</b>
							<b>Total Dept. POLICE: 2,985.98</b>
<b>Dept: 336 FIRE</b>							
101-336-728.000	SUPPLIES - Ope						
	FASTENAL COMPANY	MIMAN106430 CR	CREDIT - Disnctnt Clnr	41765	08/24/2014	10/01/2015	-381.33
							<b>-381.33</b>
101-336-930.000	Repairs & Mainte						
	ACE HARDWARE & HOME CI	143597	Blade Cutoff, Fasteners	41755	11/14/2015	10/15/2015	6.90
	ROOT'S TIRE SERVICE INC	148553	Complete Chassis Diagnostics	41750	10/27/2015	10/27/2015	23.00
	ROOT'S TIRE SERVICE INC	148566	Replace King Pins, Align Hvy	41750	10/30/2015	10/30/2015	1,400.00
							<b>1,429.90</b>
101-336-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	1041731	11/01/2015	11/01/2015	5,321.67
							<b>5,321.67</b>
101-336-985.000	Lease Purchase						
	TEAM FINANCIAL GROUP INC	126886	Kyocera 3501i, 3550ID	1041740	11/14/2015	10/25/2015	39.32
							<b>39.32</b>
							<b>Total Dept. FIRE: 6,409.56</b>
<b>Dept: 441 PUBLIC WORKS</b>							
101-441-930.000	Repairs & Mainte						

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	FASTENAL COMPANY	MIMAN111922	Misc Nuts/Bolts/Screws/Washers	41765	05/17/2015	10/01/2015	-61.12
							<b>-61.12</b>
101-441-957.000	Motor Pool CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	1041731	11/01/2015	11/01/2015	6,180.00
							<b>6,180.00</b>
						<b>Total Dept. PUBLIC WORKS:</b>	<b>6,118.88</b>
<b>Dept: 751 PARKS &amp; RECREATIOI</b>							
101-751-728.000	SUPPLIES - Ope FASTENAL COMPANY	MIMAN109712	CREDIT - S/M Ylw HV RangerHa	41765	01/16/2015	10/01/2015	-10.17
							<b>-10.17</b>
101-751-922.000	Water CITY OF MANISTEE WATER		Water Usage	1041733	10/30/2015	10/30/2015	695.42
							<b>695.42</b>
101-751-925.000	Electric CONSUMERS ENERGY		Electric Usage	41763	11/16/2015	10/22/2015	1,238.18
							<b>1,238.18</b>
101-751-957.000	Motor Pool CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	1041731	11/01/2015	11/01/2015	3,090.00
							<b>3,090.00</b>
						<b>Total Dept. PARKS &amp; RECREATION:</b>	<b>5,013.43</b>
						<b>tal Fund GENERAL FUND:</b>	<b>45,212.18</b>
<b>Fund: 202 MAJOR STREET FUND</b>							
<b>Dept: 000</b>							
202-000-936.000	Preservation Stre CITY OF MANISTEE GENERA EJ USA, INC		Major & Local Street Reimburse	1041732	11/01/2015	11/01/2015	9,083.34
		3867746	Manhole Covers	1041734	10/25/2015	10/01/2015	18,954.56
							<b>28,037.90</b>
202-000-938.000	Winter Maintena CITY OF MANISTEE GENERA		Major & Local Street Reimburse	1041732	11/01/2015	11/01/2015	8,083.33
							<b>8,083.33</b>
						<b>Total Dept. 000:</b>	<b>36,121.23</b>
						<b>tal MAJOR STREET FUND:</b>	<b>36,121.23</b>
<b>Fund: 203 LOCAL STREET FUND</b>							
<b>Dept: 000</b>							
203-000-936.000	Preservation Stre CITY OF MANISTEE GENERA		Major & Local Street Reimburse	1041732	11/01/2015	11/01/2015	3,916.67
							<b>3,916.67</b>
203-000-938.000	Winter Maintena CITY OF MANISTEE GENERA		Major & Local Street Reimburse	1041732	11/01/2015	11/01/2015	2,833.33
							<b>2,833.33</b>
						<b>Total Dept. 000:</b>	<b>6,750.00</b>
						<b>tal LOCAL STREET FUND:</b>	<b>6,750.00</b>
<b>Fund: 226 CITY REFUSE FUND</b>							
<b>Dept: 000</b>							
226-000-829.002	Yard Waste City						

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
	CITY OF MANISTEE GENERA		Reimburse for Yard Waste	1041732	11/01/2015	11/01/2015	3,000.00
							<b>3,000.00</b>
						<b>Total Dept. 000:</b>	<b>3,000.00</b>
						<b>Fund CITY REFUSE FUND:</b>	<b>3,000.00</b>
<b>Fund: 275 GRANT MANAGEMEN</b>							
<b>Dept: 902 OTHER GRANTS</b>							
275-902-970.002	Rotary Park						
	FASTENAL COMPANY	MIMAN113082	CREDIT - Blade	41765	07/15/2015	10/01/2015	-79.99
							<b>-79.99</b>
						<b>Total Dept. OTHER GRANTS:</b>	<b>-79.99</b>
						<b>NT MANAGEMENT FUND:</b>	<b>-79.99</b>
<b>Fund: 290 PEG COMMISSION</b>							
<b>Dept: 000</b>							
290-000-728.000	SUPPLIES - Ope						
	BROWN/KEITH R/PHD	Oct 2015	Reimburse - Hard Drives, DVD	1041729	10/31/2015	10/31/2015	180.60
							<b>180.60</b>
290-000-801.000	Professional Ser						
	BROWN/KEITH R/PHD		MPA Operations - Nov 2015	1041729	11/01/2015	11/01/2015	3,166.67
							<b>3,166.67</b>
						<b>Total Dept. 000:</b>	<b>3,347.27</b>
						<b>Fund PEG COMMISSION:</b>	<b>3,347.27</b>
<b>Fund: 296 RAMSDELL THEATRE</b>							
<b>Dept: 000</b>							
296-000-308.000	Ramsdell Theatr						
	WEST SHORE BANK		Ramsdell Roof-Note #1104879710	41753	11/16/2015	11/01/2015	16,594.75
							<b>16,594.75</b>
296-000-728.000	SUPPLIES - Ope						
	FASTENAL COMPANY	MIMAN115506	Food Handling Disposable Glove	41765	11/22/2015	10/23/2015	99.15
	WAHR HARDWARE, INC.	C67695	spackling, Scraper/Knife	1041742	11/21/2015	10/22/2015	10.28
	WAHR HARDWARE, INC.	D35652	Bowl Cleaners	1041742	11/22/2015	10/23/2015	4.78
	WAHR HARDWARE, INC.	C67889	Sanding Block, Drywall Screen,	1041742	11/23/2015	10/24/2015	28.76
							<b>142.97</b>
296-000-752.000	Ramsdell - Movie						
	METROPOLITAN OPERA ASS	HD21432	Ramsdell - Otello	1041736	10/19/2015	10/19/2015	269.00
							<b>269.00</b>
296-000-831.000	Contractual Repa						
	TOP LINE ELECTRIC LLC	6843	Quarterly EM Lighting Inspect	1041741	10/14/2015	10/14/2015	75.00
							<b>75.00</b>
296-000-922.000	Water						
	CITY OF MANISTEE WATER		Water Usage	1041733	10/30/2015	10/30/2015	36.69
							<b>36.69</b>
296-000-925.000	Electric						
	CONSUMERS ENERGY		Electric Usage	41763	11/16/2015	10/22/2015	846.89
							<b>846.89</b>
296-000-930.000	Repairs & Mainte						

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
	ACE HARDWARE & HOME CI	945658	Sandpaper, Wire Cup Brush,	41755	11/06/2015	10/07/2015	206.58
	ACE HARDWARE & HOME CI	143443	Sanddisc 5" 8Hole 60G P15	41755	11/11/2015	10/12/2015	9.99
	ACE HARDWARE & HOME CI	143487	CREDIT - Lead Check Swabs	41755	11/12/2015	10/13/2015	-27.99
	ACE HARDWARE & HOME CI	143475	Lead Check Swabs	41755	11/12/2015	10/13/2015	27.99
	ACE HARDWARE & HOME CI	947585	Sand Disc 5" 40#	41755	11/12/2015	10/13/2015	68.97
	LINKE LUMBER COMPANY	10191895	Pine Base Cap	41743	11/06/2015	10/16/2015	5.10
	WAHR HARDWARE, INC.	D35468	Bolt, Close Coupled-P	1041742	11/18/2015	10/19/2015	9.38
	WAHR HARDWARE, INC.	C67353	Flush Valve	1041742	11/18/2015	10/19/2015	9.99
	WAHR HARDWARE, INC.	D35576	Neutral Base, Flat Clear Base,	1041742	11/21/2015	10/22/2015	163.97

**473.98**

**Total Dept. 000: 18,439.28**

**Dept: 574 DEBT SERVICE**

296-574-998.000 Ramsdell Theatre  
WEST SHORE BANK

Ramsdell Roof-Note #1104879710 41753 11/16/2015 11/01/2015 875.23

**875.23**

**Total Dept. DEBT SERVICE: 875.23**

**nd RAMSDELL THEATRE: 19,314.51**

**Fund: 508 BOAT RAMP FUND**

**Dept: 000**

508-000-922.000 Water  
CITY OF MANISTEE WATER

Water Usage 1041733 10/30/2015 10/30/2015 291.87

**291.87**

508-000-925.000 Electric  
CONSUMERS ENERGY

Electric Usage 41763 11/16/2015 10/22/2015 229.78

**229.78**

**Total Dept. 000: 521.65**

**Fund BOAT RAMP FUND: 521.65**

**Fund: 573 WATER & SEWER UTIL**

**Dept: 000**

573-000-300.008 2005 W/S Refund  
BANK OF NEW YORK MELLON

MANISTEE05RF - 10/06/15 IMMS 2233148400 - Princ + Int 41760 10/06/2015 10/06/2015 515,000.00

**515,000.00**

**Total Dept. 000: 515,000.00**

**Dept: 100 GENERAL**

573-100-961.000 Utility Service Fee  
CITY OF MANISTEE GENERAL

W&S Cost of Ownership 1041732 11/01/2015 11/01/2015 14,244.25

**14,244.25**

**Total Dept. GENERAL: 14,244.25**

**Dept: 541 ADMINISTRATION**

573-541-801.000 Professional Services  
DICKINSON WRIGHT PLLC

1032511 Professional Services 41764 10/21/2015 10/21/2015 855.00

**855.00**

573-541-820.000 Administration  
CITY OF MANISTEE GENERAL

Administration - Water 1041732 11/01/2015 11/01/2015 26,708.00

**26,708.00**

573-541-850.000 Phone  
VERIZON WIRELESS

9754212456 Monthly Service 41752 10/19/2015 10/19/2015 39.42

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
							<b>39.42</b>
<b>Total Dept. ADMINISTRATION:</b>							<b>27,602.42</b>
<b>Dept: 542 WATER OPERATION</b>							
573-542-925.000	Electric CONSUMERS ENERGY		Electric Usage	41763	11/16/2015	10/22/2015	97.99
							<b>97.99</b>
573-542-957.000	Motor Pool CITY OF MANISTEE COMM		Equipment Rental - Motor Pool	1041731	11/01/2015	11/01/2015	3,004.17
							<b>3,004.17</b>
<b>Total Dept. WATER OPERATION:</b>							<b>3,102.16</b>
<b>Dept: 543 SEWER - WWTP</b>							
573-543-925.000	Electric CONSUMERS ENERGY		Electric Usage	41763	11/16/2015	10/22/2015	1,464.92
							<b>1,464.92</b>
573-543-957.000	Motor Pool CITY OF MANISTEE COMM		Equipment Rental - Motor Pool	1041731	11/01/2015	11/01/2015	3,004.17
							<b>3,004.17</b>
<b>Total Dept. SEWER - WWTP:</b>							<b>4,469.09</b>
<b>Dept: 544 SEWER COLLECTION</b>							
573-544-957.000	Motor Pool CITY OF MANISTEE COMM		Equipment Rental - Motor Pool	1041731	11/01/2015	11/01/2015	3,004.16
							<b>3,004.16</b>
<b>Total Dept. SEWER COLLECTION (STREETS):</b>							<b>3,004.16</b>
<b>Dept: 574 DEBT SERVICE</b>							
573-574-995.008	2005 W/S Refun BANK OF NEW YORK MELLON	MANISTEE05RF - 10/06/15	IMMS 2233148400 - Princ + Int	41760	10/06/2015	10/06/2015	71,791.25
							<b>71,791.25</b>
573-574-995.015	2015 W/S Reven BANK OF NEW YORK MELLON	MANIST15 - 10/06/15	IMMS 5335268400 - Interest	41759	10/06/2015	10/06/2015	43,375.00
							<b>43,375.00</b>
<b>Total Dept. DEBT SERVICE:</b>							<b>115,166.25</b>
<b>WATER &amp; SEWER UTILITY:</b>							<b>682,588.33</b>
<b>Fund: 594 MARINA FUND</b>							
<b>Dept: 000</b>							
594-000-728.000	SUPPLIES - Ope FASTENAL COMPANY	MIMAN106518	CREDIT - Bowl Clin	41765	08/29/2014	10/01/2015	-31.54
	FASTENAL COMPANY	MIMAN114335	CREDITI - Glass Clean	41765	09/23/2015	10/01/2015	-16.46
	FASTENAL COMPANY	MIMAN114336	Simple Green	41765	09/23/2015	10/01/2015	14.16
							<b>-33.84</b>
594-000-922.000	Water CITY OF MANISTEE WATER		Water Usage	1041733	10/30/2015	10/30/2015	1,175.40
							<b>1,175.40</b>
594-000-925.000	Electric CONSUMERS ENERGY		Electric Usage	41763	11/16/2015	10/22/2015	131.35
							<b>131.35</b>
594-000-930.000	Repairs & Mainte						

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
	ALLEN SUPPLY CO. INC.	31711	Schlage AD Series Keypad	41756	10/07/2015	10/07/2015	436.23
	ALLEN SUPPLY CO. INC.	31723	CREDIT - quoted \$390	41756	10/09/2015	10/09/2015	-37.00
	TOP LINE ELECTRIC LLC	6767	Repair Johnny Trap, Replace	1041741	09/23/2015	10/01/2015	671.51
							<b>1,070.74</b>
<b>Total Dept. 000:</b>							<b>2,343.65</b>
<b>Total Fund MARINA FUND:</b>							<b>2,343.65</b>

**Fund: 703 CURRENT TAX COLLE**

**Dept: 000**

703-000-221.000	Due City CITY OF MANISTEE GENERA		Summer Tax Distribution - Ops	1041732	11/04/2015	11/04/2015	6,439.51
							<b>6,439.51</b>
703-000-221.001	Due Refuse CITY OF MANISTEE COMMOI		Summer Tax Distribution - Refu	1041731	11/04/2015	11/04/2015	447.78
							<b>447.78</b>
703-000-221.002	Due City Admin CITY OF MANISTEE GENERA		Summer Tax Distribution - Adm	1041732	11/04/2015	11/04/2015	122.54
							<b>122.54</b>
703-000-221.003	Due City Pen\Int CITY OF MANISTEE GENERA		Summer Tax Distribution - Pena	1041732	11/04/2015	11/04/2015	852.10
							<b>852.10</b>
703-000-222.000	Due County MANISTEE COUNTY TREASL		Summer Tax Distribution - Ops	41746	11/04/2015	11/04/2015	2,294.43
							<b>2,294.43</b>
703-000-228.000	Due State of Mic MANISTEE COUNTY TREASL		Summer Tax Distribution - SET	41746	11/04/2015	11/04/2015	2,219.27
							<b>2,219.27</b>
703-000-234.000	Due to Intermedi MANISTEE INTERMEDIATE S		Summer Tax Distribution	41747	12/04/2015	11/04/2015	921.46
							<b>921.46</b>
703-000-235.000	Due Community WEST SHORE COMMUNITY (		Summer Tax Distribution	41754	12/04/2015	11/04/2015	1,175.28
							<b>1,175.28</b>
<b>Total Dept. 000:</b>							<b>14,472.37</b>
<b>CURRENT TAX COLLECTION:</b>							<b>14,472.37</b>

**Fund: 705 DELINQUENT TAX COI**

**Dept: 000**

705-000-221.002	Due City Admin CITY OF MANISTEE GENERA		Delq Pers Prop Tax - Admin	1041732	11/04/2015	11/04/2015	1.32
							<b>1.32</b>
705-000-221.003	Due City Pen\Int CITY OF MANISTEE GENERA		Delq Pers Prop Tax - Int/Pen	1041732	11/04/2015	11/04/2015	9.62
							<b>9.62</b>
705-000-222.000	Due County MANISTEE COUNTY TREASL		Delq Pers Prop Tax	41746	11/04/2015	11/04/2015	34.92
							<b>34.92</b>
705-000-225.002	Due MAPS Ops MANISTEE AREA PUBLIC SCI		Delq Pers Prop Tax - Ops	41745	12/04/2015	11/04/2015	64.87

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
							<b>64.87</b>
705-000-225.003	Due MAPS Bond MANISTEE AREA PUBLIC SC		Delq Pers Prop Tax - Debt	41745	12/04/2015	11/04/2015	24.33
							<b>24.33</b>
705-000-235.000	Due Community WEST SHORE COMMUNITY C		Delq Pers Prop Tax	41754	12/04/2015	11/04/2015	9.67
							<b>9.67</b>
						<b>Total Dept. 000:</b>	<b>144.73</b>
						<b>DELINQUENT TAX COLLECTION:</b>	<b>144.73</b>
						<b>Grand Total:</b>	<b>813,735.93</b>

**Recap by Fund**

Fund #	Fund Name	Amount To Pay	Amount To Relieve
101	GENERAL FUND	45,212.18	0.00
202	MAJOR STREET FUND	36,121.23	0.00
203	LOCAL STREET FUND	6,750.00	0.00
226	CITY REFUSE FUND	3,000.00	0.00
275	GRANT MANAGEMENT FUND	-79.99	0.00
290	PEG COMMISSION	3,347.27	0.00
296	RAMSDELL THEATRE	19,314.51	0.00
508	BOAT RAMP FUND	521.65	0.00
573	WATER & SEWER UTILITY	682,588.33	0.00
594	MARINA FUND	2,343.65	0.00
703	CURRENT TAX COLLECTION	14,472.37	0.00
705	DELINQUENT TAX COLLECTION	144.73	0.00
	<b>Grand Total:</b>	<b>813,735.93</b>	<b>0.00</b>

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<b>Fund: 101 GENERAL FUND</b>							
<b>Dept: 000</b>							
101-000-255.000	Funds Held In Es						
	AMOR SIGN STUDIOS INC	8198	Veterans Park - Post & Mount-	1041766	10/09/2015	11/30/2015	494.25
	AMOR SIGN STUDIOS INC	8193	Veterans - Trailer Graphics	1041766	09/25/2015	11/30/2015	87.47
							<b>581.72</b>
101-000-636.000	Charge for Servic						
	MICHIGAN MUNICIPAL WORK	15-3349 - 09/09/15	Refund Overpayment - BLS	41812	11/28/2015	11/30/2015	200.00
							<b>200.00</b>
<b>Total Dept. 000:</b>							<b>781.72</b>
<b>Dept: 100 GENERAL</b>							
101-100-855.000	Utilities - Cell Ph						
	VERIZON WIRELESS	9754431471	Monthly Service	41841	11/18/2015	11/30/2015	970.38
							<b>970.38</b>
101-100-901.000	Postage						
	EASYPERMIT POSTAGE	000-9090-0723-7170 - Nov 15	Postage	1041774	11/08/2015	11/30/2015	1,262.68
							<b>1,262.68</b>
101-100-925.001	Electric - Street L						
	CONSUMERS ENERGY		Electric Usage	41778	11/25/2015	11/30/2015	9,041.04
							<b>9,041.04</b>
<b>Total Dept. GENERAL:</b>							<b>11,274.10</b>
<b>Dept: 101 LEGISLATIVE</b>							
101-101-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	37758	Business Cards - Beaton	41798	12/19/2015	11/30/2015	40.50
	JACKPINE BUSINESS CENTE	395339-0	Brass Name Inserts	41798	12/20/2015	11/30/2015	49.40
	JACKPINE BUSINESS CENTE	37745	Business Cards - City Council	41798	12/17/2015	11/30/2015	121.50
							<b>211.40</b>
<b>Total Dept. LEGISLATIVE:</b>							<b>211.40</b>
<b>Dept: 172 MANAGER</b>							
101-172-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	37737	Business Cards - Taylor	41798	12/16/2015	11/30/2015	46.30
	JACKPINE BUSINESS CENTE	395140-0	Desk Sign	41798	12/12/2015	11/30/2015	64.95
	JACKPINE BUSINESS CENTE	C 394698-0	CREDIT - Appt Book	41798	12/10/2015	11/30/2015	-10.49
	JACKPINE BUSINESS CENTE	395115-0	Pens	41798	12/10/2015	11/30/2015	8.76
							<b>109.52</b>
101-172-831.000	Contractual Repa						
	KOPY SALES INC.	98041	Cost Per Copy - Manager	1041779	11/12/2015	11/30/2015	90.98
							<b>90.98</b>
<b>Total Dept. MANAGER:</b>							<b>200.50</b>
<b>Dept: 215 CLERK</b>							
101-215-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	395523-0	Ribbon, Xerox Paper, Ltr Paper	41798	12/20/2015	11/30/2015	6.29
							<b>6.29</b>
101-215-740.000	Election Expense						
	GOVERNMENTAL BUSINESS	15-23395	Ballots, Memory Card Program,	41790	12/12/2015	11/30/2015	1,487.29
	JACKPINE BUSINESS CENTE	394926-1	Ink Crg	41798	12/06/2015	11/30/2015	39.94
	JACKPINE BUSINESS CENTE	394926-0	Ink Crg	41798	12/05/2015	11/30/2015	19.97
	MANISTEE COUNTY CLERK		Election Reimbursement -	41802	11/06/2015	11/30/2015	172.65
							<b>1,719.85</b>

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101-215-831.000	Contractual Repa KOPY SALES INC.	98039	Cost Per Copy - Clerk	1041779	11/12/2015	11/30/2015	52.90
							<b>52.90</b>
101-215-860.000	Travel & Training						
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	149.00
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	218.00
							<b>367.00</b>
101-215-900.000	Printing & Publis JACKPINE BUSINESS CENTE	37783	#10 Window Envelopes -	41798	12/23/2015	11/30/2015	199.67
							<b>199.67</b>
							<b>Total Dept. CLERK: 2,345.71</b>
<b>Dept: 253 FINANCE / TREASURE</b>							
101-253-728.000	SUPPLIES - Ope CUSTER OFFICE ENVIRONM	187710	Leap Task Chair	41780	11/09/2015	11/30/2015	579.00
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	219.37
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	55.76
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	52.99
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	49.99
							<b>957.11</b>
101-253-860.000	Travel & Training PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	141.60
							<b>141.60</b>
							<b>Total Dept. FINANCE / TREASURER: 1,098.71</b>
<b>Dept: 265 MUNICIPAL BUILDING</b>							
101-265-831.000	Contractual Repa PERSONAL PLUMBING INC	151113-18	Install New Faucet - Police	41824	11/13/2015	11/30/2015	231.39
							<b>231.39</b>
101-265-850.000	Phone						
	AT&T	2015 - 231R01300611	Monthly Service	41770	12/01/2015	11/30/2015	640.00
	AT&T	2015 - 231723595511	Monthly Service	41770	12/13/2015	11/30/2015	124.49
	AT&T	2015 - 231723351911	Monthly Service	41770	12/13/2015	11/30/2015	87.66
	AT&T	2015 - 231723180311	Monthly Service	41770	12/13/2015	11/30/2015	88.03
	AT&T	2015 - 231723158511	Monthly Service	41770	12/13/2015	11/30/2015	80.48
	AT&T	2015 - 231398067911	Monthly Service	41770	12/13/2015	11/30/2015	581.24
							<b>1,601.90</b>
101-265-920.000	Gas DTE ENERGY		Gas Usage - 70 Maple St	41784	12/02/2015	11/30/2015	231.77
							<b>231.77</b>
101-265-920.336	Gas - Fire Dept DTE ENERGY		Gas Usage - 281 1st St	41784	12/02/2015	11/30/2015	175.29
							<b>175.29</b>
101-265-920.441	Gas - DPW DTE ENERGY		Gas Usage - 280 Washington St	41784	11/29/2015	11/30/2015	542.85
							<b>542.85</b>
101-265-920.446	Gas - Bridge DTE ENERGY		Gas Usage - 51 Maple St	41784	12/09/2015	11/30/2015	86.71
							<b>86.71</b>
101-265-925.000	Electric CONSUMERS ENERGY		Electric Usage	41778	11/25/2015	11/30/2015	35.97
							<b>35.97</b>

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<b>Total Dept. MUNICIPAL BUILDINGS:</b>							<b>2,905.88</b>
<b>Dept: 285 CITY ENGINEER</b>							
101-285-801.000	Professional Ser SPICER GROUP INC	178575	General Engineering	1041788	10/30/2015	11/30/2015	1,000.00
							<b>1,000.00</b>
<b>Total Dept. CITY ENGINEER:</b>							<b>1,000.00</b>
<b>Dept: 301 POLICE</b>							
101-301-715.000	Uniform & Cleani MANISTEE CLEANING SOLU'	Oct 15	Uniform Cleaning	41801	11/03/2015	11/30/2015	126.35
	NYE UNIFORM COMPANY	532973	Cuff Case - VanSickle	41820	12/12/2015	11/30/2015	76.28
	NYE UNIFORM COMPANY	533689	Cuff Case - Shands	41820	12/16/2015	11/30/2015	-15.50
							<b>187.13</b>
101-301-728.000	SUPPLIES - Ope CMP DISTRIBUTORS, INC.	46081	ALS Paddle Holster for Pistols	41776	12/16/2015	11/30/2015	58.50
	CMP DISTRIBUTORS, INC.	45975	Mask, Protective Throat Collar	41776	11/29/2015	11/30/2015	2,369.00
	JACKPINE BUSINESS CENTE	395419-0	Bubble Mail	41798	12/17/2015	11/30/2015	7.16
	JACKPINE BUSINESS CENTE	37653	Thank You Cards	41798	11/29/2015	11/30/2015	190.00
	JACKPINE BUSINESS CENTE	395036-0	Battery, Pens	41798	12/06/2015	11/30/2015	44.47
	JACKPINE BUSINESS CENTE	394662-1	Pens	41798	11/30/2015	11/30/2015	29.98
	JACKPINE BUSINESS CENTE	394881-0	icrosoft Wireless Mobi	41798	12/03/2015	11/30/2015	11.86
	MANISTEE VETERINARY HO:	42249	Cat XRay & Autopsy	41808	10/23/2015	11/30/2015	175.00
	OLESON'S FOOD STORES	#6512 - 10/28/15	Paper Towel	41821	11/27/2015	11/30/2015	21.98
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	12.25
							<b>2,920.20</b>
101-301-770.000	Vehicle Gas BLARNEY CASTLE FLEET PR	BC177 - 11/06/15	Fuel Usage	1041767	11/20/2015	11/30/2015	1,255.80
							<b>1,255.80</b>
101-301-801.000	Professional Ser STATE OF MICHIGAN - MSP	551-456022	SOR Registration	41834	11/06/2015	11/30/2015	30.00
							<b>30.00</b>
101-301-831.000	Contractual Repa KOPY SALES INC.	98040	Cost Per Copy - Police	1041779	11/12/2015	11/30/2015	44.57
	KOPY SALES INC.	97863	Service - Scanning / add new p	1041779	11/06/2015	11/30/2015	150.00
							<b>194.57</b>
101-301-860.000	Travel & Training PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	160.50
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	54.00
							<b>214.50</b>
101-301-874.000	Retire. Costs - Bl RILEY/JOHN S//		In Lieu of Blue Cross Insuranc	1041784	11/25/2015	11/30/2015	250.00
							<b>250.00</b>
101-301-900.000	Printing & Publis PIONEER GROUP/THE//	#42102299 - 11/30/15	Advertisement - Police Dept	41826	11/20/2015	11/30/2015	55.00
							<b>55.00</b>
101-301-930.000	Repairs & Mainte DAVE'S AUTO REPAIR & DET	27999	Car Detailing	41781	11/12/2015	11/30/2015	110.00
	MANISTEE FORD INC	81395	Lift Asy	41805	12/02/2015	11/30/2015	159.28
	MANISTEE FORD INC	145402	ABS System Diag, Repl Left	41805	12/04/2015	11/30/2015	187.02
	MANISTEE TIRE SERVICE	39103	Snow Tires On	41807	12/19/2015	11/30/2015	60.00
	MANISTEE TIRE SERVICE	39084	Snow Tires On	41807	12/19/2015	11/30/2015	60.00
	NAPA AUTO PARTS	202201	Reman Alternator, Core Deposit	41818	09/10/2015	11/30/2015	304.57
	NAPA AUTO PARTS	203086	Power Door Lock Actuator	41818	09/30/2015	11/30/2015	43.92

