

# MANISTEE CITY COUNCIL

## MEETING AGENDA

TUESDAY, DECEMBER 6, 2016 – 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 November 1, 2016 regular meeting, the November 9, 2016 work session, the November 15, 2016 organizational meeting, the November 29, 2016 special meeting, and the November 29, 2016 special work session as attached.

**VI. Financial Report.**

- \*a.) PAYROLL.

\*b.) INVOICES.

**VII. Unfinished Business.**

a.) CONSIDERATION OF A FIRE DEPARTMENT PICKUP TRUCK PURCHASE.

Three quotes were solicited for a replacement pickup at the Fire Department. The low quote was from Gorno Ford at \$43,400. This included the vehicle, graphics, lighting and radio installation; plus a slide out rack for the bed and a topper on the back. This is budgeted as a cash purchase from the Motor Pool. The budgeted amount is \$60,000.

At this time Council could take action to authorize the purchase of a 2017 Ford F-250 as quoted for \$43,400 from Gorno Ford.

**VIII. New Business.**

a.) PRESENTATION BY ANDERSON TACKMAN ON THE JUNE 30, 2016 AUDIT.

b.) CONSIDERATION OF COMMITTEE APPOINTMENTS.

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

At this time the City Manager could take action to make appointments to the Council Personnel Committee.

c.) CONSIDERATION OF A PARCEL SPLIT AND COMBINATION FOR JOHN AND JEAN SOLTES.

A request has been received from John & Jean Soltes, 1054 Oak Street for a parcel split and combination. Mr. & Mrs. Soltes owns parcel 51-355-708-25 (1054 Oak Street) and parcel 51-355-708-19 (1050 Oak Street). The requested split and combination will eliminate an encroachment by the home at 1054 Oak Street, retain access to Oak Street for the home at 1050 Oak Street, and create a new buildable lot. At their November 3, 2016 meeting the Planning Commission reviewed the request and recommends Council's endorsement.

At this time Council could take action to approve the request for a parcel split and combination from John & Jean Soltes as submitted with application PC-2016-15.

d.) CONSIDERATION OF A RESOLUTION OF SUPPORT FOR THE MANISTEE COUNTY COUNCIL ON AGING.

The Manistee County Council on Aging has entered into a letter of intent with a developer to relocate their administration, programs and services to the property owned by the Oleson's Food Company in Manistee. The Council on Aging is eligible to apply for low-interest financing through the U.S. Department of Agriculture Rural Development (USDA-RD) that would enable them to purchase the building. A resolution of support has been drafted for Council consideration.

At this time Council could take action to adopt a resolution of support for the low-interest financing application from the Manistee County Council on Aging to the USDA-RD; and further, Council extends its appreciation and gratitude to the USDA-RD for their continued support for the City of Manistee and Manistee County.

e.) CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.

The City Clerk has taken action to advertise vacancies on the Board of Review, Brownfield Redevelopment Authority, Compensation Commission, Historic District Commission, PEG Commission, Planning Commission and the Tree 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.

The following applications have been received:

**BOARD OF REVIEW** – three vacancies, one regular member term ending 12/31/19; and two alternate members terms ending 12/31/17 and 12/31/19. Applicants must be a City taxpaying, registered voter. Council appointment.

T. Eftaxiadis, 817 Cherry Street\*

**BROWNFIELD REDEVELOPMENT AUTHORITY** – One vacancy, term ending 6/30/18. Applicants must be City resident or person with interest in property in the City. Mayoral appointment.

None

**COMPENSATION COMMISSION** – Two vacancies, terms ending 9/30/17 and 9/30/19. Applicants must be registered voters in the City. Mayoral appointment.

Oscar Carlson, 367 Ninth Street  
Tom Swedenborg, 562 First Street

**HISTORIC DISTRICT COMMISSION** – One vacancy, term ending 2/28/19. Applicants must be City resident. Council appointment.

James Matthews, 336 River Street  
Robert Cheppo, 521 First Street

**PEG COMMISSION** – Two vacancies, terms ending 12/31/18 and 12/31/19. Applicants must be Manistee County residents. Council appointment.

None

**PLANNING COMMISSION** – One vacancy, term ending 10/31/19. Applicants must be City resident. Mayoral appointment.

Robert Slawinski, 256 Hughes Street  
Randall Zakrajsek, 173 Quincy Street

**TREE COMMISSION** – Three vacancies, terms ending 12/31/19. Mayoral appointment.

Sue Verheek, 417 Second Street\*  
Bruce Schaub, 338 Fourth Street\*  
Pat Sagala, 811 Oak Street\*  
Rick Tetsworth, 1405 Cornell Street

\*Incumbent

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

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

- a.) PRESENTATION ON CDBG BLOCK GRANT APPLICATION FOR NORTH CHANNEL OUTLET.

\*b.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for Tuesday, December 13, 2016 at 7 p.m. A discussion will be conducted on Payments in Lieu of Taxes (PILTs) and staff will conduct the annual RRC board and commission discussion to identify and prioritize redevelopment sites; 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:**

1. Council Meeting Minutes – November 1, 2016
2. Council Work Session Minutes – November 9, 2016
3. Council Organizational Meeting Minutes – November 15, 2016
4. Special Council Meeting Minutes – November 29, 2016
5. Special Council Work Session Minutes – November 29, 2016
6. 2016-10-12 Invoices
7. 2016-10-31 Invoices
8. 2016-11-14 Invoices
9. Fire Department Pickup Truck Purchase
10. Audit 6/30/16
11. Council Committee Mayoral/Manager Appointments
12. Soltes Parcel Split & Combination Request
13. Council on Aging Resolution of Support
14. Board & Commission Applications

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – November 1, 2016

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A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, November 1, 2016 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 Erin Pontiac.

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Michelle Wright, Public Safety Director – Dave Bachman, and City Engineer – Shawn Middleton / Spicer Group.

### CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

James Dirk - Spring Lake / introduced himself as the communications director for the Catamaran Racing Association, available to answer any questions Council may have.

Barry Lind – 532 Fourth Street / he is chair of the PEG Commission, is excited where PEG is going, but in need of more members; Councilman Zielinski has been attending meetings and would be a good addition to the commission.

### CONSENT AGENDA.

- Minutes - October 18, 2016 - Regular Meeting
- Financial Reports
  - Cash Balances - August 2016
  - Quarterly Financial Update - July-Sept. 2016
  - Quarterly Investment Update - July-Sept. 2016
- Consideration of Ordinance Z16-02, Repealing Chapter 263 Non-Motorized Transportation Committee

Ordinance Z16-02 was drafted in response to a request from the Non-Motorized Transportation Committee who recognizes the need for all municipalities in Manistee County to work together to consolidate efforts and resources through the establishment of a County-Wide Multi-Use Trail Committee. As an ordinance two separate readings are required. The ordinance was introduced at the October 18, 2016 meeting and could be adopted at this time.
- Notification Regarding Next Work Session – Wednesday, November 9, 2016

A discussion will be conducted on the Frozen Water Line policy, warning signs on Maple Street around Middle School, reduced speeds on River Street, outdoor cafes; and such business as may come before the Council.
- Consideration of Annual Victorian Sleighbell Parade and Old Christmas Weekend

The Manistee Downtown Development Authority requests authorization to conduct the 28<sup>th</sup>

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – November 1, 2016

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Annual Victorian Sleighbell Parade and Old Christmas Weekend on December 1- 4, 2016. The committee has requested various street closures and other assistance from City personnel. The highlight of the event is the parade on Saturday, December 3, 2016; with other activities throughout the downtown area. The event request also includes a request for a banner on the River Street Arch from November 18 – December 4, 2016.

MOTION by Zielinski, second by Wittlieff to approve the Consent Agenda as presented.

With a roll call vote this motion passed unanimously.

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

NAYS: None

### **CONSIDERATION OF A CATAMARAN RACING EVENT IN FIRST STREET BEACH DOUGLAS PARK.**

The Catamaran Racing Association of Michigan wishes to use various parts of Douglas Park in conjunction with a planned racing event on August 11-13, 2017. They are requesting permission to authorize onsite camping, use of the beach to store the catamarans, and the closure of some parking spots to facilitate moving the catamarans to the water.

MOTION by Goodspeed, second by Zielinski to authorize the requests by the Catamaran Racing Association of Michigan; authorize staff to assist as necessary; and further authorize staff to act in the City's best interest if changes are made to the event. Question was asked if the ordinance should be amended to allow this type of event to be a permitted use. Saylor will review the ordinance.

With a roll call vote this motion passed unanimously.

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

NAYS: None

### **CONSIDERATION OF A FIRE DEPARTMENT PICKUP TRUCK PURCHASE.**

Three quotes were solicited for a replacement pickup at the Fire Department. The low quote was from Gorno Ford at \$43,400. This included the vehicle, graphics, lighting and radio installation; plus a slide out rack for the bed and a topper on the back. This is budgeted as a cash purchase from the Motor Pool. The budgeted amount is \$60,000.

MOTION by Goodspeed, second by Wittlieff to authorize the purchase of a 2017 Ford F-250 as quoted for \$43,400 from Gorno Ford. Lengthy discussion followed regarding the bidding process.

MOTION by Zielinski, second by Smith to table this item until the next Council meeting.

With a roll call vote this motion passed, 4-3.

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – November 1, 2016

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AYES: Beaton, Zielinski, Smith, and Pontiac

NAYS: Kenny, Goodspeed, and Wittlieff

### **CONSIDERATION OF A SETTLEMENT, AMENDMENT AND REAFFIRMATION AGREEMENT WITH RIETH-RILEY.**

The City of Manistee was a defendant and Rieth-Riley an intervening party in a lawsuit involving Edward Seng, Seng Dock & Trucking, Inc. and Seng Land Company as Plaintiffs regarding the Seng Peninsula Property. Rieth-Riley was dismissed from the lawsuit and the City of Manistee was granted Summary Disposition as to the claims brought against it by the Plaintiffs. Rieth-Riley has appealed the decision regarding its dismissal from the lawsuit. The City has negotiated with Rieth-Riley a resolution that would recognize Rieth-Riley's claim that its consent would be necessary to amend the Development Agreement between the City and Seng entities, which would resolve the appeal with respect to the City. The proposed Settlement, Amendment and Reaffirmation Agreement has been approved by the City Attorney.

MOTION by Beaton, second by Zielinski to approve the Settlement, Amendment and Reaffirmation Agreement with Rieth-Riley; and further authorize the Mayor and City Clerk to execute the document.

With a roll call vote this motion passed unanimously.

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

NAYS: None

### **CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.**

The City Clerk has taken action to advertise vacancies on the Airport Authority, Board of Review, Brownfield Redevelopment Authority, Compensation Commission, Downtown Development Authority, Harbor Commission, Historic District Commission, PEG Commission, and the Planning 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.

The following applications have been received:

**AIRPORT AUTHORITY.** One vacancy, term ending 11/30/19. This is the City's nomination to the County Airport Authority. Mayoral appointment.

Barry Peterson, 575 Eighth Street

Mayor Kenny appointed Barry Peterson, 575 Eighth Street, as the City's nomination to the County Airport Authority for a term ending 11/30/19. MOTION by Zielinski, second by Goodspeed to support the Mayor's appointment.

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – November 1, 2016

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With a roll call vote this motion passed unanimously.

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

NAYS: None

**BOARD OF REVIEW.** (*Alternate Member*) One vacancy, term ending 12/31/17. Applicants must be a City taxpaying, registered voter. Council appointment.

*None received*

**BROWNFIELD REDEVELOPMENT AUTHORITY.** One vacancy, term ending 6/30/18. Applicants must be City resident or person with interest in property in the City. Mayoral appointment.

*None received*

**COMPENSATION COMMISSION.** Two vacancies, terms ending 9/30/17 and 9/30/19. Applicants must be registered voters in the City. Mayoral appointment.

*None received*

**HISTORIC DISTRICT COMMISSION.** One vacancy, term ending 2/28/19. Applicants must be City resident. Council appointment.

*None received*

**HOUSING COMMISSION.** One vacancy, term ending 5/31/20. Mayoral appointment.

Krista McDougall, 2910 Maple Road

Kenny appointed Krista McDougall, 2910 Maple Road, to the Housing Commission for a term ending 5/31/20. MOTION by Goodspeed, second by Zielinski to support the Mayor's appointment.

With a roll call vote this motion passed unanimously.

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

NAYS: None

**PEG COMMISSION.** Three vacancies, two terms ending 12/31/18, one term ending 12/31/19. Applicants must be Manistee County resident. Council appointment.

Roger Zielinski, 529 First Street

Councilmember Beaton nominated Roger Zielinski, 529 First Street, to the PEG Commission for a term ending 12/31/18.

With a roll call vote this nomination passed unanimously.

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

NAYS: None

**CONSIDERATION OF A SPECIAL WORK SESSION IN NOVEMBER.**

The City Manager has requested that Council schedule a special work session for Tuesday, November 29, 2016 to begin the annual strategic plan update with the Alliance for Economic Success.

MOTION by Zielinski, second by Smith to schedule a special work session for Tuesday, November 29, 2016 beginning at 6:00 p.m.

With a roll call vote this motion passed unanimously.

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

NAYS: None

**A REPORT FROM THE RAMSDELL REGIONAL CENTER FOR THE ARTS.**

Ms. Sarah Helge and Ms. Nancy Ferguson reported on the activities of the Ramsdell Regional Center for the Arts and responded to questions the Council had regarding their activities.

**CITIZEN COMMENT.**

Comments received by:

- Alan Marshall – 914 Vine Street / thanked the Mayor for 12 years of service on the Council.
- Carol Pasco – 610 Spruce Street / thanked Sarah Helge for the Ramsdell update; disappointed on the Planning Commission appointments at the last meeting; appreciated concerns for the taxpayer, but staff in charge of services know what they are doing; thanked Colleen on 12 years of service.

**OFFICIALS AND STAFF.**

Officials and staff members thanked Mayor Kenny for her service.

**COUNCILMEMBERS.**

Councilmembers thanked Mayor Kenny for her service, for being patient, honest, professional; hope the next mayor will follow her example.

Kenny reminded City Council of the Council Guideline Policy, need to work through the City Manager, not the departments; this is her last official meeting, has been a honor to serve for the last 12 years, has learned a lot, grateful for the people she got to know, grateful for City staff, boards and commissions, volunteers; has enjoyed working with City Attorney and City Engineer; asked that

everyone treat each other with respect.

**ADJOURN.**

MOTION to adjourn was made by Goodspeed. Meeting adjourned at 7:40 p.m.

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

DRAFT

**MANISTEE CITY COUNCIL  
WORK SESSION  
MINUTES OF NOVEMBER 9, 2016**

The Manistee City Council met in a work session on Wednesday, November 9, 2016 at 7:00 p.m., Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan 49660.

**MEMBERS PRESENT:** Colleen Kenny, Lynda Beaton, Erin Pontiac, Roger Zielinski, Robert Goodspeed, James Smith, Mark Wittlieff

**ALSO PRESENT:** City Manager, DPW Director and Water Leadman, City Attorney, Public

*Public Comments.* None

***Discussion on Frozen Water Line Policy.*** City Manager Thad Taylor and DPW Director Jeff Mikula reviewed proposed amendments to GP-69 Frozen Water Line Policy.

CONSENSUS: Agreed with recommended updates to GP-69 Frozen Water Line Policy.

***Discussion on Warning Signs on Maple Street Around the Middle School.*** Councilmember Mark Wittlieff requested an opportunity to discuss this issue.

CONSENSUS: Staff will present options for future Council consideration that will include the cost for additional signage and increased police patrols to monitor speeds.

***Discussion on Reduced Speeds on River Street.*** Councilmember Mark Wittlieff requested an opportunity to discuss this issue. Discussed lowering the speed limit, increased police presence, speed bumps, crosswalk signage.

CONSENSUS: Staff will present options for future Council consideration that will include the cost for additional signage, increased police presence, and speed limit research.

***Discussion on Outdoor Cafes.*** Councilmember Roger Zielinski requested an opportunity to discuss this issue. Discussion on City requirement of being additional insured, does sidewalk use increase City's liability exposure, who would be responsible for compliance, standards and possible ordinance.

CONSENSUS: Council consensus that this would be coordinated with the Downtown Development Authority, limited to the DDA District, and result in a City ordinance.

Adjourned at approximately 7:59 p.m.

Thad N. Taylor, City Manager

TNT:cl

**PROCEEDINGS OF THE MANISTEE CITY COUNCIL – ORGANIZATIONAL MEETING  
NOVEMBER 15, 2016**

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The Organizational Meeting of the Manistee City Council was called to order by City Clerk Michelle Wright on Tuesday, November 15, 2016 at 7:30 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

**ORGANIZATIONAL MEETING OF THE CITY COUNCIL.**

In accordance with Section 2-13 of the Charter of the City of Manistee, "the City Council shall meet at 7:30 p.m. on the Tuesday night following the completion of the official canvas at which time the members shall be sworn and assume the duties of their office...."

At the regular election of Tuesday, November 8, 2016 four Councilmembers were elected to seats on the Manistee City Council. Members include:

<u>DISTRICT</u>	<u>COUNCILMEMBER</u>	<u>TERM</u>
First District	Dale Cooper	Two Years
Third District	Roger Zielinski	Two Years
Fifth District	James Smith	Two Years
Seventh District	Erin Martin Pontiac	Two Years

Wright then administered the oath of office to Dale Cooper, Roger Zielinski, James Smith, and Erin Martin Pontiac as members of the Manistee City Council.

**PRESENT:** Dale Cooper, Lynda Beaton, Roger Zielinski, Robert Goodspeed, James Smith, Mark Wittlieff, and Erin Pontiac.

**ALSO PRESENT:** City Manager – Thad Taylor, City Attorney – Richard Wilson, City Clerk – Michelle Wright, and City Engineer – Shawn Middleton/Spicer Group.

**CITIZEN COMMENTS ON AGENDA RELATED ITEMS.**

*None received.*

**ELECTION OF THE MAYOR FOR THE CITY OF MANISTEE.**

At the Organizational Meeting of the City Council held on this date the Council elects from its membership a Mayor and a Mayor Pro-Tem. The Mayor and Mayor Pro-Tem are elected for a one year term. Under Section 2-4 of the Charter "the Council shall elect a Mayor by a majority vote of its members." This provision of the Charter requires four affirmative votes to elect the Mayor, a majority of the Council, regardless of the attendance at the Organizational Meeting. Sections 2-4 and 2-13 of the Charter require that the Mayor be elected at the Organizational Meeting. The voting procedures should continue until a candidate receives four affirmative votes.

Wright asked for nominations to elect a Mayor for the City of Manistee.

Zielinski nominated Smith; Wittlieff nominated Zielinski. No other nominations were received.

**PROCEEDINGS OF THE MANISTEE CITY COUNCIL – ORGANIZATIONAL MEETING  
NOVEMBER 15, 2016**

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Roll call was taken as follows:

Smith: Cooper, Beaton, Zielinski, Goodspeed, Smith, and Pontiac (6)  
Zielinski: Wittlieff (1)

Councilmember Smith was elected Mayor. Mayor Smith assumed the Chair at this time.

**ELECTION OF A MAYOR PRO-TEM FOR THE CITY OF MANISTEE.**

The same provisions identified in the Charter for the Mayor apply for the Mayor Pro-Tem. The Mayor Pro-Tem serves as the Mayor in the Mayor's absence.

Mayor Smith opened the floor for nominations to elect a Mayor Pro-Tem for the City of Manistee.

Beaton nominated Zielinski. No other nominations were received.

Roll call was taken as follows:

Zielinski: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Pontiac

Councilmember Zielinski was elected Mayor Pro Tem.

**REVIEW OF CITY COUNCIL GUIDELINES.**

Under the adopted City Council Guidelines, the Guidelines are reviewed at the Organizational Meeting of the City Council. While the Guidelines may be amended at any time during the year, the Organizational Meeting is the traditional opportunity to review the operating procedures of the Council.

MOTION by Zielinski, second by Beaton to adopt the City Council Guidelines as presented.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Pontiac  
NAYS: None

**CONSIDERATION OF ESTABLISHING REGULAR MEETINGS FOR 2017.**

In accordance with Section 2-13 of the Charter, the City Council "shall meet in public session at least twice each month at such times as may be prescribed by the rules..." The City Council Guidelines reviewed during the previous agenda item indicate that regular meetings shall be held on the first and third Tuesdays of each month beginning at 7 p.m. with work sessions conducted on the second Tuesday of each month beginning at 7 p.m. This results in the attached schedule for regular meetings and work sessions throughout the year 2017, with exceptions made for known election dates, Michigan Municipal League conferences and holidays.

MOTION by Beaton, second by Pontiac to adopt the schedule for regular meetings and work sessions for the year 2017.

**PROCEEDINGS OF THE MANISTEE CITY COUNCIL – ORGANIZATIONAL MEETING  
NOVEMBER 15, 2016**

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With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Pontiac

NAYS: None

**CITIZEN COMMENT.**

*None received.*

**OFFICIALS AND STAFF.**

Staff welcomed the newly elected members of City Council, and congratulated the Mayor and Mayor Pro-Tem.

**COUNCILMEMBERS.**

Councilmembers congratulated the new Mayor and Mayor Pro-Tem; looking forward to having a great year.

Beaton stated that each member has a lot of talents and hopes that appointments to committees will match up to our strengths.

Zielinski thanked all for their support; let citizens know they can contact him.

Wittlieff encouraged members to be yourself and think for yourself.

Smith thanked Cooper and Pontiac to full terms; appreciates the voters and council's confidence in him.

**ADJOURN.**

MOTION to adjourn was made by Goodspeed, second by Zielinski. Meeting adjourned at 7:45 p.m.

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

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – November 29, 2016

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A special meeting of the Manistee City Council was called to order by his honor, Mayor James Smith on Tuesday, November 29, 2016 at 6:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

PRESENT: Dale Cooper, Lynda Beaton, Roger Zielinski, Robert Goodspeed, James Smith, Mark Wittlieff

ABSENT: Erin Pontiac

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Michelle Wright, Public Safety Director – Dave Bachman

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

*None received.*

### **CONSIDERATION OF DDA REQUEST TO INCLUDE FIREWORKS DURING SLEIGHBELL WEEKEND.**

At their meeting of November 1, 2016 City Council took action to authorize the annual Victorian Sleighbell Parade and Old Christmas Weekend event. Approval to include a fireworks display was missed in the original request received from the Downtown Development Authority. Section 663.02 of the City's Code of Ordinances requires Council approval of a fireworks display unless it is a national holiday. The fireworks display will take place on Saturday, December 3, 2016 and the DDA has secured the appropriate property owner approvals and insurance requirements.

MOTION by Goodspeed, second by Wittlieff to authorize a fireworks display on Saturday, December 3, 2016 in conjunction with the annual Victorian Sleighbell Parade and Old Christmas Weekend.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff

NAYS: None

### **CITIZEN COMMENT.**

*None received.*

### **OFFICIALS AND STAFF.**

*None received.*

### **COUNCILMEMBERS.**

Beaton commented on the Sleighbell Parade and asked if there would be police officers to help when the horses are crossing US-31.

Smith stated that police presence by the old high school has slowed traffic down.

**ADJOURN.**

MOTION to adjourn was made by Beaton, second by Goodspeed. Meeting adjourned at 6:06 p.m.

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

DRAFT

**MANISTEE CITY COUNCIL  
WORK SESSION  
MINUTES OF NOVEMBER 29, 2016**

The Manistee City Council met in a special work session on Wednesday, November 9, 2016 at 6:07 p.m., Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan 49660.

**MEMBERS PRESENT:** Dale Cooper, Lynda Beaton, Roger Zielinski, Robert Goodspeed, James Smith, Mark Wittlieff and Erin Pontiac

**ALSO PRESENT:** City Manager, AES Tamara Buswinka, Department Directors, City Attorney, Public

*Public Comments.* None

*Discussion on Strategic Plan Update.* Tamara Buswinka of the Alliance for Economic Success began the Strategic Plan update process with a review and discussion on the current plan; reviewing the mission / vision / purpose statements to determine if they are still valid. 2016 accomplishments were highlighted and discussed.

CONSENSUS: Discussion will continue at the January 10, 2017 Council work session.

Adjourned at approximately 8:25 p.m.

Thad N. Taylor, City Manager

TNT:cl

**INVOICE APPROVAL LIST BY FUND REPORT**

2016-10-12

Date: 10/10/2016

Time: 9:54 am

Page: 1

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
<b>Fund: 101 GENERAL FUND</b>							
<b>Dept: 000</b>							
101-000-255.000	Funds Held In Es						
	AMOR SIGN STUDIOS INC	012741-2nd Half	Furnish&Install Bronze Plaque	20160435	05/22/2016	05/12/2016	1,393.28
	COMMUNICRAFT LTD	28482	Plaque/Foldover Cards	44586	09/11/2016	09/01/2016	87.30
	MANISTEE CO. HISTORICAL		Lighthouse donations	44609	09/22/2016	09/22/2016	3,000.00
	UPBEAT INC.	582223	Oak Bench-VanDrie Family	44631	09/16/2016	09/06/2016	695.54
							<b>5,176.12</b>
101-000-636.000	Charge for Servic						
	AUTO OWNERS	16-92655	Refund ALS Emergency Transpor	44578	10/06/2016	10/06/2016	290.50
							<b>290.50</b>
						<b>Total Dept. 000:</b>	<b>5,466.62</b>
<b>Dept: 100 GENERAL</b>							
101-100-801.000	Professional Ser						
	I.T. RIGHT INC	20149249	Remote Backup/Max Desktop	20160446	09/01/2016	09/01/2016	2,540.00
							<b>2,540.00</b>
101-100-859.000	Utilities - DataIn						
	CHARTER COMMUNICATIONS	0076258	Monthly Service-70 Maple St	44583	09/22/2016	09/22/2016	48.74
	CHARTER COMMUNICATIONS	0088022	Monthly Service-70 Maple St	44583	09/22/2016	09/22/2016	145.00
	VERIZON WIRELESS	9772496195	Monthly Service	44634	09/23/2016	09/23/2016	969.57
							<b>1,163.31</b>
101-100-925.001	Electric - Street L						
	CONSUMERS ENERGY	September 2016	Electric Usage	44587	10/31/2016	10/06/2016	383.44
							<b>383.44</b>
101-100-960.000	Bank Charges						
	BANK OF NEW YORK MELLO	252-1975261	Paying Agent Fee 10/1-9/30/17	44581	10/01/2016	10/01/2016	750.00
							<b>750.00</b>
101-100-989.000	Computer Hardw						
	I.T. RIGHT INC	20149471	Wireless&Network Upgrades	20160446	09/29/2016	09/29/2016	720.94
							<b>720.94</b>
101-100-999.000	Transfers Out						
	CITY OF MANISTEE COMMOI		Ramsdell Regional Center for	20160438	10/01/2016	10/01/2016	17,500.00
							<b>17,500.00</b>
						<b>Total Dept. GENERAL:</b>	<b>23,057.69</b>
<b>Dept: 101 LEGISLATIVE</b>							
101-101-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	39664	Pontiac Business Cards	44604	10/30/2016	09/30/2016	40.50
							<b>40.50</b>
						<b>Total Dept. LEGISLATIVE:</b>	<b>40.50</b>
<b>Dept: 172 MANAGER</b>							
101-172-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	406784-0	Name Badge	44604	10/19/2016	09/19/2016	3.59
	JACKPINE BUSINESS CENTE	C406741-0	Name Badge-Return Credit	44604	10/28/2016	09/28/2016	-3.59
							<b>0.00</b>
101-172-985.000	Lease Purchase						
	US BANK EQUIPMENT FINAN	313674350	Kyocera-Managers Office	44632	09/20/2016	09/20/2016	187.72
							<b>187.72</b>
						<b>Total Dept. MANAGER:</b>	<b>187.72</b>

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<b>Dept: 215 CLERK</b>							
101-215-728.000	SUPPLIES - Ope EMPLOYEE DATA FORMS OF	17-30246	Employee Data Calendars	44595	07/24/2017	09/26/2016	70.75
							<b>70.75</b>
101-215-740.000	Election Expense JACKPINE BUSINESS CENTE	407026-0	Dymo Labels	44604	10/26/2016	09/26/2016	49.98
							<b>49.98</b>
101-215-900.000	Printing & Publis MANISTEE COUNTY REGIST MANISTEE COUNTY REGIST PIONEER GROUP/THE//		Record Purchase Agreement Record Purchase Agreement 678 Advertisments	44610 44610 44621	11/05/2016 11/05/2016 10/20/2016	10/06/2016 10/06/2016 09/30/2016	30.00 30.00 35.34
							<b>95.34</b>
						<b>Total Dept. CLERK:</b>	<b>216.07</b>
<b>Dept: 253 FINANCE / TREASURE</b>							
101-253-860.000	Travel & Training WEXFORD-MISSAUKEE CTC		MIOSHA Recordkeeping	44636	10/03/2016	10/03/2016	120.00
							<b>120.00</b>
101-253-970.000	Capital Outlay - t JACKPINE BUSINESS CENTE	407116-0	Printer	44604	10/28/2016	09/28/2016	100.00
							<b>100.00</b>
101-253-985.000	Lease Purchase TEAM FINANCIAL GROUP INC	139840	Kyocera-Finance	20160457	10/19/2016	09/29/2016	143.88
							<b>143.88</b>
						<b>Total Dept. FINANCE / TREASURER:</b>	<b>363.88</b>
<b>Dept: 257 ASSESSOR</b>							
101-257-728.000	SUPPLIES - Ope JACKPINE BUSINESS CENTE	407002-0	Tape/Pencils/Highlighters	44604	10/23/2016	09/23/2016	20.16
							<b>20.16</b>
101-257-801.000	Professional Ser GREAT LAKES ASSESSING II		Professional Assessing Service	20160444	10/01/2016	10/01/2016	6,125.00
							<b>6,125.00</b>
101-257-970.000	Capital Outlay - t JACKPINE BUSINESS CENTE	407116-0	Printer	44604	10/28/2016	09/28/2016	99.99
							<b>99.99</b>
						<b>Total Dept. ASSESSOR:</b>	<b>6,245.15</b>
<b>Dept: 265 MUNICIPAL BUILDING</b>							
101-265-728.000	SUPPLIES - Ope PURE WATER WORKS INC	285812	Purified Water	44622	10/28/2016	09/28/2016	32.00
							<b>32.00</b>
101-265-850.000	Phone AT&T	2016 4633873305	Monthly Service	44577	10/19/2016	09/19/2016	427.84
							<b>427.84</b>
101-265-922.000	Water CITY OF MANISTEE WATER	8/17/16 thru 9/16/16	Water & Sewage Usage	20160440	09/29/2016	09/29/2016	266.62
							<b>266.62</b>
101-265-922.336	Water - Fire CITY OF MANISTEE WATER	8/17/16 thru 9/16/16	Water & Sewage Usage	20160440	09/29/2016	09/29/2016	113.01
							<b>113.01</b>

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101-265-922.441	Water - DPW CITY OF MANISTEE WATER	8/17/16 thru 9/16/16	Water & Sewage Usage	20160440	09/29/2016	09/29/2016	65.03
							<b>65.03</b>
101-265-922.446	Water - Bridge CITY OF MANISTEE WATER	8/17/16 thru 9/16/16	Water & Sewage Usage	20160440	09/29/2016	09/29/2016	75.61
							<b>75.61</b>
101-265-925.000	Electric CONSUMERS ENERGY	September 2016	Electric Usage	44587	10/31/2016	10/06/2016	1,999.72
							<b>1,999.72</b>
101-265-925.336	Electric - Fire CONSUMERS ENERGY	September 2016	Electric Usage	44587	10/31/2016	10/06/2016	458.56
							<b>458.56</b>
101-265-925.441	Electric - DPW CONSUMERS ENERGY	September 2016	Electric Usage	44587	10/31/2016	10/06/2016	786.33
							<b>786.33</b>
101-265-925.446	Electric - Bridge CONSUMERS ENERGY	September 2016	Electric Usage	44587	10/31/2016	10/06/2016	155.67
							<b>155.67</b>
							<b>Total Dept. MUNICIPAL BUILDINGS: 4,380.39</b>
<b>Dept: 266 ATTORNEY</b>							
101-266-802.000	Attorney MIKA MEYERS BECKETT & J	604815	Professional Services	20160452	09/22/2016	09/22/2016	4,050.00
							<b>4,050.00</b>
101-266-803.000	Attorney - Litigati MIKA MEYERS BECKETT & J	604816	Professional Fees-Seng Dock	20160452	09/22/2016	09/22/2016	440.75
							<b>440.75</b>
101-266-804.000	Attorney - Labor MIKA MEYERS BECKETT & J	604814	Professional Fees	20160452	09/22/2016	09/22/2016	175.00
							<b>175.00</b>
							<b>Total Dept. ATTORNEY: 4,665.75</b>
<b>Dept: 290 BOARDS &amp; COMMISSI</b>							
101-290-886.000	Parks Commissi COMMUNICRAFT LTD	28482	Plaque/Foldover Cards	44586	09/11/2016	09/01/2016	262.65
							<b>262.65</b>
101-290-887.000	Planning Commi PIONEER GROUP/THE// PIONEER GROUP/THE//	751 678	Advertisements Advertisements	44621 44621	09/20/2016 10/20/2016	08/31/2016 09/30/2016	63.49 269.11
							<b>332.60</b>
							<b>tal Dept. BOARDS &amp; COMMISSIONS: 595.25</b>
<b>Dept: 301 POLICE</b>							
101-301-715.000	Uniform & Cleani CMP DISTRIBUTORS, INC.	49347	Magazine Pouch	44585	10/26/2016	09/26/2016	65.00
							<b>65.00</b>
101-301-831.000	Contractual Repa TOP LINE ELECTRIC LLC	8100	Replaced Ballast-PD Locker Rm	20160459	09/26/2016	09/26/2016	77.82
							<b>77.82</b>
101-301-930.000	Repairs & Mainte AUTO VALUE \ AUTO-WARES	256-929027	Washr Solvent	44580	10/27/2016	09/27/2016	14.94

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							<b>14.94</b>
101-301-957.000	Motor Pool CITY OF MANISTEE COMM		Equipment Rental - Motor Pool	20160438	10/01/2016	10/01/2016	2,583.33
							<b>2,583.33</b>
101-301-985.000	Lease Purchase TEAM FINANCIAL GROUP INC	139677	Kyocera-Police&Fire	20160457	10/14/2016	09/24/2016	117.98
							<b>117.98</b>
						<b>Total Dept. POLICE:</b>	<b>2,859.07</b>
<b>Dept: 336 FIRE</b>							
101-336-728.000	SUPPLIES - Ope						
	AUTO VALUE \ AUTO-WARES	256-929354	Primer/Paint	44580	10/30/2016	09/30/2016	14.88
	AUTO VALUE \ AUTO-WARES	256-929573	Gauge Term/Shrnk Tubin	44580	11/02/2016	10/03/2016	6.68
	GILL-ROYS HARDWARE	1609-947263	Drill Bit/Lumbertite Star Box	44599	09/27/2016	09/27/2016	62.97
	GILL-ROYS HARDWARE	1609-957845	MskgTape/Thinner/Brush	44599	09/30/2016	09/30/2016	79.54
	GILL-ROYS HARDWARE	1610-968090	Nuts/Bolts/Screws	44599	10/03/2016	10/03/2016	55.04
	I.T. RIGHT INC	20149472	Laptop	20160446	09/29/2016	09/29/2016	452.21
	VERIZON WIRELESS	9772248678	Monthly Service	44634	09/19/2016	09/19/2016	14.06
	WAHR HARDWARE, INC.	C97039	Laundry Basket	20160461	10/29/2016	09/29/2016	23.98
							<b>709.36</b>
101-336-732.000	SUPPLIES - Mec						
	J & B MEDICAL SUPPLY	3170079	Safety Seals	20160447	10/26/2016	09/26/2016	22.06
	J & B MEDICAL SUPPLY	3173926	Sodium Chloride Inj/Chart Ppr	20160447	10/28/2016	09/28/2016	391.04
							<b>413.10</b>
101-336-831.000	Contractual Repa						
	CIRCLE K SERVICE CORP	69860	Service Pump Test on Fire Pump	44584	09/06/2016	09/06/2016	381.83
	CIRCLE K SERVICE CORP	69845	Annual Ground Ladder Test,	44584	09/06/2016	09/06/2016	979.18
	NORTHERN FIRE & SAFETY	284754	Annual Inspection	20160454	09/30/2016	09/30/2016	87.00
							<b>1,448.01</b>
101-336-860.000	Travel & Training						
	MICHIGAN ASSOCIATION OF		Conference Registration	44614	10/05/2016	10/05/2016	125.00
							<b>125.00</b>
101-336-930.000	Repairs & Mainte						
	AUTO VALUE \ AUTO-WARES	256-929008	Credit-Return	44580	10/27/2016	09/27/2016	-63.00
	AUTO VALUE \ AUTO-WARES	256-928964	Fuel Filter-Medic 5	44580	10/27/2016	09/27/2016	63.00
	AUTO VALUE \ AUTO-WARES	256-929006	Fuel Filter-Medic 5	44580	10/27/2016	09/27/2016	58.24
	AUTO VALUE \ AUTO-WARES	256-929542	Tph-360 Open	44580	11/02/2016	10/03/2016	5.29
							<b>63.53</b>
101-336-942.000	Hydrant Rental						
	CITY OF MANISTEE WATER		Hydrant Rental - Fire Dept	20160441	10/01/2016	10/01/2016	5,400.00
							<b>5,400.00</b>
101-336-957.000	Motor Pool						
	CITY OF MANISTEE COMM		Equipment Rental - Motor Pool	20160438	10/01/2016	10/01/2016	5,166.67
							<b>5,166.67</b>
101-336-985.000	Lease Purchase						
	TEAM FINANCIAL GROUP INC	139677	Kyocera-Police&Fire	20160457	10/14/2016	09/24/2016	39.32
							<b>39.32</b>
						<b>Total Dept. FIRE:</b>	<b>13,364.99</b>

**Dept: 441 PUBLIC WORKS**

101-441-715.000 Uniform & Cleani

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	MODEL COVERALL SERVICE	0619205	Uniform Cleaning-DPW	20160453	10/07/2016	09/07/2016	28.87
	MODEL COVERALL SERVICE	0620694	Uniform Cleaning-DPW	20160453	10/14/2016	09/14/2016	28.87
	MODEL COVERALL SERVICE	0622148	Uniform Cleaning-DPW	20160453	10/21/2016	09/21/2016	28.87
	MODEL COVERALL SERVICE	0623647	Uniform Cleaning-DPW	20160453	10/28/2016	09/28/2016	28.87
							<b>115.48</b>
101-441-728.000	SUPPLIES - Ope						
	ABSOLUTE SAFETY, INC.	WWTP/DPW916	Safety Meeting	44574	10/12/2016	09/12/2016	48.65
	ACE HARDWARE & HOME CI	155124	6 Volt Batteries	44575	10/01/2016	09/01/2016	116.91
	AUTO VALUE \ AUTO-WARES	256-926965	Caulking Gun	44580	10/06/2016	09/06/2016	7.19
	AUTO VALUE \ AUTO-WARES	256-927093	LED Work Light	44580	10/07/2016	09/07/2016	59.95
	AUTO VALUE \ AUTO-WARES	256-927971	MP Can	44580	10/16/2016	09/16/2016	32.36
	AUTO VALUE \ AUTO-WARES	256-928399	3 4 6 3PC Asst	44580	10/21/2016	09/21/2016	3.13
	AUTO VALUE \ AUTO-WARES	256-928522	Battery Pack	44580	10/22/2016	09/22/2016	74.99
	AUTO VALUE \ AUTO-WARES	256-928605	Gloss Black	44580	10/22/2016	09/22/2016	20.85
	AUTO VALUE \ AUTO-WARES	256-928903	Gloss White/Dome Cap	44580	10/26/2016	09/26/2016	14.07
	AUTO VALUE \ AUTO-WARES	256-929100	Core Remover	44580	10/28/2016	09/28/2016	1.79
	DISTRICT HEALTH DEPARTM		Hep B/Hep A	44591	10/13/2016	09/13/2016	398.00
	FASTENAL COMPANY	MIMAN119270-2	PalmGlv/Hi-Dex PR/Lens	20160443	06/30/2016	05/31/2016	267.51
	FASTENAL COMPANY	MIMAN119269	Vest/Cleaner/Handwipe/tape	20160443	06/30/2016	05/31/2016	171.26
	FASTENAL COMPANY	MIMAN120898	GlvS/lens	20160443	09/22/2016	08/23/2016	23.71
	FASTENAL COMPANY	MIMAN121244	Lens/CblTie/BlkFldKnf	20160443	10/09/2016	09/09/2016	11.19
	FASTENAL COMPANY	MIMAN121320	Industrial Lubricant	20160443	10/14/2016	09/14/2016	9.83
	FASTENAL COMPANY	MIMAN121407	Impact Duty Power Bit	20160443	10/19/2016	09/19/2016	9.06
	HERITAGE-CRYSTAL CLEAN,	14085752	Used Oil Service	44602	06/14/2016	06/14/2016	170.00
	JACKPINE BUSINESS CENTE	406060-1	PprTwl/ToiletClnr	44604	10/01/2016	09/01/2016	211.91
	JACKPINE BUSINESS CENTE	406871-1	Paper Plates	44604	10/24/2016	09/24/2016	23.99
	MICHIGAN KENWORTH INCC	GL187272	Dual Worklight	44616	09/02/2016	09/02/2016	211.20
	PARKDALE BLOCK & BUILDIN	40686	Broom	44620	10/26/2016	09/26/2016	34.00
	PRAXAIR DISTRIBUTION INC	74138190	Cylinder Rent/Acetylene A	20160455	08/23/2016	08/23/2016	58.68
	PRAXAIR DISTRIBUTION INC	74129116	Argon S	20160455	08/23/2016	08/23/2016	62.19
	PRAXAIR DISTRIBUTION INC	74174916	Oxygen	20160455	08/27/2016	08/27/2016	46.33
	SNYDER SHOE CORP	20747	Safety Boots - Edens	44626	08/30/2016	07/31/2016	160.00
	SNYDER SHOE CORP	20755	Safety Boots - Oleniczak	44626	08/30/2016	07/31/2016	160.00
	SNYDER SHOE CORP	20777	Safety Boots - Kotecki	44626	08/30/2016	07/31/2016	160.00
	SNYDER SHOE CORP	20831	Boots-Feliczak	44626	09/30/2016	08/31/2016	160.00
	SNYDER SHOE CORP	20904	Boots-Szpliet	44626	09/30/2016	08/31/2016	131.75
	WAHR HARDWARE, INC.	D49239	Flea Fogger/Dcon	20160461	10/16/2016	09/16/2016	17.98
	WAHR HARDWARE, INC.	C96318	Reflective Letters	20160461	10/21/2016	09/21/2016	23.22
							<b>2,901.70</b>
101-441-770.000	Vehicle Gas						
	TRUCK & TRAILER SPECIALT	D15923	Diesel Fuel	44630	09/09/2016	09/09/2016	62.25
	TRUCK & TRAILER SPECIALT	D15932	Diesel Fuel	44630	09/09/2016	09/09/2016	224.35
							<b>286.60</b>
101-441-831.000	Contractual Repa						
	CUSTOM SHEET METAL & HF	68215	AC in LchRm/Valve/Cylinder	44589	10/07/2016	09/07/2016	652.73
	NORTHERN FIRE & SAFETY	286541	Annual Insp/6yr Maint	20160454	09/27/2016	09/27/2016	132.50
	SPICER GROUP INC	182719	2015-Task 030 Bridge File	20160456	09/14/2016	09/14/2016	509.12
							<b>1,294.35</b>
101-441-930.000	Repairs & Mainte						
	AIS CONSTRUCTION EQUIPT	T06741	AC Compressor/Valve	44576	08/31/2016	08/31/2016	839.80
	AIS CONSTRUCTION EQUIPT	T06760	Pin/Shim/Ring/Bushing	44576	08/31/2016	08/31/2016	749.59
	AIS CONSTRUCTION EQUIPT	T07736	Upper Assembly	44576	09/14/2016	09/14/2016	536.17
	AUTO VALUE \ AUTO-WARES	256-926512	Oil Filter	44580	10/01/2016	09/01/2016	6.90
	AUTO VALUE \ AUTO-WARES	256-927758	Brake Clean	44580	10/14/2016	09/14/2016	31.08
	AUTO VALUE \ AUTO-WARES	256-928027	R134A 12 oz can	44580	10/16/2016	09/16/2016	7.49
	AUTO VALUE \ AUTO-WARES	256-929126	Roll Heat/Hose	44580	10/28/2016	09/28/2016	14.32
	FASTENAL COMPANY	MIMAN121392	Screw Pin Anchor Shackel	20160443	10/19/2016	09/19/2016	440.16
	GEM SEAL	INV1002170	Gun Filters	44598	06/16/2016	06/16/2016	105.36