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							<b>924.79</b>
						<b>Total Dept. POLICE:</b>	<b>6,031.99</b>
<b>Dept: 336 FIRE</b>							
101-336-715.000	Uniform & Cleani						
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	137.62
	SNYDER SHOE CORP	19099	Shoes - Peddie	41831	10/18/2015	11/30/2015	133.00
							<b>270.62</b>
101-336-728.000	SUPPLIES - Ope						
	CHARTER COMMUNICAZION	209 0073420 - Dec 15	Monthly Service - Fire Dept	41775	11/08/2015	11/30/2015	83.92
	FASTENAL COMPANY	MIMAN113749	WypAll	41788	08/21/2015	11/30/2015	55.02
	FASTENAL COMPANY	MIMAN114548	Battery	41788	10/02/2015	11/30/2015	6.11
	FASTENAL COMPANY	MIMAN114634	Cleaner/Degreaser, Safety	41788	10/09/2015	11/30/2015	120.50
	FASTENAL COMPANY	MIMAN115003	Battery	41788	10/28/2015	11/30/2015	16.73
	FASTENAL COMPANY	MIMAN115713	CREDIT - Towel Roll	41788	12/04/2015	11/30/2015	-86.65
	GT PACKAGING JANITORIAL	0196621-IN	Detergeant, Foaming Antibacter	41793	11/29/2015	11/30/2015	197.55
	WAHR HARDWARE, INC.	C68512	Batteries	1041791	11/30/2015	11/30/2015	22.97
							<b>416.15</b>
101-336-732.000	SUPPLIES - Mec						
	J & B MEDICAL SUPPLY	2544048	Megamover, Stifneck Collar,	1041777	12/04/2015	11/30/2015	287.52
	WEST SHORE MEDICAL CENT	CITY MSTEE - 11/13/15	EMS Box Replacements	41844	12/13/2015	11/30/2015	660.00
	WEST SHORE MEDICAL CENT	CITY MSTEE - 11/04/15	EMS Box Replacements	41844	12/04/2015	11/30/2015	180.00
							<b>1,127.52</b>
101-336-770.000	Vehicle Gas						
	BLARNEY CASTLE FLEET PR	BC177 - 11/06/15	Fuel Usage	1041767	11/20/2015	11/30/2015	662.01
							<b>662.01</b>
101-336-801.000	Professional Ser						
	ACCUMED GROUP/THE//	0551	Billing Service Fee - EMS	41767	11/01/2015	11/30/2015	1,334.16
							<b>1,334.16</b>
101-336-831.000	Contractual Repa						
	KOPY SALES INC.	98037	Cost Per Copy - Fire	1041779	11/12/2015	11/30/2015	31.91
							<b>31.91</b>
101-336-860.000	Travel & Training						
	MANISTEE COUNTY FIRE FIC	2016	2016 Association Dues,	41803	11/16/2015	11/30/2015	1,000.00
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	35.00
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	81.25
							<b>1,116.25</b>
101-336-870.000	Memberships & [						
	MANISTEE COUNTY FIRE FIC	2016	2016 Association Dues,	41803	11/16/2015	11/30/2015	150.00
	MICHIGAN STATE FIREMEN'S	2016	Membership	41813	11/10/2015	11/30/2015	75.00
							<b>225.00</b>
101-336-874.000	Retire. Costs - Bl						
	JANOWIAK/DANIEL J//		In Lieu of Blue Cross Insuranc	41799	11/25/2015	11/30/2015	250.00
	MODJESKI/MARK A//		In Lieu of Blue Cross Insuranc	41816	11/25/2015	11/30/2015	250.00
	SCRIMGER/SID//		In Lieu of Blue Cross Insuranc	1041786	11/25/2015	11/30/2015	250.00
	SMITH/TIMM H//		In Lieu of Blue Cross Insuranc	1041787	11/25/2015	11/30/2015	250.00
	TABACZKA/JERRY J//		In Lieu of Blue Cross Insuranc	41837	11/25/2015	11/30/2015	250.00
							<b>1,250.00</b>
101-336-900.000	Printing & Publis						
	JACKPINE BUSINESS CENTE	37670	Medic 5 Forms	41798	12/03/2015	11/30/2015	102.49
							<b>102.49</b>
101-336-930.000	Repairs & Mainte						

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	ADVANCE AUTO PARTS	8145532041201	Sylvania Capsule Halogen	41769	11/16/2015	11/30/2015	10.99
	AUTO VALUE \ AUTO-WARE	256-896886	Dex Cool Gal	41771	11/18/2015	11/30/2015	17.29
	BREATHING AIR SYSTEMS	1047886-IN	Sensor, Intake Filter	1041768	12/05/2015	11/30/2015	579.30
	MIDAS AUTO SERVICE EXPE	4177007	Oil Change, Filter & Lubricati	41814	10/05/2015	11/30/2015	32.20
	PIONEER DIESEL SERVICE	W 29647	CHeck Stored Codes Speed	41825	11/17/2015	11/30/2015	279.72
	VALLEY TRUCK PARTS INC.	2-1197377	Service Call to Check Warning	41840	10/31/2015	11/30/2015	453.20
	WEST SHORE FIRE, INC.	10359	Start/Stop Rocker Switch	41843	12/06/2015	11/30/2015	35.73
	WEST SHORE FIRE, INC.	10327	Akron Valve Kit	41843	12/03/2015	11/30/2015	190.26
							<b>1,598.69</b>
101-336-970.000	Capital Outlay - I						
	DOUGLASS SAFETY SYSTEM	37145	Pro Flow LDH Rubber Covered	1041773	11/19/2015	11/30/2015	1,827.52
							<b>1,827.52</b>
						<b>Total Dept. FIRE:</b>	<b>9,962.32</b>
<b>Dept: 441 PUBLIC WORKS</b>							
101-441-715.000	Uniform & Cleani						
	MODEL COVERALL SERVICE	0550971	Uniform Cleaning - DPW	1041782	11/20/2015	11/30/2015	29.26
	MODEL COVERALL SERVICE	0555535	Uniform Cleaning - DPW	1041782	12/11/2015	11/30/2015	29.26
	MODEL COVERALL SERVICE	0553995	Uniform Cleaning - DPW	1041782	12/04/2015	11/30/2015	29.26
	MODEL COVERALL SERVICE	0552519	Uniform Cleaning - DPW	1041782	11/27/2015	11/30/2015	29.26
							<b>117.04</b>
101-441-728.000	SUPPLIES - Ope						
	ABSOLUTE SAFETY, INC.	DPW281015	Safety Meeting	41766	11/27/2015	11/30/2015	134.05
	JACKPINE BUSINESS CENTE	394332-1	Pen, Tissue	41798	11/22/2015	11/30/2015	89.98
	MODEL FIRST AID, SAFETY &	00000112635	Cabinet Supplies	41815	11/03/2015	11/30/2015	24.00
	NAPA AUTO PARTS	204315	Bulbs	41818	10/26/2015	11/30/2015	18.60
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	31.77
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	89.95
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	685.50
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	12.30
	PRAXAIR DISTRIBUTION INC	53947747	Oxygen	1041783	10/07/2015	11/30/2015	25.76
	PRAXAIR DISTRIBUTION INC	53963285	Rags	1041783	10/09/2015	11/30/2015	57.75
	PRAXAIR DISTRIBUTION INC	53963284	Gloves	1041783	10/09/2015	11/30/2015	18.84
	PRAXAIR DISTRIBUTION INC	54104714	Acetylene, Oxygen, Argon	1041783	10/20/2015	11/30/2015	51.54
	PRAXAIR DISTRIBUTION INC	53978428	Rags	1041783	10/13/2015	11/30/2015	115.50
	WAHR HARDWARE, INC.	C69000	Cord, Caulk	1041791	12/06/2015	11/30/2015	9.88
	WAHR HARDWARE, INC.	C68299	Kinco Glove	1041791	11/28/2015	11/30/2015	17.98
	WAHR HARDWARE, INC.	D35486	Batteries	1041791	11/19/2015	11/30/2015	8.99
							<b>1,392.39</b>
101-441-770.000	Vehicle Gas						
	BLARNEY CASTLE FLEET PR	BC177 - 11/06/15	Fuel Usage	1041767	11/20/2015	11/30/2015	63.04
	BLARNEY CASTLE FLEET PR	BC177 - 11/06/15	Fuel Usage	1041767	11/20/2015	11/30/2015	2,169.31
							<b>2,232.35</b>
101-441-860.000	Travel & Training						
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	84.99
							<b>84.99</b>
101-441-930.000	Repairs & Mainte						
	AUTO VALUE \ AUTO-WARE	256-898106	5amp Charger	41771	12/02/2015	11/30/2015	39.95
	CANNON EQUIPMENT	M12738	Non-Destructive Testing of	41774	07/15/2015	11/30/2015	775.00
	FASTENAL COMPANY	MIMAN115707	Surface Conditioning Disc	41788	12/03/2015	11/30/2015	13.35
	FASTENAL COMPANY	MIMAN114266	Hex Cap Screws	41788	09/18/2015	11/30/2015	12.00
	FASTENAL COMPANY	MIMAN113628	Hex Cap Screw, T-Handle Tap Wi	41788	08/15/2015	11/30/2015	23.29
	FASTENAL COMPANY	MIMAN115317	U-Bolt Plates, Channel Nut	41788	11/13/2015	11/30/2015	4.30
	FREIGHTLINER OF GRAND F	X001629825:01	Freight/Delivery	41789	10/29/2015	11/30/2015	71.29
	GRAND RENTAL STATION	1-541479	Diamond Disc	41792	12/02/2015	11/30/2015	279.00
	INTERSTATE BILLING SERVI	T82477	Wedge	41795	11/08/2015	11/30/2015	502.78

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	MANISTEE TIRE SERVICE	38150	Tires - Install, Rotate	41807	11/19/2015	11/30/2015	622.00
	MANISTEE TIRE SERVICE	34714	Tire Disposal	41807	07/15/2015	11/30/2015	12.00
	NAPAAUTO PARTS	199725	Zinc Pri, Aerosol Paint	41818	07/22/2015	11/30/2015	14.38
	NAPAAUTO PARTS	202088	Neoform Wiper Blades	41818	11/12/2015	11/30/2015	96.54
	NAPAAUTO PARTS	205078	Napagold Oil Filter	41818	11/12/2015	11/30/2015	3.83
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	958.94
	PRAXAIR DISTRIBUTION INC	53978427	Freight Charge	1041783	10/13/2015	11/30/2015	25.00
	WAHR HARDWARE, INC.	D34633	Mattock Hdle	1041791	10/29/2015	11/30/2015	19.49
							<b>3,473.14</b>
101-441-955.000	Christmas Decor						
	KMART STORE 4845/BIG// #04845	111215 007 16420	Clear Lights	41800	12/11/2015	11/30/2015	377.08
	NAPAAUTO PARTS	204849	Tape	41818	11/06/2015	11/30/2015	43.92
							<b>421.00</b>
101-441-985.000	Lease Purchase						
	US BANK EQUIPMENT FINAN	291902930	Kyocera Copier Lease - DPW	41839	11/16/2015	11/30/2015	125.90
							<b>125.90</b>
							<b>Total Dept. PUBLIC WORKS: 7,846.81</b>
<b>Dept: 748 COMMUNITY DEVELO</b>							
101-748-831.000	Contractual Repa						
	KOPY SALES INC.	98036	Cost Per Copy - Comm Dev	1041779	11/12/2015	11/30/2015	16.13
							<b>16.13</b>
101-748-860.000	Travel & Training						
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	115.54
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	279.04
							<b>394.58</b>
							<b>COMMUNITY DEVELOPMENT OFFICE: 410.71</b>
<b>Dept: 751 PARKS &amp; RECREATIO</b>							
101-751-728.000	SUPPLIES - Ope						
	FAMILY FARM & HOME - MAN	2676/16	Hose Apex Sprinkler 50 Ft	41787	07/29/2015	11/30/2015	49.98
	FAMILY FARM & HOME - MAN	2677/16	CREDIT - Sprinkler,	41787	07/30/2015	11/30/2015	-22.00
	FASTENAL COMPANY	MIMAN115337	Can Liners	41788	11/14/2015	11/30/2015	169.32
	MODEL FIRST AID, SAFETY &	00000112635	Cabinet Supplies	41815	11/03/2015	11/30/2015	57.61
	WAHR HARDWARE, INC.	C66818	Rope	1041791	11/12/2015	11/30/2015	13.98
	WAHR HARDWARE, INC.	C66968	Duct Tape, Paint Pail	1041791	11/14/2015	11/30/2015	21.65
	WAHR HARDWARE, INC.	C67000	Blue Tarps	1041791	11/14/2015	11/30/2015	16.77
	WAHR HARDWARE, INC.	D35373	Duc Tape	1041791	11/15/2015	11/30/2015	14.67
	WAHR HARDWARE, INC.	D35390	Blue Tarps	1041791	11/15/2015	11/30/2015	32.48
	WAHR HARDWARE, INC.	D34156	Weed B Gon Spray	1041791	10/18/2015	11/30/2015	11.99
							<b>366.45</b>
101-751-770.000	Vehicle Gas						
	BLARNEY CASTLE FLEET PR	BC177 - 11/06/15	Fuel Usage	1041767	11/20/2015	11/30/2015	533.32
							<b>533.32</b>
101-751-831.000	Contractual Repa						
	C&D TURF CARE LLC		Vegetation Control -	41772	07/12/2015	11/30/2015	80.00
	SCARLATA/JAMES//	486	Phragmites Treated, Black	41830	10/16/2015	11/30/2015	1,475.00
	THOMPSON LANDSCAPE/JA	22986	Lawn Maintenance - Sept 2015	1041789	10/15/2015	11/30/2015	1,314.00
							<b>2,869.00</b>
101-751-920.000	Gas						
	DTE ENERGY		Gas Usage - 580 Maple St	41784	12/03/2015	11/30/2015	48.34
							<b>48.34</b>
101-751-925.000	Electric						
	CONSUMERS ENERGY		Electric Usage	41778	11/25/2015	11/30/2015	87.31

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							<b>87.31</b>
101-751-930.000	Repairs & Mainte						
	CADILLAC PLUMBING-HEATI	693023	Handle Assy, Closet Repair Kit	41773	10/09/2015	11/30/2015	60.74
	CADILLAC PLUMBING-HEATI	693730	Gal Mi Tee, Nip, Teflon Tape	41773	10/23/2015	11/30/2015	8.74
	CADILLAC PLUMBING-HEATI	693731	Ball Valve	41773	10/23/2015	11/30/2015	69.88
	ELMER'S CRANE & DOZER, I	821254	Non-Motorized Trail Approach	41786	10/19/2015	11/30/2015	2,811.52
	FASTENAL COMPANY	MIMAN115042	Urinal Cartridge Kit	41788	10/29/2015	11/30/2015	276.52
	FASTENAL COMPANY	MIMAN115276	Webbing w/Ratchet Assy Tie-Dn	41788	11/12/2015	11/30/2015	20.88
	GRAINGER	9862689123	Waterless Urinal Sealant	41791	11/07/2015	11/30/2015	178.00
	MANISTEE VINYL PRODUCT:	1008	Timber Tech Posts	41809	12/05/2015	11/30/2015	219.75
	NAPA AUTO PARTS	202826	Battery, Core Deposit	41818	09/24/2015	11/30/2015	91.31
	NAPA AUTO PARTS	202909	Alternator, Core Deposit	41818	09/25/2015	11/30/2015	206.86
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	430.46
	WAHR HARDWARE, INC.	C66868	Glv Cap	1041791	11/13/2015	11/30/2015	3.87
	WAHR HARDWARE, INC.	C66925	Plug, Galv Nipple, Cplg	1041791	11/13/2015	11/30/2015	5.17
							<b>4,383.70</b>
<b>Total Dept. PARKS &amp; RECREATION:</b>							<b>8,288.12</b>
<b>tal Fund GENERAL FUND:</b>							<b>52,357.97</b>
<b>Fund: 202 MAJOR STREET FUND</b>							
<b>Dept: 000</b>							
202-000-936.000	Preservation Stre						
	ELMER'S CRANE & DOZER, I	821253	US-31 Street Repairs	41786	10/19/2015	11/30/2015	25,353.90
	PARKDALE BLOCK & BUILDIN	22987	4" Fiber Board	41823	11/13/2015	11/30/2015	17.50
							<b>25,371.40</b>
202-000-938.000	Winter Maintena						
	CHEMSEARCH	2075982	X-Ice	1041769	10/19/2015	11/30/2015	1,995.00
	SWIDORSKI TRUCKING/PATI	1177	Winter Sand Haul	41836	10/26/2015	11/30/2015	1,087.00
							<b>3,082.00</b>
<b>Total Dept. 000:</b>							<b>28,453.40</b>
<b>rd MAJOR STREET FUND:</b>							<b>28,453.40</b>
<b>Fund: 203 LOCAL STREET FUND</b>							
<b>Dept: 000</b>							
203-000-936.000	Preservation Stre						
	ELMER'S CRANE & DOZER, I		2015 Street Improve Project	41786	11/16/2015	11/30/2015	334,877.29
	ELMER'S CRANE & DOZER, I	431340	Quincy St Sidewalk	41786	11/07/2015	11/30/2015	598.50
	SPICER GROUP INC	178576	2015 Street Improvements	1041788	10/30/2015	11/30/2015	17,729.31
							<b>353,205.10</b>
<b>Total Dept. 000:</b>							<b>353,205.10</b>
<b>rd LOCAL STREET FUND:</b>							<b>353,205.10</b>
<b>Fund: 226 CITY REFUSE FUND</b>							
<b>Dept: 000</b>							
226-000-826.000	Refuse Contract						
	REPUBLIC SERVICES #239	0239-001497730	Residential, Recycling	41829	09/30/2015	11/30/2015	27,079.32
							<b>27,079.32</b>
226-000-827.000	Municipal Refuse						
	REPUBLIC SERVICES #239	0239-001493295	DPW, Parks, Marina, Fire	41829	09/30/2015	11/30/2015	1,400.39
							<b>1,400.39</b>
<b>Total Dept. 000:</b>							<b>28,479.71</b>

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<b>Fund CITY REFUSE FUND:</b>							<b>28,479.71</b>
<b>Fund: 243 BROWNFIELD REDEVI</b>							
<b>Dept: 000</b>							
243-000-801.000	Professional Ser						
	EFTAXIADIS CONSULTING LI	CMBRA-1510	Consulting, Environmental Serv	41785	12/09/2015	11/30/2015	1,593.75
							<b>1,593.75</b>
<b>Total Dept. 000:</b>							<b>1,593.75</b>
<b>EDEVELOPMENT AUTHO:</b>							<b>1,593.75</b>
<b>Fund: 296 RAMSDELL THEATRE</b>							
<b>Dept: 000</b>							
296-000-728.000	SUPPLIES - Ope						
	ACE HARDWARE & HOME CI	144433	Ryl Int Egg Ltx MDHH Qt	41768	12/06/2015	11/30/2015	13.99
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	52.99
	WAHR HARDWARE, INC.	C68916	Chip Brush, Paint, Paint Guide	1041791	12/05/2015	11/30/2015	19.96
							<b>86.94</b>
296-000-752.000	Ramsdell - Movie						
	METROPOLITAN OPERAASS	HD21695	Ramsdell - Tannhauser Live	1041780	11/03/2015	11/30/2015	189.00
	TRAVERSE MAGAZINE	2015-77281	Advertisement	41838	11/29/2015	11/30/2015	50.00
							<b>239.00</b>
296-000-753.000	Ramsdell - Perfo						
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	25.00
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	37.44
							<b>62.44</b>
296-000-850.000	Phone						
	AT&T	2015 - 231398075411	Monthly Service	41770	12/13/2015	11/30/2015	162.70
							<b>162.70</b>
296-000-860.000	Travel & Training						
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	1,100.00
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	133.18
							<b>1,233.18</b>
296-000-920.000	Gas						
	DTE ENERGY		Gas Usage - 101 Maple St	41784	12/06/2015	11/30/2015	642.60
							<b>642.60</b>
296-000-930.000	Repairs & Mainte						
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	100.00
							<b>100.00</b>
<b>Total Dept. 000:</b>							<b>2,526.86</b>
<b>nd RAMSDELL THEATRE:</b>							<b>2,526.86</b>
<b>Fund: 297 FRIENDS OF THE RAM</b>							
<b>Dept: 000</b>							
297-000-728.000	SUPPLIES - Ope						
	CITY OF MANISTEE GENERA	Nov 2015	Postage for Annual Fund	1041771	11/18/2015	11/30/2015	199.33
							<b>199.33</b>
<b>Total Dept. 000:</b>							<b>199.33</b>
<b>NDS OF THE RAMSDELL:</b>							<b>199.33</b>

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<b>Fund: 508 BOAT RAMP FUND</b>							
<b>Dept: 000</b>							
508-000-850.000	Phone AT&T	2015 - 231398258511	Monthly Service	41770	12/13/2015	11/30/2015	82.74
							<b>82.74</b>
508-000-925.000	Electric CONSUMERS ENERGY		Electric Usage	41778	11/25/2015	11/30/2015	69.48
							<b>69.48</b>
<b>Total Dept. 000:</b>							<b>152.22</b>
<b>Fund BOAT RAMP FUND:</b>							<b>152.22</b>
<b>Fund: 573 WATER &amp; SEWER UTIL</b>							
<b>Dept: 541 ADMINISTRATION</b>							
573-541-728.000	SUPPLIES - Ope						
	HANSEN/LORI//	277907	Office Cleaning	41794	10/18/2015	11/30/2015	75.00
	HANSEN/LORI//	277909	Office Cleaning	41794	11/15/2015	11/30/2015	75.00
	HANSEN/LORI//	277908	Office Cleaning	41794	11/01/2015	11/30/2015	75.00
	JACKPINE BUSINESS CENTE	394332-0	Pencil, Rubberband, Folder,	41798	11/20/2015	11/30/2015	84.61
	JACKPINE BUSINESS CENTE	395523-0	Ribbon, Xerox Paper, Ltr Paper	41798	12/20/2015	11/30/2015	18.44
	STATE OF MICHIGAN - MDEC	938116	Community Public Water Supply	41832	10/30/2015	11/30/2015	2,843.49
							<b>3,171.54</b>
573-541-831.000	Contractual Repa KOPY SALES INC.	98038	Cost Per Copy - Garage	1041779	11/12/2015	11/30/2015	25.21
							<b>25.21</b>
573-541-850.000	Phone						
	AT&T	2015 - 231723149611	Monthly Service	41770	12/13/2015	11/30/2015	85.98
	AT&T	2015 - 231398303111	Monthly Service	41770	12/13/2015	11/30/2015	85.98
	AT&T	2015 - 231723149711	Monthly Service	41770	12/13/2015	11/30/2015	1,714.04
							<b>1,886.00</b>
573-541-900.000	Printing & Publis JACKPINE BUSINESS CENTE	37602	Letterhead, DPW Envelopes	41798	11/22/2015	11/30/2015	138.74
							<b>138.74</b>
<b>Total Dept. ADMINISTRATION:</b>							<b>5,221.49</b>
<b>Dept: 542 WATER OPERATION</b>							
573-542-715.000	Uniform & Cleani						
	MODEL COVERALL SERVICE	0550975	Uniform Cleaning - Water	1041782	11/20/2015	11/30/2015	27.20
	MODEL COVERALL SERVICE	0555538	Uniform Cleaning - Water	1041782	12/11/2015	11/30/2015	27.20
	MODEL COVERALL SERVICE	0553998	Uniform Cleaning - Water	1041782	12/04/2015	11/30/2015	27.20
	MODEL COVERALL SERVICE	0552522	Uniform Cleaning - Water	1041782	11/27/2015	11/30/2015	27.20
							<b>108.80</b>
573-542-728.000	SUPPLIES - Ope						
	FAMILY FARM & HOME - MAN	2879/16	Grass Seed	41787	11/15/2015	11/30/2015	119.50
	FASTENAL COMPANY	MIMAN114145	Gloves	41788	09/11/2015	11/30/2015	9.52
	FASTENAL COMPANY	MIMAN114770	Safety Glasses	41788	10/15/2015	11/30/2015	5.73
	FASTENAL COMPANY	MIMAN114941	Gloves, Rags	41788	10/24/2015	11/30/2015	38.07
	FASTENAL COMPANY	MIMAN114944	Gloves	41788	10/24/2015	11/30/2015	35.34
	MODEL FIRST AID, SAFETY &	00000112635	Cabinet Supplies	41815	11/03/2015	11/30/2015	68.45
	WAHR HARDWARE, INC.	C68696	Flashlight	1041791	12/03/2015	11/30/2015	5.99
	WAHR HARDWARE, INC.	C68597	3Kalh Lodk	1041791	12/02/2015	11/30/2015	14.99
	WAHR HARDWARE, INC.	D35488	Batteries, Self Drill Pan Phil	1041791	11/19/2015	11/30/2015	39.35
	WAHR HARDWARE, INC.	C67595	Padlock	1041791	11/20/2015	11/30/2015	22.99
	WEST SHORE MEDICAL CEN Acct 164819 - 07/22/15		Pre-Employment - J. Riley	41845	10/19/2015	11/30/2015	97.00

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							<b>456.93</b>
573-542-770.000	Vehicle Gas						
	BLARNEY CASTLE FLEET PR	BC177 - 11/06/15	Fuel Usage	1041767	11/20/2015	11/30/2015	629.48
							<b>629.48</b>
573-542-824.000	Lab Testing						
	WAHR HARDWARE, INC.	C68799	Freight	1041791	12/04/2015	11/30/2015	10.67
	WAHR HARDWARE, INC.	C69758	Freight	1041791	12/16/2015	11/30/2015	10.84
	WAHR HARDWARE, INC.	C68596	Freight	1041791	12/02/2015	11/30/2015	12.28
							<b>33.79</b>
573-542-831.000	Contractual Repa						
	CUMMINS BRIDGEWAY LLC	015-85327	Well #8 Check Standby Generato	41779	05/06/2015	11/30/2015	295.60
	MEAD & HUNT	256231	Manistee CCC 2015 - Profession	41810	11/11/2015	11/30/2015	1,397.80
	TOP LINE ELECTRIC LLC	6574	Well 6 Communications	1041790	08/10/2015	11/30/2015	1,888.03
							<b>3,581.43</b>
573-542-860.000	Travel & Training						
	HILL/DOUGLAS F//	895	D&C Exam Prep Class -	1041776	10/24/2015	11/30/2015	150.00
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	113.45
	PNC BANK	October 2015	Credit Card Charges	41827	11/24/2015	11/30/2015	150.00
							<b>413.45</b>
573-542-925.000	Electric						
	CONSUMERS ENERGY		Electric Usage	41778	11/25/2015	11/30/2015	3,737.68
							<b>3,737.68</b>
573-542-930.000	Repairs & Mainte						
	FAMILY FARM & HOME - MAN	2749/16	Sunrise Red Spray	41787	09/06/2015	11/30/2015	18.76
	FASTENAL COMPANY	MIMAN115772	Adjustable Die	41788	12/06/2015	11/30/2015	29.47
	FASTENAL COMPANY	MIMAN114957	Taper Saw File, Flat Bastard	41788	10/24/2015	11/30/2015	28.27
	FASTENAL COMPANY	MIMAN115724	Hex Cap Screw, Hex Nut	41788	12/04/2015	11/30/2015	28.28
	GREAT LAKES MATERIALS	8054513	21AA - Port Inland / Gravel	1041775	10/08/2015	11/30/2015	20.63
	J.O. GALLOUP COMPANY	S104110962.001	Hydrant Adapter, Galv Nip	41796	10/26/2015	11/30/2015	31.03
	J.O. GALLOUP COMPANY	S104138992.001	Hose Adapter, Hydrant Adapter	41796	11/04/2015	11/30/2015	23.78
	MICHIGAN PIPE & VALVE	T70848	PVC Cutter Romac, Romac Small	1041781	11/25/2015	11/30/2015	421.85
	MICHIGAN PIPE & VALVE	T70877	Wire Grip, Saddle CC Tap	1041781	11/26/2015	11/30/2015	133.00
	MICHIGAN PIPE & VALVE	T70554	3/4 Thd Brass 90 Bend No Lead	1041781	11/14/2015	11/30/2015	121.20
	MICHIGAN PIPE & VALVE	T70624	Valve Box Rite-Hite & Top Sec	1041781	11/18/2015	11/30/2015	408.00
	OLSON LUMBER COMPANY	107319	Gravel Mix	41822	11/20/2015	11/30/2015	123.69
							<b>1,387.96</b>
<b>Total Dept. WATER OPERATION:</b>							<b>10,349.52</b>
<b>Dept: 543 SEWER - WWTP</b>							
573-543-715.000	Uniform & Cleani						
	MODEL COVERALL SERVICE	0550969	Uniform Cleaning - WWTP	1041782	11/20/2015	11/30/2015	28.77
	MODEL COVERALL SERVICE	0555530	Uniform Cleaning - WWTP	1041782	12/11/2015	11/30/2015	28.77
	MODEL COVERALL SERVICE	0553993	Uniform Cleaning - WWTP	1041782	12/04/2015	11/30/2015	28.77
	MODEL COVERALL SERVICE	0552517	Uniform Cleaning - WWTP	1041782	11/27/2015	11/30/2015	28.77
							<b>115.08</b>
573-543-728.000	SUPPLIES - Ope						
	ABSOLUTE SAFETY, INC.	WWTP281015	Safety Meeting	41766	11/27/2015	11/30/2015	113.70
	ACE HARDWARE & HOME CI	144165	Cleaner	41768	11/29/2015	11/30/2015	4.99
	COMMUNICRAFT LTD	28425	Shipping - WWTP	41777	10/19/2015	11/30/2015	12.47
	FASTENAL COMPANY	MIMAN113735	Safety Gloves	41788	08/21/2015	11/30/2015	17.67
	FASTENAL COMPANY	MIMAN115615	Gloves	41788	11/28/2015	11/30/2015	13.10
	FASTENAL COMPANY	MIMAN115614	Gloves	41788	11/28/2015	11/30/2015	2.44
	FASTENAL COMPANY	MIMAN115562	Battery, Gloves	41788	11/26/2015	11/30/2015	30.94
	JACKPINE BUSINESS CENTE	394458-0	5Tab Index, Binder Index,	41798	11/21/2015	11/30/2015	28.68
	MICELLULAR CLINIC	1715	iPhone Glass Replacement	41811	10/19/2015	11/30/2015	140.00



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573-544-728.000	SUPPLIES - Ope						
	WAHR HARDWARE, INC.	C68218	Duct Tape, LED Mechnc Lite	1041791	11/27/2015	11/30/2015	25.48
	WAHR HARDWARE, INC.	C68844	Masonry Coat Brush, Utlty/Dair	1041791	12/04/2015	11/30/2015	33.57
							<b>59.05</b>
573-544-930.000	Repairs & Mainte						
	JACK DOHENY SUPPLIES, IN	A88005	1/2" x 50' Lead	41797	11/30/2015	11/30/2015	136.40
	NAPAAUTO PARTS	202436	Adapter	41818	09/15/2015	11/30/2015	5.54
							<b>141.94</b>
<b>Dept. SEWER COLLECTION (STREETS):</b>							<b>237.79</b>
<b>Dept: 903 CAPITAL OUTLAY - ov</b>							
573-903-987.001	2015 Maywood T						
	DIXON ENGINEERING INC	15-9964	Maywood Tower Paint	41782	10/20/2015	11/30/2015	12,806.25
							<b>12,806.25</b>
573-903-987.003	2015 Industrial P						
	SWIDORSKI BROS. EXCAVAT		Industrial Park Pump Station	41835	10/09/2015	11/30/2015	11,236.50
	WAHR HARDWARE, INC.	C68006	Flat Bar	1041791	11/25/2015	11/30/2015	5.59
							<b>11,242.09</b>
573-903-987.004	2015 Sweetnam						
	SPICER GROUP INC	178569	Sweenam Pump Station Design	1041788	10/30/2015	11/30/2015	829.92
	SWIDORSKI BROS. EXCAVAT		Sweetnam Pump Station	41835	10/09/2015	11/30/2015	52,268.40
							<b>53,098.32</b>
573-903-987.005	2015 Return Acti						
	SPICER GROUP INC	178571	WWTP RAS Pumps	1041788	10/30/2015	11/30/2015	3,148.38
							<b>3,148.38</b>
573-903-987.006	2015 Riverbank S						
	SPICER GROUP INC	178573	Riverbank Sewer Replacement	1041788	10/30/2015	11/30/2015	9,324.09
							<b>9,324.09</b>
573-903-987.007	2015 Sixth Ave P						
	SPICER GROUP INC	178580	6th Ave Lift Station	1041788	10/30/2015	11/30/2015	4,234.01
							<b>4,234.01</b>
573-903-987.008	2015 Flow Monit						
	SPICER GROUP INC	178577	I&I Flow Monitoring	1041788	10/29/2015	11/30/2015	1,800.00
							<b>1,800.00</b>
<b>Dept. CAPITAL OUTLAY - over \$5,000:</b>							<b>95,653.14</b>
<b>WATER &amp; SEWER UTILITY:</b>							<b>133,010.90</b>
<b>Fund: 594 MARINA FUND</b>							
<b>Dept: 000</b>							
594-000-920.000	Gas						
	DTE ENERGY		Gas Usage - 480 River St	41784	12/02/2015	11/30/2015	49.03
							<b>49.03</b>
594-000-970.000	Capital Outlay - t						
	ROHR GASOLINE EQUIPMEN	63197	Install Spill Box and Valves	1041785	12/10/2015	11/30/2015	5,115.75
	ROHR GASOLINE EQUIPMEN	63198	Installation, O-Rings, Sealoff	1041785	12/11/2015	11/30/2015	2,486.16
							<b>7,601.91</b>
<b>Total Dept. 000:</b>							<b>7,650.94</b>
<b>Total Fund MARINA FUND:</b>							<b>7,650.94</b>

Fund: 703 CURRENT TAX COLLE

**INVOICE APPROVAL LIST BY FUND REPORT**

11/25/15

Date: 11/25/2015

Time: 1:46 pm

Page: 13

City of Manistee

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<b>Fund/Dept/Acct</b>	<b>Vendor Name</b>	<b>Invoice #</b>	<b>Invoice Desc.</b>	<b>Check #</b>	<b>Due Date</b>	<b>Check Date</b>	<b>Amount</b>
<b>Dept: 000</b>							
703-000-215.000	Due DDA DOWNTOWN DEVELOPMEN		Summer Tax Distribution	41783	12/24/2015	11/30/2015	13.20
							<b>13.20</b>
703-000-221.000	Due City CITY OF MANISTEE GENERA		Summer Tax Distribution - Ops	1041771	11/24/2015	11/30/2015	8,326.07
							<b>8,326.07</b>
703-000-221.001	Due Refuse CITY OF MANISTEE COMMOI		Summer Tax Distribution - Refu	1041770	11/24/2015	11/30/2015	535.78
							<b>535.78</b>
703-000-221.002	Due City Admin CITY OF MANISTEE GENERA		Summer Tax Distribution - Adm	1041771	11/24/2015	11/30/2015	173.89
							<b>173.89</b>
703-000-221.003	Due City Pen\Int CITY OF MANISTEE GENERA		Summer Tax Distribution - Pena	1041771	11/24/2015	11/30/2015	674.72
							<b>674.72</b>
703-000-221.004	Due Water Delin CITY OF MANISTEE WATER		Summer Tax Distribution - DlqW	1041772	11/24/2015	11/30/2015	724.36
							<b>724.36</b>
703-000-221.005	Due Refuse Delir CITY OF MANISTEE COMMOI		Summer Tax Distribution - DlqR	1041770	11/24/2015	11/30/2015	261.99
							<b>261.99</b>
703-000-222.000	Due County MANISTEE COUNTY TREASL		Summer Tax Distribution - Ops	41804	11/24/2015	11/30/2015	2,597.82
							<b>2,597.82</b>
703-000-228.000	Due State of Mic MANISTEE COUNTY TREASL		Summer Tax Distribution - SET	41804	11/24/2015	11/30/2015	2,937.13
							<b>2,937.13</b>
703-000-234.000	Due to Intermedi MANISTEE INTERMEDIATE S		Summer Tax Distribution	41806	12/24/2015	11/30/2015	1,134.98
							<b>1,134.98</b>
703-000-235.000	Due Community WEST SHORE COMMUNITY		Summer Tax Distribution	41842	12/24/2015	11/30/2015	1,524.49
							<b>1,524.49</b>
						<b>Total Dept. 000:</b>	<b>18,904.43</b>
						<b>RENT TAX COLLECTION:</b>	<b>18,904.43</b>
						<b>Grand Total:</b>	<b>626,534.61</b>

**INVOICE APPROVAL LIST BY FUND REPORT**

11/25/15

Date: 11/25/2015

Time: 1:46 pm

Page: 14

City of Manistee

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
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**Recap by Fund**

Fund #	Fund Name	Amount To Pay	Amount To Relieve
101	GENERAL FUND	52,357.97	0.00
202	MAJOR STREET FUND	28,453.40	0.00
203	LOCAL STREET FUND	353,205.10	0.00
226	CITY REFUSE FUND	28,479.71	0.00
243	BROWNFIELD REDEVELOPMENT AUTH	1,593.75	0.00
296	RAMSDELL THEATRE	2,526.86	0.00
297	FRIENDS OF THE RAMSDELL	199.33	0.00
508	BOAT RAMP FUND	152.22	0.00
573	WATER & SEWER UTILITY	133,010.90	0.00
594	MARINA FUND	7,650.94	0.00
703	CURRENT TAX COLLECTION	18,904.43	0.00
<b>Grand Total:</b>		<b>626,534.61</b>	<b>0.00</b>



## CITY COUNCIL GUIDELINES POLICY

Adopted: March 16, 1993 (*Amendments listed at end of document*)

### COUNCIL MEETINGS

1. **Regular Council Meetings.** The City Council shall meet in regular session on the first and third Tuesdays of each month beginning at 7:00 p.m. When Tuesday is a holiday or election day, the regular meeting shall be held on the following Wednesday at the same hour unless otherwise provided by motion. Regular meetings may be otherwise rescheduled with the approval of a majority of the Council. The place of the meetings shall be the Council Chambers at City Hall, unless otherwise provided by motion. See Charter Section 2-13.
2. **Quorum.** Four Councilmembers shall constitute a quorum to conduct municipal business. A majority of the quorum may take action on behalf of the City; except as provided by Charter. A majority vote of the membership of the Council (four votes) is specifically required for the appointment of the Mayor, Mayor Pro-Tem and members of the Council (to fill a vacancy): as well as to adopt ordinances. Five affirmative votes are required by Charter to approve budgetary bonds. Other provisions of the Charter also apply. See Charter Section 2-13.
3. **Council Meeting Agenda.** The City Manager shall prepare agendas for City Council meetings which shall be made available and mailed to the City Council on the Friday preceding the Council meeting. If the Friday is a holiday, the agenda shall be transmitted to the City Council on the last regular work day of the week preceding the Council meeting. ~~If a federal holiday affecting Post Office deliveries occurs between the time the agenda would be mailed and the date of the Council meeting, the Council packet shall be personally delivered by the Police Department.~~ All items which members of the public or the Council desire to have on a Council agenda must be received by the City Manager not later than two full business days prior to the time that the agenda is transmitted to the City Council. Except for holidays, the deadline for submission of agenda items to the City Manager is 5:00 p.m. on the Tuesday preceding the Council meeting.
  - a. Agenda Addendum. Late items submitted for Council consideration shall be added to the agenda only on an affirmative vote of a majority of the Council present at the meeting. The Council shall not act on items submitted late or items raised at the Council meeting without first amending the agenda to add the item for consideration.
4. **Special Meetings.** Special meetings may be called by the Mayor, City Manager, or any two Councilmembers on reasonable notice. The reasonable notice requirement shall be met if notice of the meeting is ~~mailed first class to the residence~~ **provided to each member of the Council via email, Dropbox (or other Cloud storage), phone call, first class mail, or personally delivered to the residence of each Councilmember** ~~of each member of the Council at least 36 hours prior to the date and time of the meeting; or if notice is personally delivered to the residence of each member of the Council at least 18 hours prior to the meeting.~~ City officials and representatives of the local media shall be likewise informed and the notice shall be publicly posted at City Hall **and on the City's website at least 18 hours prior to the meeting.**

An emergency session may be held without the written notice or noted time constraints if the public health, safety or welfare is severely threatened but only if a minimum of four Councilmembers are present and as the first order of business a minimum of four affirmative votes are recorded to conduct the emergency meeting. Only those matters relating to the

subject of the emergency may be considered. See Charter Section 2-13 and the Open Meetings Act.

5. **Adjourned Sessions.** Any session of the City Council may be continued or adjourned from day to day or for more than one day; but any meeting which is adjourned for more than 36 hours can only be reconvened if re-noticed in accordance with the provisions relating to a special meeting. See the Open Meetings Act.
6. **Work Sessions.** The Council shall regularly meet in work sessions on the second Tuesday of each month at 7:00 p.m. in the Council Chambers, City Hall. Work sessions may be canceled by the Mayor or City Council, as they shall deem appropriate. The Mayor or the City Manager may, following reasonable notice, call the Council together for a work session at any other time. Work sessions shall be devoted exclusively to the exchange of information relating to municipal affairs.

Rules of decorum and order and these City Council Guidelines apply to work sessions as well as regular meetings. However, no votes shall be taken on any matters under discussion nor shall any Councilmember enter into a formal commitment with another member regarding a vote to be taken subsequently at a public meeting of the Council; provided however that nothing herein shall prevent Councilmembers from expressing opinions and indicating probable votes as a result of the discussion.

7. **Executive Sessions.** Executive sessions shall only be called in accordance with the provisions of the Open Meetings Act.
8. **Voting.** All voting shall be by roll call and each Councilmember is required to vote on each item before the Council unless excused by the unanimous consent of the remaining members present. In the event of a conflict of interest, the member shall identify that conflict when the matter comes before the Council and shall refrain from participating in the discussion and debate regarding the matter and shall not vote on the question. At the discretion of the presiding officer, the member may be requested to vacate his/her seat during the discussion and voting on the question. See Charter Section 2-17.

If any member so requests, a paper ballot shall be used to record the vote of each member on any item. When so requested, the vote shall be recorded and forwarded to the Clerk who shall read and tally each member's vote.

## **COUNCIL OFFICERS**

9. **Organizational Meeting.** In accordance with Section 2-13 of the Charter, on the first Tuesday following the official canvas of the vote the Council shall conduct an Organizational Meeting. Newly elected members shall be sworn and assume their duties of office. The Council shall then elect a Mayor by majority vote of its members. A Mayor Pro-Tem shall also be elected.

The City Clerk shall act as temporary Chair until the Mayor has been elected, at which time the Mayor shall assume the duties of office. Four affirmative votes are required to elect the Mayor and Mayor Pro-Tem. Voting shall be by roll call.

After the election of the Mayor and Mayor Pro-Tem, the next order of business at the Organizational Meeting shall be a review of the City Council Guidelines. At that time Guidelines may be amended for the ensuing year by majority vote. Guidelines will remain in effect from year to year unless modified in accordance with this Section or Section 34.

10. **Temporary Chair.** In the case of the absence of the Mayor and the Mayor Pro-Tem, the City Clerk shall call the Council to order and call the roll of the members. If a quorum is present,

the Council shall elect, by a majority vote of those present, a Chair of the meeting to act until the Mayor or Mayor Pro-Tem appears.

11. **Secretary.** In accordance with Section 5-9 of the Charter, the City Clerk shall act as the Secretary for the Council.
12. **City Manager.** In accordance with Section 2-15 of the Charter, the City Manager shall have a seat at all Council meetings and may take part in all proceedings and deliberations; but without the right to vote.
13. **City Attorney.** The City Attorney shall attend all regular and special meetings of the City Council.
14. **Restriction.** The presiding officer of the Council (Mayor, Mayor Pro-Tem or temporary Chair) may make nominations and debate from the Chair, subject only to such limitations as are by the rules imposed on all members; however the presiding officer shall not move or second a motion without first vacating the chair to the Mayor Pro-Tem or temporary Chair.
15. **Decorum and Order.** The presiding officer shall maintain decorum and decide all questions of order, subject to appeal to the City Council. The Chief of Police or his designee or other City employees appointed by the City Manager shall serve as the Sergeant at Arms and shall act at the direction of the presiding officer.
  - a. During Council meetings, Councilmembers shall preserve order and decorum and shall neither by conversation or otherwise, delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the Council. Every Councilmember desiring to speak shall address the Chair and upon recognition, shall confine themselves to the question under debate and shall avoid all personalities and inflammatory language.

Councilmembers may address questions to the administrative staff in attendance at Council meetings; however the City Manager may choose to intervene and answer the inquiry on behalf of the administrative staff; or designate some other member of the staff for that purpose.

A Councilmember once recognized shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If the presiding officer fails to maintain order and decorum, any member may move to require enforcement of the Guidelines and an affirmative vote by the majority of the Council shall require the presiding officer to act.

- b. Members of the Administrative Staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Council. While the presiding officer has authority to preserve decorum in meetings so far as staff members and City employees are concerned, the City Manager shall be responsible for the orderly conduct and decorum of all employees under his direction and control. The City Manager shall take such action as may be necessary to ensure that such decorum is preserved at all times by City employees in Council meetings, and may direct that employees leave the meeting at any time.
- c. Public members attending Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the Council. Any person making personal, impertinent and slanderous remarks or who becomes boisterous while addressing the Council or while attending a Council meeting shall be

removed from the meeting if so directed by the presiding officer. In case the presiding officer shall fail to act, any member of the Council may move to require them to act to enforce the rules, and the affirmative vote of the majority of the Council shall require the presiding officer to act.

Any public member desiring to address the Council shall be recognized by the Chair and shall limit remarks to the question under discussion. The public member must approach the podium and state their name and address to be recognized by the Chair. Comments by members of the audience shall not exceed five minutes in length; however in the event that a group of citizens desires to address the Council regarding the same subject, the group may designate one or more representatives who may speak on behalf of the group for a total duration not to exceed thirty minutes.

All remarks and questions addressed to the administration of the City shall be addressed to the City Manager and not to any individual City employee. No person other than members of the Council and the person having the floor shall enter into any discussion either directly or indirectly without the permission of the presiding officer.

## **DUTIES AND PRIVILEGES OF MEMBERS**

16. **Seating Arrangement.** Members shall occupy the respective seats in the Council Chamber assigned to them by the Mayor, but any two or more members may exchange seats by advising the Mayor to that effect.
17. **Right of Appeal.** Any member may appeal to the Council from a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the same and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the members present vote "aye" the ruling of the Chair is sustained; otherwise it is overruled.
18. **Personal Privilege.** The right of a member to address the Council on a question of personal privilege shall be limited to cases in which the member's integrity, character or motives are assailed, questioned or impugned; or to matters interfering with the conduct of business such as excessive noise, temperature, inability of a speaker to be heard, etc.
19. **Dissents and Protests.** Any member shall have the right to express dissent from or protest against any ordinance, resolution or motion of the Council and have the reason therefore entered upon the minutes. Such dissent or protest must be filed in writing and be presented to the Council not later than the next regular meeting following the action giving rise to the objection.
20. **Code of Ethics.** Councilmembers, public officers, members of boards and commissions and employees occupy positions of public trust. All municipal business must be subject to the scrutiny of public opinion both as to the legality and to the propriety of such business.

Acceptance or solicitation of gifts, gratuities, bribes, or rewards from any person, business, or organization is prohibited.

In addition to matters of financial interest, Councilmembers, public officers, advisory board members and employees shall refrain from making use of special knowledge or information before it is available to the general public and shall refrain from using the public office as a method of directly or indirectly favoring self, friends, customers, clients, family members,

business associates or any other special interests. Councilmembers, officers, advisory board members and employees shall at all times be mindful of their responsibility to the entire electorate and shall refrain from actions benefitting special interest groups at the expense of the City as a whole and shall do everything in their power to ensure equal and impartial law enforcement and opportunity without unlawful discrimination.

- a. Nepotism. In accordance with Section 2-12 of the Charter of the City of Manistee and Council Policy 9 as amended September 1, 2009 nepotism is prohibited as it applies to relatives of the Council and City Manager to the second degree of consanguinity including grandparents, sons and daughters, grandsons and granddaughters, siblings, aunts and uncles, nieces and nephews, and first cousins, whether by blood, marriage or law. Applicants who are related by this degree shall not be considered for employment unless the City Manager individually, specifically and in writing determines that the skills, abilities or talents of the applicant are unique and of such a value to the City generally that an exception to the policy is warranted. The Manager must seek the concurrence of the entire City Council by formal vote at a properly noticed regular or special meeting prior to the hiring of such an applicant.
- b. Pecuniary Interest. In accordance with Section 2-9 of the Charter of the City of Manistee and Public Act 317, 1968, as amended, members of the City Council, officers and employees shall not be a party to a contract involving the City except as provided by law and this Section. Councilmembers who have an interest in a firm (meaning as an officer or employee of a firm including a co-partnership or other unincorporated association or private corporation in which he/she is a stockholder owning more than 1% of the total outstanding stock) which is involved in the supply of routine goods or services to the City handled as administrative purchases not subject to formal Council approval shall at the Organizational Meeting of the City Council advise in writing the Council and administrative staff of that interest in that firm. Thereafter the firm is eligible to supply goods or services in accord with normal municipal purchasing policies provided however that within 30 days following the conclusion of each fiscal year the City Treasurer shall separately tabulate the dollar amount of the total business which has been conducted with that firm during the fiscal year with that summary published in the newspaper designated as the official publication for the City.
- c. It is recognized that no ethics clause can adequately address the broad scope of potential conflicts and ethical dilemmas. The City Council, officers and employees must be dedicated to the highest ideals of honor, integrity and fidelity with no color of self-interest in the execution of the public's business.

## **COMMITTEES**

21. **Appointments to Boards and Commissions.** All appointments to City boards and commissions shall be made in accordance with appropriate statutes and local ordinance. Except as otherwise provided by ordinance or statute; boards and commissions shall serve at the pleasure of the City Council and report to the City Council. All vacancies shall be advertised in the official publication of the City of Manistee.

The Mayor and City Council are not limited to a selection from among the applicants; however, the Mayor and Council shall generally give preference to those citizens who apply in accordance with the terms of the vacancy. The Mayor and Council shall generally give preference to residents of the City of Manistee.

The following board and commission members are appointed by the Mayor and City Council respectively:

## MAYOR

Airport Authority  
Brownfield Redevelopment Authority  
~~Building Authority - Residency Required~~  
Compensation Commission-Residency Required  
Downtown Development Authority  
Housing Commission  
Non-Motorized Transportation Committee  
Oil and Gas Investment Board  
~~Parks & Beautification Commission~~  
Planning Commission  
~~Ramsdell Theatre Governing Authority~~  
Tree Commission  
Zoning Board of Appeals

## CITY COUNCIL

Board of Review - Residency Required  
Harbor Commission  
Historic District Commission  
PEG Commission

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.

22. **Appointments.** By ordinance the Mayor is a member of the Downtown Development Authority and the Chair of the Oil and Gas Investment Board. The Mayor becomes a member of the Sands Park Board.

23. **Council Standing Committees.** Immediately after the annual Organizational Meeting of the Council, the Mayor shall appoint the following standing committees, subject to confirmation by the Council: a.) Auditing Committee, b.) Ordinance Committee. Three members of the Council shall be appointed to each committee with the Mayor designating the member who is to serve as Chair of the committee. Vacancies occurring in any committee shall be filled in like manner.

a. ~~The Auditing Committee shall review all invoices paid by the City to review their appropriateness, conformance with the budget and compliance with municipal purchasing practices. Any questions or apparent irregularities shall first be reviewed with the City Finance Officer and then the City Manager. If the matter cannot be adequately addressed by the Finance Officer or the City Manager, the Auditing Committee shall bring the matter to the City Council as a regular agenda item.~~

The Audit Committee shall be responsible for the selection (through a recommendation to Council), retention and oversight of the City's independent auditors, using the Government Finance Officer's recommended practice for Audit Committees as a guideline. The committee shall consist of three Councilmembers. The Committee shall have access to the services of at least one financial expert familiar with municipal accounting and auditing practices. The Committee shall present annually a written report of how it has discharged its duties and responsibilities.

b. Ordinance Committee. All ordinances proposed, whether by a member of the Council, City Manager, Advisory Board or Commission or the public at large shall be put in proper form and reviewed by the Ordinance Committee. The Ordinance Committee shall make a recommendation to the City Council on each ordinance reviewed, with or

without modification. If the recommendation of the Ordinance Committee is that the ordinance not be approved, the person or group sponsoring the proposed ordinance may request consideration by the entire Council with the committee's negative recommendation.

- c. **Personnel Committee.** In accordance with Section 5-6 of the Charter, the City Manager may appoint a Personnel Committee subject to the approval of the City Council.

- 24. **Special Committees.** In accordance with Section 13-16 of the Charter, special committees for particular purposes may be appointed by the Mayor, by the City Council, or by the City Manager to investigate and/or make recommendations to the City Administration or City Council. Such committees shall be ad hoc and serve only until such time their charge has been fulfilled.
- 25. **Meeting Notice.** It shall be the duty of the Chair of any standing or special committees and advisory boards and commissions to give advance notice of the time and place of the meeting in accordance with the Open Meetings Act (minimum 18 hour notice) and to advise all members of the committee, the City Council, the City Manager, and other persons who have made known in writing their interest in the particular matters to be considered. Minutes shall be kept and circulated in like manner.
- 26. **Reports.** Reports by committees, boards and commissions to the City Council shall be reduced to writing and represent the views of the majority. This shall not be construed to prohibit minority reports. Reports shall be submitted to the City Clerk who, in addition to maintaining a file copy will post a copy in City Hall and forward a copy to the City Manager for distribution to the affected City Staff and City Council.
- 27. **Per Diems, Expenses.** No standing or special committees or advisory boards or commissions shall receive compensation in the form of per diem for time spent on municipal business. All reasonable, normal and customary expenses incurred by the committee and its members, including meal expenses, shall be borne by the City in accord with the City's Travel & Expense Reimbursement Policy.

The Compensation Commission shall meet in odd numbered years to make recommendations to the City Council regarding Council stipends, per diems, etc. Any modifications approved by the Council as a result of recommendations by the Compensation Commission shall automatically amend this section of the Council Guidelines. See State Statute on this subject.

## **COUNCIL PROCEDURE**

- 28. **Order of Business.** The regular business at all regular meetings of the Council shall be transacted in the following order, unless the Council shall by a vote of at least two-thirds of the members present suspend the rules and change the order:
  - I. Call to Order.
    - a. Pledge of Allegiance.
  - II. Public Hearing(s), if any.
  - III. Citizen Comments on Agenda Related Items.
  - IV. Consent Agenda.
    - 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.
  - V. Approval of Minutes.

- VI. Financial Report.
- VII. Unfinished Business.
- VIII. New Business.
- IX. Notices, Communications, Announcements.
- X. Concerns and Comments.
  - b. Citizens
  - c. Officials and Staff
  - d. Councilmembers
- XI. Adjourn.

29. **Parliamentary Procedure.** The most recent edition of Roberts Rules of Order is adopted as the Council Guidelines of parliamentary procedure for City Council so that meetings are orderly and address the matters before City Council. Specific Council Guidelines shall take precedence over Roberts Rules of Order. Matters of parliamentary procedure not specifically addressed in Council Guidelines, shall generally follow Roberts Rules of Order. The purpose of Roberts Rules of Order is to provide an organized and orderly procedure for addressing business before Council, without elevating form over substance in the conduct of Council meetings.

a. **Precedence of Motions.** When a main motion is before the Council, other motions may not be entertained except 1.) to adjourn, 2.) to recess, 3.) to table, 4.) for the previous question (to limit debate)\*, 5.) to refer to a committee, or 6.) to amend. These motions have precedence in the order indicated. Once made and seconded, each motion shall be put to a vote without debate; except that a motion to amend is debatable.

\* Requires two-thirds vote.

b. When a motion is made and seconded, it shall be restated by the presiding officer before debate. Any member may demand that it be put in writing. A motion may be withdrawn at the request of the mover with the consent of the second in which event the motion shall not be recorded in the minutes and shall not be subject to further action.

c. After a decision on any ordinance, resolution or motion, any member who voted with the majority may move for a reconsideration of the action on the same or the next succeeding meeting; provided however that a motion for reconsideration is out of order if the action earlier authorized has been implemented or partially implemented. A motion for reconsideration does not require a second. If approved, the effect is to place the original action before the Council for further consideration, not to overrule the original decision.

d. A point of order, parliamentary inquiry, personal privilege and similar actions do not require a second and are subject to a ruling by the presiding officer which may be appealed to the Council.

**MISCELLANEOUS**

30. **Depositories, Official Publication.** At the first regular meeting of the City Council at the beginning of each fiscal year, the City Council shall take action to designate depositories for municipal funds. The official publication named by the City shall be the Manistee News Advocate, unless there is more than one newspaper publication located in Manistee. All official notices and communications of the City will be published therein. This provision shall not preclude publication in other newspapers, as appropriate.

31. **Complaints.** The procedure for complaints shall be:

- a. All complaints involving municipal policies shall be referred to the City Council for appropriate action and, except in the most unusual cases, such action shall be preceded by a report and recommendation of the City Manager who shall have had ample opportunity and time in which to investigate and render a report.
- b. All complaints involving charges of unfair, improper or inadequate hearings before advisory boards and commissions or Council committees shall be referred immediately to the particular board or commission concerned for a rehearing provided however that such referral shall be accompanied by a written statement from the person complaining of such improper hearing which statement shall delineate the specific charges in order that the board or commission concerned may be able to take appropriate action.
- c. All complaints with the respect to the management of the City shall be referred to the City Manager for necessary or appropriate action. A copy of written complaints will be forwarded to the City Council for information. In the case of those complaints against the management of the City wherein the Council desires further information, then the City Manager when so requested by a majority of the Council shall be given adequate time in which to make the necessary investigation and report to the City Council.
- d. Questions, comments or concerns regarding municipal services shall be conveyed to the City Manager or appropriate department during regular business hours and shall not be raised at Council meetings unless the City Manager has failed to adequately respond to the issue following a reasonable opportunity to address same.

32. **Administration.** In accordance with Section 2-10 and Section 5 of the Charter, the City Manager is responsible for the administrative affairs of the City including the appointment, discipline and removal of employees except as otherwise noted in the Charter. The Manager shall supervise and control the administrative affairs of the City and all departments thereof. Members of the Council shall not individually provide direction to City employees or departments, nor make inquiry thereof except through the office of the City Manager. This Section in no way limits the Council from fully and freely discussing its views with the City Manager pertaining to the appointment, discipline or removal of employees; nor limit the Council's ability to initiate investigations into municipal affairs in accordance with Section 13-10 of the Charter.

This Section shall not limit individual Councilmembers' ability to make requests for services from departments, nor convey a request for services to a department by a constituent as would be available to a citizen at large.

33. **Separability.** Any part of these Guidelines which shall conflict with any state or federal law now or in the future, or the Charter of the City of Manistee, or any ordinance of the City duly adopted now or in the future shall be null and void but only to the extent of the conflict. All other parts shall continue in full force and effect.

34. **Amendments.** These Guidelines may be amended by the City Council at the annual Organizational Meeting of the Council by majority vote. These Guidelines may be amended by the City Council at any other regular or special meeting of the City Council, by a majority of the members elect.