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	GRAND RENTAL STATION	1-546679	Chains	44600	10/08/2016	09/08/2016	90.78
	GRAND RENTAL STATION	546817	Sharp Off Chainsaw	44600	10/15/2016	09/15/2016	40.00
	HARBOR STEEL & SUPPLY C	04214341	Rect Tubing	20160445	10/19/2016	09/19/2016	50.00
	MICHIGAN CAT	PD6727348	ARM/MOTOR	44615	09/01/2016	09/01/2016	269.11
	ROAD EQUIPMENT PARTS C	KC405415	Air Spring	44624	06/01/2016	06/01/2016	169.73
	ROAD EQUIPMENT PARTS C	KC405564	Credit/Return	44624	06/02/2016	06/02/2016	-169.73
	ROAD EQUIPMENT PARTS C	KC405575	Brake/Shoe/Core/Pipe	44624	06/03/2016	06/03/2016	586.35
	ROAD EQUIPMENT PARTS C	KC405628	Credit/Return	44624	06/03/2016	06/03/2016	-586.35
	ROAD EQUIPMENT PARTS C	KC405941	Credit/Return	44624	06/09/2016	06/09/2016	-67.32
	ROAD EQUIPMENT PARTS C	KC411066	Drag Link	44624	09/23/2016	09/23/2016	336.41
	TRUCK & TRAILER SPECIALT	D15849	Air Cylinder	44630	09/01/2016	09/01/2016	239.49
							<b>3,689.34</b>
101-441-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20160438	10/01/2016	10/01/2016	6,000.00
							<b>6,000.00</b>
							<b>Total Dept. PUBLIC WORKS: 14,287.47</b>
<b>Dept: 748 COMMUNITY DEVELOP</b>							
101-748-831.000	Contractual Repa						
	KOPY SALES INC.	101729	Cost Per Copy - Com Dev	20160449	09/16/2016	09/06/2016	28.17
							<b>28.17</b>
							<b>COMMUNITY DEVELOPMENT OFFICE: 28.17</b>
<b>Dept: 751 PARKS &amp; RECREATIO</b>							
101-751-728.000	SUPPLIES - Ope						
	ABSOLUTE SAFETY, INC.	WWTP/DPW916	Safety Meeting	44574	10/12/2016	09/12/2016	48.65
	AUTO VALUE \ AUTO-WARES	256-916118	Plier	44580	06/23/2016	05/24/2016	7.69
	AUTO VALUE \ AUTO-WARES	256-925842	Woodruff Keys 25	44580	09/24/2016	08/25/2016	0.79
	AUTO VALUE \ AUTO-WARES	256-926189	Tape/Brakleen Chlorin	44580	09/28/2016	08/29/2016	18.78
	AUTO VALUE \ AUTO-WARES	256-927172	ATC Fuseholder	44580	10/08/2016	09/08/2016	3.02
	CHEMSEARCH	2379763	Sting X Pro Aerosol	20160437	07/23/2016	07/13/2016	187.28
	DISTRICT HEALTH DEPARTM		Hep B/Hep A	44591	10/13/2016	09/13/2016	181.00
	FAMILY FARM & HOME - MAN	003316	Snow Fence	44596	08/17/2016	07/18/2016	849.66
	FASTENAL COMPANY	MIMAN119269	Vest/Cleaner/Handwipe/tape	20160443	06/30/2016	05/31/2016	171.26
	FASTENAL COMPANY	MIMAN121041	TwIDispensers	20160443	09/29/2016	08/30/2016	29.98
	FASTENAL COMPANY	MIMAN121040	LiqCleaner	20160443	09/29/2016	08/30/2016	16.69
	FASTENAL COMPANY	MIMAN121170	Scraper/pprtwl/bathissue/glvs	20160443	10/07/2016	09/07/2016	326.36
	FASTENAL COMPANY	MIMAN121244	Lens/CblTie/BlkFldKnf	20160443	10/09/2016	09/09/2016	11.19
	FASTENAL COMPANY	MIMAN121257	Ppr Twl/Bathroom Tissue	20160443	10/12/2016	09/12/2016	210.54
	FASTENAL COMPANY	MIMAN121385	Hand Wash Refill	20160443	10/19/2016	09/19/2016	137.88
	FASTENAL COMPANY	MIMAN121417	Bathroom Tissue/Can Liner	20160443	10/20/2016	09/20/2016	374.49
	FASTENAL COMPANY	MIMAN121463	Disposable Gloves	20160443	10/22/2016	09/22/2016	13.46
	SNYDER SHOE CORP	20875	Boots-McCann	44626	09/30/2016	08/31/2016	131.75

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	WAHR HARDWARE, INC.	C91709	Re-Bar Tie Wire	20160461	09/01/2016	08/02/2016	4.99
	WAHR HARDWARE, INC.	C91963	Soft White Bulb	20160461	09/03/2016	08/04/2016	17.97
	WAHR HARDWARE, INC.	C92066	Rustoleum	20160461	09/04/2016	08/05/2016	28.99
	WAHR HARDWARE, INC.	D48396	Carbon Blade	20160461	09/28/2016	08/29/2016	2.99
	WAHR HARDWARE, INC.	C94581	Nut Setter/Bit	20160461	10/01/2016	09/01/2016	8.09
	WAHR HARDWARE, INC.	D48556	Flag Tape	20160461	10/01/2016	09/01/2016	2.49
	WAHR HARDWARE, INC.	D48718	Toilet Plunger	20160461	10/06/2016	09/06/2016	7.29
	WAHR HARDWARE, INC.	C95025	Sand Disc	20160461	10/07/2016	09/07/2016	3.29
	WAHR HARDWARE, INC.	C94997	Latex Gvs/Scrunge/Magic Clean	20160461	10/07/2016	09/07/2016	8.27
	WAHR HARDWARE, INC.	D48861	Gal-50 RV Anti Freeze	20160461	10/08/2016	09/08/2016	215.28
	WAHR HARDWARE, INC.	C95144	Flying Insect Killer	20160461	10/08/2016	09/08/2016	3.49
	WAHR HARDWARE, INC.	C95091	Bulbs	20160461	10/08/2016	09/08/2016	16.47
	WAHR HARDWARE, INC.	D49039	Bucket Mop w/wrngr/handle	20160461	10/12/2016	09/12/2016	94.98
	WAHR HARDWARE, INC.	D49033	Cotton Mop	20160461	10/12/2016	09/12/2016	7.69
	WAHR HARDWARE, INC.	C95654	Steel Wire	20160461	10/13/2016	09/13/2016	6.29
	WAHR HARDWARE, INC.	C95657	Hole Saw	20160461	10/13/2016	09/13/2016	11.49
	WAHR HARDWARE, INC.	C96107	Dish Soap	20160461	10/19/2016	09/19/2016	7.98
							<b>3,168.51</b>
101-751-801.000	Professional Ser SPICER GROUP INC	182733	Survey Perimeter of Rietz Park	20160456	09/15/2016	09/15/2016	1,100.00
							<b>1,100.00</b>
101-751-831.000	Contractual Repa COMPLIANCE INC	0047337	Professional Services	20160442	07/30/2016	06/30/2016	3,348.80
	NORTHERN FIRE & SAFETY	286541	Annual Insp/6yr Maint	20160454	09/27/2016	09/27/2016	132.50
	SCARLATA/JAMES//	1137	Treatment Nuisance Plant Contr	44625	08/08/2016	08/08/2016	1,275.00
	SPICER GROUP INC	181981	2016-Task 039 Riverwalk	20160456	07/22/2016	07/22/2016	7,498.11
	THOMPSON LANDSCAPE/JA	23199	August 2016 Lawn Maintenance	20160458	09/08/2016	09/08/2016	1,314.00
	THOMPSON LANDSCAPE/JA	23203	July 2016 Lawn Maintenance	20160458	09/08/2016	09/08/2016	1,314.00
							<b>14,882.41</b>
101-751-922.000	Water CITY OF MANISTEE WATER	8/17/16 thru 9/16/16	Water & Sewage Usage	20160440	09/29/2016	09/29/2016	4,484.25
							<b>4,484.25</b>
101-751-925.000	Electric CONSUMERS ENERGY	September 2016	Electric Usage	44587	10/31/2016	10/06/2016	1,991.14
							<b>1,991.14</b>
101-751-930.000	Repairs & Mainte AUTO VALUE \ AUTO-WARES	256-927079	Rotor/Calp/Duty Pads	44580	10/07/2016	09/07/2016	285.15
	AUTO VALUE \ AUTO-WARES	256-927297	Oil Filter	44580	10/09/2016	09/09/2016	13.80
	AUTO VALUE \ AUTO-WARES	256-928288	Gas Treat	44580	10/20/2016	09/20/2016	2.99
	AUTO VALUE \ AUTO-WARES	256-928455	Cutting Tip	44580	10/21/2016	09/21/2016	15.39
	AUTO VALUE \ AUTO-WARES	256-929040	Fill Hose/ISO Heet	44580	10/27/2016	09/27/2016	10.99
	FASTENAL COMPANY	MIMAN121123	Wood Screw Clear Ruspert	20160443	10/01/2016	09/01/2016	26.98
	FASTENAL COMPANY	MIMAN121335	Hex Dies	20160443	10/14/2016	09/14/2016	4.85
	FASTENAL COMPANY	MIMAN121510	Drill Bit	20160443	10/23/2016	09/23/2016	24.38
	FREEMAN CREEK EQUIPMEI	6473	JDBalde	44597	07/27/2016	07/27/2016	98.19
	FREEMAN CREEK EQUIPMEI	5500	Filler Cap/Synthetic Mix	44597	09/16/2016	09/16/2016	29.98
	OLSON LUMBER COMPANY	109037	Treated Lumber-1st St Boat Doc	44619	10/01/2016	09/01/2016	12.95
	OLSON LUMBER COMPANY	109060	Treated Lumber-1st St Boat Doc	44619	10/07/2016	09/07/2016	12.95
	PARKDALE BLOCK & BUILDIN	23439	Blk/Mortar	44620	09/09/2016	08/10/2016	27.80
	PARKDALE BLOCK & BUILDIN	23440	Redline/NovaLink/Acryl-60	44620	09/10/2016	08/11/2016	334.50
	WAHR HARDWARE, INC.	C94084	Cartridge Filter/Lever/CrTool	20160461	09/25/2016	08/26/2016	52.75
	WAHR HARDWARE, INC.	D48405	Rubber Hose Washer	20160461	09/28/2016	08/29/2016	2.29
	WAHR HARDWARE, INC.	D48725	Gal Pipe/GlvNipple/GlvT	20160461	10/06/2016	09/06/2016	44.98
	WAHR HARDWARE, INC.	D49137	Brass Plug	20160461	10/14/2016	09/14/2016	5.98
							<b>1,006.90</b>
101-751-957.000	Motor Pool						

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	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20160438	10/01/2016	10/01/2016	3,000.00
							<b>3,000.00</b>
101-751-970.000	Capital Outlay - t						
	ELMER'S CRANE & DOZER, I	454807	Conc Pump Trk/Yardage	44594	09/30/2016	09/06/2016	507.00
	ELMER'S CRANE & DOZER, I	454644	3500 PSI EXT-9 yards	44594	09/30/2016	09/06/2016	1,090.17
	ELMER'S CRANE & DOZER, I	455760	Conc Pumped 3 yards	44594	10/10/2016	09/16/2016	470.00
	ELMER'S CRANE & DOZER, I	455817	3500 PSI EXT-11 yards	44594	10/10/2016	09/16/2016	1,332.43
	PARKDALE BLOCK & BUILDIN	23230	Sonotubes	44620	07/13/2016	06/13/2016	517.92
	PARKDALE BLOCK & BUILDIN	23473	Fiber Board	44620	09/07/2016	08/08/2016	29.75
	PARKDALE BLOCK & BUILDIN	23450	Fiber Board	44620	09/15/2016	08/16/2016	13.25
	SPICER GROUP INC	181944	123690SG2016	20160456	07/22/2016	07/22/2016	425.00
							<b>4,385.52</b>
							<b>Total Dept. PARKS &amp; RECREATION: 34,018.73</b>
<b>Dept: 801 APPROPRIATIONS</b>							
101-801-892.000	Alliance for Econ						
	ALLIANCE FOR ECONOMIC S		Appropriation	20160434	10/01/2016	10/01/2016	11,629.50
							<b>11,629.50</b>
101-801-893.500	MAPS Paine Poc						
	MANISTEE AREA PUBLIC SCI		Community Pool Agreement	44607	10/01/2016	10/01/2016	10,000.00
							<b>10,000.00</b>
101-801-894.000	Manistee Recrea						
	MANISTEE RECREATION AS:		Appropriation	44613	10/01/2016	10/01/2016	7,125.00
							<b>7,125.00</b>
							<b>Total Dept. APPROPRIATIONS: 28,754.50</b>
							<b>tal Fund GENERAL FUND: 138,531.95</b>
<b>Fund: 202 MAJOR STREET FUND</b>							
<b>Dept: 000</b>							
202-000-936.000	Preservation Stre						
	CITY OF MANISTEE GENERA		Major & Local Street Reimburse	20160439	10/01/2016	10/01/2016	6,866.67
	SPICER GROUP INC	181978	2015 - Task 034 2016 Street	20160456	07/22/2016	07/22/2016	10,000.00
	SPICER GROUP INC	181979	2016 - Task 036 Microsurface	20160456	07/22/2016	07/22/2016	15,736.49
	SPICER GROUP INC	182722	2016-Task 036 - Microsurface	20160456	09/14/2016	09/14/2016	1,267.92
	SPICER GROUP INC	182721	2015-Task 034 - Street	20160456	09/14/2016	09/14/2016	1,001.06
							<b>34,872.14</b>
202-000-938.000	Winter Maintena						
	CITY OF MANISTEE GENERA		Major & Local Street Reimburse	20160439	10/01/2016	10/01/2016	10,815.00
							<b>10,815.00</b>
							<b>Total Dept. 000: 45,687.14</b>
							<b>id MAJOR STREET FUND: 45,687.14</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	20160439	10/01/2016	10/01/2016	3,433.33
							<b>3,433.33</b>
203-000-938.000	Winter Maintena						
	CITY OF MANISTEE GENERA		Major & Local Street Reimburse	20160439	10/01/2016	10/01/2016	3,519.17
							<b>3,519.17</b>
							<b>Total Dept. 000: 6,952.50</b>

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<b>nd LOCAL STREET FUND:</b>							<b>6,952.50</b>
<b>Fund: 226 CITY REFUSE FUND</b>							
<b>Dept: 000</b>							
226-000-820.000	Administration CITY OF MANISTEE GENERA		Administration - Refuse	20160439	10/01/2016	10/01/2016	8,196.50
							<b>8,196.50</b>
226-000-826.000	Refuse Contract REPUBLIC SERVICES #239	0239-001727228	Residential/Recycle	44623	08/31/2016	08/31/2016	31,635.47
							<b>31,635.47</b>
226-000-827.000	Municipal Refuse REPUBLIC SERVICES #239	0239-001723528	Basic Service-8/1/16-8/31/16	44623	08/31/2016	08/31/2016	1,206.26
							<b>1,206.26</b>
226-000-829.002	Yard Waste City CITY OF MANISTEE GENERA		Reimburse for Yard Waste	20160439	10/01/2016	10/01/2016	3,150.00
							<b>3,150.00</b>
226-000-925.000	Electric CONSUMERS ENERGY	September 2016	Electric Usage	44587	10/31/2016	10/06/2016	33.46
							<b>33.46</b>
<b>Total Dept. 000:</b>							<b>44,221.69</b>
<b>Fund CITY REFUSE FUND:</b>							<b>44,221.69</b>
<b>Fund: 275 GRANT MANAGEMEN</b>							
<b>Dept: 901 LOCAL REVENUE SHA</b>							
275-901-965.063	2014 Cycle 1 Fire I.T. RIGHT INC	20149472	Laptop	20160446	09/29/2016	09/29/2016	984.79
							<b>984.79</b>
<b>LOCAL REVENUE SHARING GRANTS:</b>							<b>984.79</b>
<b>NT MANAGEMENT FUND:</b>							<b>984.79</b>
<b>Fund: 290 PEG COMMISSION</b>							
<b>Dept: 000</b>							
290-000-801.000	Professional Ser BROWN/KEITH R/PHD		MPA Operations - Oct 2016	20160436	10/01/2016	10/01/2016	3,166.67
							<b>3,166.67</b>
<b>Total Dept. 000:</b>							<b>3,166.67</b>
<b>Fund PEG COMMISSION:</b>							<b>3,166.67</b>
<b>Fund: 296 RAMSDELL THEATRE</b>							
<b>Dept: 000</b>							
296-000-922.000	Water CITY OF MANISTEE WATER	8/17/16 thru 9/16/16	Water & Sewage Usage	20160440	09/29/2016	09/29/2016	38.88
							<b>38.88</b>
<b>Total Dept. 000:</b>							<b>38.88</b>
<b>nd RAMSDELL THEATRE:</b>							<b>38.88</b>
<b>Fund: 297 RAMSDELL REGIONAL</b>							
<b>Dept: 000</b>							
297-000-728.000	SUPPLIES - Ope						