ADOPTED: March 16, 1993  
AMENDED: December 17, 1996  
AMENDED: November 9, 1999

AMENDED: November 15, 1994  
AMENDED: November 12, 1997  
AMENDED: December 5, 2000

AMENDED: January 16, 2001  
AMENDED: November 15, 2005  
AMENDED: November 13, 2007  
AMENDED: February 2, 2010  
AMENDED: December 15, 2015

AMENDED: November 12, 2003  
AMENDED: November 21, 2006  
AMENDED: November 10, 2009  
AMENDED: November 20, 2012

**COUNCIL COMMITTEES**

*The following committees have traditionally been filled on an annual basis at the Organizational Meeting with appointment by the Mayor.*

**ALTERNATIVES FOR AREA YOUTH**

Jim Smith

**OIL & GAS INVESTMENT BOARD**

Colleen Kenny  
Eric Gustad (term exp. 12/16)  
Edward Bradford (term exp. 12/16)

**AUDITING COMMITTEE**

Colleen Kenny  
Robert Goodspeed  
~~Ed Cote~~

**ORDINANCE COMMITTEE**

Eric Gustad  
Mark Wittlieff  
Roger Zielinski

**LOCAL REVENUE SHARING BOARD**

Colleen Kenny

**PERSONNEL COMMITTEE**

Appointed by Manager/Charter 5-6  
Colleen Kenny  
Eric Gustad  
Mark Wittlieff

**MRA BOARD**

Roger Zielinski

**UTILITIES COMMITTEE**

~~Ed Cote~~  
Eric Gustad  
Jim Smith

**911 BOARD AUTHORITY**

Robert Goodspeed



**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: Thad Taylor, City Manager  
From: Chief David Bachman *DB*  
Re: Agenda Item: Exhaust Management Project  
Fire Department

Sir;

Earlier this year the City received a federal grant in the amount of \$47,620 to purchase and install an exhaust management system for city fire.

Because we use both gas and diesel products in the building we determined through research that our best option would be to use two separate and independent systems.

For the diesel vehicles we chose a system that actually goes on the vehicle exhaust and reduces in house emissions to zero. For the gasoline vehicle and for when we run our gasoline tools like the exhaust fans, saws and other small engines in the building we opted for an overhead exhaust system that will capture and remove all exhaust from the building.

We jumped through all the federal requirements including a historic building and neighborhood review. When we got the green light to proceed we sent the bid packages out to several companies who we knew could sell and install the requested items. We asked for a two part bid, phase one was for the diesel vehicles and phase two is for the gasoline vehicles and small engines.

We received three bid packages back, all bid phase two and only one bid phase one.

The bids were as follows:

Phase One: Ward Diesel, \$36,165.24 ONLY BID and Low Bid

Phase two: Clean Air Concepts 2 units \$13,782

Airvac 4 units \$18,745

We are asking council to approve the bids from Ward Diesel and Clean Air Concept.

Total project cost: \$49,947.24

Federal Grant: \$47,620

Local Match: 5% = 2,381

There are funds in the FD budget to cover the match. Our original budget anticipated sending the Deputy Chief to the police academy. Although budgeted, I was informed by the Interim Manager to put that project on hold. The \$5,000 budgeted for that project was then held as matching funds for this grant.

Complete bid packages are available on the server for anyone to review. They can be viewed on the shared files Father (S) common. They are located in a folder marked fire department bid package.

Db

A handwritten signature in black ink, appearing to read "D. B. Blum". The signature is written in a cursive style with a large initial "D" and "B".



**BID TABULATION**

PROJECT: Exhaust Emission Removal

BID DATE: 12/1/15 10:00 Am

CONTRACTOR NAME	BID BOND	INSURANCE	BASE BID	ALT. NO.	ALT. NO	ALT. NO	COMMENTS
Clean Air Concepts	Phase II		\$ 13,782.00	(2)			Subtract \$3182 if only one needed
Ward Diesel	Phase I		\$ 36,165.24				
Airvac	Phase II		\$ 18,745.00	(3)			

DEPARTMENT ORIGINATION: FIRE DEPT

SIGNATURES: Michelle Wright City Clerk  
Heath Dooling Deputy Chief  
[Signature] Captain

**WARD** DIESEL FILTER



Quotation

**Ward Diesel Filter Systems**

1580 Lake Street  
Elmira, NY 14901  
Phone: 800-845-4665  
Fax: 607-739-7092

**Date:** November 10, 2015  
**Quotation #:** 10517R1

**To:** Manistee Fire Department  
281 First Street  
Manistee, MI 49660

*Quotation valid until:* February 8, 2016  
*Prepared by:* KT

Attention: Michelle Wright

Quantity	Description	Per Unit Price	Total Price
4	NO SMOKE diesel exhaust removal systems, installed, excluding taxes  <u>Warranty:</u> One (1) year. <u>End User:</u> Manistee Fire Department <u>Installation Site:</u> Manistee Fire Department, Manistee, MI <u>Terms:</u> Net upon completion <u>Notes:</u> Proposal does not include bid and/or performance bond cost. If paying with a credit card there will be an additional 5% charge	\$9,041.31	\$36,165.24
<b>TOTAL</b>			\$36,165.24

Mike Tolmer  
Sales Representative

kt

1580 Lake Street  
Elmira, NY 14901  
Phone: 800-845-4665  
Fax: 607-739-7092  
www.warddiesel.com

**WARD DIESEL FILTER SYSTEMS**

---

November 10, 2015

Manistee Fire Department  
281 First Street  
Manistee, MI 49660

Attn: Michelle Wright, Clerk

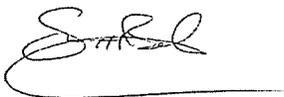
Dear Ms. Wright,

Ward Diesel Filter is the "sole manufacturer" and "sole distributor" of the "PATENTED" "NO SMOKE" diesel filtration system granted by the United States Government pursuant to Patent Number 4,803,838. No other company or individual has been licensed to manufacture or market an identical or similar system. Installation of the system(s) is completed by Ward Diesel service technician(s) on all new installations at the manufacturer facilities. As a retrofit assembly, the installation is completed at the fire department.

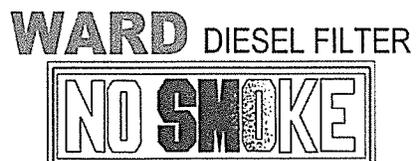
If you have any additional questions, do not hesitate to contact me.

Very truly yours,

WARD DIESEL FILTER SYSTEMS



Scott H. Beecher  
President



gb

# MagneGrip Group

11449 Deerfield Road • Cincinnati, OH 45242 • 513-489-4440 • 800-875-5440 • Fax: 513-247-2502  
www.magnegrip.com • email: info@magnegrip.com

**DATE:** November 25, 2015

**PROPOSAL FOR:** City of Manistee  
70 Maple Street  
Manistee, MI 49660

**PROJECT SCOPE:** Clean Air Concepts will provide and install an Automatic AirHAWK 2000 Air Purification System for the removal of vehicle exhaust.

**EQUIPMENT, MATERIAL & LABOR PRICE:**

- (2) 600131-01 AirHAWK Model 2000 Media Air Filtration Units
  - 16 gauge Cabinet
  - 4" Pleated Pre-filter MERV 7
  - MERV 16 Primary Filter
  - Gas Phase Filter – Blended
  - ¾ horsepower motor wired for single phase 220V
- (1) 600701-01 Electric Photo Eye Assembly
- (1) 600750-01 Magnetic Door Contact Sensors
- (2) 600500-19 Additional MERV 11 Pre-Filters
- (1) 600626-01 1-6 Unit, NEMA 4, UL Listed Automated, Low Voltage Control Panel
- (All) Labor needed to install above System

**SYSTEM PRICE.....\$13,782.00**

**OPTIONS:**

**DEDUCT IF ONLY ONE AIRHAWK 2000 IS REQUIRED.....\$3,182.00**

Your Total Solution for Exhaust Removal & Air Purification



96

# MagneGrip Group

11449 Deerfield Road • Cincinnati, OH 45242 • 513-489-4440 • 800-875-5440 • Fax: 513-247-2502  
www.magnegrip.com • email: info@magnegrip.com

## TERMS:

- < Does Not Include any Permits, Licenses, Taxes or Fees
- < Includes Electric Subject to Available Supply
- < Net Due Upon Receipt of Invoice

## SUBMITTED BY:

CLEAN AIR CONCEPTS

  
Edward Rossman, President

Nov 25, 2015  
Date

## ACCEPTED BY:

\_\_\_\_\_

\_\_\_\_\_ Title

\_\_\_\_\_ Date

Your Total Solution for Exhaust Removal & Air Purification



96



air vacuum corporation

The World Leader In Engine Exhaust Removal Systems for the Fire and EMS Industry

**BID PROPOSAL – AIRVAC 911® ENGINE EXHAUST REMOVAL SYSTEM**

THE SALE OF "AIR VAC-911"®, ENGINE EXHAUST AIR FILTRATION SYSTEM, BY AIR VACUUM CORPORATION OF DOVER N.H., FOR REMOVAL OF HAZARDOUS EMISSIONS FROM FIRE, RESCUE, TRUCKING, AND OTHER HEAVY EQUIPMENT FLOOR AREAS.

November 20, 2015

City of Manistee-Fire Station Exhaust Bid  
Michelle Wright, Clerk  
70 Maple St  
Manistee, MI 49660

DESCRIPTION	QUANTITY	UNIT COST	TOTALS
AIR VAC-911 EXHAUST REMOVAL SYSTEM - Single Ph. 115V	3	\$3,399.00	\$10,197.00
AIR VAC-911 FILTER PACK (4-Stage Filter Pack, "Main Filters")	3	\$375.00	\$1,125.00
AIR VAC-911 FILTER GAUGE (Min. one per building section)	3	\$115.00	\$345.00
UL 508A CERTIFIED CONTROL PANEL - AVEC-4C	1	\$999.00	\$999.00
ACTIVATION PACKAGE - PB30TK 200' PHOTO EYE (set) & N505AUTM/STX01 TRACK MOUNTED DOOR SWITCH	1	\$235.00	\$235.00
	4	\$42.00	\$168.00
VIBRATION MOUNTS	3	\$185.00	\$555.00
PREFILTERS (12 Per Box/Case)	12	\$8.00	\$96.00
*ESTIMATED INSTALLATION "TURN-KEY" & DELIVERED	3	\$1,675.00	\$5,025.00
**Non-Schedule Item"			<b>\$18,745.00</b>

The AIRVAC 911® System is Provided With a FIVE YEAR WARRANTY On ALL Components (excluding consumable filters)

- ◆ **FREIGHT: FOB Origin,** ◆ **TERMS: 1/2 Payment with the order & final payment prior to release..** ◆ **Lead-Time 8 to 10 weeks.** ◆ Buyer is responsible for all permit fees, State/local licensing fees and applicable taxes related to the purchase of product, shipping and installation or must provide all necessary tax-exempt certificates; state, local and/or county to Air Vacuum Corporation.
- ◆ Please contact your sales rep for installation information and pricing. ◆ Governmental Purchases please consult your sales rep for GSA price list. Pricing valid for 90 days



Contract Holder



Made in USA



GS-07F-0437M MEETS 2013 EDITION NFPA 1500 9-1.5, OSHA, NIOSH, FEMA & MORE

Handwritten initials



**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  
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WASTEWATER PLANT  
15 Ninth St.  
231.723.1553

Memo To: Thad Taylor, City Manager  
From: Chief David Bachman   
Re: Agenda Item, Hazard Mitigation Plan  
*12.2.15*

Sir;

The emergency management coordinator for the county, Lt. Ken Falk has been working on a Hazard Mitigation Plan for several months. He has worked with a wide variety of groups including the State Police emergency management, forest service, the Manistee fire fighters association and other units of government to collect the info and create the plan. Deputy Chief Darling and I represented the City and provided the local information.

The plan has been reviewed and adopted by the County as the official Hazard Mitigation Plan for the county. The next step is for the city and townships to adopt it as well. The primary purpose for us adopting the plan is twofold. First we buy into the overall plan and use it in case we experience a natural disaster that destroys property and infrastructure. We experienced such an event several years ago and worked with FEMA to remediate and collect federal funding. The second part is our ability to receive federal funding in the event of a disaster. Without adopting this plan the City would be last in line or not in line at all to collect federal disaster dollars in the event of a catastrophic event. By adopting this plan we become eligible for federal disaster funding through the county.

It is my recommendation that the City Council take action to adopt the plan. The county requires a copy of a resolution for their file.

I have taken the liberty of drafting a resolution for consideration. In addition, I have printed a single copy of the 45 page plan. I have saved an electronic copy in PDF form on the server. It can be obtained on the shared files drive (fatherS) under the folder common, titled Hazard Mitigation plan. Any council member or staff member has access to that drive and can view the file electronically from there if desired.

DB

12.2.15

Db



**RESOLUTION**

**2015 Manistee County Natural Hazard Mitigation Plan**

**WHEREAS**, The City of Manistee Michigan, has experienced risks that may damage commercial, residential and public properties, displace citizens and businesses, close streets and impair infrastructure, and present general public health and safety concerns; and

**WHEREAS**, Manistee County has prepared a Natural Hazard Mitigation Plan that outlines the communities options to reduce damages and impacts from natural and technological hazards; and

**WHEREAS**, the 2015 Manistee County Natural Hazard Mitigation Plan has been reviewed by community residents, business owners, and federal state and local agencies, and has been revised where appropriate to reflect their concerns:

**NOW, THEREFORE BE IT RESOLVED THAT:**

The 2015 Manistee County Natural Hazard Mitigation Plan is hereby adopted as an official plan of the City of Manistee,

**FURTHER SAYETH NOT THIS RESOLUTION.**

\_\_\_\_\_  
Colleen Kenny, Mayor

\_\_\_\_\_  
Dated

ATTEST:

\_\_\_\_\_  
Michelle Wright MMC/CPFA, MiCPT Dated  
City Clerk/Deputy Treasurer

# Manistee County Michigan

## Natural Hazards Mitigation Plan



2015

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## I. ACKNOWLEDGEMENTS

This plan is the culmination of our interdisciplinary and interagency planning effort that required the assistance and expertise of numerous agencies, organizations, and individuals. Without the technical assistance and contributions of time and ideas of these agencies, organizations, and individuals, this plan could not have been completed.

Each jurisdiction within Manistee County is a continuing participant in the update of the Plan. The following is a list of key contributors who were instrumental in the development of the Manistee County Natural Hazards Mitigation Plan:

**Manistee County Emergency Management Coordinator**  
Ken Falk

**Manistee County Administrator**  
Tom Kaminski

**Manistee County 911 Services**  
Jim Espvik

**Manistee County Information Technician**  
Gordon Mclellan

**Manistee County Local Planning Team**

**Manistee County Planning**  
Rob Carson

**Manistee County Road Commission**  
Mark Sohlden

**Manistee County Sheriff**  
Dale Kowalkowski

**Little River Band of Ottawa Indians**  
Frank Beaver

### Others

- American Red Cross
- Bear Lake Fire Department
- District Health Department #10
- Manistee County Conservation District
- Manistee County Firefighters Association
- Manistee Fire Department
- Manistee Township Fire Department
- Michigan Department of Natural Resources
- Michigan State University Extension
- Morton
- Packaging Corporation of America
- Pleasanton Township
- West Shore Medical Center
- Department of Human Services
- 211
- Central Wellness

## II. FEMA Letter of Approval



U.S. Department of Homeland Security  
Region V  
536 S. Clark St., 6th Floor  
Chicago, IL 60605-1509



# FEMA

JUL 06 2015

Mr. Matt Schnepf  
State Hazard Mitigation Officer  
Michigan State Police  
Emergency Management and Homeland Security Division  
4000 Collins Rd  
Lansing, MI 48910

Dear Mr. Schnepf:

Thank you for submitting the adoption documentation for the Manistee County Hazard Mitigation Plan. The plan was reviewed based on the local plan criteria contained in 44 CFR Part 201, as authorized by the Disaster Mitigation Act of 2000. Manistee County met the required criteria for a multi-jurisdiction hazard mitigation plan and the plan is now approved for the County. Please submit the adoption resolutions for any remaining jurisdictions who participated in the planning process.

The approval of this plan ensures continued availability of the full complement of Hazard Mitigation Assistance (HMA) Grants. All requests for funding, however, will be evaluated individually according to the specific eligibility and other requirements of the particular program under which the application is submitted.

We encourage Manistee County to follow the plan's schedule for monitoring and updating the plan, and continue their efforts to implement the mitigation measures. The expiration date of the Manistee County Plan is five years from the date of this letter. In order to continue project grant eligibility, the plan must be reviewed, revised as appropriate, resubmitted, and approved no later than the plan expiration date.

Please pass on our congratulations to Manistee County for this significant action. If you or the communities have any questions, please contact Kirstin Kuenzi at (312) 408-4460 or [Kirstin.Kuenzi@fema.dhs.gov](mailto:Kirstin.Kuenzi@fema.dhs.gov).

Sincerely,

Christine Stack, Director  
Mitigation Division

[www.fema.gov](http://www.fema.gov)

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### III. PREFACE

Hazard mitigation is any action taken before, during, or after a disaster to permanently eliminate or reduce the long-term risk to human life and property from natural and technological hazards. This procedure is an essential element of emergency management, along with preparedness, response, and recovery. Emergency management includes four phases: a community prepares for a disaster; responds when it occurs; and then there is a transition into the recovery process, during which mitigation measures are evaluated and adopted. The evaluation improves the preparedness posture of the County for the next incident, and so on. When successful, mitigation will lessen the impacts of natural hazards to such a degree that succeeding incidents will remain incidents and not become disasters.

The mission of the Manistee County Natural Hazard Mitigation Plan is to permanently eliminate or reduce long-term risks to people and property from natural hazards so that county assets such as transportation, infrastructure, commerce, and tourism can be sustained and strengthened. This can be accomplished through collaborative efforts/activities amongst agencies within Manistee County.

Mitigation allows repairs and reconstruction to be completed after an incident occurs in such a way that does not just restore the damaged property as quickly as possible to pre-disaster conditions. This process is needed to ensure that such cycles are broken, that post-disaster repairs and reconstruction take place after damages are analyzed, and that sounder, less vulnerable conditions are produced. Through a combination of regulatory, administrative, and engineering approaches, losses can be limited by reducing susceptibility to damage.

Recognizing the importance of reducing community vulnerability to natural hazards, Manistee County is actively addressing the issue through the development and implementation of this plan. The many benefits to be realized from this effort are:



This process will help ensure that Manistee County remains a vibrant, safe, enjoyable place in which to live, raise a family, preserve the local industrial and economic base, and maintain a tourist base.

**IV. EXECUTIVE SUMMARY**

In 2000, the Disaster Mitigation Act shifted the Federal Emergency Management Agency’s (FEMA) scope of work to promoting and supporting prevention, or what is called hazard mitigation planning. FEMA now requires government entities to have natural hazards mitigation plans in place as a condition for receiving grant money, such as hazard mitigation grant program funds, in the future.

To meet this requirement, the Michigan State Police provided funding to encourage regional cooperation in the development of individual county Natural Hazards Mitigation Plans. The **Northwest Michigan Hazard Mitigation Planning Project update** was coordinated by the Northwest Michigan Council of Governments (NWMCOG) with Leelanau County being the Fiduciary. The update included Antrim, Kalkaska, Missaukee, Wexford, Grand Traverse, Leelanau, Benzie, and Manistee counties. NWMCOG worked with the Task Forces to update plans for these counties, which includes a general community profile, a comprehensive inventory of existing hazards, a hazard analysis, goals and objectives, and feasible mitigation strategies to address the prioritized hazards.

The Manistee County Natural Hazards Mitigation Plan focuses on natural hazards such as drought, wildfires, flooding, shoreline erosion, thunderstorms and high winds, and severe winter weather, earthquakes and subsidence and was created to protect the health, safety, and economic interests of the residents and businesses by reducing the impacts of natural hazards through planning, awareness, and implementation. Through this Plan, a broad perspective was taken in examining multiple natural hazards mitigation activities and opportunities in Manistee County. Each natural hazard was analyzed from a historical perspective, evaluated for potential risk, and considered for possible mitigative action.

The Plan serves as the foundation for natural hazard mitigation activities and actions within Manistee County, and will be a resource for building coordination and cooperation within the community for local control of future mitigation and community preparedness around the following:

*Table 1: Planning Goals for Manistee County*

Natural Hazards Mitigation Planning Goals for Manistee County
<b>Goal 1:</b> Increase local participation, strategies, and initiatives in natural hazards mitigation
<b>Goal 2:</b> Integrate natural hazards mitigation considerations into the County’s comprehensive planning process
<b>Goal 3:</b> Utilize available resources and apply for others for natural hazards mitigation projects
<b>Goal 4:</b> Develop and complete natural hazards mitigation projects in a timely manner

Table 2: Priority Areas for Manistee County

Natural Hazards Mitigation Priority Areas	
<b>Priority Area 1:</b> Flood prevention and dam infrastructure - Countywide affecting localized areas	
Mitigation Strategies:	<b>Flood</b>
<b>Priority Area 2:</b> Potential wildfire concerns - Countywide	
Mitigation Strategies:	<b>Wildfire</b>
<b>Priority Area 3:</b> Severe Winter Weather (Heavy snow, Extreme temperatures) - Countywide	
Mitigation Strategies:	<b>Snow and Ice</b>
<b>Priority Area 4:</b> Lake Michigan Coastal Erosion Areas – Coastal communities	
Mitigation Strategies:	<b>Landslide and Debris Flow</b>

Table 3: Mitigation Strategies for Manistee County

Frequent Natural Hazard	Mitigation Strategies
Wildfire	
	<ul style="list-style-type: none"> <li>• Develop new building and zoning codes such as a cleared buffer space between houses/structures; defensible space</li> <li>• Fuel management, diversity and native vegetation</li> <li>• Homeowner property maintenance</li> <li>• Public education, awareness, and alertness</li> <li>• Building code enforcement for new construction</li> </ul>
Snow and Ice	
	<ul style="list-style-type: none"> <li>• Public education – suggested elderly services for 2-3 day storms; utilize Manistee County Road Commission video regarding travel plans, kits, and stranded car issues</li> <li>• Building code enforcement for new construction, especially pole barns – for Manistee County the load is 60 lbs. per sq. ft.</li> </ul>
Flood	
	<ul style="list-style-type: none"> <li>• Examine and review historic drainage districts; analyze purpose and need, existing use, land uses within districts, current habitat and ecological importance, notify residents and municipalities of district boundaries, and formulate recommendations for each individual district.</li> <li>• Regular inspections of dams</li> <li>• Acquisition of flood areas</li> <li>• Enforcement of state, county, and township ordinances</li> <li>• Enforcement of building and zoning codes</li> <li>• Public education, especially for fishing areas and campgrounds</li> </ul>
Erosion	
	<ul style="list-style-type: none"> <li>• Complete soil erosion control ordinance and enforcement of permits</li> <li>• Enforcement of the grading levels no more than 10%</li> <li>• Placement of vegetation and utilizing native vegetation</li> <li>• Sand dune protection</li> <li>• Green belt buffer zones – example: Filer Townships ordinance</li> <li>• Enforcement of building codes</li> <li>• Public Education</li> </ul>
Various	
	<ul style="list-style-type: none"> <li>• Working with the Little River Band of Ottawa Indians, other governmental entities, organizations, businesses, and the public</li> <li>• Incorporating the Plan’s natural hazards mitigation concepts, strategies, and policies into existing elements of Manistee County’s Master Land Use Plan</li> </ul>

## V. PURPOSE OF THE PLAN

In 2000, the Disaster Mitigation Act shifted the Federal Emergency Management Agency's (FEMA) scope of work to promoting and supporting prevention, or what is referred to as hazard mitigation planning. FEMA requires government entities to have natural hazards mitigation plans in place and updated on a 5-year cycle as a condition for receiving grant money related to natural hazard remediation.

The **purpose of the Manistee County Natural Hazards Mitigation Plan** is to find solutions to existing problems; anticipate future problems, prevent wasteful public and private expenditures, protect property values, and allocate land resources. The implementation of the Plan is to prevent injury, loss of life, property damage, breakdown in vital services like transportation and infrastructure, economic slumps, diminished tourist activity, liability issues, and damage to a community's reputation. For Manistee County in the northwest region of the lower peninsula of Michigan, the **planning process** utilized the following steps in the development of the Plan. Emphasis was placed on natural hazards that have had significant impact on the community in the past.

Steps in the Planning Process
Identification of natural hazards and risks
Preparation of draft plan
Identification of natural hazards mitigation goals and objectives for emergency management programs
Selection of evaluation criteria
Selection of mitigation strategies using locally chosen criteria
Public Comment
Completion of the final plan

### What is a Hazard?

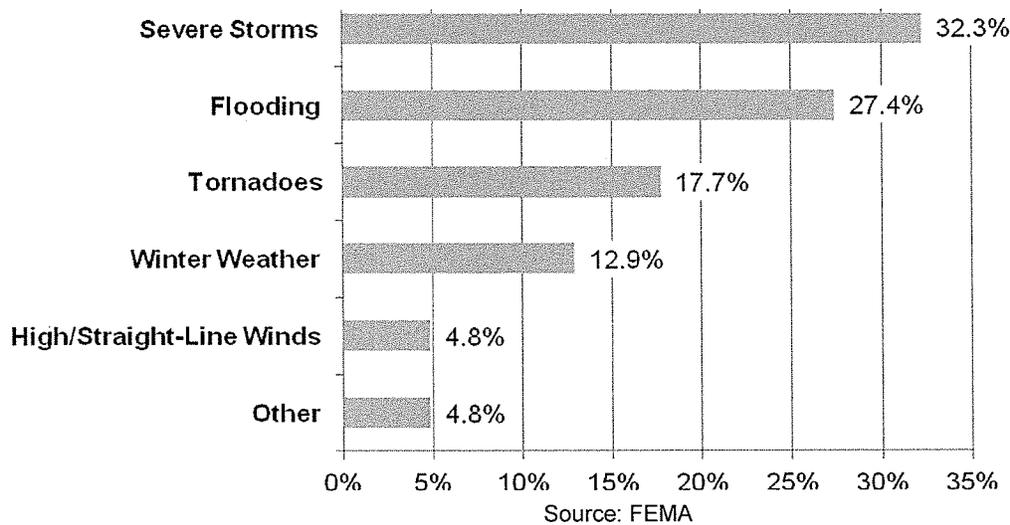
A **hazard** is an event or physical condition that has potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss. This plan focuses on principle natural hazards that occur in the northern lower region (see Page 12). This Plan is intended to be a resource for building coordination and cooperation within a community for local control of future mitigation and community preparedness.

Principle Natural Hazards in Northern Lower Michigan
Severe Storms (Thunderstorms, Winter storms)
High Winds
Tornadoes
Extreme Temperatures
Flooding
Shoreline Hazards
Dam Failures
Drought
Wildfires
Invasive Species
Subsidence

Source: FEMA

**Percent of natural hazard events for all formal disaster declarations in the State of Michigan (1953 – 2014)**

Figure 1: Disaster Declarations for the State of Michigan



**What is Mitigation?**

Mitigation is the sustained action taken to lessen the impact from natural hazards and to work to reduce the long-term risk to human life and property, and their effects. This long-term planning distinguishes mitigation from actions geared primarily to emergency preparedness and short-term recovery. This Plan can be used to lessen the impact, to support and be compatible with community goals, to lay out considerations in choosing and evaluating methods, and to look at the feasibility of mitigation strategies.

## VI. COMMUNITY PROFILE

Manistee County is rich in history and natural beauty. The county seat, the City of Manistee is a Victorian Port City, with many Victorian buildings and homes called "Painted Ladies". This city is located on Lake Michigan, Manistee Lake, and the winding Manistee River. The economic base of the County is a mixture of industry, agriculture, and tourism. Throughout the county there is also the U.S. National Forest area, excellent recreational facilities, sport fishing, lakes, rivers, and museums. Many interesting villages and townships are also located in the County including Kaleva, Onekama, Arcadia, Bear Lake, Wellston, Copemish, and Brethren. There has not been any major infrastructure development, nor major hazard mitigation efforts, in the county since the last adoption of the Plan in 2007.

The following community data located is provided to describe Manistee County for planning and implementing the mitigation strategies.

Table 4: Geographic features for Manistee County

Feature	Measure	Percentage
Area in Water	9,600 acres	2.6%
Forest Lands	235,300 acres	64.9%
Wetlands	73,503 acres	20.3%
Farmland	44,298 acres	12.2%
Operating Farms	324	NA
Miles of Great Lakes shoreline	25 miles	NA

Source: US Agricultural Census, 2012; County Data

The total County population is **24,733**. The projected growth for 2020 is 24,616. The population numbers from the 2010 Census for the **14 Townships, 1 City, and 5 villages** covered by this plan are:

Table 5: Breakdown of Manistee County Population

Township/City/Village	Population	Township/City/Village	Population
Arcadia Township	639	Onekama Township	1,329
Bear Lake Township	1,465	Pleasanton Township	818
Brown Township	747	Springdale Township	781
Cleon Township	763	Stronach Township	821
Dickson Township	993	City of Manistee	6,226
Filer Township	2,325	Village of Bear Lake	286
Manistee Township	4,084	Village of Copemish	194
Maple Grove Township	846	Village of Eastlake	512
Marilla Township	393	Village of Kaleva	470
Norman Township	918	Village of Onekama	411

Source: U.S. Census Bureau, 2008-2012 American Community Survey

- There are approximately 15,686 *Housing Units* in Manistee County with an average household size of 2.2 people per household.
- The number of residents 65 years and over is 20.8% of the population.
- The number of residents 19 years and under is 21.0% of the population.
- 37.9% of residents over 65 have a disability.
- The total number of residents with a disability is 18.7% of the non-institutionalized population.
- The number of residents that have a language barrier or are linguistically isolated is less than 0.5% of the population.
- February 2014 Poverty level:
  - \$19,790 Family of 3
  - \$11,670 Family of 1

Table 6: Poverty Statistics for Manistee County

Poverty	Statistics
Families in poverty	10.0%
Income less than \$15,000	13.8%
Population in poverty	15.3%

Source: U.S. Census Bureau, 2008-2012 American Community Survey

Table 7: Economic Census for Manistee County

Industry Description	Number of Establishments	Number of Employees
All Industrial Codes	569	5,338
Forestry, fishing, hunting, agriculture support	5	NA
Mining	2	NA
Utilities	2	NA
Construction	64	141
Manufacturing	23	765
Wholesale Trade	15	NA
Retail Trade	107	914
Transportation and warehousing	19	NA
Information	7	NA
Finance and insurance	32	168
Real estate, rental and leasing	18	41
Professional, scientific and technical services	39	108
Admin, support, waste mgt, remediation services	25	127
Educational services	3	NA
Health care and social assistance	65	858
Arts, entertainment and recreation	18	43
Accommodation and food services	54	NA
Other services (except public admin)	67	352

Source: US Census Bureau: County Business Patterns 2008-2012

## VII. THE DEVELOPMENT OF THE PLAN

### Data Methodology and Map Development

Manistee County staff identified the critical facilities and infrastructure on the base map and provided updated GIS .shp files for mapping purposes.