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	WAHR HARDWARE, INC.	C96953	Polish Brasso	20160461	10/28/2016	09/28/2016	3.99
							<b>3.99</b>
297-000-751.002	Ramsdell - Prese						
	PIONEER GROUP/THE//	678	Advertisements	44621	10/20/2016	09/30/2016	120.00
	PIONEER GROUP/THE//	678	Advertisements	44621	10/20/2016	09/30/2016	60.00
							<b>180.00</b>
297-000-751.003	Ramsdell - Work						
	PIONEER GROUP/THE//	751	Advertisements	44621	09/20/2016	08/31/2016	60.00
	PIONEER GROUP/THE//	751	Advertisements	44621	09/20/2016	08/31/2016	120.00
	PIONEER GROUP/THE//	678	Advertisements	44621	10/20/2016	09/30/2016	140.40
	PIONEER GROUP/THE//	678	Advertisements	44621	10/20/2016	09/30/2016	120.00
							<b>440.40</b>
297-000-752.000							
	TRAVERSE MAGAZINE	2016-81439	MyNorth Newsletter	44629	10/30/2016	09/30/2016	100.00
							<b>100.00</b>
297-000-753.000							
	CRISPIN CAMPBELL		Ramsdell Performance	44588	09/29/2016	09/29/2016	1,200.00
	TRAVERSE MAGAZINE	2016-81439	MyNorth Newsletter	44629	10/30/2016	09/30/2016	150.00
							<b>1,350.00</b>
297-000-892.500	Marketing						
	PIONEER GROUP/THE//	751	Advertisements	44621	09/20/2016	08/31/2016	60.00
	PIONEER GROUP/THE//	678	Advertisements	44621	10/20/2016	09/30/2016	75.00
							<b>135.00</b>
297-000-925.000	Electric						
	CONSUMERS ENERGY	September 2016	Electric Usage	44587	10/31/2016	10/06/2016	1,026.09
							<b>1,026.09</b>
297-000-930.000	Repairs & Mainte						
	KB LANDSCAPING	26665	Landscaping-Ramsdell	44605	09/26/2016	09/26/2016	191.57
	WAHR HARDWARE, INC.	C95896	Sandpaper	20160461	10/16/2016	09/16/2016	25.99
	WAHR HARDWARE, INC.	D49500	Pail Liner	20160461	10/20/2016	09/20/2016	5.99
	WAHR HARDWARE, INC.	D49553	Med 8-hole H&L Pad	20160461	10/21/2016	09/21/2016	80.97
							<b>304.52</b>
							<b>Total Dept. 000: 3,540.00</b>
							<b>EGIONAL CENTER/ARTS: 3,540.00</b>
<b>Fund: 490 RENAISSANCE PARK</b>							
<b>Dept: 000</b>							
490-000-992.002	Renaissance Par						
	STATE OF MICHIGAN - MEDC		MSC 970011-EDIG Loan Pmt (4)	44628	10/01/2016	10/01/2016	1,871.96
							<b>1,871.96</b>
							<b>Total Dept. 000: 1,871.96</b>
							<b>ind RENAISSANCE PARK: 1,871.96</b>
<b>Fund: 508 BOAT RAMP FUND</b>							
<b>Dept: 000</b>							
508-000-214.000	Due To Other Fui						
	CITY OF MANISTEE COMMOI		Boat Launch Internal Loan	20160438	10/01/2016	10/01/2016	12,893.19
							<b>12,893.19</b>
508-000-850.000	Phone						
	CHARTER COMMUNICATI	4510209 0139486-9/29-10/28	Monthly Service-110 S Lakeshor	44583	09/19/2016	09/19/2016	29.99

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							<b>29.99</b>
508-000-922.000	Water						
	CITY OF MANISTEE WATER	8/17/16 thru 9/16/16	Water & Sewage Usage	20160440	09/29/2016	09/29/2016	277.62
							<b>277.62</b>
508-000-925.000	Electric						
	CONSUMERS ENERGY	September 2016	Electric Usage	44587	10/31/2016	10/06/2016	438.74
							<b>438.74</b>
						<b>Total Dept. 000:</b>	<b>13,639.54</b>
<b>Dept: 574 DEBT SERVICE</b>							
508-574-998.003	Interest - Internal						
	CITY OF MANISTEE COMMOI		Boat Launch Internal Loan	20160438	10/01/2016	10/01/2016	1,642.39
							<b>1,642.39</b>
						<b>Total Dept. DEBT SERVICE:</b>	<b>1,642.39</b>
						<b>Fund BOAT RAMP FUND:</b>	<b>15,281.93</b>
<b>Fund: 573 WATER &amp; SEWER UTIL</b>							
<b>Dept: 100 GENERAL</b>							
573-100-961.000	Utility Ownership						
	CITY OF MANISTEE GENERA		Utility Ownership Fee	20160439	10/01/2016	10/01/2016	15,263.92
							<b>15,263.92</b>
						<b>Total Dept. GENERAL:</b>	<b>15,263.92</b>
<b>Dept: 541 ADMINISTRATION</b>							
573-541-728.000	SUPPLIES - Ope						
	HANSEN/LORI//	277930	Office Cleaning	44601	09/04/2016	09/04/2016	75.00
	HANSEN/LORI//	277931	Office Cleaning	44601	09/18/2016	09/18/2016	75.00
	JACKPINE BUSINESS CENTE	406028-0	Paper/Memo Book	44604	09/28/2016	08/29/2016	25.47
	JACKPINE BUSINESS CENTE	406871-0	Folder/Pens/Paper	44604	10/21/2016	09/21/2016	97.82
	JACKPINE BUSINESS CENTE	407030-0	Laminator	44604	10/26/2016	09/26/2016	94.99
	WAHR HARDWARE, INC.	C96161	Gorilla Glue	20160461	10/19/2016	09/19/2016	12.29
							<b>380.57</b>
573-541-802.000	Attorney						
	DICKINSON WRIGHT PLLC	1109625	Professional Services	44590	09/21/2016	09/21/2016	1,026.00
							<b>1,026.00</b>
573-541-820.000	Administration						
	CITY OF MANISTEE GENERA		Administration - Water	20160439	10/01/2016	10/01/2016	28,619.83
							<b>28,619.83</b>
573-541-831.000	Contractual Rep						
	KOPY SALES INC.	101726	Cost per Copy-Garage	20160449	09/16/2016	09/06/2016	66.29
							<b>66.29</b>
573-541-850.000	Phone						
	VERIZON WIRELESS	9772277810	Monthly Service	44634	09/19/2016	09/19/2016	266.82
							<b>266.82</b>
573-541-900.000	Printing & Publis						
	PIONEER GROUP/THE//	678	Advertisements	44621	10/20/2016	09/30/2016	374.40
							<b>374.40</b>
						<b>Total Dept. ADMINISTRATION:</b>	<b>30,733.91</b>
<b>Dept: 542 WATER OPERATION</b>							
573-542-715.000	Uniform & Cleani						

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	MODEL COVERALL SERVICE	0619208	Uniform Cleaning-Water	20160453	10/07/2016	09/07/2016	27.20
	MODEL COVERALL SERVICE	0620697	Uniform Cleaning-Water	20160453	10/14/2016	09/14/2016	27.20
	MODEL COVERALL SERVICE	0622151	Uniform Cleaning-Water	20160453	10/21/2016	09/21/2016	27.20
	MODEL COVERALL SERVICE	0623650	Uniform Cleaning-Water	20160453	10/28/2016	09/28/2016	27.20
							<b>108.80</b>
573-542-728.000	SUPPLIES - Ope						
	ABSOLUTE SAFETY, INC.	WWTP/DPW916	Safety Meeting	44574	10/12/2016	09/12/2016	48.65
	BLACKBURN MANUFACTURI	0522918-IN	PR LG 21 W	44582	10/01/2016	09/01/2016	177.30
	DISTRICT HEALTH DEPARTM		Hep B/Hep A	44591	10/13/2016	09/13/2016	102.00
	FASTENAL COMPANY	MIMAN119269	Vest/Cleaner/Handwipe/tape	20160443	06/30/2016	05/31/2016	171.26
	FASTENAL COMPANY	MIMAN121244	Lens/CblTie/BlkFldKnf	20160443	10/09/2016	09/09/2016	11.19
	WAHR HARDWARE, INC.	C93686	GrndPlug/Recep	20160461	09/21/2016	08/22/2016	14.36
	WAHR HARDWARE, INC.	C93693	credit/return	20160461	09/21/2016	08/22/2016	-2.69
							<b>522.07</b>
573-542-750.000	Meters						
	MICHIGAN METER TECHNOL	0003145	Meter/Heads	20160450	10/06/2016	09/06/2016	2,136.80
							<b>2,136.80</b>
573-542-801.000	Professional Ser						
	SPICER GROUP INC	181980	2016-Task 037-Water&WasteWtr	20160456	07/22/2016	07/22/2016	500.00
	SPICER GROUP INC	182723	2016-Task 037 Water&WasteWtr	20160456	09/14/2016	09/14/2016	500.00
							<b>1,000.00</b>
573-542-824.000	Lab Testing						
	KENT COUNTY HEALTH DEP	EH083116-3921	Water Samples	44606	10/01/2016	09/01/2016	64.00
	USA BLUE BOOK	054274	DPD Sample/Fluoride Rgt	44633	10/07/2016	09/07/2016	502.00
	WAHR HARDWARE, INC.	C94899	Freight	20160461	10/06/2016	09/06/2016	11.28
	WAHR HARDWARE, INC.	C94994	Freight	20160461	10/07/2016	09/07/2016	10.21
	WAHR HARDWARE, INC.	C95538	Freight	20160461	10/12/2016	09/12/2016	11.26
							<b>598.75</b>
573-542-831.000	Contractual Repa						
	NORTHERN FIRE & SAFETY	286541	Annual Insp/6yr Maint	20160454	09/27/2016	09/27/2016	132.50
							<b>132.50</b>
573-542-860.000	Travel & Training						
	MANISTEE CHAMBER OF CC	26888	Leadership Prog. Registration	44608	08/25/2016	08/25/2016	1,200.00
							<b>1,200.00</b>
573-542-925.000	Electric						
	CONSUMERS ENERGY	September 2016	Electric Usage	44587	10/31/2016	10/06/2016	122.44
							<b>122.44</b>
573-542-930.000	Repairs & Mainte						
	FASTENAL COMPANY	MIMAN121415	Ball Lock Socket Adapter	20160443	10/20/2016	09/20/2016	5.99
	MICHIGAN PIPE & VALVE	T74520	ValveBoxTop/Base/Bottom/Lid	20160451	08/27/2016	07/28/2016	899.00
	MICHIGAN PIPE & VALVE	T75369	HYD EXT	20160451	10/16/2016	09/16/2016	342.00
	WAHR HARDWARE, INC.	D49043	Swivel Conct/Card	20160461	10/12/2016	09/12/2016	10.97
							<b>1,257.96</b>
573-542-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20160438	10/01/2016	10/01/2016	3,094.33
							<b>3,094.33</b>
							<b>Total Dept. WATER OPERATION: 10,173.65</b>

**Dept: 543 SEWER - WWTP**

573-543-715.000	Uniform & Cleani						
	MODEL COVERALL SERVICE	0619203	Uniform Cleaning-WWTP	20160453	10/07/2016	09/07/2016	36.49
	MODEL COVERALL SERVICE	MIMAN1211230622146	Uniform Cleaning-WWTP	20160453	10/21/2016	09/21/2016	36.49
	MODEL COVERALL SERVICE	0623645	Uniform Cleaning-WWTP	20160453	10/28/2016	09/28/2016	36.49

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							<b>109.47</b>
573-543-728.000	SUPPLIES - Ope						
	ABSOLUTE SAFETY, INC.	WWTP/DPW916	Safety Meeting	44574	10/12/2016	09/12/2016	48.65
	ACE HARDWARE & HOME CI	154844	Fuel Wht Gas Coleman Gal/cord	44575	09/23/2016	08/24/2016	23.48
	ACE HARDWARE & HOME CI	155323	Hex Key Combo/Fasteners	44575	10/07/2016	09/07/2016	10.99
	AUTO VALUE \ AUTO-WARES	256-927548	Wipes/Upholstery Cl	44580	10/12/2016	09/12/2016	15.67
	DISTRICT HEALTH DEPARTM		Hep B/Hep A	44591	10/13/2016	09/13/2016	79.00
	FASTENAL COMPANY	MIMAN121440	Disposable Gloves	20160443	10/21/2016	09/21/2016	59.74
	J.O. GALLOUP COMPANY	S104960945.001	PVCNIP/Spars	44603	08/11/2016	07/12/2016	11.93
	JACKPINE BUSINESS CENTE	406214-0	Binder	44604	10/02/2016	09/02/2016	4.54
	JACKPINE BUSINESS CENTE	406632-0	Reinforcement/Tape	44604	10/14/2016	09/14/2016	9.48
	NCL OF WISCONSIN, INC.	377905	GlassCylinders/flask/DilWater	44618	09/28/2016	08/29/2016	458.76
	NCL OF WISCONSIN, INC.	378430	Buffer Solution	44618	10/09/2016	09/09/2016	54.62
	REPUBLIC SERVICES #239	0239-001723508	Basic Service-Sewage Plant	44623	08/31/2016	08/31/2016	158.31
	STANDARD ELECTRIC COMF	1120962-01	Mini Lamp	44627	08/24/2016	08/24/2016	105.39
	USA BLUE BOOK	054280	Centrifuge Tubes/Gal LDPE	44633	10/07/2016	09/07/2016	271.36
	USA BLUE BOOK	056447	LED Exit Signs	44633	10/09/2016	09/09/2016	123.18
	WAHR HARDWARE, INC.	C92339	Bolt	20160461	09/07/2016	08/08/2016	3.76
	WAHR HARDWARE, INC.	D48494	Cartridge Filter	20160461	09/30/2016	08/31/2016	14.99
	WAHR HARDWARE, INC.	C94613	Plier/Bolt	20160461	10/01/2016	09/01/2016	7.78
	WAHR HARDWARE, INC.	D48760	Alum Foil	20160461	10/06/2016	09/06/2016	7.98
	WAHR HARDWARE, INC.	C94999	Cleaner	20160461	10/07/2016	09/07/2016	4.29
	WAHR HARDWARE, INC.	C95076	Bolts	20160461	10/07/2016	09/07/2016	1.02
	WAHR HARDWARE, INC.	C95016	Slim Taper File	20160461	10/07/2016	09/07/2016	4.79
	WAHR HARDWARE, INC.	C95540	T8 KB FL Tube	20160461	10/12/2016	09/12/2016	9.99
	WAHR HARDWARE, INC.	C95782	Freight	20160461	10/14/2016	09/14/2016	13.08
	WAHR HARDWARE, INC.	C96065	Bolts	20160461	10/18/2016	09/18/2016	0.78
	WAHR HARDWARE, INC.	D49465	Home Pest Cntrl	20160461	10/20/2016	09/20/2016	8.99
							<b>1,512.55</b>
573-543-801.000	Professional Ser						
	SPICER GROUP INC	181980	2016-Task 037-Water&WasteWtr	20160456	07/22/2016	07/22/2016	500.00
	SPICER GROUP INC	182723	2016-Task 037 Water&WasteWtr	20160456	09/14/2016	09/14/2016	500.00
							<b>1,000.00</b>
573-543-824.000	Lab Testing						
	KAR LABORATORIES, INC.	610870	Mercury	20160448	10/01/2016	09/01/2016	225.00
							<b>225.00</b>
573-543-860.000	Travel & Training						
	MICHIGAN RURAL WATER A:		Registration-Gabe Walker	44617	10/05/2016	10/05/2016	150.00
							<b>150.00</b>
573-543-920.000	Gas						
	DTE ENERGY	8/12/16-9/13/16	Gas Usage-15 9th St	44593	10/21/2016	09/21/2016	673.65
							<b>673.65</b>
573-543-925.000	Electric						
	CONSUMERS ENERGY	September 2016	Electric Usage	44587	10/31/2016	10/06/2016	1,845.14
							<b>1,845.14</b>
573-543-930.000	Repairs & Mainte						
	AUTO VALUE \ AUTO-WARES	256-926555	Oil Filter/Air Filter	44580	10/01/2016	09/01/2016	33.50
	AUTO VALUE \ AUTO-WARES	256-928178	PM 50/50 Blend	44580	10/19/2016	09/19/2016	15.58
	AUTO VALUE \ AUTO-WARES	256-928315	1/4 AB Tubing	44580	10/20/2016	09/20/2016	4.10
	AUTO VALUE \ AUTO-WARES	256-929093	12 V 690CCA	44580	10/28/2016	09/28/2016	107.00
	FASTENAL COMPANY	MIMAN121091	Paint/Hex Cap Screws	20160443	09/30/2016	08/31/2016	15.08
	FASTENAL COMPANY	MIMAN121440	Disposable Gloves	20160443	10/21/2016	09/21/2016	19.05
	GILL-ROYS HARDWARE	1609-921180	HR Angle	44599	09/20/2016	09/20/2016	13.99
	GILL-ROYS HARDWARE	1609-922016	Conduit/Bushing/LiqTight	44599	09/20/2016	09/20/2016	19.42
	STANDARD ELECTRIC COMF	1121632-00	GalvSteel/CondCplg/Body/Gask	44627	09/07/2016	09/07/2016	75.50



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							<b>Dept. CAPITAL OUTLAY - over \$5,000:</b>	<b>17,901.19</b>
							<b>WATER &amp; SEWER UTILITY:</b>	<b>322,164.98</b>
<b>Fund: 594 MARINA FUND</b>								
<b>Dept: 000</b>								
594-000-214.000	Due To Other Fu CITY OF MANISTEE COMMOI		Marina Internal Loan Pmt	20160438	10/01/2016	10/01/2016	25,551.88	
							<b>25,551.88</b>	
594-000-728.000	SUPPLIES - Ope CHARTER COMMUNICATI	AF100209 0099730 9/28-10/27	Monthly Service-480 River St	44583	09/18/2016	09/18/2016	78.47	
							<b>78.47</b>	
594-000-820.000	Administration CITY OF MANISTEE GENERA		Administration - Marina	20160439	10/01/2016	10/01/2016	2,770.00	
							<b>2,770.00</b>	
594-000-922.000	Water CITY OF MANISTEE WATER	8/17/16 thru 9/16/16	Water & Sewage Usage	20160440	09/29/2016	09/29/2016	252.21	
							<b>252.21</b>	
594-000-925.000	Electric CONSUMERS ENERGY	September 2016	Electric Usage	44587	10/31/2016	10/06/2016	972.97	
							<b>972.97</b>	
							<b>Total Dept. 000:</b>	<b>29,625.53</b>
<b>Dept: 574 DEBT SERVICE</b>								
594-574-998.003	Interest - Internal CITY OF MANISTEE COMMOI		Marina Internal Loan Pmt	20160438	10/01/2016	10/01/2016	5,034.69	
							<b>5,034.69</b>	
							<b>Total Dept. DEBT SERVICE:</b>	<b>5,034.69</b>
							<b>Total Fund MARINA FUND:</b>	<b>34,660.22</b>
<b>Fund: 661 MOTOR POOL FUND</b>								
<b>Dept: 000</b>								
661-000-971.001	DPW - Plow Truc TRUCK & TRAILER SPECIALT	D15920	2016 Tandem Axle Snow Plow	44630	09/08/2016	09/08/2016	73,461.42	
	TRUCK & TRAILER SPECIALT	D15922	2016 Tandem Axle Truck	44630	09/09/2016	09/09/2016	107,909.36	
							<b>181,370.78</b>	
							<b>Total Dept. 000:</b>	<b>181,370.78</b>
							<b>und MOTOR POOL FUND:</b>	<b>181,370.78</b>
<b>Fund: 703 CURRENT TAX COLLE</b>								
<b>Dept: 000</b>								
703-000-215.000	Due DDA DOWNTOWN DEVELOPMEN		2016 Summer Tax Distribution	44592	11/05/2016	10/06/2016	2,489.20	
							<b>2,489.20</b>	
703-000-221.000	Due City CITY OF MANISTEE GENERA		2016 Summer Tax Distribution	20160439	10/06/2016	10/06/2016	29,741.93	
							<b>29,741.93</b>	
703-000-221.001	Due Refuse CITY OF MANISTEE COMMOI		2016 Summer Tax Distribution	20160438	10/06/2016	10/06/2016	1,896.43	
							<b>1,896.43</b>	

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703-000-221.002	Due City Admin CITY OF MANISTEE GENERA		2016 Summer Tax Distribution	20160439	10/06/2016	10/06/2016	577.95
							<b>577.95</b>
703-000-221.003	Due City Pen\Int CITY OF MANISTEE GENERA		2016 Summer Tax Distribution	20160439	10/06/2016	10/06/2016	5,430.09
							<b>5,430.09</b>
703-000-221.004	Due Water Delinr CITY OF MANISTEE WATER		2016 Summer Tax Distribution	20160440	10/06/2016	10/06/2016	1,161.67
							<b>1,161.67</b>
703-000-221.005	Due Refuse Delir CITY OF MANISTEE COMMOI		2016 Summer Tax Distribution	20160438	10/06/2016	10/06/2016	73.15
							<b>73.15</b>
703-000-222.000	Due County MANISTEE COUNTY TREASL		2016 Summer Tax Distribution	44611	10/06/2016	10/06/2016	9,191.58
							<b>9,191.58</b>
703-000-228.000	Due State of Mich MANISTEE COUNTY TREASL		2016 Summer Tax Distribution	44611	10/06/2016	10/06/2016	10,169.81
							<b>10,169.81</b>
703-000-234.000	Due to Intermedi MANISTEE INTERMEDIATE S		2016 Summer Tax Distribution	44612	11/05/2016	10/06/2016	3,583.60
							<b>3,583.60</b>
703-000-235.000	Due Community WEST SHORE COMMUNITY		2016 Summer Tax Distribution	44635	11/05/2016	10/06/2016	4,563.65
							<b>4,563.65</b>
						<b>Total Dept. 000:</b>	<b>68,879.06</b>
						<b>RENT TAX COLLECTION:</b>	<b>68,879.06</b>
						<b>Grand Total:</b>	<b>867,352.55</b>