Table 8: Critical Facilities and Infrastructure in Manistee County

1	Airport - Blacker
19	Banks
9	Bridges
9	Communication Facilities
2	Dams
3	Emergency Management Services Facilities
12	Fire Stations
20	Government Offices
13	Hazard Materials Sites
1	Hospital
15	Industrial Sites
4	Medical Facilities
4	Police Stations
25	Resort/Recreation Areas
11	Schools
9	Utilities
1	Waste Disposal
3	Waste Water Treatment Plants <ul style="list-style-type: none"> <li>• Sewer: 27.5% public sewer</li> <li>• 71.1% individual septic/cesspool</li> <li>• 1.4% other</li> </ul>
7	Water Wells/Towers <ul style="list-style-type: none"> <li>• 27.5% public system or private company</li> <li>• 68.1% individual wells</li> </ul>

Source: Manistee County Data

### Flood Data

Flood hazard information may be obtained from the Flood Insurance Rate Maps (FIRM) available for jurisdictions. In order to delineate potential flood plain areas (seasonal floodplains) for each county, NWMCOG overlaid wetland, soils, and elevation data to determine the most likely flood prone areas. Once overlaid, isolated polygons (areas) were deleted in order to show a more accurate representation of potential flood prone areas along lakes, rivers, and streams. Sources: Temporary/Seasonally Flooded Areas data are from the National Wetland Inventory of the US Fish and Wildlife Service; Hydric soils data are from the county digital soil surveys (were available); and Digital Elevation Model data are from the Center for Geographic Information, Michigan Department of Information Technology.

## Natural Flood Insurance Program (NFIP) participants:

- Onekama Township (19 policies, 2 paid losses for a total of \$50,442 in damages paid, \$3,608,000 in coverage. Joined in 1978)
- Manistee Township (1 policy, 5 paid losses for a total of \$18,636, \$280,000 in coverage. Joined in 1989)
- Arcadia Township (7 policies, 1 paid loss for a total of \$18,954, \$1,570,600 in coverage. Joined in 1986)
- Manistee City (7 policies, 2 paid losses for a total of \$46,309, \$1,136,000 in coverage. Joined in 1987)
- Stronach Township (3 policies, 1 paid loss for a total of \$30,818, \$217,100 in coverage. Joined in 1988)

The official FEMA list of NFIP repetitive loss properties contains one listing that at first appeared to be located in the county, but on closer inspection was suspected to instead be located in a distant part of Michigan, misclassified by a coding error. Since no other properties from Manistee were found on the list, it appears that the county contains no repetitive loss properties

## Fire Data

Modern forest fire data were obtained from the USDA forest service and the Departments of Natural Resources in Minnesota, Wisconsin, and Michigan. Fire regimes data (fire prone areas) were provided by the USDA Forest Service, North Central Research Station in Wisconsin. Land type associations, and historical and modern fire rotations were used to identify the fire prone areas.

**Tornadoes** National Weather Service

**Damaging Winds** - National Weather Service

**Large Hail** - National Weather Service

**Winter Weather** - National Weather Service

## Landslide/Erosion

Shoreline erosion and landslide incident zones delineated by the US Geological Service. Digital Elevation Model data from the Center for Geographic Information, Michigan Department of Information Technology.

**Other hazards** such as earthquakes and subsidence were considered but are not substantial risks in Manistee County.

## Natural Hazard Recorded Events

Data for weather events was compiled from the National Oceanic and Atmospheric Administration's (NOAA) website utilizing the following sections:

- Weather/Climate Events, Information, Assessments
- Climatology and Extreme Events
- NOAA Storm Event Database; 1950 to present, local storm reports, damage reports, events checked for Manistee County included: Drought (Drought) Flood (Flash Flood, Flood, Lakeshore Flood), Hail (Hail), Extreme Winter Weather (Blizzard, Extreme Cold/Wind Chill, Freezing Fog, Frost/Freeze, Heavy Snow, Ice Storm, Lake-effect Snow, Sleet, Winter Storm, Winter Weather), Tornado (Tornado, Funnel Cloud), Thunderstorm and High Wind (Heavy Rain, High Wind, Lightning, Strong Wind, Thunderstorm Wind), Wildfire (Wildfire)

The following list includes the frequency, dates, and descriptions of the most severe natural hazard events that have occurred within Manistee County, according to the NOAA Storm Event Database; January 1950 – August 2014. *Extreme Winter Weather* includes events with ice covering, property damage, and/or up to/over 12 in. of snow. *Severe Thunderstorm* include 50 knot winds + and property damage figures.

**Flooding/Flash Flood: 11 events**

Table 9: Flood Events for Manistee County

Month	Year	Location	Effect	Damage
January	1993	County/Region	NA	\$5000
April	1993	County/Region	NA	\$5,000,000
May	2000	Manistee	6 in. water covered city streets	NA
April	2001	Countywide	Runoff from snow and rain along Manistee River	NA
May	2001	South Portion	High water on Manistee River into yards	NA
July	2005	Manistee	4.35 in. rain in 2.5 hours, flash flooding	\$500,000
June	2008	Oak Hill	Flash flood, soil erosion, asphalt and road signs washed into Lake Michigan, homes damaged	\$970,000
June	2008*	Harlan	Heavy flooding along Manistee River	NA
May	2011	Manistee	Flash flood, significant street flooding, homes damaged	\$40,000
May	2011	Wellston	Flash flood, roads closed	\$10,000
April	2014	Countywide	Riverine flooding	NA

**Hail: 22 events**

Table 10: Hail Events for Manistee County

Month	Year	Location	Effect	Damage
July	1973	Countywide	1.75 in.	NA
June	1985	Countywide	0.75 in.	NA
August	1998	Onekama	1.75 in.	NA
September	1998	Bear Lake	2.00 in.	\$35,000 (crop)
September	1998	Wellston	1.25 in.	NA
October	1999	Bear Lake	0.75 in.	NA
October	1999	Wellston	0.75 in.	NA
August	2000	Manistee	0.88 in.	NA
April	2003	Wellston	1.00 in.	NA
July	2003	Bear Lake	0.88 in.	NA
July	2005	Manistee	0.88 in.	NA
September	2005	Copemish	0.75 in.	NA
October	2006	Manistee	0.75 in.	NA
June	2008	Springdale	1.0 in.	NA
June	2008	Kaleva	0.75 in.	NA
June	2008	Wellston	0.75 in.	NA

## Hail (continued)

May	2011	Norwalk	0.75 in.	NA
May	2011	Wellston	1.25 in.	NA
May	2011	Manistee	1.50 in.	NA
May	2012	Manistee	1.00 in.	NA
May	2012	Wellston	0.75 in.	NA

## Extreme Winter Weather: 81 events

Table 11: Winter Weather Events for Manistee County

Month	Year	Location	Effect	Damage	Event
April	1993	County/Region	NA	\$50,000	
January	1994	Statewide	NA	\$5,000,000	Heavy Snow/Freezing Rain
January	1997	Countywide	8-12 in. snow	NA	Blizzard
March	1998	County/Region	8-12 in. snow/ gusts to 45 mph	NA	Blizzard
December	1998	County/Region	6-12 in. snow	NA	
January	1999	County/Region	10-18 in. snow	NA	Blizzard
January	1999	Countywide	6-12 in. snow	NA	
February	2001	Countywide	Trees and power lines down	NA	Ice Storm
March	2002	County/Region	10-16 in. snow, tree limbs and power lines down	NA	
January	2004	Countywide	6-12 in. snow	NA	
January	2005	County/Region	10-12 in. snow	NA	
January	2006	Countywide	8-12 in. snow	NA	
December	2006	Manistee	17 in. snow	NA	
February	2007	Countywide	- 20 to -30 wind chills	NA	Extreme Temp
December	2008	Countywide	16-23 in. snow	NA	
December	2010	County/Region	6-12 in. snow	NA	
February	2011	Countywide	6-12 in. snow	NA	
March	2012	County/Region	6-14 in. snow, trees and power lines down	NA	
April	2012	County/Region	90-100% crop loss	\$10,000,000 (crop)	Killing Freeze
December	2012	Countywide	NA	NA	
January	2014	County/Region	-30 wind chills/12-16 in. snow	NA	Extreme Temp
February	2014	County/Region	40-45 mph gusts/ -15 to -20 wind chills	NA	Extreme Temp

## Severe Thunderstorm, High Wind: 47 events

Table 12: Storm Events for Manistee County

Month	Year	Location	Effect	Damage
March	1966	Countywide	55 knot winds	NA
June	1997	Wellston	52 knot winds/ trees down	NA
July	1999	Manistee	50 knot winds/ trees down	NA
May	2000	Manistee	75 knot winds/ sever gusts	NA
July	2000	Bear Lake	50 knot winds/trees and power lines down	NA
August	2001	Parkdale	55 knot winds	NA
October	2001	County/Region	50 knot winds/trees and power lines down/power outages 20,000+	NA
April	2002	Manistee	50 knot winds/trees and power lines down	NA
July	2002	Manistee	50 knot winds/trees and power lines down	NA
October	2002	Manistee	50 knot winds/trees and power lines down	NA
August	2003	Manistee	50 knot winds/tree down	NA
November	2003	County/Region	68 knot winds	\$155,000
July	2005	Wellston	52 knot winds/trees down	\$2,000
September	2005	Manistee	55 knot winds/trees and power lines down	\$6,000
November	2005	Countywide	55 knot winds/trees down/roof damage	\$20,000
October	2006	Bear Lake	50 knot winds/power lines down	\$1,000
October	2006	Manistee	65 knot winds/trees down/vehicle and structure damage/Manistee Natural Golf Course damaged	\$50,000
June	2007	County/Region	42 knot winds/trees and power lines down	\$5,000
June	2007	Manistee	55 knot winds/trees and power lines down/vehicle damage	\$16,000
June	2007	Wellston	56 knot winds/62 mph gusts/tree down	\$2,500
October	2007	County/Region	43 knot winds/trees and power lines down/vehicle damage	\$40,000
October	2007	Wellston	54 knot winds/trees down	\$4,000
April	2008	Countywide	54 knot winds/trees down	\$6,000
April	2008	High Point	52 knot winds/trees down	\$3,000
June	2008	Manistee	70 knot winds/trees down/structure damage	\$195,000
June	2008	Kaleva	52 knot winds/60 mph gusts	NA
June	2008	Wellston	50 knot winds/trees and limbs down	\$3,000
August	2009	Bear lake	50 knot winds/trees down	\$2,000
October	2010	County/Region	55 knot winds/63 mph gusts/trees and power lines down/structure damage	\$10,000
April	2011	Manistee	69 knot winds/trees down/structure damage	\$120,000
May	2011	Onkama	52 knot winds/trees down/structure damage	\$12,000
September	2011	Manistee	52 knot winds/ Trees and power lines down	\$8,000
May	2012	Manistee	52 knot winds/trees and power lines down	\$10,000
July	2013	Wellston	Trees and power lines down	\$5,000

**Severe Thunderstorm, High Wind (continued)**

August	2013	Manistee	61 knot winds	NA
August	2013	Wildwood	54 knot winds/trees down	\$7,000
August	2013	Wellston	52 knot winds/trees down/vehicle damage	\$12,000

**Tornado: 2 events**

*Table 13: Tornado Events for Manistee County*

Month	Year	Location	Effect	Damage
April	1956*	County	F4/ 19 miles long, 400 yards wide, 2 deaths and 24 injuries	\$250,000
June	2008	Stronach	EF0, 1.04 mi. long, 425 yards wide, 75-85 mph winds/trees and limbs down	\$15,000

\* Governor and Presidential Hazard Declaration

**Wildfires**

The Michigan Hazard Analysis of 2012 identified around 49 wildfires occurred in Manistee County from 1981 to 2010.

**Other Possible Natural Hazard Events**

**Shoreline Erosion**

The Michigan Hazard Analysis of 2006 identifies Manistee County as a High Risk Erosion Area with the Lake Michigan shoreline at risk. The National Climatic Data Center indicates that there have been no lake surf erosion events reported in Manistee County since 1950. While there were Governor’s Disaster Declarations for shoreline problems in the state in 1985 and 1986, these declarations did not include Manistee County. However, a severe storm event caused a wash-out of a City Major arterial street (see Risk Assessment Summary table)

**Storm Surges (Seiches) and Rip Currents**

Weather-related events can also cause lake fluctuations that can last from several hours to several days. For example, windstorms combined with differences in barometric pressure can temporarily tilt the surface of a lake up at one end by as much as eight feet. This phenomenon is called a storm surge or seiche and can drive lake waters inland over large areas, cause weakening and erosion of shoreline areas, make water travel hazardous, and cause flood damages, deaths, and injuries to occur.

A rip current is a strong flow of water returning seaward from the shore. When wind and waves push water towards the shore, the previous backwash is often pushed sideways. This water streams along the shoreline until it finds an exit back to the sea. The resulting rip current is usually narrow and located between sandbars, under piers or along jetties. The current is strongest at the surface, and can dampen incoming waves, leading to the illusion of a particularly calm area. Rip current speeds are typically 1-2 feet per second. However, speeds as high as 8 feet per second have been measured. Rip currents cause approximately 100 deaths annually in the United States, more than all other natural hazards except excessive heat. In the Great Lakes alone, the average over the last six years is 10 drownings per year caused by rip currents. About 80% of rescues by surf beach lifeguards are due to rip currents. According to the National Climatic Data Center, Michigan has experienced at least 17 deaths and 9 injuries caused by rip currents in just the past 10 years.

## **Drought**

In Northern Michigan's forested regions, drought can adversely impact timber production and some tourism and recreational enterprises. This can also cause a drop in income, which impacts other economic sectors. The biggest problem drought presents, however, is the increased threat of wildfire. Many Northern Michigan counties are heavily forested and are therefore highly vulnerable to drought-related wildfire threats. The most extreme drought was in January 1931, when the Palmer index hit a record low of -8.07. Lengthy drought incidents took place in 1895-1896 (17 months), 1898-1899 (8 months), 1899-1901 (21 months), 1901-1902 (15 months), 1908-1911 (37 months), 1913-1914 (11 months), 1914-1915 (10 months), 1919-1920 (8 months), 1920-1922 (17 months), 1925-1926 (17 months), 1929-1931 (28 months), 1935-1936 (20 months), 1955-1956 (13 months), and 1976-1977 (13 months).

## **Pandemics or other Public Health Emergencies**

Naturally occurring pandemics may cause widespread precautions around the world. The District Health Department #10, which includes Manistee County, created a pandemic plan that serves as a template for responding to a large-scale outbreak of influenza and other highly infectious respiratory diseases.

## **Probability of Natural Hazards:**

The probability that a natural hazard such as hail, thunderstorm and high wind, tornadoes, and snow and ice will affect the priority areas in this area of Michigan is a yearly possibility. The magnitude and severity depends on what type of season that is occurring with temperature, moisture in the air, ice cover on the lakes, etc. Also, the severity of an event is connected with the tourist activity number during the year, the pace of developing second homes, an increasing base population in northwest, lower Michigan which in turn creates more development. The events recorded by NOAA show that natural hazard events might be happening more frequently and that the geographic extent of the hazard's impact has remained the same in Manistee County.

The areas where natural hazards overlap in Manistee County can include heavy snow that causes trees and power lines down, and then melting, rain and flooding. Rising water levels with high winds can cause coastal landslides/debris flow/erosion.

## **Manistee County Natural Hazards Task Force and Public Input**

The Manistee County Natural Hazards Task Force comprised of the County's Local Planning Team (LPT) which is a collection of first responders and local, regional, and state public entities that ensure the readiness of County entities by recommending equipment purchases, training and exercises, and public education on preparedness issues. The Task Force meetings were scheduled monthly in 2014, held in various locations throughout the county, and open to the public. Participants analyzed and updated the hazard priority maps, goals & objectives, hazard priority areas, mitigation measures, and the action agenda items.

The general list of hazard priorities and locations of concern was also reviewed and updated by the Task Force:

- Dam failures at Tippy and Hodenpyl that would cause bridge damage
- Wildfires, with the most recent in Pleasanton Township
- Heavy snow concerns for the City of Manistee and county
- Shoreline erosion along the Lake Michigan

The Natural Hazards Priority Areas have not changed since the original plan. However, the task force altered the chronological order of the priority list and placed “Flood prevention” as the top priority, due to proposed programming and immediate implementation of pre-disaster mitigation projects that will address these hazard issues, should funding become available.

### **Top Four Natural Hazards Priority Areas**

**1. Flood prevention and Dam infrastructure Countywide affecting localized areas**

Flood prevention infrastructure may be underperforming in certain Drainage Districts throughout the County due to heavy rains and/or Spring snowmelt.

Dam failure may cause an uncontrollable high volume of water downstream, damaging bridges and other key infrastructure. The Michigan Hazard Analysis of 2012 identifies the Tippy and Hodenpyle Dams as a “high hazard”, meaning there is development downstream in the dam’s “hydraulic shadow.”

Other flooding may involve low-lying areas that collect runoff waters, flaws or shortcomings in existing sewer infrastructure; undersized or poorly designed stormwater control practices, collective effects of land use and development trends, illegal diversion of water, or actions that interfere with system function.

**2. Potential Wildfire Areas throughout the County**

The most fire prone areas are populated with pines and hemlocks mostly located in the southern section of Manistee County. Other factors that increase fire risk include dead or dying Ash trees as a result of disease/invasive species, lightning strikes, and human factors such as the number of persons residing, camping, or traveling through these areas.

**3. Severe Winter Weather (heavy snow, extreme temperatures)**

Manistee County experiences frequent heavy snow events due to its location in a “snow-belt” area. Heavy snow events have the potential of shutting down towns and businesses for a significant period of time. Blowing and drifting snow with blizzard conditions cause driving hazards. Ice damage may occur when high winds push lake water and ice past the shoreline, causing damage to public infrastructure and residential property.

**4. Lake Michigan Coastal Erosion Areas**

Shoreline erosion hazards involve the loss of property as sand or soil is removed by water action and carried away over time. This can cause structures to stand perilously close to waters or bluffs. The foundation of a structure, or underground utility pipes in the area, may become fully exposed and vulnerable to weather, extreme temperatures, water damage, or other sources of risk. Roadways along the shoreline may experience bank erosion which contributes to cracking and overall structural instability (ex: W.12<sup>th</sup> St. in City of Manistee).

**Emergency Warning System Coverage**

The County utilizes a Wireless Emergency Notification System (WENS) where area residents can sign up at no cost for email, text and voice alerts for emergency situations within Manistee County.

Consumers Energy has four (4) emergency warning sirens on the Manistee River to alert the public of impending danger from rapidly rising waters due to an emergency at the Hodenpyl or Tippy Dams. The sirens are activated, accompanied with instructions, during an actual dam emergency.

**Economic Impact Analysis**

The total Damaging Events' Costs recorded since 1950 with the National Oceanic and Atmospheric Administration for Manistee County, the region, and the state are as follows:

*Table 14: Damage Cost by Natural Hazard for Manistee County*

Manistee County	Property Damage Cost	Crop Damage Cost
Drought	NA	NA
Flood	\$1,520,000	NA
Hail	NA	\$35,000
Extreme Winter Weather	\$5,050,000	\$10,000,000
Tornado	\$265,000	NA
Thunderstorm and High Wind	\$589,500	NA
Wildfire	NA	NA

The Manistee County Equalization Department calculated each Priority Area's economic value through the State Equalized Values (SEV) for real and personal property (residential and commercial). The following includes 2010 Census data and 2014 SEV dollar amount times two (estimated fair market values) for each priority area. According to the 2014 Northwest Michigan Season Population Analysis, assume an 18% increase to account for the average seasonal population within the county.

*Table 15: Geographic Economic Value for Manistee County*

Priority Area(s)	Geography	Population	State Equalized Value
	Manistee County	24,733	\$2,718,849,600
1	Manistee, Marilla, Dickson and Brown Townships	11,931	\$505,917,200
4	Lake Michigan Coastal Areas	12,278	\$1,345,213,200

## VIII. NATURAL HAZARDS MITIGATION GOALS AND OBJECTIVES

The mission of the Manistee County Natural Hazards Mitigation Plan is to protect the health and safety of the public and property in the County which includes prevention of injury, loss of life, property damage, breakdown in vital services like transportation and infrastructure, economic slumps, maintain tourist base, and liability issues. This is done by taking action to permanently eliminate or reduce the long-term risks from natural hazards.

Specific goals and objectives have been established based upon the community's natural hazards analysis, as well as input from the Task Force participants and the public through meetings, request for comments on the draft plan, and the presentation of the plan to the Manistee County Planning Commission.

### **Goal 1: Increase local awareness and participation in natural hazards mitigation strategies**

- Encourage cooperation and communication between planning and emergency management officials
- Encourage additional local governmental agencies to participate in the natural hazards mitigation process
- Encourage public and private organizations to participate
- Encourage use of the "Firewise Communities Program" ([www.firewise.org](http://www.firewise.org)) which offers both workshops and web-based interactive training geared toward homeowners, forestry professionals, firefighters and others on a variety of wildfire safety topics.

### **Goal 2: Integrate natural hazards mitigation considerations into the community's comprehensive planning process**

- Enforce and/or incorporate natural hazards mitigation provisions in building code standards, ordinances, and procedures; and into the county's comprehensive master plan
- Incorporate natural hazards mitigation into basic land use regulation mechanisms
- Update or create zoning ordinances to reflect any new building codes, shoreline protection rules, etc.
- Incorporate natural hazard area classifications into standard zoning classifications
- Develop community education and warning systems
- Integrate natural hazards mitigation into the capital improvement planning process so that public infrastructure does not lead to development in natural hazard areas
- Encourage county agencies to review local roads, bridges, dams, and related transportation infrastructure for natural hazards vulnerability

### **Goal 3: Utilize available resources and apply for additional funding for natural hazards mitigation**

- Provide a list of desired community mitigation measures to the State for possible future funding
- Encourage the application for project funding from diverse entities

### **Goal 4: Develop and complete natural hazards mitigation projects in a timely manner**

- Encourage public and business involvement in natural hazards mitigation projects

## IX. IDENTIFICATION AND SELECTION OF MITIGATION STRATEGIES

### Selection of Feasible Mitigation Strategies

A set of evaluation criteria was developed to determine which mitigation strategies were best suited to address the identified problems in Manistee County.

- The measure must be technically feasible.
- The measure must be financially feasible.
- The measure must be environmentally sound and not cause any permanent, significant environmental concerns.
- The measure must be acceptable to those participating in the strategy and/or primarily impacted by the strategy.

By anticipating future problems, the County can reduce potential injury, structure losses, loss of power such as electric and gas, and prevent wasteful public and private expenditures.

### Priority Area 1: Flood prevention and Dam infrastructure affecting localized areas (US-31, Tippy and Hodenpyle Dams)

Flood Mitigation Strategies:

- Examine and review historic drainage districts; analyze purpose and need, existing use, land uses within districts, current habitat and ecological importance, notify residents and municipalities of district boundaries, and formulate recommendations for each individual district.
- Inventory of "significant" frequently flooded areas
- Regular inspections of dams
- Acquisition of flood areas
- Enforcement of state, county, and township ordinances
- Enforcement of building and zoning codes
- Public education especially for fishing areas and campgrounds

### Priority Area 2: Potential Wildfire Areas throughout the County:

Wildfire Mitigation Strategies:

- Incorporate FIREWISE strategies into building codes and community master plans
- Develop new building and zoning codes such as a cleared buffer space between houses/structures; defensible space
- Fuel management, diversity and native vegetation
- Homeowner property maintenance
- Public education, awareness, and alertness
- Building code enforcement on new construction

### Priority Area 3: Severe Winter Weather (heavy snow, extreme temperatures) – Countywide

Snow Load and Ice Build Up Mitigation Strategies:

- Public education – suggested elderly services for 2-3 day storms; utilize Manistee County Road Commission video regarding travel plans, kits, and stranded car issues
- Building code enforcement for new construction

### Priority Area 4: Lake Michigan Coastal Erosion Areas

Landslide and Debris Flow Mitigation Strategies:

- Complete soil erosion control ordinance and enforcement of permits
- Enforcement of the grading levels no more than 10%
- Placement of vegetation and utilizing native vegetation
- Sand dune protection
- Green belt buffer zones (Filer Township's ordinance)
- Enforcement of building codes
- Public Education

## **X. PARTICIPATION IN THE DEVELOPMENT OF THE MANISTEE COUNTY NATURAL HAZARDS MITIGATION PLAN**

The opportunities for review by other governmental entities and the public included the following:

- A Public Notice was published in the Manistee Advocate, no comments were received

### **THE MANISTEE COUNTY**

Emergency Management Department is requesting public comment on the Natural Hazards Mitigation Plan draft for Manistee County. The Plan is available for review at the Manistee County Clerk's Office (415 Third St., Manistee, MI. 49660) and at the Manistee County Sheriff's Office (1525 E. Parkdale Ave., Manistee, MI. 49660). Please send comments to Lt. Kenneth O. Falk by 4:00 pm, January 21st 2015 – Mail: 1525 E. Parkdale Ave., Manistee, MI. 49660. Email: falkk@manisteesheriff.org. Phone: (231)-723-9970.

The mission of the Manistee County Natural Hazard Mitigation Plan is to permanently eliminate or reduce long-term risks to people and property from natural hazards so that county assets such as transportation, infrastructure, commerce and tourism can be sustained and strengthened.

- The Natural Hazards Mitigation Plan was presented to the Manistee County Planning Commission where the meetings are posted in the newspaper and are open to the public.
- The Natural Hazards Mitigation Plan was presented to the Manistee County Board of Commissioners where the meetings are posted in the newspaper and are open to the public.
- During development of the plan, all townships and villages were provided the opportunity to formally comment on plan drafts and other related materials. They were given the opportunity via mailings of both meeting notices and draft copies of the plan for comment. While no jurisdictions (other than the county) provided formal written comments, they did provide county staff (particularly the county emergency manager) with feedback via other informal means. This feedback took the form of phone calls, emails and conversations that occurred at various non-mitigation related meetings throughout the county. This information was provided back to NWMCOG staff by the county staff and used in development of the plan, including the risk assessment and community profile sections.

In addition, the townships and villages have indicated to NWMCOG and the county emergency manager that they will follow the county's lead in identifying mitigation projects and developing grant applications to fund those projects. Land use issues associated with those projects (where applicable) will be handled by each jurisdiction that controls zoning in the project area.

Professional planning services have been provided by a professionally staffed planning department for decades. The planning department works with communities in developing master plans, administering zoning, and facilitating solutions to a myriad of problems. Also a key importance is their use of Geographic Information Systems (GIS). While planning in the County is decentralized, the use of the County Planning Commission and a professional planner provided local master plans and regulatory tools with review and coordination to help achieve some regional consistency. Building permits are issued by the State of Michigan, except in Stronach and Springdale townships where they are handled locally. Electrical, plumbing, and mechanical permits for all townships, except Springdale, are also issued by the state.