**Recap by Fund**

Fund #	Fund Name	Amount To Pay	Amount To Relieve
101	GENERAL FUND	138,531.95	0.00
202	MAJOR STREET FUND	45,687.14	0.00
203	LOCAL STREET FUND	6,952.50	0.00
226	CITY REFUSE FUND	44,221.69	0.00
275	GRANT MANAGEMENT FUND	984.79	0.00
290	PEG COMMISSION	3,166.67	0.00
296	RAMSDELL THEATRE	38.88	0.00
297	RAMSDELL REGIONAL CENTER/ARTS	3,540.00	0.00
490	RENAISSANCE PARK	1,871.96	0.00
508	BOAT RAMP FUND	15,281.93	0.00
573	WATER & SEWER UTILITY	322,164.98	0.00
594	MARINA FUND	34,660.22	0.00
661	MOTOR POOL FUND	181,370.78	0.00
703	CURRENT TAX COLLECTION	68,879.06	0.00
	<b>Grand Total:</b>	<b>867,352.55</b>	<b>0.00</b>



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<b>Total Dept. CLERK:</b>							<b>567.66</b>
<b>Dept: 253 FINANCE / TREASURE</b>							
101-253-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	407440-0	Laser Printer Repair	44666	11/04/2016	10/05/2016	97.95
	JACKPINE BUSINESS CENTE	407656-0	Toner/Glue Stick	44666	11/16/2016	10/17/2016	178.97
	JACKPINE BUSINESS CENTE	407950-0	Lateral File	44666	11/17/2016	10/18/2016	30.00
<b>306.92</b>							
101-253-831.000	Contractual Repa						
	PNC BANK	October 2016	Credit Card Charges	44685	10/07/2029	09/12/2029	52.99
<b>52.99</b>							
101-253-860.000	Travel & Training						
	PNC BANK	October 2016	Credit Card Charges	44685	10/07/2029	09/12/2029	321.86
<b>321.86</b>							
101-253-900.000	Printing & Publis						
	JACKPINE BUSINESS CENTE	39744	Business Cards-Heather Pefley	44666	11/13/2016	10/14/2016	40.50
<b>40.50</b>							
<b>Total Dept. FINANCE / TREASURER:</b>							<b>722.27</b>
<b>Dept: 265 MUNICIPAL BUILDINGS</b>							
101-265-728.000	SUPPLIES - Ope						
	ALLSHRED SERVICES	64152	Off-Site Destruction	44639	10/06/2016	09/26/2016	62.85
<b>62.85</b>							
101-265-850.000	Phone						
	AT&T	231 723-1474 1640	Monthly Service	44640	11/12/2016	10/13/2016	82.59
	CHARTER COMMUNICATIONS	013891810/11-11/10	Monthly Service-70 Maple St	44647	10/01/2016	10/01/2016	89.97
<b>172.56</b>							
101-265-920.000	Gas						
	DTE ENERGY		Gas Usage-70 Maple St	44656	11/11/2016	10/06/2016	40.64
<b>40.64</b>							
101-265-920.336	Gas - Fire Dept						
	DTE ENERGY		Gas Usage-281 1st St	44656	11/05/2016	10/06/2016	56.00
<b>56.00</b>							
101-265-920.441	Gas - DPW						
	DTE ENERGY		Gas Usage-280 Washington St	44656	11/02/2016	10/03/2016	62.40
<b>62.40</b>							
101-265-920.446	Gas - Bridge						
	DTE ENERGY		Gas Usage-51 Maple Street	44656	11/09/2016	10/10/2016	101.92
<b>101.92</b>							
101-265-925.000	Electric						
	CONSUMERS ENERGY	October 2016	Electric Usage	44652	11/19/2016	10/25/2016	33.73
<b>33.73</b>							
<b>Total Dept. MUNICIPAL BUILDINGS:</b>							<b>530.10</b>
<b>Dept: 285 CITY ENGINEER</b>							
101-285-801.000	Professional Ser						
	SPICER GROUP INC	183117	2013-Task GEC	20160479	10/12/2016	10/12/2016	1,000.00
<b>1,000.00</b>							
<b>Total Dept. CITY ENGINEER:</b>							<b>1,000.00</b>
<b>Dept: 290 BOARDS &amp; COMMISSI</b>							
101-290-886.000	Parks Commissi						

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	JACKPINE BUSINESS CENTE	39703	Butterfly Brochure	44666	11/06/2016	10/07/2016	80.00
							<b>80.00</b>
101-290-887.000	Planning Commi						
	JACKPINE BUSINESS CENTE	407719-0	Copy Paper	44666	11/11/2016	10/12/2016	44.95
	MANISTEE COUNTY PLANNII	017-16	GIS Services	44672	10/06/2016	10/06/2016	50.00
							<b>94.95</b>
							<b>174.95</b>
	<b>tal Dept. BOARDS &amp; COMMISSIONS:</b>						
<b>Dept: 301 POLICE</b>							
101-301-715.000	Uniform & Cleani						
	CMP DISTRIBUTORS, INC.	49551	Mag Pouch/Handcuff Pouch	44649	11/17/2016	10/18/2016	100.10
	KIESZKOWSKI/JAMES//	Sept 16	Uniform Cleaning	44669	10/05/2016	10/05/2016	187.75
	TAYLOR/DONNA//	3859	City Police	44695	10/03/2016	10/03/2016	8.00
							<b>295.85</b>
101-301-728.000	SUPPLIES - Ope						
	BROWNELLS, INC	13135828.00	PMAG 30/MAG557	44644	10/20/2016	10/20/2016	130.94
	JACKPINE BUSINESS CENTE	407315-0	Paper	44666	11/02/2016	10/03/2016	70.45
	JACKPINE BUSINESS CENTE	399426-0	Correction Correct Credit Error 3/16/16	44666	11/13/2016	10/14/2016	39.98
	JACKPINE BUSINESS CENTE	39747	FD Certificates	44666	11/13/2016	10/14/2016	35.00
	JACKPINE BUSINESS CENTE	408010-0	Folder/DVD	44666	11/19/2016	10/20/2016	25.96
	JACKPINE BUSINESS CENTE	408047-0	Index	44666	11/20/2016	10/21/2016	1.98
							<b>304.31</b>
101-301-770.000	Vehicle Gas						
	BLARNEY CASTLE FLEET PR	BC177-10/06/16	Fuel Usage	20160462	10/20/2016	10/06/2016	1,084.31
							<b>1,084.31</b>
101-301-801.000	Professional Ser						
	STATE OF MICHIGAN - MSP	551-473870	SOR Registration	44692	10/03/2016	10/03/2016	30.00
							<b>30.00</b>
101-301-831.000	Contractual Repa						
	KOPY SALES INC.	101974	Cost per copy-Police	20160470	10/14/2016	10/04/2016	50.52
	PERSONAL PLUMBING INC	161007-3	Clean Drains	44684	10/07/2016	10/07/2016	110.00
							<b>160.52</b>
101-301-860.000	Travel & Training						
	PNC BANK	October 2016	Credit Card Charges	44685	10/07/2029	09/12/2029	42.70
	PNC BANK	October 2016	Credit Card Charges	44685	10/07/2029	09/12/2029	230.00
	PNC BANK	October 2016	Credit Card Charges	44685	10/07/2029	09/12/2029	143.19
	PNC BANK	October 2016	Credit Card Charges	44685	10/07/2029	09/12/2029	143.19
							<b>559.08</b>
101-301-874.000	Retire. Costs - Bl						
	RILEY/JOHN S//		In Lieu of Blue Cross Insuranc	20160475	10/25/2016	10/25/2016	250.00
							<b>250.00</b>
101-301-930.000	Repairs & Mainte						
	MANISTEE TIRE SERVICE	47953	Mount/Balance Snow Tires	44676	11/19/2016	10/20/2016	65.00
	WAHR HARDWARE, INC.	D50622	Freight	20160483	11/12/2016	10/13/2016	37.07
							<b>102.07</b>
							<b>2,786.14</b>
	<b>Total Dept. POLICE:</b>						
<b>Dept: 336 FIRE</b>							
101-336-715.000	Uniform & Cleani						
	TELE-RAD INC.	875103	Taclite Pro Pants-Haskin	20160480	10/15/2016	09/30/2016	39.99
							<b>39.99</b>
101-336-728.000	SUPPLIES - Ope						
	AUTO VALUE \ AUTO-WARES	256-930210	Flat Black/Primer	44641	11/09/2016	10/10/2016	14.88

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	CHARTER COMMUNICATIONS	101-336-732.000	101-336-732.000	090073420	10/18-11/17	Monthly Service-281 1st St	44647 10/08/2016 10/08/2016 116.43
	GILL-ROYS HARDWARE			1609-883661		Switch/Cover/Tubing/Screws	44661 09/09/2016 09/09/2016 8.77
	GILL-ROYS HARDWARE			1610-993059		Phillips/SMSPHILTH	44661 10/09/2016 10/09/2016 15.53
	PNC BANK			October 2016		Credit Card Charges	44685 10/07/2029 09/12/2029 36.04
	PNC BANK			October 2016		Credit Card Charges	44685 10/07/2029 09/12/2029 306.98
	PNC BANK			October 2016		Credit Card Charges	44685 10/07/2029 09/12/2029 55.99
	WAHR HARDWARE, INC.			C96873		Hardwood Dowel/Glue	20160483 10/27/2016 09/27/2016 8.08
	WAHR HARDWARE, INC.			C97383		Lng-Msk Tape	20160483 11/02/2016 10/03/2016 6.49
							<b>569.19</b>
101-336-732.000	SUPPLIES - Mec						
	PNC BANK			October 2016		Credit Card Charges	44685 10/07/2029 09/12/2029 149.98
							<b>149.98</b>
101-336-770.000	Vehicle Gas						
	BLARNEY CASTLE FLEET PR			BC177-10/06/16		Fuel Usage	20160462 10/20/2016 10/06/2016 449.11
							<b>449.11</b>
101-336-801.000	Professional Ser						
	ACCUMED GROUP/THE//			14567		Billing Service Fee	44637 10/01/2016 10/01/2016 2,047.75
							<b>2,047.75</b>
101-336-831.000	Contractual Repa						
	KOPY SALES INC.			101971		Costs per copy-Fire	20160470 10/14/2016 10/04/2016 30.00
							<b>30.00</b>
101-336-860.000	Travel & Training						
	PNC BANK			October 2016		Credit Card Charges	44685 10/07/2029 09/12/2029 109.95
	PNC BANK			October 2016		Credit Card Charges	44685 10/07/2029 09/12/2029 406.60
							<b>516.55</b>
101-336-874.000	Retire. Costs - Bl						
	JANOWIAK/DANIEL J//					In Lieu of Blue Cross Insuranc	44667 10/25/2016 10/25/2016 250.00
	MODJESKI/MARK A//					In Lieu of Blue Cross Insuranc	44679 10/25/2016 10/25/2016 250.00
	SCRIMGER/SID//					In Lieu of Blue Cross Insuranc	20160477 10/25/2016 10/25/2016 250.00
	SMITH/TIMM H//					In Lieu of Blue Cross Insuranc	20160478 10/25/2016 10/25/2016 250.00
	TABACZKA/JERRY J//					In Lieu of Blue Cross Insuranc	44694 10/25/2016 10/25/2016 250.00
							<b>1,250.00</b>
101-336-930.000	Repairs & Mainte						
	AUTO VALUE \ AUTO-WARE			256-929007		Fuel Filter	44641 10/28/2016 09/28/2016 51.65
	AUTO VALUE \ AUTO-WARE			256-930238		Heavy Duty HD 30	44641 11/09/2016 10/10/2016 3.19
	AUTO VALUE \ AUTO-WARE			256-930843		Oil	44641 11/16/2016 10/17/2016 3.38
	J & B MEDICAL SUPPLY			3213754		Heartstart Battery Module	20160468 11/17/2016 10/18/2016 410.00
	PNC BANK			October 2016		Credit Card Charges	44685 10/07/2029 09/12/2029 53.00
	ROAD EQUIPMENT PARTS C			KC408072		Str Push Conn	20160476 07/22/2016 07/22/2016 3.56
	ROAD EQUIPMENT PARTS C			KC408261		Connector/Bushing/Tee	20160476 07/27/2016 07/27/2016 18.57
	ROAD EQUIPMENT PARTS C			KC408408		Elbow/Connector	20160476 07/29/2016 07/29/2016 7.39
							<b>550.74</b>
						<b>Total Dept. FIRE:</b>	<b>5,603.31</b>
<b>Dept: 441 PUBLIC WORKS</b>							
101-441-715.000	Uniform & Cleani						
	MODEL COVERALL SERVICE			0625104		Uniform Cleaning-DPW	20160471 11/04/2016 10/05/2016 28.87
	MODEL COVERALL SERVICE			0626596		Uniform Cleaning-DPW	20160471 11/11/2016 10/12/2016 28.87
	MODEL COVERALL SERVICE			0628064		Uniform Cleaning-DPW	20160471 11/18/2016 10/19/2016 28.87
							<b>86.61</b>
101-441-728.000	SUPPLIES - Ope						
	AUTO VALUE \ AUTO-WARE			256-930827		16 14 Gauge Blue	44641 11/16/2016 10/17/2016 11.00
	CADILLAC PLUMBING-HEAT			708075		Alto Bulb	44646 07/29/2016 06/29/2016 504.00

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	FASTENAL COMPANY	MIMAN121516	Slush Boots/Silt Fence	20160466	10/26/2016	09/26/2016	56.61
	FASTENAL COMPANY	MIMAN121967	Glvs/CbleTies	20160466	11/12/2016	10/13/2016	49.96
	FASTENAL COMPANY	MIMAN122021	HexNuts/Washers	20160466	11/16/2016	10/17/2016	8.68
	FIRST ADVANTAGE OCCUPA	2506051609	Clinic Collection	44660	09/30/2016	09/30/2016	290.04
	GILL-ROYS HARDWARE	1609-943120	4pk Bulbs	44661	09/26/2016	09/26/2016	11.96
	PARKDALE BLOCK & BUILDIN	23569	Broom	44683	10/26/2016	09/26/2016	34.00
	PNC BANK	October 2016	Credit Card Charges	44685	10/07/2029	09/12/2029	751.75
	PNC BANK	October 2016	Credit Card Charges	44685	10/07/2029	09/12/2029	499.00
	PRAXAIR DISTRIBUTION INC	74448886	Cylinder Rent	20160474	09/22/2016	09/22/2016	58.59
	PRAXAIR DISTRIBUTION INC	74462217	Tig Rod Alum	20160474	09/23/2016	09/23/2016	23.46
	PRAXAIR DISTRIBUTION INC	74507949	Flap Disc/Cut off Wheel	20160474	09/30/2016	09/30/2016	20.17
	PRAXAIR DISTRIBUTION INC	74595705	Oxygen	20160474	10/05/2016	10/05/2016	41.34
	WAHR HARDWARE, INC.	C96898	Flea Control	20160483	10/27/2016	09/27/2016	17.49
							<b>2,378.05</b>
101-441-770.000	Vehicle Gas						
	BLARNEY CASTLE FLEET PR	BC177-10/06/16	Fuel Usage	20160462	10/20/2016	10/06/2016	1,974.04
	BLARNEY CASTLE FLEET PR	BC177-10/06/16	Fuel Usage	20160462	10/20/2016	10/06/2016	32.63
							<b>2,006.67</b>
101-441-831.000	Contractual Repa						
	CUSTOM SHEET METAL & HI	1609-92519568479	Cleaned Blower Unit&Wheel	44654	10/23/2016	09/23/2016	332.50
	TOP LINE ELECTRIC LLC	8139	Replaced Missing Cover on	20160481	10/04/2016	10/04/2016	78.02
							<b>410.52</b>
101-441-930.000	Repairs & Mainte						
	AIS CONSTRUCTION EQUIPM	T08463	Thermostat/Seal/Dust SE	44638	09/24/2016	09/24/2016	207.58
	AUTO VALUE \ AUTO-WARES	256-927894	Credit/Return	44641	10/15/2016	09/15/2016	-120.00
	AUTO VALUE \ AUTO-WARES	256-929324	Maxim Ure. Fast	44641	10/30/2016	09/30/2016	42.89
	AUTO VALUE \ AUTO-WARES	256-929592	Hyd/Comp ND 30W	44641	11/02/2016	10/03/2016	5.98
	AUTO VALUE \ AUTO-WARES	256-929653	Trailer End Kit	44641	11/03/2016	10/04/2016	2.59
	AUTO VALUE \ AUTO-WARES	256-929652	Mini Lamp	44641	11/03/2016	10/04/2016	4.18
	AUTO VALUE \ AUTO-WARES	256-929871	LED Work Lamp	44641	11/05/2016	10/06/2016	69.98
	AUTO VALUE \ AUTO-WARES	256-929966	Mini Halogen	44641	11/06/2016	10/07/2016	20.29
	AUTO VALUE \ AUTO-WARES	256-930634	Pedestal Lamps	44641	11/13/2016	10/14/2016	100.22
	AUTO VALUE \ AUTO-WARES	256-930635	3T Chain Puller	44641	11/13/2016	10/14/2016	298.95
	AUTO VALUE \ AUTO-WARES	256-930927	Rocker SW	44641	11/17/2016	10/18/2016	6.69
	AUTO VALUE \ AUTO-WARES	256-931014	Hydraulic/Funnel/Sicone	44641	11/18/2016	10/19/2016	19.34
	AUTO VALUE \ AUTO-WARES	256-931036	LED Trailer Kit	44641	11/18/2016	10/19/2016	68.41
	BLARNEY CASTLE OIL CO.	0773779-IN Credit	Credit-Paid Invoice Twice	44643	07/02/2016	06/02/2016	-193.65
	CHERRINGTON ENTERPRISI	018693	Dipstick-Beach Cleaner	44648	08/15/2016	08/15/2016	72.91
	FASTENAL COMPANY	MIMAN121973	Drills	20160466	11/12/2016	10/13/2016	44.69
	FASTENAL COMPANY	MIMAN121974	Hex Nut/Cap Screw	20160466	11/12/2016	10/13/2016	7.80
	FASTENAL COMPANY	MIMAN122067	HexCap Screw	20160466	11/17/2016	10/18/2016	11.83
	GRAND RENTAL STATION	6727CREDIT	Credit - Invoice Voided	44662	10/20/2016	09/20/2016	-70.00
	MANISTEE TIRE SERVICE	44095	Credit - Removal of Unwanted	44676	07/08/2016	06/08/2016	-200.00
	MANISTEE TIRE SERVICE	47822	Tires-#142	44676	11/16/2016	10/17/2016	924.00
	PARKDALE AUTO	30496	A/C Service/Diagnose	44682	09/15/2016	09/15/2016	322.21
	PARKDALE AUTO	30579	Labor/Parts	44682	10/01/2016	10/01/2016	168.91
	ROAD EQUIPMENT PARTS C	KC411564	Drag Link	20160476	10/05/2016	10/05/2016	300.15
	TRUCK & TRAILER SPECIALT	D15876	Hydraulic/Componets	44696	09/05/2016	09/05/2016	1,059.97
	TRUCK & TRAILER SPECIALT	D16580	Wideflood Light	44696	10/19/2016	10/19/2016	71.62
	VALLEY TRUCK PARTS INC.	2-1202113	Transmission-Truck#133	44698	09/09/2016	08/30/2016	4,184.81
	WAHR HARDWARE, INC.	D48801	Bolts	20160483	10/07/2016	09/07/2016	2.52
	WAHR HARDWARE, INC.	C96560	Bolts/Hex Nuts	20160483	10/23/2016	09/23/2016	22.83
	WAHR HARDWARE, INC.	C97375	Hex Cap	20160483	11/02/2016	10/03/2016	17.49
	WAHR HARDWARE, INC.	C97558	Bolt	20160483	11/04/2016	10/05/2016	3.22
	WAHR HARDWARE, INC.	D50176	Bolt	20160483	11/04/2016	10/05/2016	9.20
	WAHR HARDWARE, INC.	C98041	Bolts	20160483	11/09/2016	10/10/2016	13.20
	WAHR HARDWARE, INC.	C97979	Strap/Coupling	20160483	11/09/2016	10/10/2016	2.07
	WAHR HARDWARE, INC.	D50459	Flat Washer	20160483	11/10/2016	10/11/2016	11.49

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							<b>7,514.37</b>
101-441-970.000	Capital Outlay - I ELMER'S CRANE & DOZER, I	457533	3500 PSI EXT	44658	10/27/2016	10/03/2016	605.65
							<b>605.65</b>
<b>Total Dept. PUBLIC WORKS:</b>							<b>13,001.87</b>
<b>Dept: 748 COMMUNITY DEVELOPMENT</b>							
101-748-728.000	SUPPLIES - Oper JACKPINE BUSINESS CENTE	407719-0	Copy Paper	44666	11/11/2016	10/12/2016	6.97
							<b>6.97</b>
101-748-831.000	Contractual Repa KOPY SALES INC.	101970	Cost Per Copy - Com Dev	20160470	10/14/2016	10/04/2016	36.00
							<b>36.00</b>
101-748-860.000	Travel & Training MICHIGAN ASSOC. OF PLANI NORTHWEST MICHIGAN CO	25138-2	Conference Registration Bal Du NW MI Housing Summit 2016	44678 44681	08/11/2016 10/24/2016	08/11/2016 10/24/2016	40.00 40.00
							<b>80.00</b>
<b>COMMUNITY DEVELOPMENT OFFICE:</b>							<b>122.97</b>
<b>Dept: 751 PARKS &amp; RECREATION</b>							
101-751-728.000	SUPPLIES - Oper CADILLAC PLUMBING-HEATI FAMILY FARM & HOME - MAN FASTENAL COMPANY FASTENAL COMPANY SENG'S MARINA WAHR HARDWARE, INC. WAHR HARDWARE, INC.	710134 3461 MIMAN121533 MIMAN121960 2016-2248 C96169 C96231 D49490 C96360 C96398 C96549 C96568 C96518 C96757 C96797 D50149 C97560 C97745 D50648	Metering Cart Nylon Rope Glvs/Earplugs/Bids Cbl Tie Boat Rental Taper File Hammer Drill Credit/Return Drill Bits Liq Softsoap Center Punch Chuck Key Threadlocker Insect Killer/Spray Paint Dowels Drill Bit/Bolt Softsoap Pro 12 Adjustable W Batteries	44646 44659 20160466 20160466 44688 20160483 20160483 20160483 20160483 20160483 20160483 20160483 20160483 20160483 20160483 20160483 20160483 20160483 20160483	09/09/2016 11/11/2016 10/26/2016 11/12/2016 10/12/2016 10/19/2016 10/20/2016 10/20/2016 10/21/2016 10/22/2016 10/23/2016 10/23/2016 10/23/2016 10/26/2016 10/26/2016 11/04/2016 11/04/2016 11/06/2016 11/13/2016	08/10/2016 10/12/2016 09/26/2016 10/13/2016 10/12/2016 09/19/2016 09/20/2016 09/20/2016 09/21/2016 09/22/2016 09/23/2016 09/23/2016 09/23/2016 09/26/2016 09/26/2016 10/05/2016 10/05/2016 10/07/2016 10/14/2016	131.74 138.00 87.61 14.90 150.00 5.79 139.99 -19.99 5.78 13.74 5.49 4.29 3.79 15.27 2.78 6.73 4.08 24.99 8.99
							<b>743.97</b>
101-751-770.000	Vehicle Gas BLARNEY CASTLE FLEET PR	BC177-10/06/16	Fuel Usage	20160462	10/20/2016	10/06/2016	742.07
							<b>742.07</b>
101-751-831.000	Contractual Repa C&D TURF CARE LLC C&D TURF CARE LLC STRAIGHT FENCE	141181 141389	Earth Smart Late Summer/Fall Grub Killer 2 Walk Gates-Sands Park	44645 44645 44693	10/10/2016 10/10/2016 08/23/2016	09/20/2016 09/20/2016 08/23/2016	2,257.75 65.00 430.00
							<b>2,752.75</b>
101-751-920.000	Gas DTE ENERGY		Gas Usage-580 Maple St	44656	11/05/2016	10/06/2016	41.28
							<b>41.28</b>
101-751-925.000	Electric CONSUMERS ENERGY	October 2016	Electric Usage	44652	11/19/2016	10/25/2016	81.59

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							<b>81.59</b>
101-751-930.000	Repairs & Mainte						
	AUTO VALUE \ AUTO-WARES	256-921554	Oil Filter/Oil	44641	08/14/2016	07/15/2016	19.66
	AUTO VALUE \ AUTO-WARES	256-924780	Air/Fuel/Oil Filters	44641	09/14/2016	08/15/2016	60.17
	BADER & SONS CO.	256346	Link/Freight	44642	07/23/2016	07/23/2016	25.04
	CADILLAC PLUMBING-HEATI	708076	2 gal MI Reg Plug Cored	44646	07/29/2016	06/29/2016	9.30
	CADILLAC PLUMBING-HEATI	708245	2 gal MI CAP	44646	07/30/2016	06/30/2016	10.08
	CADILLAC PLUMBING-HEATI	709823	Vac. Breaker	44646	09/02/2016	08/03/2016	20.24
	CADILLAC PLUMBING-HEATI	710132	Ball Valve/Compound	44646	09/09/2016	08/10/2016	89.75
	CADILLAC PLUMBING-HEATI	710135	Galv Nip/Steel Coup	44646	09/09/2016	08/10/2016	24.88
	CADILLAC PLUMBING-HEATI	710131	Valve/Coup/Adpt/Union	44646	09/09/2016	08/10/2016	33.98
	CADILLAC PLUMBING-HEATI	710130	ADPT	44646	09/09/2016	08/10/2016	0.96
	FASTENAL COMPANY	MIMAN121540	Hex/Lag Screw/Nutsetter	20160466	10/26/2016	09/26/2016	15.77
	FASTENAL COMPANY	MIMAN121596	Flat Washer/Lock Nut	20160466	10/28/2016	09/28/2016	12.00
	FASTENAL COMPANY	MIMAN121595	Hex Cap Screw	20160466	10/28/2016	09/28/2016	28.00
	FASTENAL COMPANY	MIMAN121894	Hex Nut	20160466	11/10/2016	10/11/2016	7.62
	GRAND RENTAL STATION	1-547309	Head, speed feed	44662	11/10/2016	10/11/2016	58.78
	GRAND RENTAL STATION	1-547310	Shield Assy/Speed feed head	44662	11/10/2016	10/11/2016	49.24
	SINCLAIR RECREATION LLC	MO16209	Flat Plate Tire Swivel	44690	10/28/2016	09/28/2016	200.00
	WAHR HARDWARE, INC.	C93171	Poly Sprayer	20160483	09/16/2016	08/17/2016	45.98
	WAHR HARDWARE, INC.	C93193	Mildew Stain Remover	20160483	09/16/2016	08/17/2016	59.98
	WAHR HARDWARE, INC.	C94585	Bolts	20160483	10/01/2016	09/01/2016	2.57
	WAHR HARDWARE, INC.	C96548	Bolts	20160483	10/23/2016	09/23/2016	0.90
	WAHR HARDWARE, INC.	C97670	Open Hook	20160483	11/05/2016	10/06/2016	10.74
	WAHR HARDWARE, INC.	C98104	Bolts	20160483	11/10/2016	10/11/2016	8.52
							<b>794.16</b>
101-751-970.000	Capital Outlay - I						
	ELMER'S CRANE & DOZER, I	457000	Conc Pumped/Conc Pump Trk	44658	10/20/2016	09/26/2016	433.00
	ELMER'S CRANE & DOZER, I	458017	3500 PSI Ext/Chg Sml Load	44658	10/30/2016	10/06/2016	317.26
	ELMER'S CRANE & DOZER, I	458613	3500 PSI EXT	44658	11/04/2016	10/11/2016	847.91
	PARKDALE BLOCK & BUILDIN	23473	Fiber Board	44683	09/07/2016	08/08/2016	29.75
	PARKDALE BLOCK & BUILDIN	23450	Fiber Board	44683	09/15/2016	08/16/2016	13.25
	PARKDALE BLOCK & BUILDIN	23563	Expanson Joint/boots	44683	10/21/2016	09/21/2016	97.00
							<b>1,738.17</b>
<b>Total Dept. PARKS &amp; RECREATION:</b>							<b>6,893.99</b>
<b>tal Fund GENERAL FUND:</b>							<b>43,219.39</b>
<b>Fund: 202 MAJOR STREET FUND</b>							
<b>Dept: 000</b>							
202-000-935.000	Traffic Services						
	MICHAEL TODD & COMPANY	T7360	48X30 Wht/Grn Manistee City Li	44677	10/28/2016	09/28/2016	362.66
							<b>362.66</b>
202-000-936.000	Preservation Stre						
	ELMER'S CRANE & DOZER, I	826421	Wedge and Overlay	44658	08/14/2016	07/21/2016	7,440.80
	MICHAEL TODD & COMPANY	153733	Corner Holes for 2-Post Mount	44677	11/10/2016	10/11/2016	385.96
	PRECISION CONCRETE CUT	160910	Sidewalk Trip Hazard Removal	44686	09/27/2016	09/27/2016	3,388.50
	SPICER GROUP INC	183115	2015-Task 034 16 Street Imp	20160479	10/12/2016	10/12/2016	7,956.20
							<b>19,171.46</b>
<b>Total Dept. 000:</b>							<b>19,534.12</b>
<b>id MAJOR STREET FUND:</b>							<b>19,534.12</b>
<b>Fund: 203 LOCAL STREET FUND</b>							
<b>Dept: 000</b>							
203-000-936.000	Preservation Stre						



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297-000-920.000	Gas DTE ENERGY		Gas Usage-101 Maple St	44656	11/10/2016	10/11/2016	251.87
							<b>251.87</b>
297-000-930.000	Repairs & Mainte FASTENAL COMPANY	MIMAN121819	Clean & Strip Disc	20160466	11/06/2016	10/07/2016	8.20
	GILL-ROYS HARDWARE	1610-972981	Sand Disc	44661	10/04/2016	10/04/2016	22.99
	WAHR HARDWARE, INC.	C97376	Sand Disc	20160483	11/02/2016	10/03/2016	15.00
	WAHR HARDWARE, INC.	C97767	Sandpaper	20160483	11/06/2016	10/07/2016	77.97
							<b>124.16</b>
							<b>Total Dept. 000: 2,277.18</b>
							<b>REGIONAL CENTER/ARTS: 2,277.18</b>
<b>Fund: 508 BOAT RAMP FUND</b>							
<b>Dept: 000</b>							
508-000-728.000	SUPPLIES - Ope FASTENAL COMPANY	MIMAN121793	Cable Tie	20160466	11/05/2016	10/06/2016	20.98
							<b>20.98</b>
508-000-925.000	Electric CONSUMERS ENERGY	October 2016	Electric Usage	44652	11/19/2016	10/25/2016	65.71
							<b>65.71</b>
							<b>Total Dept. 000: 86.69</b>
							<b>Fund BOAT RAMP FUND: 86.69</b>
<b>Fund: 573 WATER &amp; SEWER UTIL</b>							
<b>Dept: 541 ADMINISTRATION</b>							
573-541-728.000	SUPPLIES - Ope HANSEN/LORI//	277927	Office Cleaning	44664	08/08/2016	08/08/2016	75.00
	HANSEN/LORI//	277932	Office Cleaning	44664	10/02/2016	10/02/2016	75.00
							<b>150.00</b>
573-541-831.000	Contractual Repa KOPY SALES INC.	101972	Cost per Copy-Garage	20160470	10/14/2016	10/04/2016	63.80
							<b>63.80</b>
573-541-850.000	Phone AT&T	231 398-2584 310 5	Monthly Service	44640	11/12/2016	10/13/2016	630.45
							<b>630.45</b>
							<b>Total Dept. ADMINISTRATION: 844.25</b>
<b>Dept: 542 WATER OPERATION</b>							
573-542-715.000	Uniform & Cleani MODEL COVERALL SERVICE	0625107	Uniform Cleaning-Water	20160471	11/04/2016	10/05/2016	27.20
	MODEL COVERALL SERVICE	062599	Uniform Cleaning-Water	20160471	11/11/2016	10/12/2016	27.20
	MODEL COVERALL SERVICE	0628067	Uniform Cleaning-Water	20160471	11/18/2016	10/19/2016	27.20
							<b>81.60</b>
573-542-728.000	SUPPLIES - Ope JACKPINE BUSINESS CENTE	407586-0	Binder	44666	11/09/2016	10/10/2016	9.85
	PNC BANK	October 2016	Credit Card Charges	44685	10/07/2029	09/12/2029	1,370.00
	USA BLUE BOOK	009297	Drum Pump	44697	08/17/2016	07/18/2016	284.29
							<b>1,664.14</b>
573-542-745.000	Chemicals HAVILAND PRODUCTS COMI	215211	Hydro Acid/Hypo Bleach	20160467	11/13/2016	10/14/2016	2,927.05
	HAVILAND PRODUCTS COMI	215210	Hydro Acid/Hypo Bleach	20160467	11/13/2016	10/14/2016	866.30

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							<b>3,793.35</b>
573-542-770.000	Vehicle Gas BLARNEY CASTLE FLEET PR	BC177-10/06/16	Fuel Usage	20160462	10/20/2016	10/06/2016	333.75
							<b>333.75</b>
573-542-801.000	Professional Ser SPICER GROUP INC	183116	2016-Task 037 General Eng Serv	20160479	10/12/2016	10/12/2016	500.00
							<b>500.00</b>
573-542-824.000	Lab Testing KENT COUNTY HEALTH DEP.	EH093016-3921	Water Samples	44668	11/03/2016	10/04/2016	112.00
	WAHR HARDWARE, INC.	C97410	Freight	20160483	11/02/2016	10/03/2016	11.26
	WAHR HARDWARE, INC.	D50157	freight	20160483	11/04/2016	10/05/2016	11.44
	WAHR HARDWARE, INC.	D50414	Freight	20160483	11/09/2016	10/10/2016	11.26
							<b>145.96</b>
573-542-831.000	Contractual Repa PEERLESS-MIDWEST INC.	48142	Annual Preventive Testing&Main	20160473	08/31/2016	08/31/2016	900.00
	TOP LINE ELECTRIC LLC	7829	WTP Wells&Towers-Calibrated	20160481	08/10/2016	08/10/2016	2,250.00
	TOP LINE ELECTRIC LLC	8102	Replaced Well pump seal water	20160481	09/26/2016	09/26/2016	342.76
	TOP LINE ELECTRIC LLC	8101	Corrected Infrared iss@Well 9	20160481	09/26/2016	09/26/2016	57.45
							<b>3,550.21</b>
573-542-860.000	Travel & Training PNC BANK	October 2016	Credit Card Charges	44685	10/07/2029	09/12/2029	110.00
							<b>110.00</b>
573-542-925.000	Electric CONSUMERS ENERGY	October 2016	Electric Usage	44652	11/19/2016	10/25/2016	4,392.32
							<b>4,392.32</b>
573-542-930.000	Repairs & Mainte CADILLAC PLUMBING-HEATI	708073	Coup	44646	07/29/2016	06/29/2016	0.96
	CADILLAC PLUMBING-HEATI	710734	DWV Pipe/Sealant/Plug	44646	09/23/2016	08/24/2016	35.27
	CADILLAC PLUMBING-HEATI	711101	Conduit/2-hole Strap	44646	09/30/2016	08/31/2016	2.09
	CADILLAC PLUMBING-HEATI	711099	Hex Bush/Red Coup	44646	09/30/2016	08/31/2016	36.26
	CADILLAC PLUMBING-HEATI	712031	Boiler Drain/Red Coup	44646	10/21/2016	09/21/2016	28.06
	DUNE SIDE AUTO GLASS	25029	Windshield/Adhesive/Clips	44657	09/30/2016	08/31/2016	247.75
	ELMER'S CRANE & DOZER, I	457533	3500 PSI EXT	44658	10/27/2016	10/03/2016	121.13
	USA BLUE BOOK	017430	Credit/Return	44697	08/25/2016	07/26/2016	-261.95
							<b>209.57</b>
<b>Total Dept. WATER OPERATION:</b>							<b>14,780.90</b>
<b>Dept: 543 SEWER - WWTP</b>							
573-543-715.000	Uniform & Cleani MODEL COVERALL SERVICE	0625102	Uniform Cleaning-WWT/Tissue	20160471	11/04/2016	10/05/2016	36.49
	MODEL COVERALL SERVICE	0626594	Uniform Cleaning-Wastewater	20160471	11/11/2016	10/12/2016	36.49
	MODEL COVERALL SERVICE	0628062	Uniform Cleaning-WWTP	20160471	11/18/2016	10/19/2016	36.49
							<b>109.47</b>
573-543-728.000	SUPPLIES - Ope JACKPINE BUSINESS CENTE	407187-0	Tape	44666	10/29/2016	09/29/2016	9.94
	JACKPINE BUSINESS CENTE	407909-0	Pen	44666	11/17/2016	10/18/2016	16.99
	MODEL COVERALL SERVICE	0625102	Uniform Cleaning-WWT/Tissue	20160471	11/04/2016	10/05/2016	81.21
	NCL OF WISCONSIN, INC.	379773	Broth w/rosolic in plastic amp	44680	11/04/2016	10/05/2016	253.90
	REPUBLIC SERVICES #239	0239-001745064	Front Load-Sewage Plant	44687	09/30/2016	09/30/2016	158.31
	USA BLUE BOOK	063587	10/pk Aquaplates	44697	10/19/2016	09/19/2016	69.67
	WAHR HARDWARE, INC.	C97381	Liner/Trim Cover/Brush	20160483	11/02/2016	10/03/2016	13.87
	WAHR HARDWARE, INC.	C97555	Cover Trim/Roller Cover/Liner	20160483	11/04/2016	10/05/2016	24.74
	WAHR HARDWARE, INC.	C98640	Padlocks	20160483	11/16/2016	10/17/2016	125.88
	WAHR HARDWARE, INC.	D50812	Freight	20160483	11/17/2016	10/18/2016	13.87

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							<b>768.38</b>
573-543-770.000	Vehicle Gas BLARNEY CASTLE FLEET PR	BC177-10/06/16	Fuel Usage	20160462	10/20/2016	10/06/2016	139.61
							<b>139.61</b>
573-543-801.000	Professional Ser SPICER GROUP INC	183116	2016-Task 037 General Eng Serv	20160479	10/12/2016	10/12/2016	500.00
							<b>500.00</b>
573-543-824.000	Lab Testing KAR LABORATORIES, INC.	612458	Mercury/Prep	20160469	10/15/2016	09/15/2016	225.00
							<b>225.00</b>
573-543-831.000	Contractual Repa NORTHERN FIRE & SAFETY	286542	Annual Fire Insp/Maint	20160472	09/27/2016	09/27/2016	309.00
	STANDARD ELECTRIC COMF	6111268-01	Gen Maint on 15 Units	44691	09/06/2016	09/06/2016	4,919.00
	TOP LINE ELECTRIC LLC	7942	Lift Stat RunTime Programming	20160481	09/22/2016	09/22/2016	1,170.00
	TOP LINE ELECTRIC LLC	8087	Jerumbo Lift Radio Trbleshoot	20160481	09/23/2016	09/23/2016	1,255.25
	TOP LINE ELECTRIC LLC	8081	Autodialer Replacements	20160481	09/23/2016	09/23/2016	1,948.10
							<b>9,601.35</b>
573-543-920.000	Gas DTE ENERGY		Gas Usage-15 9th St	44656	11/12/2016	10/13/2016	673.06
							<b>673.06</b>
573-543-925.000	Electric CONSUMERS ENERGY	October 2016	Electric Usage	44652	11/19/2016	10/25/2016	8,398.95
							<b>8,398.95</b>
573-543-930.000	Repairs & Mainte AUTO VALUE \ AUTO-WARES	256-929526	Thermometer	44641	11/02/2016	10/03/2016	65.95
	AUTO VALUE \ AUTO-WARES	256-929608	Moto Seal 1	44641	11/02/2016	10/03/2016	5.99
	AUTO VALUE \ AUTO-WARES	256-930628	Rapid Fix	44641	11/13/2016	10/14/2016	29.95
	CADILLAC PLUMBING-HEATI	711365	Valve	44646	10/07/2016	09/07/2016	12.04
	CADILLAC PLUMBING-HEATI	712032	MIP Union CU2-C	44646	10/21/2016	09/21/2016	6.15
	HAMMOND DRIVES & EQUIP	16-8322	Flow Dispenser/Manifold	44663	09/19/2016	09/19/2016	418.75
	J.O. GALLOUP COMPANY	S105164022.001	Face Gskt	44665	10/19/2016	09/19/2016	10.04
	J.O. GALLOUP COMPANY	S105209502.002	Face Gskt	44665	11/03/2016	10/04/2016	2.64
	ROAD EQUIPMENT PARTS C	KC411887	Spring/Bolts/Loci Nut/Shackle	20160476	10/12/2016	10/12/2016	603.18
	ROAD EQUIPMENT PARTS C	KC412025	Hanger-Trk130	20160476	10/14/2016	10/14/2016	234.21
	WAHR HARDWARE, INC.	C98304	Bolts	20160483	11/12/2016	10/13/2016	2.80
							<b>1,391.70</b>
<b>Total Dept. SEWER - WWTP:</b>							<b>21,807.52</b>
<b>Dept: 544 SEWER COLLECTION</b>							
573-544-715.000	Uniform & Cleani MODEL COVERALL SERVICE	0625106	Uniform Cleaning-Sewer Col.	20160471	11/04/2016	10/05/2016	18.40
	MODEL COVERALL SERVICE	0626598	Uniform Cleaning-Sewer Collect	20160471	11/11/2016	10/12/2016	18.40
	MODEL COVERALL SERVICE	0628066	Uniform Cleaning-Sewer Col	20160471	11/18/2016	10/19/2016	18.40
							<b>55.20</b>
573-544-728.000	SUPPLIES - Ope WAHR HARDWARE, INC.	D50204	Bolt	20160483	11/05/2016	10/06/2016	13.80
							<b>13.80</b>
<b>Dept. SEWER COLLECTION (STREETS):</b>							<b>69.00</b>
<b>Dept: 902 OTHER GRANTS</b>							
573-902-988.000	SAW Grant Expe SPICER GROUP INC	183114	2015-Task 033 Saw Grant	20160479	10/12/2016	10/12/2016	84,486.40
							<b>84,486.40</b>