The Townships/City/Villages in the priority areas include:

Arcadia Township – Zoning  
Bear Lake Township – Zoning  
Brown Township – Zoning  
Cleon Township – Zoning  
Dickson Township – Zoning  
Filer Township – Zoning  
Manistee Township – Zoning  
Maple Grove Township – Zoning  
Marilla Township – Zoning  
Norman Township – Zoning

Onkama Township – Zoning  
Pleasanton Township – Zoning  
Springdale Township  
Stronach Township – Zoning  
Village of Bear Lake – Zoning  
Village of Copemish – Zoning  
Village of East Lake – Zoning  
Village of Kaleva – Zoning  
Village of Onkama – Zoning  
City of Manistee – Zoning

Table 16: Plan Participation

County/Township/Others	Zoning	Participation
Manistee County	No	Task Force meetings, review of draft plans, approval to submit plan: County Commissioners County Administrator Conservation District Drain Commissioner Emergency Management Coordinator Emergency Management Staff 911 Services Information Technician Local Emergency Planning Committee Equalization Department Planning Commission Planning Department Road Commission Sheriff Department
Arcadia Township	Yes	See last bullet point paragraph, above
Bear Lake Township	Yes	See last bullet point paragraph, above
Brown Township	Yes	See last bullet point paragraph, above
Cleon Township	Yes	See last bullet point paragraph, above
Dickson Township	Yes	See last bullet point paragraph, above
Filer Township	Yes	See last bullet point paragraph, above
Manistee Township	Yes	See last bullet point paragraph, above
Maple Grove Township	Yes	See last bullet point paragraph, above
Marilla Township	Yes	See last bullet point paragraph, above
Norman Township	Yes	See last bullet point paragraph, above
Onekama Township	Yes	See last bullet point paragraph, above
Pleasanton Township	Yes	See last bullet point paragraph, above
Springdale Township	No	See last bullet point paragraph, above
Stronach Township	Yes	See last bullet point paragraph, above
Village of Bear Lake	Yes	See last bullet point paragraph, above
Village of Copemish	Yes	See last bullet point paragraph, above
Village of East Lake	Yes	See last bullet point paragraph, above
Village of Kaleva	Yes	See last bullet point paragraph, above
Village of Onekama	Yes	See last bullet point paragraph, above
City of Manistee	Yes	See last bullet point paragraph, above
Little River Band of Ottawa Indians	N/A	See last bullet point paragraph, above
American Red Cross	N/A	See last bullet point paragraph, above
District Health Department #10 (2)	N/A	See last bullet point paragraph, above

*\*\*The Little River Band of Ottawa Indians has their own planning authority over lands they own that have been put in trust with the Federal Government. The County Natural Hazards Mitigation Plan would not cover the Tribe/lands, but the Tribes may adopt the approved County plan as their own.*

*N/A = Not applicable; these are non-governmental authority entities*

## **XI. IMPLEMENTATION OF THE MANISTEE COUNTY NATURAL HAZARDS MITIGATION PLAN**

### **Natural Hazards Mitigation Plan Managers and Technical Assistance**

The Manistee County Board of Commissioners will lead the implementation of the Natural Hazards Mitigation Plan, with support from the Emergency Management Coordinator and the Planning Department. Working partnerships can be established with the following agencies to provide technical assistance to accomplish the goals and objectives of the Plan.

- Manistee County Government
- Manistee County Conservation District
- Manistee County Road Commission
- Townships, cities, and villages
- Little River Band of Ottawa Indians
- Grand Traverse Regional Land Conservancy
- Conservation Resource Alliance
- Michigan State University Extension
- Michigan Department of Environmental Quality
- Michigan Department of Natural Resources
- U.S. Environmental Protection Agency
- U.S. Army Corps of Engineers
- U.S. Department of Agriculture Natural Resources Conservation Service
- U.S. Forest Service
- Insurance Companies
- Real Estate Companies

All natural hazards mitigation planning could be pursued with the new tool available to the local governments which is the Michigan Public Act 134 of 2010, the Enrolled House Bill Number 6152; and Michigan Public Act 226 of 2003, the Joint Municipal Planning Act. These Acts provides for joint land use planning by cities, villages, and townships and allows two or more municipalities' legislative bodies to create a single joint planning commission to address planning issues. This tool helps with planning for the "big picture" issues such as natural hazards that cross jurisdictional boundaries.

The intent of this legislation is for local governments to consider the following:

- Individual units of government modifying their ordinances simultaneously to include language that would incorporate aspects of protection
- Developing an overlay zoning district that would cross jurisdictional boundaries that would be incorporated into existing independent units of government's zoning ordinances
- Forming a new joint (multi-jurisdictional) planning commission or zoning board
- Sharing zoning administration
- Sharing enforcement activities

### **Funding the Implementation of the Plan**

To assist with the funding of the proposed natural hazards mitigation strategies, is a list of potential financial assistance entities to fund implementation projects of the Plan:

- Federal Emergency Management Administration – Hazard Mitigation Grant Program
- U.S. Environmental Protection Agency
- U.S. Department of Agriculture Natural Resources Conservation Service
- U.S. Department of Agriculture Rural Development
- U.S. Department of Agriculture Forest Service Wildland Fire Management Program

### Funding the Implementation of the Plan (continued)

- U.S. Army Corps of Engineers
- U.S. Department of Housing and Urban Development
- Michigan Department of Environmental Quality
- Michigan Department of Natural Resources
- Community, Regional Foundations
- Businesses

### Action Agenda

The following is a summary for accomplishing the **recommended natural hazards mitigation actions** for Manistee County.

Table 17: Recommended Mitigation Actions for Manistee County

Priority and Action Strategies	Responsible Parties	Timeframe
<b>Priority Area 1: Flood Mitigation Strategies</b>		
a. Examine and review historic drainage districts; analyze purpose and need, existing use, land uses within districts, current habitat and ecological importance, notify residents and municipalities of district boundaries, and formulate recommendations for each individual district	Drain Commissioner Emergency Management Coordinator County Planning Conservation District State of Michigan DNR State of Michigan DEQ United States Forest Service Soil and Water Conservation District Local Units of Government	1-5 years after adoption of the plan
b. Regular inspections of dams	Emergency Management Coordinator MI Department of Natural Resources MI Department of Environmental Quality County Planning Drain Commissioner Conservation District	1-3 years from adoption of the plan
c. Acquisition of flood areas	County Planning County Conservation District MI Department of Environmental Quality MI Department of Natural Resources Non-profit conservation organizations	Ongoing
d. Enforcement of state, county and township ordinances	County Planning Townships	Ongoing
e. Enforcement of building and zoning codes	Townships	Ongoing
e. Public education especially for fishing areas and campgrounds	Emergency Management Coordinator County Planning Conservation District Business Owners Non-Profit Organizations Townships	1-3 years from adoption of the plan
<b>Priority Area 2: Wildfire Mitigation Strategies</b>		
b. Develop new building and zoning codes such as cleared buffer space between houses/structures; defensible space	County Road Commission County Planning Townships, City, Villages	1-3 years after adoption of the plan
c. Fuel management, diversity and native vegetation	County Planning Insurance Agencies MSU Extension Conservation District Emergency Management Coordinator	Ongoing

Priority and Action Strategies	Responsible Parties	Timeframe
<b>Priority Area 2: Wildfire Mitigation Strategies (continued)</b>		
d. Homeowner property maintenance	County Planning Insurance Agencies MSU Extension Personnel Emergency Management Coordinator	1-3 years from adoption of the plan
e. Public education, awareness, and alertness	County Planning Insurance Agencies MSU Extension Conservation District Emergency Management Coordinator	Ongoing
f. Building code enforcement	County Planning Townships, City, Villages	Ongoing
<b>Priority Area 3: Severe Winter Weather Mitigation Strategies</b>		
a. Public education	Emergency Management Coordinator County Planning Business Owners Non-Profit Organizations Townships, City, Villages	Ongoing
b. Building code enforcement for new construction, especially pole barns	County Planning Townships, City, Villages	Ongoing
<b>Priority Area 4: Shoreline Erosion Mitigation Strategies</b>		
a. Complete the soil erosion control ordinance and enforcement of permits	County Planning Conservation District Drain Commissioner Researchers, Engineers, and Architects Non-Profit Organizations	1-3 years after adoption of the plan
b. Enforcement of the grading levels no more than 10%	Road Commission Townships, City, Villages	Ongoing
c. Placement of vegetation and utilizing native vegetation	Conservation District Drain Commissioner Developers Non-Profit Organizations	Ongoing
d. Sand Dune Protection	County Planning Conservation District Non-Profit Conservation Organizations MI Department of Environmental Quality MI Department of Natural Resources Townships, City, Villages	1-3 years from adoption of the plan
e. Green belt buffer zones	County Planning Conservation District Non-Profit Conservation Organizations Townships, City, Villages	1-4 years from adoption of the plan
f. Enforcement of building codes		Ongoing
g. Public education	Emergency Management Coordinator County Planning Conservation District Business Owners Non-Profit Organizations Townships	Ongoing

## Additional Mitigation Strategies

The County should consider the following key land use issues and the relationship to natural hazards mitigation:

- Safe, beneficial uses for natural hazard prone areas
- Population density issues
- Location of public facilities and infrastructure
- Development standards for public facilities and infrastructure
- Effect of accumulated development on community systems and facilities

## Monitoring and Evaluation

The Manistee County Natural Hazards Mitigation Plan describes, throughout, how existing authorities, policies, programs, and resources could be expanded on and improved to accomplish hazard mitigation for specific hazards/identified priority areas as well as general mitigation measures. The Plan will be monitored on a regular basis by the Emergency Management Coordinator and the Township Association.

To assess the effectiveness of the Plan, some questions to ask in the review include: 1) How many and which mitigation strategies were developed? Implemented? 2) Did any new natural hazards events take place the past year to report? This review will be administered by the Emergency Management Coordinator with the Local Emergency Planning Committee, the County Planning Commission, and the public. If changes are needed, the plan will be presented to the Task Force participants for revisions.

Although review of the plan will occur annually, and a formal revision may not be needed each year, a new edition of the plan will be expected within every five year period. New additions of the plan will be based on annual reviews, monitoring, evaluation, and an accumulation of official feedback and public input. When it is appropriate to publish a revised version of the plan, the Task Force participants shall again be involved in the revision process. Each new edition of the plan will again be officially adopted by the Manistee County Board of Commissioners.

XII. NATURAL HAZARDS MITIGATION PLAN ADOPTION RESOLUTION



CHAIRPERSON  
Ken Hilliard  
VICE-CHAIRPERSON  
Jim Krolczyk

Mark Bergstrom  
Alan Marshall  
Richard Schmidt  
Brook Shafer  
Jeff Dontz

CLERK  
Jill Nowak  
(231) 723-3331  
CONTROLLER/ADMINISTRATOR  
Thomas Kaminski  
(231) 398-3500

**Resolution #2015-12  
Manistee County Board of Commissioners**

**HAZARD MITIGATION PLAN ADOPTION RESOLUTION**

At a regular meeting of the Manistee County Board of Commissioners held in the Manistee County Courthouse & Government Center, 415 Third Street, Manistee, Michigan, on the 16<sup>th</sup> day of June, 2015.

PRESENT: Bergstrom, Dontz, Goodman, Hilliard, Marshall, Schmidt, Shafer

ABSENT: None

The following resolution was offered by Marshall and seconded by Shafer:

**WHEREAS**, the community of Manistee, Michigan has experienced risks that may damage commercial, residential and public properties, displace citizens and businesses, close streets and impair infrastructure, and present general public health and safety concerns; and

**WHEREAS**, the community of Manistee has prepared a *Hazard Mitigation Plan* that outlines the community's options to reduce damages and impacts from natural and technological hazards; and

**WHEREAS**, the *Hazard Mitigation Plan* has been reviewed by community residents, business owners, and federal, state and local agencies, and has been revised where appropriate to reflect their concerns;

**NOW, THEREFORE, BE IT RESOLVED THAT, The *Hazard Mitigation Plan* is hereby adopted as an official plan of Manistee County;**

**BE IT FURTHER RESOLVED THAT, the Manistee County Emergency Management Coordinator is charged with supervising the implementation of the Plan's recommendations within the funding limitations as provided by the Manistee County Board of Commissioners or other sources.**

STATE OF MICHIGAN        )  
  )ss.  
COUNTY OF MANISTEE    )

I, Jill M. Nowak, County Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Manistee County Board of Commissioners at a regular meeting held on the 16<sup>th</sup> day of June, 2015 by the following vote:

YEAS:       7       Bergstrom, Dontz, Goodman, Hilliard, Marshall, Schmidt, Shafer

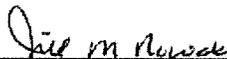
NAYS:       0       None

NOT VOTING: 0       None

I further certify that the foregoing Resolution is a true, correct and complete transcript of the original of said Resolution appearing on file and of record in my office. I further certify that the meeting was held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the County of Manistee this 16<sup>th</sup> day of June, 2015

CLERK OF THE COUNTY COMMISSION  
MANISTEE COUNTY, MICHIGAN

  
\_\_\_\_\_  
Jill M. Nowak, County Clerk

[rn h:\resolutions\2015-12 Mitigation Plan]

## XIII. APPENDICES

### Appendix A

#### Glossary of Mitigation Planning Terms

**Alluvial fan:** A gently sloping fan-shaped landform created over time by the deposition of eroded sediment and debris.

**Base Flood:** A flood having a one percent chance of being equaled or exceeded in any given year.

**Coastal high hazard area:** An area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms.

**Disaster:** A major detrimental impact of a hazard upon the population and economic, social, and built environment of an affected area.

**Exposure:** The number, types, qualities, and monetary values of various types of property or infrastructure and life that may be subject to an undesirable or injurious hazard event.

**Flood Insurance Rate Map:** As defined under the National Flood Insurance Program, an official map of the community on which the administrator of the Flood Insurance Administration has delineated both the special flood hazard areas and the risk premium zones applicable to the community.

**Floodplain or flood prone area:** Any land area susceptible to being inundated by water from any source.

**Floodplain management:** The operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

**Fuel:** Combustible plant material, both living and dead, that is capable of burning in a wildland situation; any other flammable material in the built environment that feeds a wildfire.

**Hazard:** An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

**Hazard identification:** The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations or areas affected.

**Lifeline systems:** Public works and utilities such as electrical power, gas and liquid fuels, telecommunications, transportation, and water and sewer systems.

**Major disaster:** As defined in the Stafford Act, "any natural catastrophe or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

**Mitigation:** Sustained action taken to reduce or eliminate the long-term risk to human life and property from natural hazards and their effects. Note that this emphasis on long-term risk distinguishes mitigation from actions geared primarily to emergency preparedness and short-term recovery.

**Multiple-objective management:** A holistic approach to floodplain management (or the management of other hazards) that emphasizes the involvement of multiple distinct interest in solving land use problems related to the hazardous area.

**Natural hazard:** Hurricanes, tornadoes, storms, floods, tidal wave, tsunamis, high or wind-driven waters, volcanic eruptions, earthquakes, snowstorms, wildfires, droughts, landslides, and mudslides.

**One hundred year flood:** The flooding event that has a one percent chance of occurring in a particular location in any given year. While this is the most common reference point statistically because it is used for regulatory purposes in the National Flood Insurance Program, the same language applies in referring to other actual or hypothetical events in terms of their statistical probabilities.

**Risk:** The potential losses associated with a hazard, defined in terms of expected probability and frequency, exposure, and consequences.

**Risk assessment:** A process or method for evaluating risk associated with a specific hazard and defined in terms of probability and frequency of occurrence, magnitude and severity, exposure, and consequences.

**Special flood hazard area:** Land in the floodplain within a community subject to one percent or greater chance of flooding in any given year.

**Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288, as amended by P.L. 100-707), which provides the greatest single source of federal disaster assistance.

**Structure:** A walled and roofed building, including a storage tank for gas or liquid, that is principally above ground, as well as a manufactured home.

**Tornado Classifications:**

F-Scale Number	Intensity Phrase	Wind Speed	Type of Damage Done
F0	Gale tornado	40-72 mph	Some damage to chimneys, breaks branches off trees, pushes over shallow-rooted trees, damages sign boards.
F1	Moderate tornado	73-112 mph	The lower limit is the beginning of hurricane wind speed, peels surface off roofs, mobile homes pushed off foundations or overturned, moving autos pushed off the roads, attached garages may be destroyed.
F2	Significant tornado	113-157 mph	Considerable damage. Roofs torn off frame houses, mobile homes demolished, boxcars pushed over, large trees snapped or uprooted, light object missiles generated.
F3	Severe tornado	158-206 mph	Roof and some walls torn off well constructed houses, trains overturned, most trees in forest uprooted
F4	Devastating tornado	207-260 mph	Well-constructed houses leveled, structures with weak foundations blown off some distance, cars thrown and large missiles generated.
F5	Incredible tornado	261-318 mph	Strong frame houses lifted off foundations and carried considerable distances to disintegrate, automobile sized missiles fly through the air in excess of 100 meters, trees debarked, steel reinforced concrete

			<b>structures badly damaged.</b>
<b>F6</b>	<b>Inconceivable tornado</b>	<b>319-379 mph</b>	<b>These winds are very unlikely. The small area of damage they might produce would probably not be recognizable along with the mess produced by F4 and F5 wind that would surround the F6 winds. Missiles, such as cars and refrigerators would do serious secondary damage that could not be directly identified as F6 damage. If this level is ever achieved, evidence for it might only be found in some manner of ground swirl pattern, for it may never be identifiable through engineering studies</b>

**Urban Wildfire:** A fire moving from a wildland environment, consuming vegetation as fuel, to an environment where the fuel consists primarily of buildings and other structures.

**Urban/wildland interface:** A developed area, also known as the “I-zone,” occupying the boundary between an urban or settled area and a wildland characterized by vegetation that can serve as fuel for a forest fire.

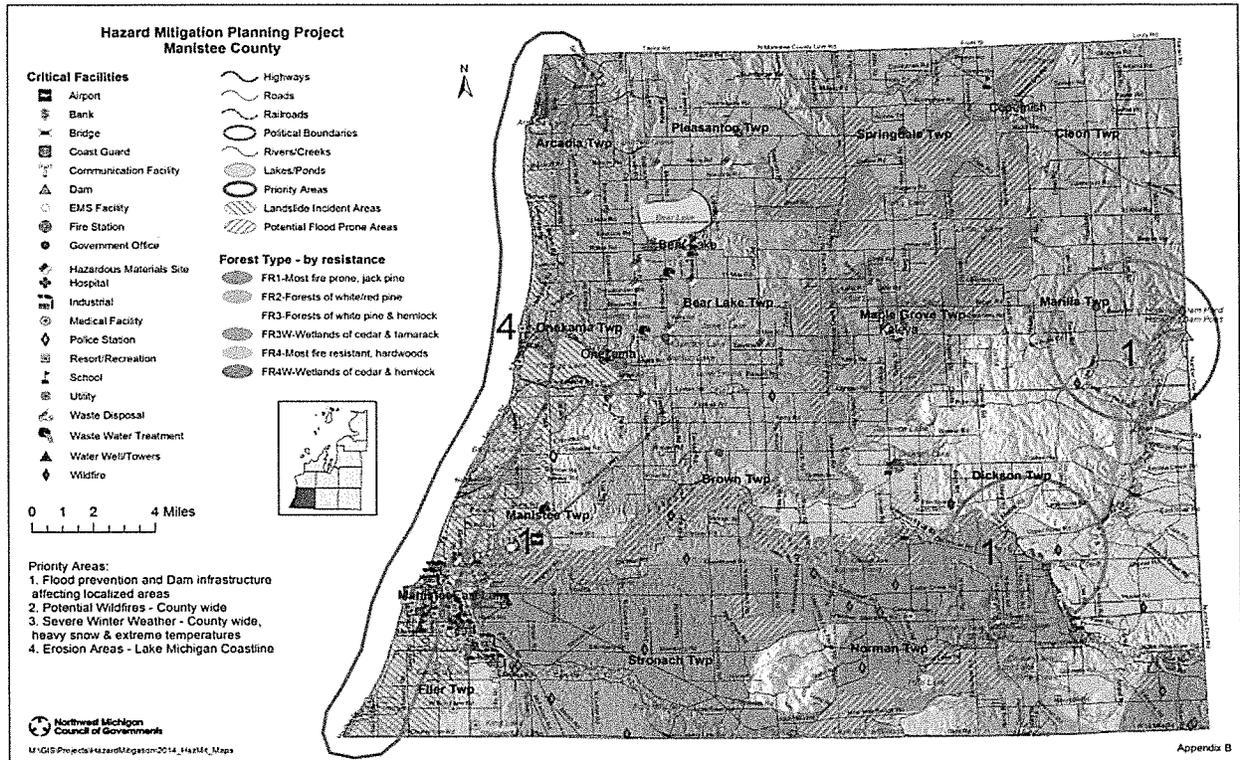
**Vulnerability:** The level of exposure of human life and property to damage from natural hazards.

**Watershed management:** The implementation of a plan or plans for managing the quality of flow of water within a watershed, the naturally defined area within which water flows into a particular lake or river or its tributary. The aims of watershed management are holistic and concern the maintenance of water quality, the minimization of stormwater runoff, the preservation of natural flood controls such as wetlands and pervious surface, and the preservation of natural drainage patterns. Watershed management is, in many ways, an enlargement of most of the concerns that underlie floodplain management.

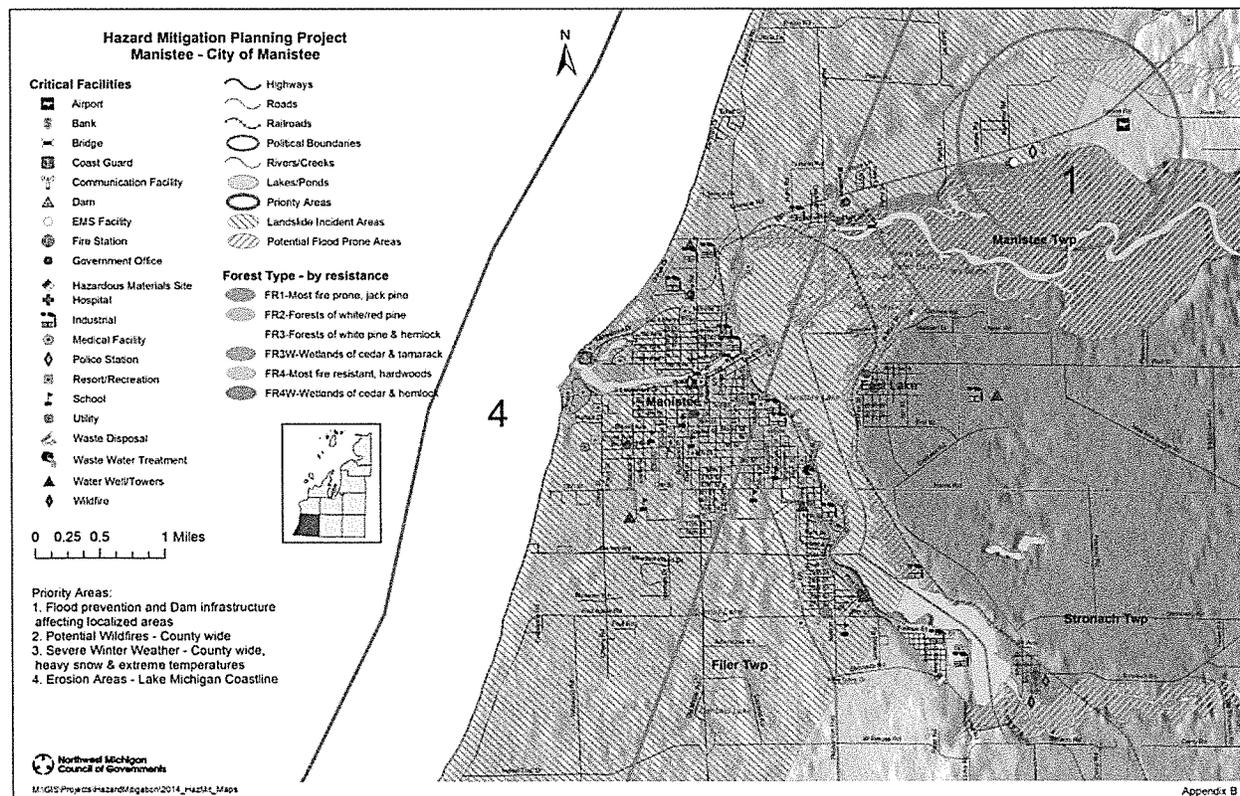
**Wildland:** An area in which development has not occurred with the exception of some minimal transportation infrastructure such as highways and railroads, and any structures that are widely spaced and serve largely recreational purposes.

# Appendix B

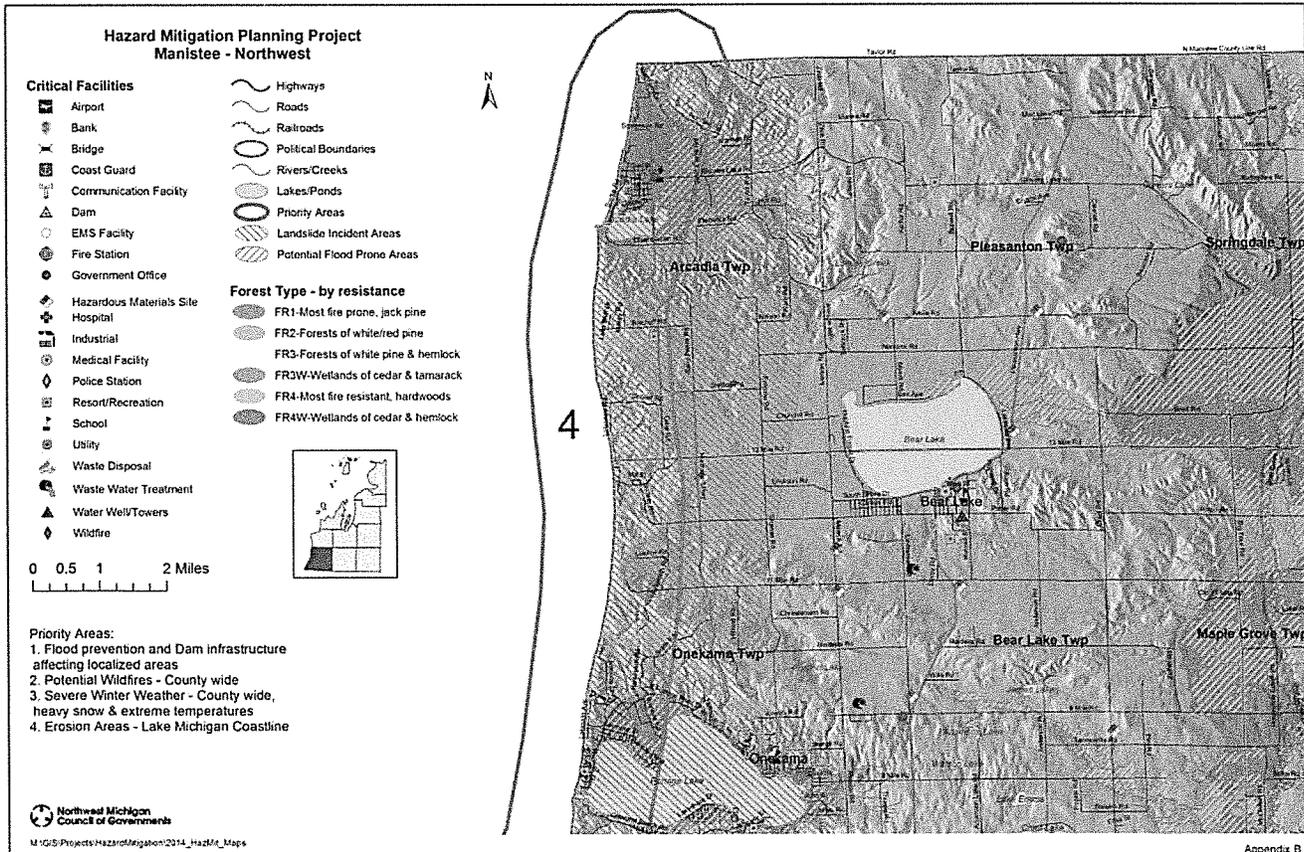
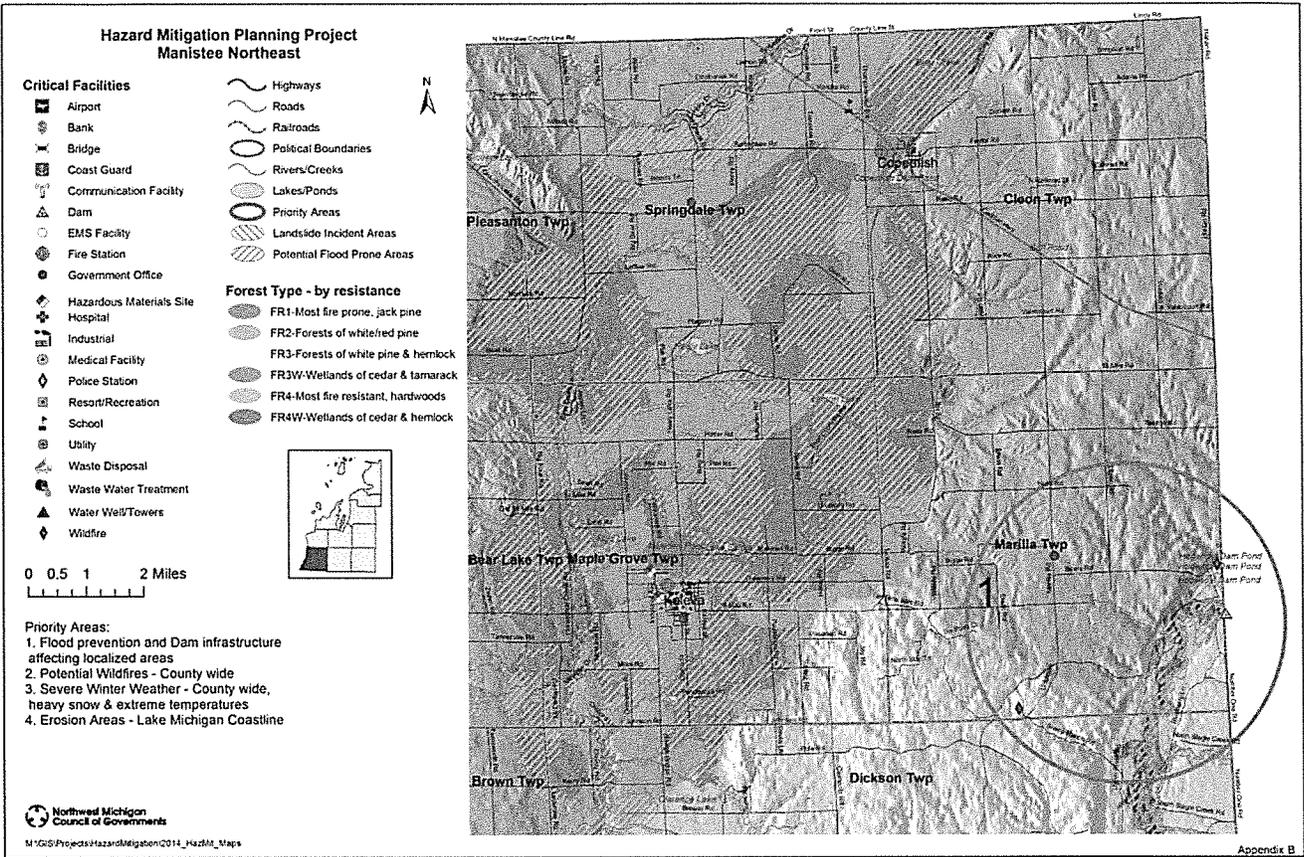
## Detailed Maps