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<b>Total Dept. OTHER GRANTS:</b>							<b>84,486.40</b>
<b>Dept: 903 CAPITAL OUTLAY - over</b>							
573-903-987.006	2015 Riverbank S SPICER GROUP INC	183113	2014-Task 021 Riverbank	20160479	10/12/2016	10/12/2016	3,003.49
							<b>3,003.49</b>
<b>Dept. CAPITAL OUTLAY - over \$5,000:</b>							<b>3,003.49</b>
<b>WATER &amp; SEWER UTILITY:</b>							<b>124,991.56</b>
<b>Fund: 594 MARINA FUND</b>							
<b>Dept: 000</b>							
594-000-728.000	SUPPLIES - Ope WAHR HARDWARE, INC.	C97043	4pk Bulbs	20160483	10/29/2016	09/29/2016	16.99
							<b>16.99</b>
594-000-730.000	SUPPLIES - Fue BLARNEY CASTLE OIL CO.	0804020-IN	Gasoline	44643	10/29/2016	09/29/2016	1,321.52
							<b>1,321.52</b>
594-000-920.000	Gas DTE ENERGY		Gas Usage-480 River St	44656	11/09/2016	10/10/2016	57.32
							<b>57.32</b>
<b>Total Dept. 000:</b>							<b>1,395.83</b>
<b>Total Fund MARINA FUND:</b>							<b>1,395.83</b>
<b>Fund: 703 CURRENT TAX COLLE</b>							
<b>Dept: 000</b>							
703-000-221.000	Due City CITY OF MANISTEE GENERA		2016 Summer Tax Distribution	20160464	10/25/2016	10/25/2016	7,158.02
							<b>7,158.02</b>
703-000-221.001	Due Refuse CITY OF MANISTEE COMMOI		2016 Summer Tax Distribution	20160463	10/25/2016	10/25/2016	451.81
							<b>451.81</b>
703-000-221.002	Due City Admin CITY OF MANISTEE GENERA		2016 Summer Tax Distribution	20160464	10/25/2016	10/25/2016	141.73
							<b>141.73</b>
703-000-221.003	Due City Pen\Int CITY OF MANISTEE GENERA		2016 Summer Tax Distribution	20160464	10/25/2016	10/25/2016	867.47
							<b>867.47</b>
703-000-221.006	Due General Deli CITY OF MANISTEE GENERA		2016 Summer Tax Distribution	20160464	10/25/2016	10/25/2016	250.00
							<b>250.00</b>
703-000-222.000	Due County MANISTEE COUNTY TREASL		2016 Summer Tax Distribution	44674	10/25/2016	10/25/2016	2,413.73
							<b>2,413.73</b>
703-000-228.000	Due State of Micl MANISTEE COUNTY TREASL		2016 Summer Tax Distribution	44674	10/25/2016	10/25/2016	2,535.22
							<b>2,535.22</b>
703-000-234.000	Due to Intermedi MANISTEE INTERMEDIATE S		2016 Summer Tax Distribution	44675	11/24/2016	10/25/2016	976.61
							<b>976.61</b>

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703-000-235.000	Due Community WEST SHORE COMMUNITY C		2016 Summer Tax Distribution	44699	11/24/2016	10/25/2016	1,312.35
							<b>1,312.35</b>
						<b>Total Dept. 000:</b>	<b>16,106.94</b>
						<b>RENT TAX COLLECTION:</b>	<b>16,106.94</b>
<b>Fund: 705 DELINQUENT TAX COL</b>							
<b>Dept: 000</b>							
705-000-215.000	Due DDA DOWNTOWN DEVELOPMEN		Delinquent Personal Prop Tax	44655	11/24/2016	10/25/2016	64.17
							<b>64.17</b>
705-000-221.000	Due City CITY OF MANISTEE GENERA		Delinquent Personal Prop Tax	20160464	10/25/2016	10/25/2016	127.33
							<b>127.33</b>
705-000-221.001	Due Refuse CITY OF MANISTEE COMMOI		Delinquent Personal Prop Tax	20160463	10/25/2016	10/25/2016	8.24
							<b>8.24</b>
705-000-221.002	Due City Admin CITY OF MANISTEE GENERA		Delinquent Personal Prop Tax	20160464	10/25/2016	10/25/2016	7.84
							<b>7.84</b>
705-000-221.003	Due City Pen\Int CITY OF MANISTEE GENERA		Delinquent Personal Prop Tax	20160464	10/25/2016	10/25/2016	79.53
							<b>79.53</b>
705-000-222.000	Due County MANISTEE COUNTY TREASL		Delinquent Personal Prop Tax	44674	10/25/2016	10/25/2016	175.44
							<b>175.44</b>
705-000-225.002	Due MAPS Ops MANISTEE AREA PUBLIC SCI		Delinquent Personal Prop Tax	44670	11/24/2016	10/25/2016	263.94
							<b>263.94</b>
705-000-225.003	Due MAPS Bond MANISTEE AREA PUBLIC SCI		Delinquent Personal Prop Tax	44670	11/24/2016	10/25/2016	98.97
							<b>98.97</b>
705-000-228.000	Due State of Mich MANISTEE COUNTY TREASL		Delinquent Personal Prop Tax	44674	10/25/2016	10/25/2016	55.69
							<b>55.69</b>
705-000-234.000	Due to Intermedi MANISTEE INTERMEDIATE S		Delinquent Personal Prop Tax	44675	11/24/2016	10/25/2016	21.35
							<b>21.35</b>
705-000-235.000	Due Community WEST SHORE COMMUNITY C		Delinquent Personal Prop Tax	44699	11/24/2016	10/25/2016	22.16
							<b>22.16</b>
						<b>Total Dept. 000:</b>	<b>924.66</b>
						<b>DELINQUENT TAX COLLECTION:</b>	<b>924.66</b>
						<b>Grand Total:</b>	<b>246,171.69</b>

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**Recap by Fund**

<b>Fund #</b>	<b>Fund Name</b>	<b>Amount To Pay</b>	<b>Amount To Relieve</b>
101	GENERAL FUND	43,219.39	0.00
202	MAJOR STREET FUND	19,534.12	0.00
203	LOCAL STREET FUND	4,422.88	0.00
226	CITY REFUSE FUND	33,190.48	0.00
290	PEG COMMISSION	21.96	0.00
297	RAMSDELL REGIONAL CENTER/ARTS	2,277.18	0.00
508	BOAT RAMP FUND	86.69	0.00
573	WATER & SEWER UTILITY	124,991.56	0.00
594	MARINA FUND	1,395.83	0.00
703	CURRENT TAX COLLECTION	16,106.94	0.00
705	DELINQUENT TAX COLLECTION	924.66	0.00
	<b>Grand Total:</b>	<b>246,171.69</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						
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	35.00
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	52.49
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	28.91
							<b>116.40</b>
<b>Total Dept. 000:</b>							<b>116.40</b>
<b>Dept: 100 GENERAL</b>							
101-100-855.000	Utilities - Cell Ph						
	VERIZON WIRELESS	9774162334	Monthly Service	44738	10/23/2016	10/23/2016	968.93
							<b>968.93</b>
101-100-859.000	Utilities - DataIn						
	CHARTER COMMUNICATIONS	45021209 0088022 11/1-11/30	Monthly Service-70 Maple St	44707	10/22/2016	10/22/2016	145.00
	CHARTER COMMUNICATIONS	45021209 0076258 11/1-11/30	Monthly Service-70 Maple St	44707	10/22/2016	10/22/2016	48.74
							<b>193.74</b>
101-100-925.001	Electric - Street L						
	CONSUMERS ENERGY	November 2016	Electric Usage	44709	12/03/2016	11/08/2016	9,231.39
							<b>9,231.39</b>
101-100-960.000	Bank Charges						
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	101.53
							<b>101.53</b>
<b>Total Dept. GENERAL:</b>							<b>10,495.59</b>
<b>Dept: 172 MANAGER</b>							
101-172-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	407964-0	Calendar/Folder	44722	11/19/2016	10/20/2016	21.46
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	5.00
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	31.45
							<b>57.91</b>
101-172-970.000	Capital Outlay - I						
	CDW GOVERNMENT	FQW3242	IPad/Case-City Manager	20160485	11/13/2016	10/14/2016	600.22
							<b>600.22</b>
<b>Total Dept. MANAGER:</b>							<b>658.13</b>
<b>Dept: 215 CLERK</b>							
101-215-728.000	SUPPLIES - Ope						
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	132.94
							<b>132.94</b>
101-215-860.000	Travel & Training						
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	218.00
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	22.01
							<b>240.01</b>
101-215-900.000	Printing & Publis						
	MANISTEE COUNTY REGIST		Record Special Use Permit	44724	12/01/2016	11/01/2016	30.00
	PIONEER GROUP/THE//	751 10/31/16	Advertisements	44734	11/20/2016	10/31/2016	261.60
	PIONEER GROUP/THE//	751 10/31/16	Advertisements	44734	11/20/2016	10/31/2016	121.93
	PIONEER GROUP/THE//	751 10/31/16	Advertisements	44734	11/20/2016	10/31/2016	327.00
							<b>740.53</b>
<b>Total Dept. CLERK:</b>							<b>1,113.48</b>
<b>Dept: 253 FINANCE / TREASURE</b>							

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101-253-801.000	Professional Ser ANDERSON TACKMAN & COI		2016 Audit	44702	10/07/2016	10/07/2016	2,000.00
							<b>2,000.00</b>
101-253-831.000	Contractual Repa PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	52.99
							<b>52.99</b>
101-253-860.000	Travel & Training PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	172.45
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	218.00
							<b>390.45</b>
101-253-970.000	Capital Outlay - I CUMMINS-ALLISON CORP.	5082417	Jetcount 4022	44712	10/10/2016	10/10/2016	845.44
							<b>845.44</b>
101-253-985.000	Lease Purchase TEAM FINANCIAL GROUP INC	141086	Kyocera-Finance	20160496	11/19/2016	10/30/2016	143.88
							<b>143.88</b>
							<b>Total Dept. FINANCE / TREASURER: 3,432.76</b>
<b>Dept: 257 ASSESSOR</b>							
101-257-801.000	Professional Ser GREAT LAKES ASSESSING II		Professional Assessing Service	20160491	11/01/2016	11/01/2016	6,125.00
							<b>6,125.00</b>
							<b>Total Dept. ASSESSOR: 6,125.00</b>
<b>Dept: 265 MUNICIPAL BUILDING:</b>							
101-265-728.000	SUPPLIES - Ope ALLSHRED SERVICES	67812	Off-Site Destruction	44701	11/04/2016	10/25/2016	68.85
	FASTENAL COMPANY	MIMAN121609	Bathroom Tissue	20160490	10/29/2016	09/29/2016	48.38
	FASTENAL COMPANY	MIMAN121608	Batteries	20160490	10/29/2016	09/29/2016	21.98
	GILL-ROY'S HARDWARE	1610-971939	6W LED Bulbs	44719	10/04/2016	10/04/2016	107.91
	PURE WATER WORKS INC	286871	Purified Water	44736	11/25/2016	10/26/2016	50.00
							<b>297.12</b>
101-265-831.000	Contractual Repa CUSTOM SHEET METAL & HE	68706	Turn on boilers/shut off chill	44713	11/17/2016	10/18/2016	740.98
	NORTHERN FIRE & SAFETY	286540	Annual Fire Insp/Maint	20160495	09/27/2016	09/27/2016	258.00
	PERSONAL PLUMBING INC	161007-2	Snake drains-labor	44732	10/07/2016	10/07/2016	247.50
							<b>1,246.48</b>
101-265-850.000	Phone AT&T	4595103303	Monthly Service	44703	11/18/2016	10/19/2016	480.98
							<b>480.98</b>
101-265-920.441	Gas - DPW DTE ENERGY		Gas Usage-280 Washington St	44716	12/02/2016	11/02/2016	273.61
							<b>273.61</b>
101-265-922.000	Water CITY OF MANISTEE WATER	9/16/16 thru 10/14/16	Water & Sewage Usage	20160488	11/08/2016	11/08/2016	169.67
							<b>169.67</b>
101-265-922.336	Water - Fire CITY OF MANISTEE WATER	9/16/16 thru 10/14/16	Water & Sewage Usage	20160488	11/08/2016	11/08/2016	113.01
							<b>113.01</b>
101-265-922.441	Water - DPW CITY OF MANISTEE WATER	9/16/16 thru 10/14/16	Water & Sewage Usage	20160488	11/08/2016	11/08/2016	54.44

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							<b>54.44</b>
101-265-922.446	Water - Bridge CITY OF MANISTEE WATER	9/16/16 thru 10/14/16	Water & Sewage Usage	20160488	11/08/2016	11/08/2016	75.61
							<b>75.61</b>
101-265-925.000	Electric CONSUMERS ENERGY	November 2016	Electric Usage	44709	12/03/2016	11/08/2016	1,572.67
							<b>1,572.67</b>
101-265-925.336	Electric - Fire CONSUMERS ENERGY	November 2016	Electric Usage	44709	12/03/2016	11/08/2016	375.64
							<b>375.64</b>
101-265-925.441	Electric - DPW CONSUMERS ENERGY	November 2016	Electric Usage	44709	12/03/2016	11/08/2016	814.88
							<b>814.88</b>
101-265-925.446	Electric - Bridge CONSUMERS ENERGY	November 2016	Electric Usage	44709	12/03/2016	11/08/2016	197.98
							<b>197.98</b>
101-265-930.000	Repairs & Mainte WAHR HARDWARE, INC.	C97673	Dowel/Iron	20160498	11/05/2016	10/06/2016	9.48
							<b>9.48</b>
							<b>Total Dept. MUNICIPAL BUILDINGS: 5,681.57</b>
<b>Dept: 266 ATTORNEY</b>							
101-266-802.000	Attorney MIKA MEYERS BECKETT & J	605536	Prof Services thru 9/30/16	20160494	10/19/2016	10/19/2016	4,657.00
							<b>4,657.00</b>
101-266-803.000	Attorney - Litigati MIKA MEYERS BECKETT & J	605600	Seng Dock & Trucking Inc	20160494	10/20/2016	10/20/2016	922.50
							<b>922.50</b>
							<b>Total Dept. ATTORNEY: 5,579.50</b>
<b>Dept: 290 BOARDS &amp; COMMISSI</b>							
101-290-884.000	Historic District C PIONEER GROUP/THE//	751 10/31/16	Advertisements	44734	11/20/2016	10/31/2016	111.10
							<b>111.10</b>
101-290-887.000	Planning Commi PIONEER GROUP/THE//	751 10/31/16	Advertisements	44734	11/20/2016	10/31/2016	111.10
							<b>111.10</b>
							<b>tal Dept. BOARDS &amp; COMMISSIONS: 222.20</b>
<b>Dept: 301 POLICE</b>							
101-301-715.000	Uniform & Cleani NYE UNIFORM COMPANY TELE-RAD INC.	577297 875511	Waterproof Boot JobShirts/StrykePants	44730 20160497	11/26/2016 11/05/2016	10/27/2016 10/21/2016	139.05 242.35
							<b>381.40</b>
101-301-728.000	SUPPLIES - Ope JACKPINE BUSINESS CENTE JACKPINE BUSINESS CENTE JACKPINE BUSINESS CENTE JACKPINE BUSINESS CENTE	408225-1 408225-0 408265-0 39836	DVD+R Batt/DVD/Env/Stamp/StBox 4 Toners Evidence Property Labels	44722 44722 44722 44722	11/25/2016 11/25/2016 11/26/2016 11/30/2016	10/26/2016 10/26/2016 10/27/2016 10/31/2016	28.99 75.89 264.88 51.06
							<b>420.82</b>
101-301-930.000	Repairs & Mainte						

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	AUTO VALUE \ AUTO-WARES	256-931430	Oil Filter	44704	11/23/2016	10/24/2016	7.17
							<b>7.17</b>
101-301-957.000	Motor Pool CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20160486	11/01/2016	11/01/2016	2,583.33
							<b>2,583.33</b>
101-301-985.000	Lease Purchase TEAM FINANCIAL GROUP INC	140913	Kyocera-Police&Fire	20160496	11/14/2016	10/25/2016	117.98
							<b>117.98</b>
						<b>Total Dept. POLICE:</b>	<b>3,510.70</b>
<b>Dept: 336 FIRE</b>							
101-336-728.000	SUPPLIES - Ope						
	AUTO VALUE \ AUTO-WARES	256-931810	Brake Cleaner	44704	11/26/2016	10/27/2016	12.27
	AUTO VALUE \ AUTO-WARES	256-932505	Pipe Coupling/Plug/ABmaleConn	44704	12/03/2016	11/03/2016	5.88
	FASTENAL COMPANY	MIMAN122285	Batteries	20160490	11/26/2016	10/27/2016	30.00
	JACKPINE BUSINESS CENTE	408503-0	Inkcart	44722	12/02/2016	11/02/2016	25.99
	VERIZON WIRELESS	9773915572	Monthly Service	44738	10/19/2016	10/19/2016	14.06
	WAHR HARDWARE, INC.	C98331	Hook/Loop A/P Glove	20160498	11/12/2016	10/13/2016	14.99
	WAHR HARDWARE, INC.	C98457	Oil Bar/Chain Sum/Brass Cleane	20160498	11/13/2016	10/14/2016	11.58
							<b>114.77</b>
101-336-732.000	SUPPLIES - Mec						
	DASH MEDICAL GLOVES INC	INV1023046	Medical Gloves	20160489	11/26/2016	10/27/2016	113.80
	J & B MEDICAL SUPPLY	3186217	Sure Strip Safety Seals-100/pk	20160492	11/03/2016	10/04/2016	22.06
	J & B MEDICAL SUPPLY	3224019	Cpap System/Megamover/Electro	20160492	11/23/2016	10/24/2016	1,200.85
	J & B MEDICAL SUPPLY	3236679	BD Insyte I.V. Catheter Case	20160492	11/27/2016	10/28/2016	220.00
	MOORE MEDICAL CORP.	831404941	Powerheart G5 Int Ped Pads	44729	11/24/2016	10/25/2016	204.71
							<b>1,761.42</b>
101-336-831.000	Contractual Repa						
	WEST SHORE FIRE, INC.	12348	12V Bat/Insert	44741	12/01/2016	11/01/2016	99.25
							<b>99.25</b>
101-336-860.000	Travel & Training						
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	660.00
							<b>660.00</b>
101-336-873.000	Education						
	HENDERSON/JAMES//		Tuition Reimbursement	44720	11/01/2016	11/01/2016	742.50
							<b>742.50</b>
101-336-930.000	Repairs & Mainte						
	AUTO VALUE \ AUTO-WARES	256-931796	DOT AB Union Tee	44704	11/26/2016	10/27/2016	7.73
	CHIEF \ LAW ENFORCEMENT	289018	Adj. Hydrant/Span	44708	11/25/2016	10/26/2016	50.47
	MANISTEE TIRE SERVICE	48430	245/70R Roadlux-Medic 5	44727	12/04/2016	11/04/2016	1,103.46
	PIONEER DIESEL SERVICE	S109008	Navistrbelt	44733	11/02/2016	11/02/2016	85.71
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	54.70
							<b>1,302.07</b>
101-336-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20160486	11/01/2016	11/01/2016	5,166.67
							<b>5,166.67</b>
101-336-985.000	Lease Purchase						
	TEAM FINANCIAL GROUP INC	140913	Kyocera-Police&Fire	20160496	11/14/2016	10/25/2016	39.32
							<b>39.32</b>
						<b>Total Dept. FIRE:</b>	<b>9,886.00</b>