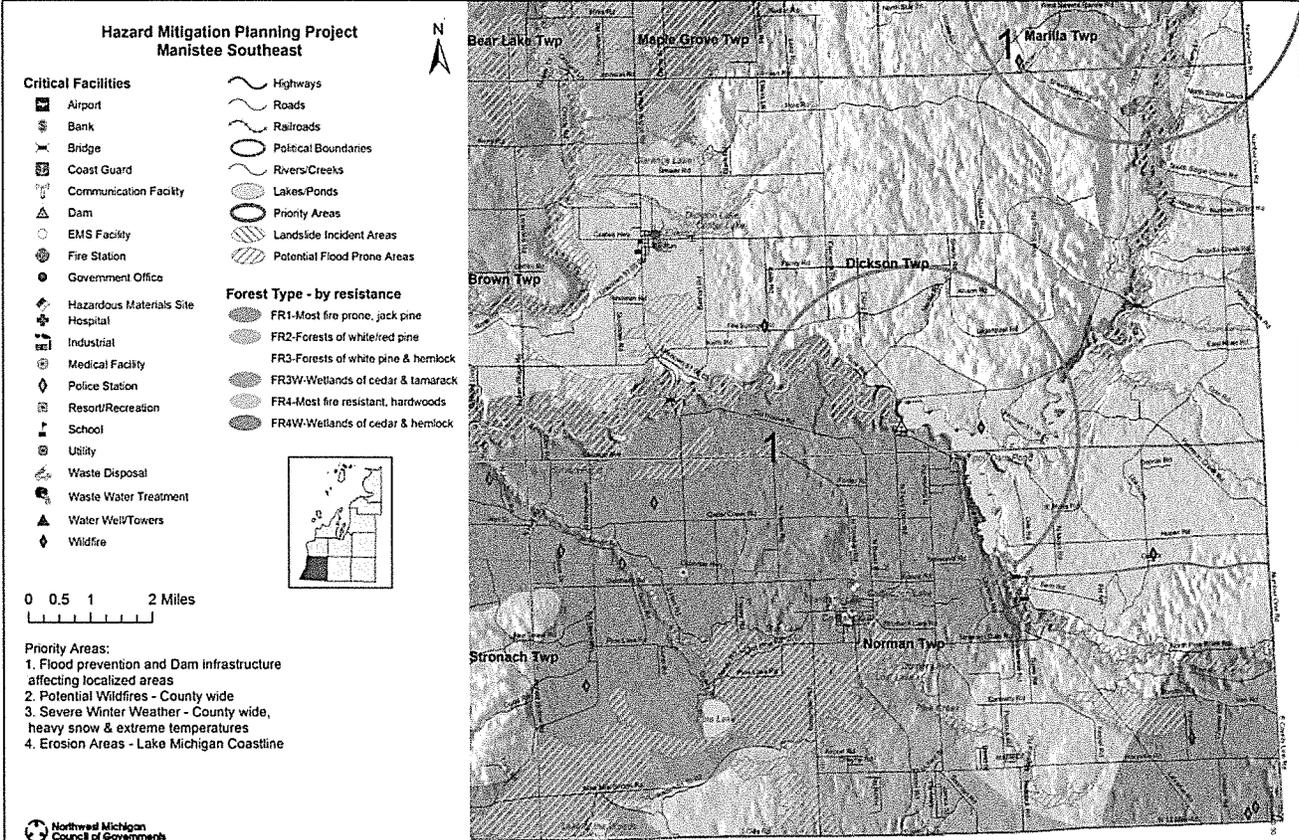


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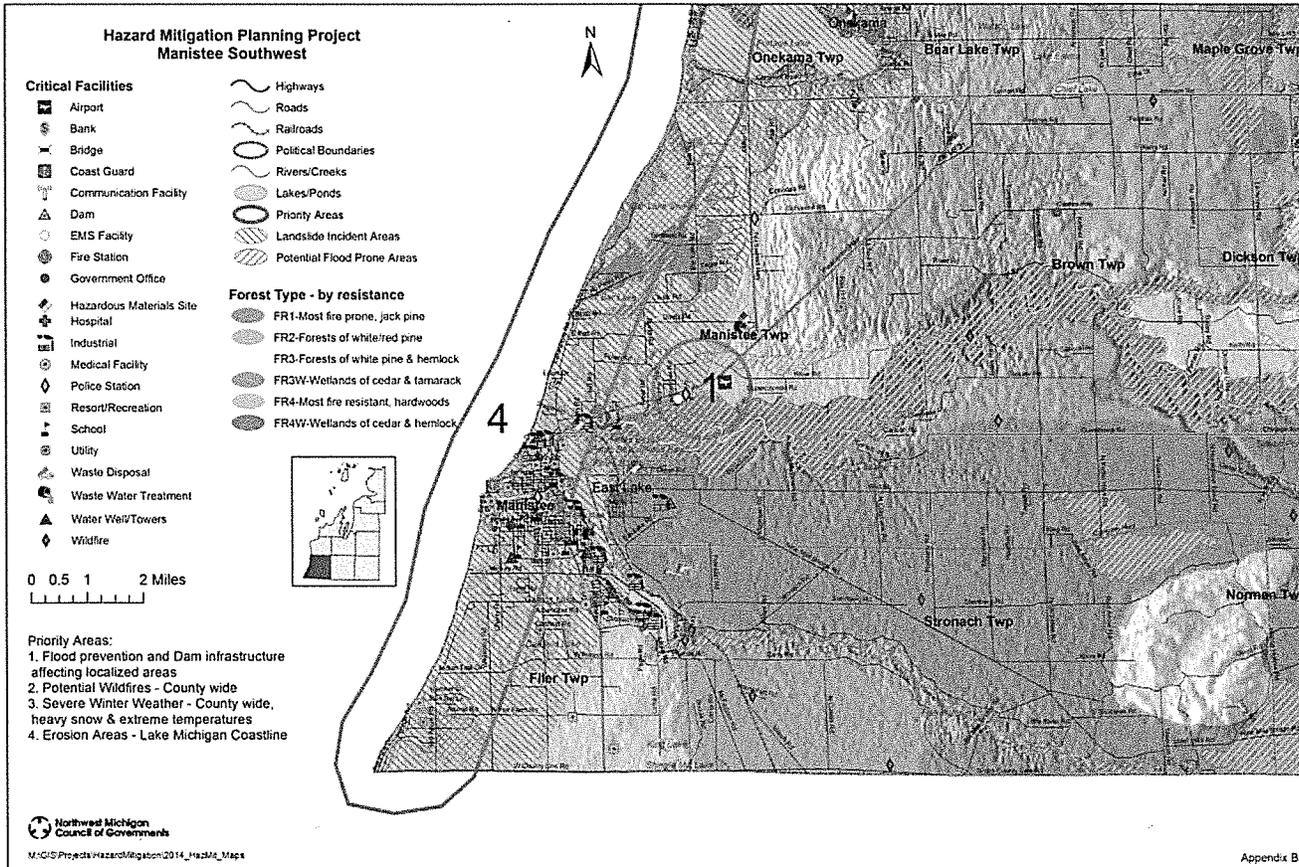


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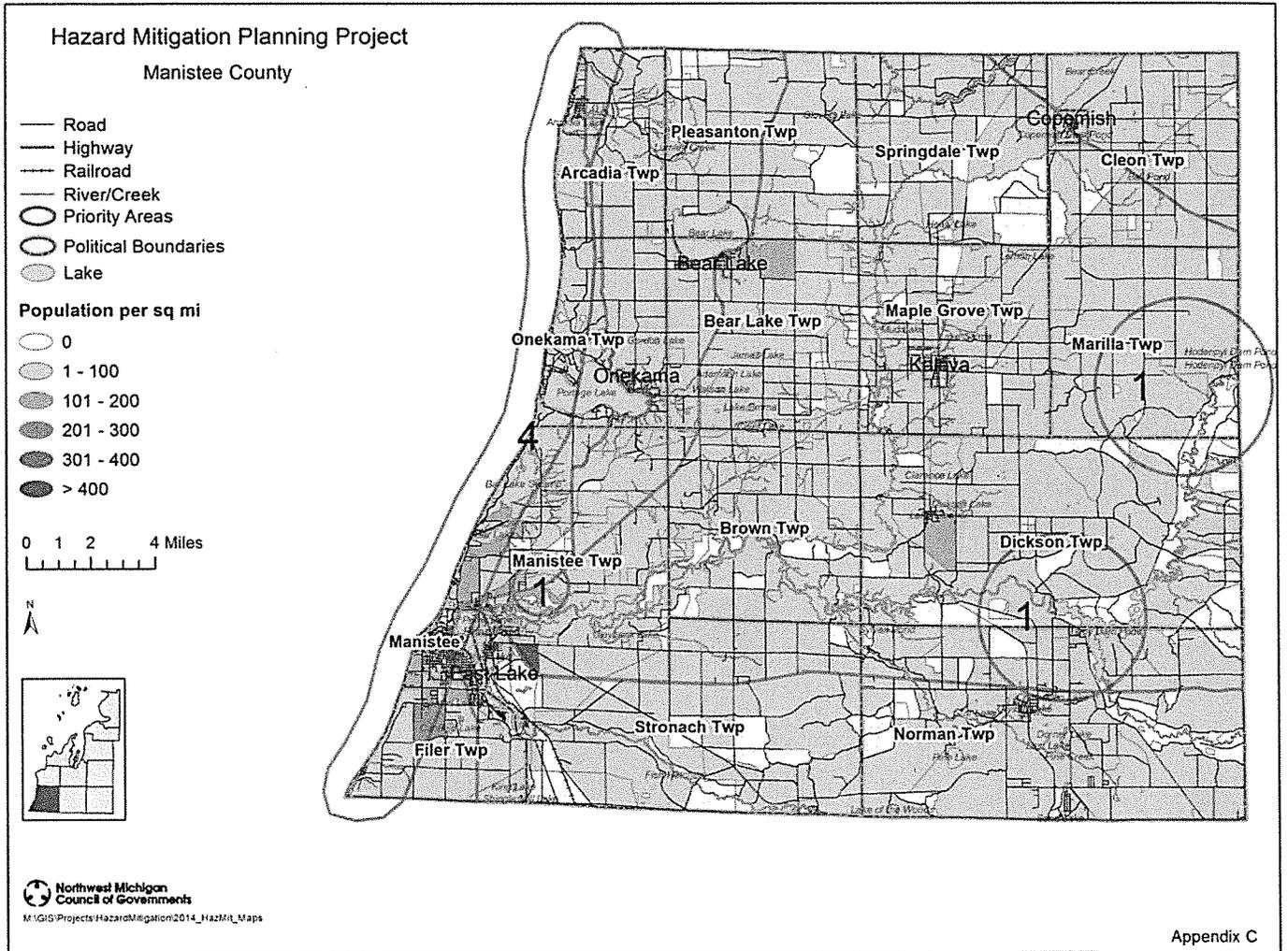
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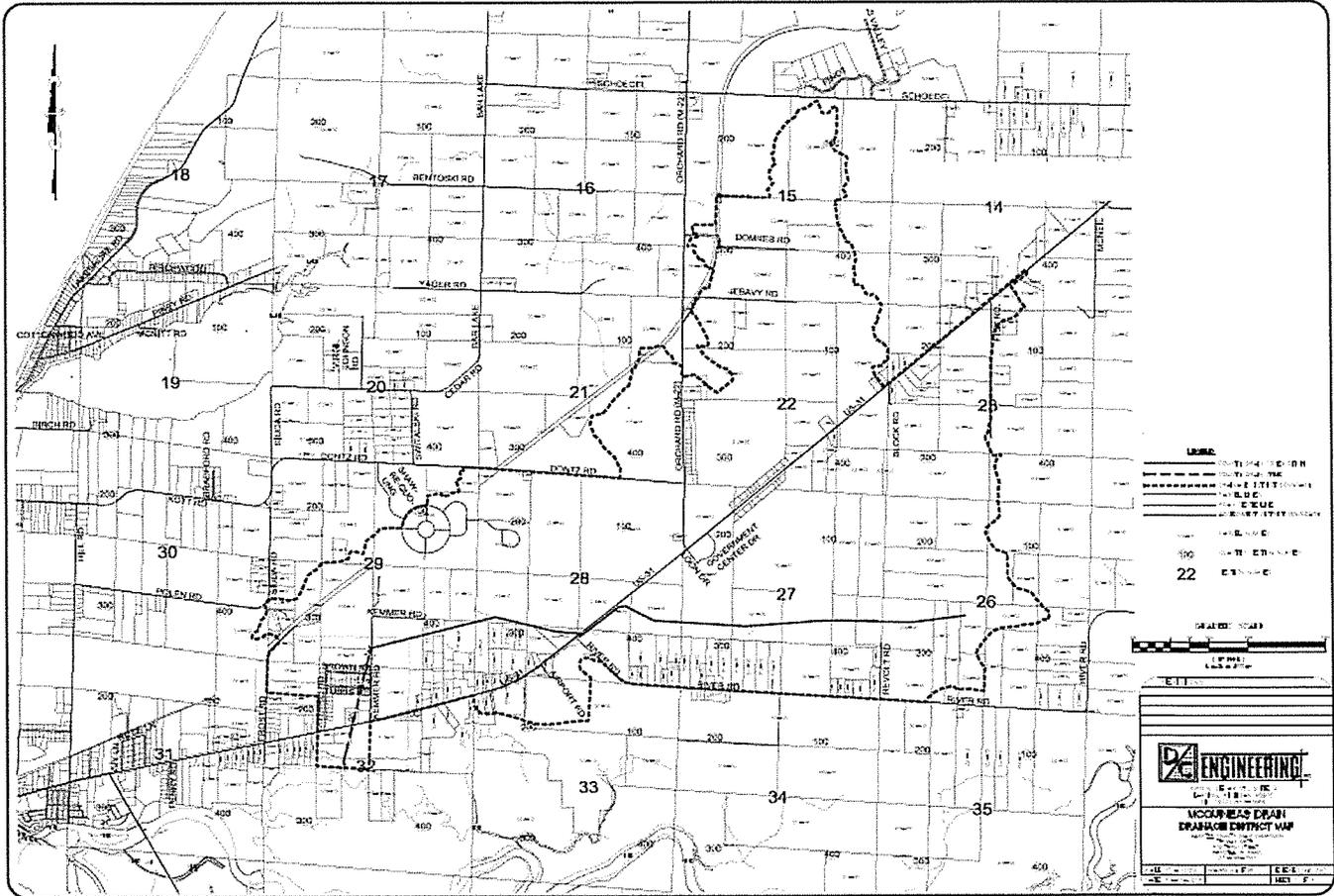
**Appendix C**

**Population Density Map**



# Appendix D

## Manistee County Drainage District Map



**Appendix E**

**Risk Assessment Summary Table: MANISTEE COUNTY**

HAZARD (Years of Record)	Number of Events	Probability**	Geographic Size Affected	Population Impacted	Specific Priority	Estimated Damage Known Costs
<b>Flooding (1993 – 2014)</b>	11 events	Frequent	Manistee Township Marilla Township Dickson Township Brown Township	6,187	1	\$1,525,000 (\$5,000,000 regionwide)
<b>Hail (1973 – 2014)</b>	22 events	Frequent	County	24,733	NA	\$35,000 crop
<b>Shoreline Erosion</b>	Various	Occasional	Filer Township Manistee Township Onokama Township Arcadia Township City of Manistee	14,573	4	Road washed out – West end of 12th St (City of Manistee)
<b>Extreme Winter Weather (1993 – 2014)</b>	81 events	Frequent	Countywide	24,733	3	\$50,000 (\$5,000,000 statewide) \$10,000,000 crop regionwide)
<b>Thunderstorms and High Winds (1966 – 2014)</b>	47 major events	Frequent	Countywide	24,733	NA	\$3,180,000
<b>Tornadoes (1956 – 2014)</b>	2 events	Rare	Countywide	24,733	NA	\$265,000
<b>Wildfire (1981 – 2010)</b>	49 events	Occasional	Countywide	24,733	2	NA

**\*\*Rare** - Hazard event is likely to occur less than once every 30 years.

**Occasional** - Hazard event is likely to occur less than once every 5 years, but more often than once every 30 years.

**Frequent** - Hazard event is likely to occur more than once every 5 years.

**Appendix F**

**Examples of Past Mitigation Projects**

<b>Flood Projects</b>	<b>Tornado/Wind Projects</b>	<b>Extreme Cold/Winter/Infrastructure Failure Projects</b>
Replace culvert with bridge	Modify roof ballast system on airport	Insulate municipal water tower
Install stormwater relief drain	Construct storm shelters in public buildings	Insulate city infrastructure
Upgrade road culvert	Construct storm shelters for homes, facilities	Insulate sanitary/storm sewer mains
Elevate floors of homes	Wind bracing for microwave/radio towers	Insulate water mains
Acquire of floodway properties	Construct mobile home park storm shelter	Bury utility lines
Create retention basin	Wind retrofitting for municipal buildings	Relocate sewer mains
Construct new dike	Wind bracing for school facilities	Reroute power lines under a river
Upgrade bridge over a creek (for greater stream flow)	Upgrade warning sirens**	Install plumbing devices to prevent sewer backup
Install sea wall	Install warning sirens**	Elevate and build casing for generator for EOC
Install rip rap to protect roadway	Purchase/Distribute NOAA radios**	Living snow fences for highways and roadways
Re-route various county drains	Severe weather monitoring systems**	
Purchase back-flow prevention valves	Implement long-term community outreach**	
Construct new drains for flood relief		
Flood study for home acquisition		
Flood study of community's flood risk	<b>T-storm/Lightning Projects</b>	<b>Wildfire Projects</b>
Flood study for stream, roadways		
Elevate electrical equipment in basements	Lightning protection (grounding/phasing)	Vegetation management for roadways
Floodproof wastewater treatment plant	Purchase/Distribute NOAA radios**	Vegetation mgmt. for urban interface areas of city
Warning sensor for creek/river	Install weather alert monitors**	Vegetation mgmt. for homes in fire prone areas
Warning sensor for dam		Urban Interface Education Program**
Raise manholes above 100-Yr floodplain		
Expand storm sewer network for subdivision		
Excavate floodway channel bypass		
Establish permanent flood elevation benchmarks**		
Increase pump capacity for pump stations		
Remove abandoned dam		
Construct emergency floodway		
Install plumbing devices to prevent sewer backup		

\*\*Denotes Hazard Mitigation Grant Program State Discretionary projects (only 5-10% set aside of HMGP funding)

## **Appendix G**

### **Resources**

*Benchmarks 2014*, Northwest Michigan Council of Governments

*Confronting Climate Change in the Great Lakes Region, Michigan* fact sheet, Union of Concerned Scientists and the Ecological Society of America, April 2003.

*Integrating Human-Caused Hazards Into Mitigation Planning, State and Local Mitigation Planning how-to guide*: Federal Emergency Management Agency, September 2002, FEMA 386-7 CD.

*Local Hazard Mitigation Planning Workbook*: EMD-PUB 207, February 2003, Emergency Management Division, Michigan Department of State Police.

*Michigan Hazard Analysis 2012*, EMD-PUB 103, July 2012, Emergency Management and Homeland Security Division / Michigan Department of State Police

*National Oceanic and Atmospheric Administration: Weather/Climate Events, Information, Assessments; Climatology and Extreme Events; U.S. Storm Events Data Base; 1950-present, local storm reports, damage reports, etc. from various sources.* [www.ncdc.noaa.gov](http://www.ncdc.noaa.gov)

*Northwest Michigan County Profiles 2010*, Northwest Michigan Council of Governments, November 2002.

Northwest Michigan Council of Governments Website Data, [nwm.org](http://nwm.org).

*Planning for a Disaster-Resistant Community: A One-Day Workshop for City and County Planners, Planning Officials, and Consultants*: American Planning Association Research Department, American Planning Association, 2002 in cooperation with the Federal Emergency Management Agency, Planning and Mitigation Branch (materials only).

*Platte River Watershed Management Plan*, Benzie County Conservation District, April 2002.

*State and Local Mitigation Planning how to guide: Understanding Your Risks, identifying hazards and estimating losses*: Federal Emergency Management Agency, August 2001, FEMA 386-2.



# 2015 HIGHLIGHTS



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## **Our Vision:**

*“Manistee will be the community of choice on the Northwest Michigan coastline with a strong, diversified economy providing opportunities for all...a city whose prosperous past continues into the future.”*

## **Strategic Mission:**

*“To competitively position the City of Manistee as the community of choice and destination for residents and families, businesses, industry, and tourists.*

## **Our Purpose:**

*“The purpose of the Manistee City Council is to provide direction for the community on behalf of its citizens. The Council will achieve this through exemplary leadership and by being accessible and approachable for all, upholding policy, ensuring financial stability, and providing citizens with safety, economic opportunity and a better quality of life.”*

## **Three Year Strategic Goals (SG#)**

1. Economic Development and Jobs.
2. City Infrastructure.
3. Beaches, Parks and Recreational Areas.
4. Financial Stability and Continuous Improvement.
5. Intergovernmental Relationships.
6. Housing, Homelessness and Senior Citizens.

# *A Message from the City Manager's Office...*

As 2015 comes to an end we would be remiss not to thank all those City employees who through their dedication and daily actions provide services to Manistee residents and visitors. The entire community should be proud of the accomplishments of 2015, what a year!

We look forward to the challenges and opportunities of 2016.

*R. Ben Bifoss  
Interim City Manager*

## CONSTRUCTION

1. Applied for SAW grant through the State of Michigan. Manistee did not receive funding in the first cycle. The City received a Notice of Grant Application Approval on October 9; the funds would be obligated and available starting in fiscal year 2016. A grant agreement was received in November. SAW grant funds total \$1,905,000 with a local match of \$147,500 and will cover the preparation of a wastewater asset management plan and a storm water asset management plan. **SG#2**
2. Rotary / Rocket Park Playground – Received approval of site plan in December 2014; following an almost three year delay from the federal agency. DPW prepared the site by stripping topsoil and completed concrete work. Community build on June 18, 19, & 20; public dedication held July 3. Manistee Rotary Club made a \$3,000 donation toward the park. **SG#3**
3. Ad Hoc Street Committee submitted their final report to City Council on January 22. Recommendations were incorporated into Council discussions during the 2015-2016 budget process. **SG#2**
4. In the 2015-2016 budget a two-year Transportation Improvement Plan (TIP) was created. Year one included mill and fill paving operations for local streets that do not have immediate utility upgrades contemplated. The second year of the plan includes resurfacing using a slurry seal or other comparable treatment method on major streets.

2015 Street Repairs: MDOT Pothole Program provided \$25,000 to repair potholes along US-31 and was bundled with City work this fall. Bids were solicited and Elmer's was awarded the contract on September 1 in the amount of \$422,349.64. Work began shortly thereafter with a deadline of October 30 for completion. Local streets repaired using the mill and fill process were:

- Third Street from dead end to Sycamore.
- Ninth Street from Cedar Street to Elm Street.
- Ninth Street from Davis Street to Vine Street.
- Elm Street from Ninth Street to Eighth Street.
- St. Mary's Parkway from dead end to Washington Street.
- Cedar Street from dead end to Eighth Street.
- Locust Street from Ninth Street to Eighth Street.

Awarded a bid to Team Elmer's for miscellaneous road patches and paving in the amount of \$40,500. **SG#2**

5. Twelfth Street (Maple to Oak) – Discussions continued throughout 2015. Unless someone is willing to proceed with property acquisition through condemnation the only option for the City would be to turn this into a one-way street using the current right-of-way. Twelfth Street is designated as a major road and would need to be reconstructed to those standards. If roadway was moved to the north it would not line up with the rest of Twelfth Street to the east or west and would still require “a taking” of property. No response from the Filer Township property owners. In June Council authorized the City Attorney to initiate a lawsuit in Circuit Court asserting that Twelfth Street exists as a public road in Filer Township between Maple and Oak Streets. A summary disposition was filed in October. In December City Council passed a resolution of public necessity and will proceed with an appraisal and offer to the property owners, and pursue condemnation if necessary. **SG#2, #5**
6. Sanitary Sewer Evaluation Study (SSES) / SRF Master Plan – Draft report submitted by Abonmarche to MDEQ for review. In order to qualify for State Revolving Fund loans MDEQ required additional work to be undertaken. Following negotiations with Abonmarche a settlement was reached to closeout this grant and leverage the SAW grant. Abonmarche paid the City \$20,000 and provided Spicer with all the documentation. An SRF project plan will be prepared at the conclusion of the SAW grant work and will be required if State Revolving Funds are going to be pursued. **SG#2**
7. The Riverbank Sewer Project and Sixth Avenue Pump Station design and permits were reviewed and preliminary costs were estimated for inclusion in a 2015 capital improvement bond. Previously identified permit requirements, including HEC-RAS analysis, Act 41 permit submittals, final design, bidding and construction were completed in 2015; addendums to previous permits will be requested in winter of 2015/2016 from the MDEQ; bid project in spring of 2016; spring/summer 2016 construction anticipated. **SG#2**
8. Continued work on infiltration & inflow (I&I) flow monitoring. Twelve meters were installed in January of 2015 to further isolate the location of I&I into the wastewater collection system. Several flow monitoring districts have been identified with higher rates of I&I. A draft summary report is being prepared by City staff. **SG#2**

9. Flag Project at First Street Beach and roundabout. Local group (spearheaded by Rudy Linke and Linda Soller) began a fundraiser to collect money to construct a 70 foot flag pole for a 12 x 18 foot US flag to be displayed at First Street Beach. Volunteer project evolved into the large flag (15'x25') being located near the Lions Pavilion; with an additional six poles and flags placed in the roundabout acknowledging various military services. **SG#3**
10. Pilot sidewalk program on the northside utilizing saw-cutting procedure to address 60% of heaved sidewalks. More than 500 trip hazards were negated on the northside. Saw-cutting is one-third the cost of replacement. DPW personnel completed concrete work for new playground and sidewalk areas at Fifth Avenue Beach. Continued with program in the fall and completed repairs and spot replacements around town. **SG#2**
11. Pump Station Projects: Swidorski Brothers Excavating LLC was awarded a bid in the amount of \$69,570 for Industrial Park Pump Station repairs and upgrades. Swidorski Brothers was awarded a bid in the amount of \$68,720 for Sweetnam Pump Station repairs and upgrades. Preconstruction meeting held July 21 following receipt of DEQ permits. Both the Sweetnam and Industrial Park stations received repairs and updates in the fall of 2015. Council authorized a utility easement with Consumers Energy in conjunction with the Industrial Park pump station for underground three-phase electric lines and a new transformer. **SG#2**
12. Completed annual hydrant flushing program In July using the summer crew. Mains were cleaned prior to taking the Maywood Tank out of service for painting. Hydrants were painted and reflective flags installed. Industrial Painting was awarded the contract for painting the Maywood Tank in the amount of \$139,800. Contractor finished required welding work in August and the tank painting was completed by mid-October. **SG#2**
13. CSO Monitoring – A transducer was placed at CSO 018 in late 2014. CSO events were recorded in 3 minute intervals throughout 2015 and reported to the MDEQ and Manistee News Advocate. An update on the City's one remaining CSO (018) at Fifth and Ramsdell was provided to City Council in September. **SG#2**

14. Continued to work cooperatively with Manistee Township, AES, Manistee County and the LRBOI to formalize a water franchise agreement in Manistee Township. Discussions continued throughout the year. Completed Utility Rate Study by Burton & Associates.

At their meeting of September 1 City Council took action to approve a Manistee Township Water Agreement. Manistee Township action still pending. **SG#2,#5**

15. Continued discussions with Filer Charter Township on an agreement for utility services. Following Filer's cancellation of the previous three agreements both sides came to an agreement on two underlying principles: city customers should not subsidize Filer customers and Filer customers should not subsidize City customers; and both entities need to trust each other. The City will continue to work cooperatively with Filer Charter Township to explore connecting into the City WWTP. **SG#2, #5**
16. Completed construction of a MDOT approved commercial driveway entrance to the M-55 Non-Motorized trail system as required under a previously issued MDOT permit. **SG#3**
17. DPW submitted application to the Michigan Department of Environmental Quality for renewal of the NPDES permit. Requested extension of schedule to close CSO#018. **SG#2**

## GOVERNANCE

1. 2015 - 2016 Fiscal Year Budget and Capital Improvement Plan was approved. Work sheets were distributed in January and department directors were asked to pay more attention to future capital needs in the General Fund. Budget continues to be challenging with more needs and initiatives than funds available.

Budget recommendations were published March 26 and introduced to the Council and public on April 7. Work sessions and public hearing were held in April. Budget document adopted May 12, 2015 and includes a \$6,068,621 General Fund Budget. Millage was set at 17.7612 mills for the General Fund and 1.15 mills for the Refuse Fund. There was an 6% rate adjustment to water and sewer; charges established at \$2.67 and \$7.32 per 1,000 gallons respectively. Refuse monthly user charges were established at \$3.85, \$7.70 and \$11.55; depending on the level of service selected. **SG#4**

2. Approved budget amendment 2015-01 for fiscal year ending June 30, 2015 to address unanticipated or unbudgeted events or expenditures. Required by law to ensure actual expenditures do not exceed budgeted amounts. **SG#4**
3. Approved Main Street Downtown Development Authority Budget for 2015-2016. **SG#5**
4. Initiated Charter review by the City Clerk and City Attorney for clarifications and sections that are outdated or no longer applicable.
5. Anderson Tackman presented June 30, 2015 audit to City Council on November 4. **The audit shows a General Fund Balance of \$1,051,792; a decrease of \$35,246.** Manistee had a clean (unqualified) audit opinion, no deficiencies in internal controls, and no instances of non-compliance under Government Accounting Standards. **SG#4**
6. Three Council seats were up for election in November. Candidates on the ballot were: Second District Lynda Beaton, Edward Cote, Kathy Fenstermacher, Fourth District Robert Goodspeed, Sixth District Mark Wittlieff. At the Organizational Meeting in November, City Clerk Michelle Wright swore in Lynda Beaton, Robert Goodspeed, and Mark Wittlieff. Council elected Colleen Kenny as Mayor and Eric Gustad as Mayor Pro-Tem.

7. Approved a five-year contract extension with Republic Waste that included a new program for a once per month bulky item pickup for each residential address.
8. Mayor Pro-Tem James Smith attended the annual MML Capital Conference in March. SG#4
9. Deer herd cull was authorized and scheduled for last January to harvest 50 deer within the City limits. Council reversed their decision and decided to study the issue further. Appointed an Ad Hoc Deer Herd Committee in June. Committee met and researched the issue in depth; sponsored an ordinance amendment to ban the feeding of deer and other mammals which was adopted by Council in October. Committee met or talked with Humane Society Director, DNR Biologist, USDA representatives. A report and recommendations were presented to Council in December 2015. SG#5
10. City Assessor: Council approved a separation agreement with the City Assessor who retired effective March 22. Advertised on the MML website, Michigan Assessor website, Township Focus website and in the Manistee News Advocate for a Level II Assessor; search resulted in only two applications. Council desired to maintain an assessor position rather than contract. Due to assessment roll calendar, sent out RFP for a contracted assessor for one year. City Council chose Great Lakes Assessing and Molly Whetstone began her duties in early July.

Assessor's Office continued to address Tax Tribunal appeals and successfully participated in settlement conferences. A schedule of public hours was published. The Finance Department is able to provide copies of property record cards and phone calls are transferred to the Cadillac office when no one is in the local office.

County Planning Department was requested to provide address assignment service for the City as they currently provide this service to all of the townships; a service previously handled by the Assessor's Office.

11. City Manager Recruitment Process: Interim Manager Ben Bifoss began work April 6. Manistee News Advocate filed Open Meetings Act violation in conjunction with Council's decision to end employment with previous manager; following investigation by the Michigan State Police this allegation was dismissed.

In April Council selected the Michigan Municipal League to perform the recruitment process at a cost of \$15,000. Steps included community profile, candidate profile, culture of the organization, advertisement, collect resumes, initial screening, confidential matrix, short list of potential interviewees, interview guide, schedule interviews, and process closeout.

Special meeting held July 28 to narrow the field of candidates to interview. A "Meet the Candidates" reception and tours held August 10, with formal interviews by City Council on August 11 in a special meeting. Conditional offer of employment to Patrick Jordan; withdrew August 18; conditional offer of employment to Kevin Bookout; withdrew September 2.

At their meeting of September 15 Council decided on an expanded course of action, to offer a second interview to Tim Wolff, offer a first interview to two additional candidates, and offer an interview of Public Safety Director David Bachman; while simultaneously re-advertising the position through October 9. Mr. Wolff withdrew September 18. Council completed three interviews on October 5 and a fourth on October 12.

Conditional offer of employment to Mr. Thad Taylor on October 12; Mr. Taylor accepted the position and began his first day as City Manager in early December.

12. In September Mayor Pro-Tem Jim Smith and Councilman Roger Zielinski attended the Annual Michigan Municipal League Convention in Traverse City. **SG#4**
13. Authorized a two-year contract extension with Huron Tackle Company for the removal of fish waste from the Fish Cleaning Station and perform general upkeep of the facility. **SG#2**
14. Interim City Manager Ben Bifoss, Councilmember Eric Gustad and DPW Director Jeff Mikula attended the annual County Regional Summit in September. **SG#4**
15. Council approved a Notice of Sale Resolution and Bond Ordinance for Water and Sewer Revenue Bonds in an amount not to exceed \$2,770,000 for a number of capital projects regarding the ongoing maintenance and operational needs of the water and sewer utility. **SG#2**

16. Ramsdell Theatre and Hall – rescinded the Ramsdell Theatre Governing ordinance to allow the Theatre to operate as a department. A request for proposals was sent out for a market study and business model. Johnson Consulting began their interviews in July. **SG#4**
17. Three elections were held in 2015: May 5 special election, August 4 special election and the general election in November. Clerk's Office completed required Public Accuracy tests.
18. The three-year contract between the City of Manistee, Manistee County and the Alliance for Economic Success expired on September 30, 2014. Following discussions to renew the contract, Council took action to enter into a new three-year agreement through December 31, 2017. **SG#1,#5**
19. Various departments assisted with the annual Tight Lines for Troops event in May. Committee has voted to bring the event to the City Marina in 2016. Dave Bachman and Roger Zielinski have joined the committee.
20. Assisted the State Waterways Commission when they conducted their June meeting in Manistee at the Municipal Marina Open Space. City Staff provided tours of local projects. **SG#5**
21. City Engineer prepared a City map for the Police Department in an effort to better track crime areas.
22. Parks Commission completed their annual bus tour of park properties on September 17. **SG#3**
23. Continued to work with MDNR / U.S. Forest Service to protect nesting sites of endangered Piping Plovers north of Fifth Avenue Beach. This was the eighth year that the Piping Plovers selected this site. **SG#5**
24. Participated in regular meetings between the LRBOI, County and Manistee Township for better communication between the entities. **SG#5**
25. City Attorney provided an educational session to City Council in September on the general provisions of the Open Meetings Act (OMA) and the impact of technology.

26. Fire Department hosted an open house on October 10 for annual Fire Prevention Week.
27. Amended the development agreement with Amptech, Inc. waiving the reimbursement fee. **SG#1**
28. Authorized the DDA to award a contract for repainting the Riverwalk railing to the low responsible bidder in an amount not to exceed \$30,000. Project should be completed spring of 2016. **SG#3**
29. Updated the verbal contract with Gockerman, Wilson, Saylor & Hesslin law firm for City Attorney services. The terms of the new written contract memorializes terms that have been in place since 2009.
30. Authorized a riverfront lease assignment from Little River Management LLC to Nancy Carol Croasdell.
31. Approved a resolution establishing a Manistee Main Street Redevelopment Project Area for the issuance of liquor licenses. Manistee Inn and Marina received a resolution of support for their liquor license application.
32. Continued public tours of City Hall, Ramsdell Theatre and the Fire Station.
33. Lighthouse Park – Undertook testing for possible arsenic. Test results showed arsenic levels in the structure's wood and underlying wood chips and surface soils. Anything constructed with treated wood during this time period has arsenic in it. Researched how other communities are handling similar playgrounds. Council discussed the available options and costs at their October 20 meeting and will be scheduling a public hearing in the near future. **SG#3**
34. Entered into a master agreement with the Manistee United Methodist Church to address a variety of issues between the Church and Ramsdell Theatre regarding drainage, alley encroachment and parking. **SG#5**
35. Entered into an agreement with West Shore Medical Center to provide utility services to 315 Oak Grove Street in Manistee Township. **SG#2,#5**

36. Entered into an agreement to provide sanitary sewer services to 7 Park Avenue in Manistee Township. SG#2
37. The Election Commission approved the permanent consolidation of election precincts as permitted by the State Bureau of Elections. Beginning 11/4/15 there will only be two voting precincts instead of seven. This does not change the City Council districts. Improved efficiencies and cost savings in election expenses will be gained. SG#4
38. Amended lease agreement with New Cingular Wireless for telecommunications equipment on the Industrial Park water tank. Reduces the annual escalator amount, in return the City received a seven year rent guarantee. SG#4
39. City continues to use social media like Facebook to inform the public. This page is not intended to be a forum for public debate or discussion; rather is used to disseminate information in a timely manner to residents and visitors. There are currently more than 1,400 likes/fans of the City's Facebook page. If you haven't already done so, please like our page!
40. Approved a one year agreement with Manistee County and the County Prosecutor's Office for services rendered.
41. Approved an Assignment and Assumption Agreement with T-Mobile Central, LLC and Agri-Valley Broadband, Inc. for a lease on the Industrial Park water tower.
42. Renewed license agreement with the Lamar Companies for five billboards on M-55.
43. A Committee consisting of Heather Pefley, Kelly McColl, Mary Bachman, Kathie Boyle and Cindy Lokovich selected the Manistee County Holiday Hope Team as recipient of items donated to the Mitten Tree hosted at City Hall. The tree quickly filled with winter accessories. Toys for Tots donation barrel was also hosted and filled by employee donations.

### **Manistee News Advocate – Best of People’s Choice Awards:**

- Best Law Officer – Jeff Pefley
- Best Fire Fighter – James Henderson

### **Business Registrations:**

- Happy Hippie, 81 Division Street
- Redeemed, 172 Memorial Drive
- Spicer Group, 302 River Street
- Miss to Mrs Plus, 283 River Street
- MICellular Clinic, 320 First Street
- Bloomers Flower Shop, 84 Cypress Street
- Gotcha Covered, 50 Filer Street, Suite E
- Brightlines Wireless, 85 Cypress Street

### **Parcel Splits / Combinations:**

- 321 Fifth Street / 510 Cypress Street
- 433 Elm Street / 486 Bryant Avenue

### **Special Use Permits:**

- None

### **Bylaw Updates for:**

- None

### **Banner Applications:**

- Snowshoe Stampede
- Tight Lines for Troops
- USS Liberty Plaque Dedication
- Manistee National Forest Festival
- Manistee World of Arts & Crafts
- Grapes on the River
- Downtown Sidewalk Sales
- Paint the Town Pink
- Victorian Sleighbell Old Christmas Weekend
- Toys for Tots / Gifts for Teens

### **Policies:**

- CP-20 FOIA Procedures and Guidelines

### **Ordinance Amendments:**

- 15-01 2015 Water Supply & Sewage Disposal System Revenue Bonds
- 15-02 Repealing Chapter 1420 – Building Code/Building Inspections
- 15-03 Chapter 1482 – Residential Rental Properties
- 15-06 Repealing Chapter 253 – Ramsdell Governing Authority
- 15-07 Amending Chapter 606 – Animals
- 15-09 Amending Chapter 289 – Parks Commission
- 15-10 Amending Chapter 606 – Animals – Feeding Ban

### **Zoning Ordinance Amendments:**

- Z15-04 Peninsula District
- Z15-05 Green Infrastructure Language
- Z15-08 Article 5: General Provisions, Chickens & Ducks

### **Resolutions:**

- RES 15-01 Notice of Sale-Water Supply & Sewage Disposal System Revenue Bonds
- RES 15-02 Support – Redevelopment Ready Communities Certification
- RES 15-03 Support – Manistee County-Wide Park & Recreation Plan
- RES 15-04 Proclaim April as Parkinson's Disease Awareness Month
- RES 15-05 Thanks & Appreciation – Administrative Professionals Day
- RES 15-06 2015-2016 Budget Adoption List
- RES 15-07 FOIA Procedures & Guidelines and Summary
- RES 15-08 Reschedule July 2015 Board of Review
- RES 15-09 Establish MSDDA Redevelopment Project Area
- RES 15-10 Manistee Inn & Marina Liquor License
- RES 15-11 Residential Rental Services Change in Fees
- RES 15-12 Source Water Protection Policy & Administration Procedures
- RES 15-13 Support-Manistee National Guard Armory & Bravo Troop
- RES 15-14 Support-Enhancement of Veterans Park
- RES 15-15 Alternate date for December Board of Review
- RES 15-16 Poverty Exemption Guidelines
- RES 15-17 Twelfth Street

### **Annual Council Authorizations:**

Participated and assisted in various annual community festivals and events and authorized many fundraising opportunities for area nonprofits.

- Rotary Club Bottle Drive
- FiveCAP Walk for Warmth
- Annual St. Patrick's Day Parade
- World of Arts and Crafts
- Support for County-Wide Park and Recreation Plan
- Parkinson's Disease Awareness Month
- LOVE Inc. Fundraiser
- Event Signage for American Legion
- Parliamentary Law Month
- Healthy Active Manistee Events
- Labor Day Bridge Walk
- Ride of Silence
- Administrative Professionals Week and Day
- American Legion Poppy Sales
- National Day of Prayer
- Annual Memorial Day Parade and Ceremony
- USS Liberty Plaque Dedication and Banner
- Lion's Club White Cane Sale
- Proclaimed Safe Boating Week
- VFW Buddy Poppy Campaign
- Back to the Bricks Car Show
- Forest Festival Events
- Event Signage for Manistee Eagles
- Salvation Army Bell Ringing Fundraiser in July
- Grapes on the River
- Conservatory of Dance Bottle Drive
- Pathway of Hope 5K Fun Run
- Manistee County Humane Society Tag Day
- Strutt Your Mutt on the Riverwalk
- Resolution of Support for Armory and Bravo Troop
- Paint the Town Pink
- MHS Homecoming Parade
- Hops & Props on the River
- Run for Recovery 5K Run/Walk
- MCC Homecoming Parade
- Boos, Brews & Brats 5K
- Turkey Bowl Fundraiser
- Sleighbell Parade and Old Christmas Weekend

# COMMUNITY DEVELOPMENT

## 1. Local Revenue Sharing Board:

### 2015 Cycle I:

Fire – Life Pak Heart Monitor \$15,000, approved

Police – Two Tactical Ballistic Vests \$3,000, approved

Fire – Paramedic Tuition \$12,000, denied

### 2015 Cycle II:

Fire – AED Replacement \$8,214, pending

Applied for Third Most Eligible Unit prior to the January 2, 2015 deadline. LRSB selected the City of Manistee to fill this position on the Board and Mayor Colleen Kenny retained this seat.

The City has received approximately \$1,155,152 from the Local Revenue Sharing Board since 2000. **SG#4**

2. The City submitted a Community Development Part 1 application for a Blight Elimination grant to the MEDC on January 15, 2015 on behalf of River Parc Place II LLC. This is the first step in the revitalization process. The City will need to perform an environmental review, provide a letter of support, and take a development agreement to City Council. **SG#1**
3. Staff finalized the Redevelopment Ready Communities (RRC) application in January. The MEDC scheduled their report of findings to City Council on February 17, 2015. Adopted resolution to implement RRC recommendations. Annual meeting held in June with City Council, Planning Commission, Historic District Commission and Zoning Board of Appeals to identify redevelopment ready sites as required for certification. Staff developed marketing packets for the top sites which have been featured in the Opportunity Michigan publication. **SG#1, 2**
4. The Manistee Fire Department received a FEMA grant in the amount of \$47,620 to purchase and install an exhaust management system at the Fire Station. The grant obligated the City to a 5% match of \$2,380 and an additional 5% fee of \$2,380 to the grant writer. **SG#2**

5. City entered into negotiations with Dave Ludwigson, owner of the remaining private lot on Man-Made Lake. Mr. Ludwigson expressed an interest in swapping his property for the two remaining parcels on Monroe Street. Discussions continue.
6. Took court action to raze 66 Clay Street. The District Court found that the property owner did not comply with the Court's order and authorized the City to demolish and remove the structure. In January received three quotes to demolish the home at 66 Clay Street. Carl's Excavating submitted the low bid and demolition was completed by the end of January. Updated the demolition RFP process for the future.
7. Volunteer group organized a Riverwalk cleanup in early May; DPW provided garbage bags and removed what was collected.
8. Assisted Blossom Boulevard with soil supplementation, tilling and traffic control. Committee reduced the area planted again this year. A meeting was held in November to discuss the future of this volunteer program.
9. Brownfield Plans & Discussions:
  - Council approved a Brownfield Plan for the South Washington Street Area Redevelopment Project (former River Parc / North Channel Outlet properties) in 2014. Status – in process.
  - Hotel Northern – pending.
  - Authorized payment for Lighthouse Park testing.

Significant City involvement will be required to keep these projects moving forward. Partners include the DDA, Planning Commission, Historic District Commission, Brownfield Redevelopment Authority, MEDC, MSHDA and developers. **SG#1,2,4,5,6**

10. County Planning Department contracted to assist with completion of the Master Plan. Public input session held on October 15, 2015. Planning Commission worked on goals and objectives in November with a draft of the plan to be released for public input in December/January. The new plan should be adopted in early 2016. **SG#2**

11. On March 2, 2015 received notification that the City was accepted in the Michigan Certified Local Government Program. This program could provide additional grant opportunities.
12. Denise Blakeslee attended the Michigan Association of Planners conference in Detroit where she was a presenter for the course in "Small Communities Doing Big Things."

## OPERATIONS

1. Winter 2014-2015 – Annual run water notices sent out beginning January 1. The winter mirrored 2014 with the number of freeze-ups experienced. City opened up the Municipal Marina facility for showers and laundry facilities. Distributed bottled water to those homes affected. The City issued a run water mandate at the end of February. Purchased and utilized jet deicer to assist thawing frozen water lines. Welder became less effective on lines that were frozen for a while. Hired three private contractors to dig up services at the curb stop and shoot hot pressurized water into the laterals until they broke free. Six to seven crews worked seven days a week for several weeks. Second year in a row that a run water notice impacted the flows at the Wastewater Treatment and the NPDES permit. Frost was six feet into the ground. Looking at purchasing a commercial power-washer that could be used to thaw service lines in the future. More public education is needed on run water notices; some accounts ran enormous amounts of water. A review of the frozen water policy is anticipated prior to winter. **SG#2**
2. In 2014 prepared RFPs for contracted building and rental inspections with the retirement of the Building Inspector. No bids received. Discussed remaining options; to contract or return to the State of Michigan. Transitioned the program to the State on March 31. Mark Hansen retained his certification but returned to Facilities Manager duties. **SG#4**
3. Completed contract reopener with the USW regarding wages and health insurance. Completed three-year contract negotiations with the POAM/COAM and the IAFF unions.
4. The Board of Review met in March, July and December hearing valuation, poverty exemption, principal residency, mutual mistakes of fact and conditional rescission appeals.
5. Blight issues moved from the Building Inspector's Office to the Police Department with the retirement of the Building Inspector. Officer John Fraass assumed the duties of Blight Officer and provided regular updates to the Manager and City Council on actions to address blight complaints.

6. Completed fourteenth year of beach sampling program. City financially responsible for all samples. DPW reached an agreement with the County Health Department for the City to undertake the local beach monitoring program. City can do the program more economically and avoids higher charges from the Health Department. **SG#3, #5**
7. Advanced Life Support / Transport continues to be a well-received program and has generated revenues exceeding half a million dollars, minus the expenditures that were incurred by the Fire Department to move to this level of service to the community. **SG#4**
8. Council approved a contract with the Spicer Group to act as the Rental Inspection Service Provider on behalf of the City. The City fee schedule was amended to reflect the fees as stated in the contract. Following award Spicer opted to work with the former building inspector Mark Niesen to perform these services. **SG#4**
9. Intergovernmental cooperation with Road Commission / MDOT on equipment, seasonal sand removal and leveling of beaches, street sweeping, sewer cleaning, guard rail repairs, etc. **SG#5**
10. Continued to explore/implement GIS. The 2015 SAW grant will result in the GIS system being expanded to include substantial data related to the streets, wastewater, and storm water collection systems. City/County partnership has ended and City continues to use consultant. **SG#2**
11. Continued quarterly financial and investment updates to City Council. **SG#4**
12. Skating Rink – Teen Center turned into warming shelter in late December. Using the new rink system, the rink was open from early January to early March except during a vandalism incident and warmer weather in January. **SG#4**
13. Facilities Manager performed several weeks of window maintenance/painting at both the Ramsdell Theatre and City Hall using a rented lift. **SG#2**
14. Employees from the DPW attended the International APWA Snow Conference in Grand Rapids this past April.

15. Replaced the boiler system at City Hall due to a leak in the heat exchanger. The option to replace cost approximately \$9,400 with a life expectancy of 15 years. SG#2
16. DPW continued their water statistical evaluation program for the replacement of water meters that was started in 2014. A review of water billing records uncovered discrepancies from flows to what is billed for two inch meters at MAPS, County Jail, Best Drug, Medical Care Facility, Harbor Village, Manistee Car Wash; issues have been resolved. Continued to work on illicit connections and roof drains. Installed flow monitors. Worked with Michigan Metering on potential for 23 accounts over-billed and 73 accounts under-billed. Michigan Meter is the only Neptune dealer in the State of Michigan. Their spreadsheets will be our guide in moving forward and will track the age of meters, recovery payback, size of meters and other information. Purchased new large water meters due to loss of revenue from age and the way readings were entered into billing system. Contracted with Jody Banks to provide lead operator services for the WWTP on a short term basis until a utilities director was hired. SG#2, #4
17. Web page administrators Ed Bradford and Denise Blakeslee worked with Civic Plus on a redesign of the City web page that should be launched in January 2016.
18. The City Water Department received a grant in the fall of 2014 to begin updating the Wellhead Protection Program. A wellhead protection meeting was held at City Hall on January 6. Since that time the team has worked with Michigan Rural Water Association on updating the contaminated source inventory, developing an education plan, and reviewing zoning language. Another grant is being applied for that will assist with implementing the program. City Council approved a resolution of support for the grant application in July. SG#2
19. DPW worked with Morton Salt on a pre-wetting system for winter maintenance. Using brine to pre-wet the salt activates the melting process quicker and allows reduction in salt consumption.
20. Installed four new way-finding park signs at North Beach Access, Man-Made Lake, Rietz Park, and Sands Park. Miscellaneous signs were also added for dog-friendly areas.

21. Vendor of Record Agreements:
  - Three-year contract for plumbing services with Personal Plumbing, Inc.
  - Three-year contract for mechanical/HVAC/Water Testing services with Custom Sheet Metal and Heating, Inc.
  - Three-year contract for electrical and automation control services with Top Line Electric, LLC.
22. Finance Director created database for the DPW to assist in tracking street work.
23. Spicer Group/DPW completed mobile mapping in May. DPW assisted by painting manholes to help with delineation and marked 3,000 curb stops. 1.5 terabytes of data were produced and will be used for future SAW grant work and for design on future utility and road projects. Spicer provided training to appropriate city personnel that may use the information collected. **SG#2**
24. Continued Roadsoft and Paser updates in 2015. Worked on prioritized list following the Asset Management Plan guidelines. **SG#2**
25. Annual Tree Program – Contract awarded to Anthony's, planting will occur in the spring of 2016. **SG#3**
26. Re-advertised for beach concessions in April. Parks Commission interviewed the candidates and recommended Eddie Scott as the concessionaire at Fifth Avenue Beach for 2015 and 2016. Both concessionaires reported good business over the summer. Fifth Avenue concessionaire failed to be open during the long Labor Day weekend. Parks Commission voted to recommend re-advertising Fifth Avenue for 2016.
27. Technology Updates: Changed and upgraded city cell phone program; upgraded file servers; well control upgrades; Laserfiche updates on work flow project management; swapped out server in the Police Department; switched to hosted email.

Installed E-Panic buttons on city computers in June for heightened security in offices. Some accidental false alarms but system worked well when it was needed in the Finance Office. Situational training and training on using the system has been requested.

28. DPW worked with the DDA on the Riverwalk maintenance contract. The city received no bids for this work so worked with the City's previous contractor to provide these services. **SG#5**
29. WWTP completed sludge haul; emptied out and cleaned bio tank and digesters. The underside of the digester cover paint was inspected for condition of corrosion protection. **SG#2**
30. Continued to address electrical issues with Maple Street Bridge. **SG#2**
31. Police Department received a traffic grant for seat belt enforcement in August and September.
32. Discovered erosion problem along the Riverwalk behind Riverside Motel. Cost range: \$60,000 to \$240,000. Foot traffic was restricted to the south edge in this area. Options will be researched, including potential grant funding options, and action is anticipated in 2016. **SG#3**
33. Spicer Group completed a study to determine the capacity and assess any improvements needed at the Arthur Street Pump Station. Budget cost estimates for suggested improvements and maintenance work were provided to the City. In addition to the study, odor and corrosion concerns at the Jerumbo pump station were evaluated and recommendations were provided to the City. **SG#2**
34. Paramedics started weekly visits to Century Terrace and Harborview to do blood pressure checks and medication records in an effort to reduce calls for service. It has been very well received.
35. Mark Hansen replaced the rear doors at the fire station and an automatic door opener was installed.
36. Accepted a bid from FHC Mechanical Contractors in the amount of \$30,923 for the installation of five slide gates and two exterior doors at the Wastewater Treatment Plant.

37. Continue to utilize ePackets for City Council meeting agendas using iPads and Dropbox for all Councilmembers and Department Directors. Agenda packets are no longer mailed or emailed and are regularly posted on the City's website at [www.manisteeemi.gov](http://www.manisteeemi.gov). While on the City's website, click on the "Notify Me" button. You will be able to sign up for regular email updates on a variety of subjects. We also post Council and other board and commission dates on Facebook ([facebook.com/CityofManistee](https://www.facebook.com/CityofManistee)) with a link to the agenda packet. Please like our page and get regular updates this way too.

### **Equipment Purchases:**

- Pioneer Portable Pump \$43,015
- Cummins 150 Kilowatt Generator for Renaissance Park \$45,410
- Two Phillips Mrx Cardiac Monitors \$23,130
- Articulated Wheel Loader \$79,930.05
- Ford F150 Pickup Truck \$24,852.88
- Ford F250 Pickup Truck \$26,085.38
- Ford F350 Pickup Truck \$26,953.38
- Tandem Axle Snow Plow / Haul Truck – Cab & Chassis \$94,145
- Tandem Axle Snow Plow / Haul Truck – Equipment \$73,461.41
- Tandem Axle Snow Plow / Salt / Sand Truck – Cab & Chassis \$94,145
- Tandem Axle Snow Plow / Salt / Sand Truck – Equipment \$107,909

### **Employee Hires / Retirements / Promotions:**

- City Assessor Julie Beardslee retired as of 3/22/15 with 24 years of service.
- Mike Hiller retired from the Water Department on February 27, 2015 with 37 years of service.
- Jody Banks left her position at the Wastewater Treatment Plant with 8 years of service.
- Detective Sergeant John Riley retired from the Police Department with 24 years of service effective May 1, 2015.
- Mitch Deisch left his position of City Manager with 13 years of service.
- R. Ben Bifoss appointed Interim City Manager beginning April 6, 2015 to help the City during the recruitment process for a new City Manager.
- Chris Franckowiak promoted to fulltime in the Police Department on May 3, 2015.
- Officer Douglas Van Sickle began his employment with the Police Department on August 10, 2015.
- James Riley started August 3, 2015 as a water operator.
- Officer Josh Glass promoted to Detective Sergeant as of May 3, 2015.
- Officer Medacco accepted a position with the LRBOI and left June 18.

- Hired Deputy Director of Utilities Rick Mohr who began work on September 14, 2015.
- Hired Kelly McColl who began work as the Administrative & Utility Clerk on October 19, 2015.
- Hired Jake Szymanski for the WWTP on November 16, 2015.
- Thad Taylor was appointed City Manager and started work on December 8, 2015.

**Training / Certifications: SG#4**

- Steve Schmeling graduated from the medical first responder course held by the Manistee County Firefighters Association.
- Heath Darling attended a two-week executive training session at the National Fire Academy in Emmetsburg, MD; part of a multi-year program.
- Jim Henderson earned his bachelor's degree from Baker College in the fall and has been accepted in the Master's program at Columbia Southern University.
- John Peddie received his state paramedic license.
- Doug Dominick received his state paramedic license.
- Mark Hansen – received certification for underground storage tanks.
- Heather Pefley completed her three year treasurer certification in April. Completed second year at Michigan Municipal Clerks Institute.
- Jeff Mikula and Brandon Prince successfully completed APWA Winter Maintenance Supervisor Workshop in Grand Rapids on April 12.
- Mary Bachman renewed her State of Michigan P&C insurance license in February and attended several training opportunities for compliance with the Affordable Care Act.
- Michelle Wright attended the MMII Advanced Institute in April and attended the MGFOA Back to Basics I training in April.
- Brent Haskins began the 15 month paramedic program June 1.
- Heath Darling graduated from WSCC with an associate's degree.
- DPW Director Jeff Mikula attended second year of Michigan Public Services Institute in September.

## **DIRECTORY OF OFFICIALS - 2016**

Mayor Colleen Kenny  
Mayor Pro-Tem Eric Gustad  
Councilmember Lynda Beaton  
Councilmember Roger Zielinski  
Councilmember Robert Goodspeed  
Councilmember James Smith  
Councilmember Mark Wittlieff

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City Manager Thad Taylor

## **DIRECTORY OF OFFICIALS - 2015**

Mayor Colleen Kenny  
Mayor Pro-Tem James Smith  
Councilmember Edward Cote  
Councilmember Roger Zielinski  
Councilmember Robert Goodspeed  
Councilmember Mark Wittlieff  
Councilmember Eric Gustad

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City Manager Mitchell D. Deisch  
Interim City Manager R. Ben Bifoss