**Dept: 441 PUBLIC WORKS**

101-441-728.000 SUPPLIES - Ope

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	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	833.46
							<b>833.46</b>
101-441-900.000	Printing & Publis PIONEER GROUP/THE//	751 10/31/16	Advertisements	44734	11/20/2016	10/31/2016	144.20
							<b>144.20</b>
101-441-957.000	Motor Pool CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20160486	11/01/2016	11/01/2016	6,000.00
							<b>6,000.00</b>
							<b>Total Dept. PUBLIC WORKS: 6,977.66</b>
<b>Dept: 748 COMMUNITY DEVELOPMENT OFFICE:</b>							
101-748-860.000	Travel & Training						
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	127.33
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	301.94
							<b>429.27</b>
							<b>COMMUNITY DEVELOPMENT OFFICE: 429.27</b>
<b>Dept: 751 PARKS &amp; RECREATION:</b>							
101-751-850.000	Phone						
	CHARTER COMMUNICATIONS INC	2090139478 10/22-11/21	Montly Service-110 S Lakeshore	44707	10/12/2016	10/12/2016	29.99
							<b>29.99</b>
101-751-922.000	Water						
	CITY OF MANISTEE WATER	9/16/16 thru 10/14/16	Water & Sewage Usage	20160488	11/08/2016	11/08/2016	826.97
							<b>826.97</b>
101-751-925.000	Electric						
	CONSUMERS ENERGY	November 2016	Electric Usage	44709	12/03/2016	11/08/2016	1,222.70
							<b>1,222.70</b>
101-751-930.000	Repairs & Mainte						
	SCHULTZ EXCAVATING & AS		Release of Retainage	44737	10/25/2016	10/25/2016	1,000.00
							<b>1,000.00</b>
101-751-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20160486	11/01/2016	11/01/2016	3,000.00
							<b>3,000.00</b>
101-751-970.000	Capital Outlay - I						
	ELMER'S CRANE & DOZER, I	456894	3500 PSI EXT	44718	10/20/2016	09/26/2016	1,332.43
							<b>1,332.43</b>
							<b>Total Dept. PARKS &amp; RECREATION: 7,412.09</b>
							<b>Total Fund GENERAL FUND: 61,640.35</b>
<b>Fund: 202 MAJOR STREET FUND</b>							
<b>Dept: 000</b>							
202-000-936.000	Preservation Stre						
	CITY OF MANISTEE GENERA		Major & Local Street Reimburse	20160487	11/01/2016	11/01/2016	6,866.67
	MICHAEL TODD & COMPANY	153733	Corner Holes for 2-Post Mount	44728	11/10/2016	10/11/2016	385.96
							<b>7,252.63</b>
202-000-938.000	Winter Maintena						
	CITY OF MANISTEE GENERA		Major & Local Street Reimburse	20160487	11/01/2016	11/01/2016	10,815.00
							<b>10,815.00</b>
							<b>Total Dept. 000: 18,067.63</b>

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<b>nd MAJOR STREET FUND:</b>							<b>18,067.63</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	20160487	11/01/2016	11/01/2016	3,433.33
							<b>3,433.33</b>
203-000-938.000	Winter Maintena CITY OF MANISTEE GENERA		Major & Local Street Reimburse	20160487	11/01/2016	11/01/2016	3,519.17
							<b>3,519.17</b>
<b>Total Dept. 000:</b>							<b>6,952.50</b>
<b>nd LOCAL STREET FUND:</b>							<b>6,952.50</b>
<b>Fund: 226 CITY REFUSE FUND</b>							
<b>Dept: 000</b>							
226-000-829.002	Yard Waste City CITY OF MANISTEE GENERA		Reimburse for Yard Waste	20160487	11/01/2016	11/01/2016	3,150.00
							<b>3,150.00</b>
226-000-925.000	Electric CONSUMERS ENERGY	November 2016	Electric Usage	44709	12/03/2016	11/08/2016	33.06
							<b>33.06</b>
<b>Total Dept. 000:</b>							<b>3,183.06</b>
<b>und CITY REFUSE FUND:</b>							<b>3,183.06</b>
<b>Fund: 243 BROWNFIELD REDEVI</b>							
<b>Dept: 000</b>							
243-000-801.000	Professional Ser EFTAXIADIS CONSULTING LL	CMBRA-1609	CMBRA Tech Serv/Bookmart	44717	11/09/2016	10/10/2016	361.25
							<b>361.25</b>
<b>Total Dept. 000:</b>							<b>361.25</b>
<b>EDEVELOPMENT AUTHO:</b>							<b>361.25</b>
<b>Fund: 290 PEG COMMISSION</b>							
<b>Dept: 000</b>							
290-000-801.000	Professional Ser BROWN/KEITH R//PHD		MPA Operations - Oct 2016	20160484	11/01/2016	11/01/2016	3,166.67
							<b>3,166.67</b>
<b>Total Dept. 000:</b>							<b>3,166.67</b>
<b>Fund PEG COMMISSION:</b>							<b>3,166.67</b>
<b>Fund: 296 RAMSDELL THEATRE</b>							
<b>Dept: 000</b>							
296-000-930.000	Repairs & Mainte MACALLISTER RENTAL	R85186649102	Articulating Boom Rental	44723	09/29/2016	09/29/2016	1,250.00
							<b>1,250.00</b>
<b>Total Dept. 000:</b>							<b>1,250.00</b>
<b>nd RAMSDELL THEATRE:</b>							<b>1,250.00</b>

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<b>Fund: 297 RAMSDELL REGIONAL</b>							
<b>Dept: 000</b>							
297-000-728.000	SUPPLIES - Ope						
	JACKPINE BUSINESS CENTE	408003-0	Paper	44722	11/19/2016	10/20/2016	4.09
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	52.99
	WAHR HARDWARE, INC.	D50900	Liq Drano	20160498	11/19/2016	10/20/2016	3.99
							<b>61.07</b>
297-000-751.001	Ramsdell - Movie						
	METROPOLITAN OPERA ASS	HD26778	Trisan und Isolde-Tickets sold	20160493	10/17/2016	10/17/2016	206.85
	METROPOLITAN OPERA ASS	HD26884	Don Giovanni Live-Tickets sold	20160493	10/24/2016	10/24/2016	265.82
	PIONEER GROUP/THE//	751 10/31/16	Advertisements	44734	11/20/2016	10/31/2016	120.00
							<b>592.67</b>
297-000-751.002	Ramsdell - Prese						
	CRISPIN CAMPBELL		50% deposit-Performance	44710	10/27/2016	10/27/2016	1,000.00
	CRISPIN CAMPBELL		Final Payment-Performance	44711	10/27/2016	10/27/2016	1,000.00
	JACKPINE BUSINESS CENTE	408002-0	Color Copies	44722	11/19/2016	10/20/2016	24.50
	PIONEER GROUP/THE//	751 10/31/16	Advertisements	44734	11/20/2016	10/31/2016	120.00
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	56.90
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	49.00
							<b>2,250.40</b>
297-000-892.500	Marketing						
	PIONEER GROUP/THE//	751 10/31/16	Advertisements	44734	11/20/2016	10/31/2016	520.00
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	3,732.00
	PNC BANK	November 2016	Credit Card Charges	44735	11/24/2016	10/30/2016	495.00
							<b>4,747.00</b>
297-000-922.000	Water						
	CITY OF MANISTEE WATER	9/16/16 thru 10/14/16	Water & Sewage Usage	20160488	11/08/2016	11/08/2016	38.88
							<b>38.88</b>
297-000-925.000	Electric						
	CONSUMERS ENERGY	November 2016	Electric Usage	44709	12/03/2016	11/08/2016	942.96
							<b>942.96</b>
297-000-930.000	Repairs & Mainte						
	WAHR HARDWARE, INC.	C98725	Primer	20160498	11/17/2016	10/18/2016	20.99
							<b>20.99</b>
							<b>Total Dept. 000: 8,653.97</b>
							<b>REGIONAL CENTER/ARTS: 8,653.97</b>
<b>Fund: 430 CAPITAL IMPROVEME</b>							
<b>Dept: 000</b>							
430-000-979.003	Ramsdell - Roof						
	WEST SHORE BANK		Ramsdell Roof-Note #1104879710	44739	11/16/2016	11/01/2016	18,509.77
							<b>18,509.77</b>
							<b>Total Dept. 000: 18,509.77</b>
							<b>AL IMPROVEMENT FUND: 18,509.77</b>
<b>Fund: 508 BOAT RAMP FUND</b>							
<b>Dept: 000</b>							
508-000-850.000	Phone						
	CHARTER COMMUNICATIONS	0102090139486 10/29-11/28	Monthly Service-110 S Lakeshor	44707	10/19/2016	10/19/2016	29.99
							<b>29.99</b>
508-000-922.000	Water						

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	CITY OF MANISTEE WATER	9/16/16 thru 10/14/16	Water & Sewage Usage	20160488	11/08/2016	11/08/2016	182.31
							<b>182.31</b>
508-000-925.000	Electric CONSUMERS ENERGY	November 2016	Electric Usage	44709	12/03/2016	11/08/2016	309.07
							<b>309.07</b>
						<b>Total Dept. 000:</b>	<b>521.37</b>
						<b>Fund BOAT RAMP FUND:</b>	<b>521.37</b>
<b>Fund: 573 WATER &amp; SEWER UTIL</b>							
<b>Dept: 000</b>							
573-000-300.008	2005 W/S Refun BANK OF NEW YORK MELLON	MANISTEE05RF Oct 2016	State of MI W/S S/D/S	44706	10/05/2016	10/05/2016	530,000.00
							<b>530,000.00</b>
						<b>Total Dept. 000:</b>	<b>530,000.00</b>
<b>Dept: 100 GENERAL</b>							
573-100-961.000	Utility Ownership CITY OF MANISTEE GENERA		Utility Ownership Fee	20160487	11/01/2016	11/01/2016	15,263.92
							<b>15,263.92</b>
						<b>Total Dept. GENERAL:</b>	<b>15,263.92</b>
<b>Dept: 541 ADMINISTRATION</b>							
573-541-802.000	Attorney DICKINSON WRIGHT PLLC	1117732	Prof Services thru 9/30/16	44714	10/21/2016	10/21/2016	76.00
							<b>76.00</b>
573-541-820.000	Administration CITY OF MANISTEE GENERA		Administration - Water	20160487	11/01/2016	11/01/2016	28,619.83
							<b>28,619.83</b>
573-541-850.000	Phone VERIZON WIRELESS	9773944711	Monthly Service	44738	10/19/2016	10/19/2016	242.14
							<b>242.14</b>
573-541-900.000	Printing & Publis PIONEER GROUP/THE//	751 10/31/16	Advertisements	44734	11/20/2016	10/31/2016	75.74
	PIONEER GROUP/THE//	751 10/31/16	Advertisements	44734	11/20/2016	10/31/2016	374.40
							<b>450.14</b>
						<b>Total Dept. ADMINISTRATION:</b>	<b>29,388.11</b>
<b>Dept: 542 WATER OPERATION</b>							
573-542-925.000	Electric CONSUMERS ENERGY	November 2016	Electric Usage	44709	12/03/2016	11/08/2016	129.09
							<b>129.09</b>
573-542-930.000	Repairs & Mainte ELMER'S CRANE & DOZER, I	826421A	2016 Street Patches	44718	08/14/2016	07/21/2016	20,695.85
							<b>20,695.85</b>
573-542-957.000	Motor Pool CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20160486	11/01/2016	11/01/2016	3,094.33
							<b>3,094.33</b>
						<b>Total Dept. WATER OPERATION:</b>	<b>23,919.27</b>
<b>Dept: 543 SEWER - WWTP</b>							
573-543-925.000	Electric						

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	CONSUMERS ENERGY	November 2016	Electric Usage	44709	12/03/2016	11/08/2016	1,457.47
							<b>1,457.47</b>
573-543-957.000	Motor Pool CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20160486	11/01/2016	11/01/2016	3,094.33
							<b>3,094.33</b>
						<b>Total Dept. SEWER - WWTP:</b>	<b>4,551.80</b>
<b>Dept: 544 SEWER COLLECTION</b>							
573-544-957.000	Motor Pool CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20160486	11/01/2016	11/01/2016	3,094.34
							<b>3,094.34</b>
						<b>Total Dept. SEWER COLLECTION (STREETS):</b>	<b>3,094.34</b>
<b>Dept: 574 DEBT SERVICE</b>							
573-574-995.008	2005 W/S Refun BANK OF NEW YORK MELL	MANISTEE05RF Oct 2016	State of MI W/S S/D/S	44706	10/05/2016	10/05/2016	61,491.25
							<b>61,491.25</b>
573-574-995.015	2015 W/S Reven BANK OF NEW YORK MELLO	MANIST15 Oct 2016	Water Supply & Sewage Disposal	44705	10/05/2016	10/05/2016	43,375.00
							<b>43,375.00</b>
						<b>Total Dept. DEBT SERVICE:</b>	<b>104,866.25</b>
						<b>WATER &amp; SEWER UTILITY:</b>	<b>711,083.69</b>
<b>Fund: 594 MARINA FUND</b>							
<b>Dept: 000</b>							
594-000-728.000	SUPPLIES - Ope HOME CITY ICE COMPANY/T	3777163248	Bagged Ice	44721	09/06/2016	09/06/2016	86.00
							<b>86.00</b>
594-000-922.000	Water CITY OF MANISTEE WATER	9/16/16 thru 10/14/16	Water & Sewage Usage	20160488	11/08/2016	11/08/2016	1,598.01
							<b>1,598.01</b>
594-000-925.000	Electric CONSUMERS ENERGY	November 2016	Electric Usage	44709	12/03/2016	11/08/2016	761.29
							<b>761.29</b>
594-000-930.000	Repairs & Mainte OLSON LUMBER COMPANY	109280	Lumber	44731	11/10/2016	10/11/2016	3.49
							<b>3.49</b>
						<b>Total Dept. 000:</b>	<b>2,448.79</b>
						<b>Total Fund MARINA FUND:</b>	<b>2,448.79</b>
<b>Fund: 703 CURRENT TAX COLLE</b>							
<b>Dept: 000</b>							
703-000-215.000	Due DDA DOWNTOWN DEVELOPMEN		2016 Summer Tax Distribution	44715	12/03/2016	11/03/2016	44.03
							<b>44.03</b>
703-000-221.000	Due City CITY OF MANISTEE GENERA		2016 Summer Tax Distribution	20160487	11/03/2016	11/03/2016	10,900.72
							<b>10,900.72</b>
703-000-221.001	Due Refuse CITY OF MANISTEE COMMOI		2016 Summer Tax Distribution	20160486	11/03/2016	11/03/2016	689.51

**INVOICE APPROVAL LIST BY FUND REPORT**

2016-11-14

Date: 11/08/2016

Time: 3:49 pm

Page: 10

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							<b>689.51</b>
703-000-221.002	Due City Admin CITY OF MANISTEE GENERA		2016 Summer Tax Distribution	20160487	11/03/2016	11/03/2016	208.92
							<b>208.92</b>
703-000-221.003	Due City Pen\Int CITY OF MANISTEE GENERA		2016 Summer Tax Distribution	20160487	11/03/2016	11/03/2016	1,195.45
							<b>1,195.45</b>
703-000-222.000	Due County MANISTEE COUNTY TREASL		2016 Summer Tax Distribution	44725	11/03/2016	11/03/2016	3,317.63
							<b>3,317.63</b>
703-000-228.000	Due State of Mich MANISTEE COUNTY TREASL		2016 Summer Tax Distribution	44725	11/03/2016	11/03/2016	3,704.96
							<b>3,704.96</b>
703-000-234.000	Due to Intermedi MANISTEE INTERMEDIATE S		2016 Summer Tax Distribution	44726	12/03/2016	11/03/2016	1,420.16
							<b>1,420.16</b>
703-000-235.000	Due Community WEST SHORE COMMUNITY C		2016 Summer Tax Distribution	44740	12/03/2016	11/03/2016	1,867.96
							<b>1,867.96</b>
						<b>Total Dept. 000:</b>	<b>23,349.34</b>
						<b>RENT TAX COLLECTION:</b>	<b>23,349.34</b>
						<b>Grand Total:</b>	<b>859,188.39</b>

**Recap by Fund**

Fund #	Fund Name	Amount To Pay	Amount To Relieve
101	GENERAL FUND	61,640.35	0.00
202	MAJOR STREET FUND	18,067.63	0.00
203	LOCAL STREET FUND	6,952.50	0.00
226	CITY REFUSE FUND	3,183.06	0.00
243	BROWNFIELD REDEVELOPMENT AUTH	361.25	0.00
290	PEG COMMISSION	3,166.67	0.00
296	RAMSDELL THEATRE	1,250.00	0.00
297	RAMSDELL REGIONAL CENTER/ARTS	8,653.97	0.00
430	CAPITAL IMPROVEMENT FUND	18,509.77	0.00
508	BOAT RAMP FUND	521.37	0.00
573	WATER & SEWER UTILITY	711,083.69	0.00
594	MARINA FUND	2,448.79	0.00
703	CURRENT TAX COLLECTION	23,349.34	0.00
	<b>Grand Total:</b>	<b>859,188.39</b>	<b>0.00</b>



70 Maple Street • Manistee, Michigan 49660 • www.manisteemi.gov

**CITY HALL**

ADMINISTRATION  
FAX 231.723.1546

CITY MANAGER  
231.398.2801

CITY ASSESSOR  
231.398.2802

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 Bachman

Re: Fire Department vehicle purchase

Date: October 18, 2016



Sir;

The fire department budget anticipated the replacement of the department pickup truck. We budgeted \$60,000 in the current fiscal year budget.

We looked at Ford, Chevy and Dodge trucks and settled on the Ford 3/4ton as our best choice. The Dodge truck was base priced higher and the Chevy was similar. With our department experience with the Ford truck we decided to spec the ford.

We solicited quotes from the following dealers; Gorno Ford in Woodhaven Michigan and Signature Ford in Owosso Michigan. Both of these dealers participate in the MiDeal program and bid a turnkey vehicle. We also solicited a quote from the local dealer with supplemental quotes for the electronics, graphics and radio installs. At the end of the day the low quote was from Gorno Ford at \$43,400 which is the recommended quote.

Gorno Ford \$43,400. The low price

Signature Ford at \$45,314 without a graphics package

Manistee Ford at \$45,363

We are requesting permission to purchase the vehicle through Gorno Ford at the quoted price of \$43,400. We do not anticipate additional costs for this vehicle once it is delivered. Eventually we want to add an 800MGH police radio to the truck but will work with the 911 board to make that happen at a later date.

We also considered trading in the current pickup but the trade in values was unacceptable to us. We will work with the finance department to market the pickup and old expedition locally through a bid or auction.

# FIRE DEPARTMENT

## PICK UP ISSUES

03

Pickup issues

Front end noise + shudder in  
4WD

Exhaust leak @ engine

Door ajar stuck

Box Rusting @ wheel wells x2

Tailgate Rusting

Front Baskets

Steering locks after 1st turn  
won't return to center w/o going  
1st again

Not equipped to carry needed equipment

Upper Door supports Railing

Seat wear on drivers side

Broken wiring Drivers side A Pillar to door  
causes intermittent window operation

dome light remains on



Robert K. Alderman  
GORNO FORD  
Woodhaven Mi  
[ralderman@gornoford.com](mailto:ralderman@gornoford.com)  
Bus: 734-671-2200  
Fax: 734-671-4375

Package

\$ 43,400

MANISTEE FIRE DEPT  
MANISTEE, MI  
BUS: 231-723-1549  
EMAIL: [cjeffries@manisteemi.gov](mailto:cjeffries@manisteemi.gov)

ATT: CHRIS JEFFRIES

09-27-16

**2017 FORD F-250 4X4 CREW (4 FULL DR) CAB PICKUP W/8 FT BED**

176" WHEELBASE

EXTERIOR COLOR: RED

INTERIOR COLOR STEEL GRAY VINYL 40/20/40

6.2L V8

6 SPD AUTO TRANS/TOW/OD

3.73 REGULAR AXLE

TIRES: LT-245 ALL SEASON

SPARE TIRE AND WHEEL

TRAILER TOW PACKAGE (STANDARD)

POWER EQUIPMENT GROUP

LIMITED SLIP REAR AXLE

WHEEL WELL LINERS

MUD FLAPS FRONT AND REAR

DELIVER TO MUSKEGON, ~~MANISTEE, MI~~..... \$ 29,040.00

(MSRP \$ 42,115.00)

**RECOMMENDED OPTIONS**

CAMPER PKG \$ 395.00  
(EXTRA HVY SERVICE FRONT SPRINGS, REAR AUXILARY SPRINGS, REAR STABILIZER BAR)

CHROME PKG \$ 160.00

RUNNING BOARDS \$ 320.00

FLOOR MATS \$ 75.00

EXTERIOR BACK UP ALARM \$ 140.00

REVERSE SENSING \$ 235.00

CRUISE CONTROL \$ 235.00

BRAKE CONTROLLER \$ 275.00

ROOF CLEARANCE LIGHTS \$ 80.00

High Back Bucket Seats

\$ 615.00

LIMITED SLIP REAR AXLE	\$ 390.00
ALL TERRAIN TIRES	\$ 455.00
SNOW PLOW PACKAGE	\$ 85.00

\$31,000

**PRICE FOR GRAPHICS ..... \$ 1,150.00**

- CITY OF MANISTEE FIRE DEPT (FRONT CHASIS DOORS ONLY)
- FIRE-RESCUE (SIDE OF CAP)
- MANISTEE FIRE-RESCUE (MOUNTED ON REAR OF CAP)
- 654 (4" FRONT FENDERS)
- BLACK REFLECTIVE STRIPE 4" (SIDE OF ENTIRE TRUCK)

**OPTIONS REQUESTED BY MANISTEE FIRE DEPT**

54" LIGHTBAR SOLO RED MOUNTED OVER B-PILLAR  
 6 RED ION SERIES LED'S  
 1 LICENSE PLATE BRACKET
 

- 4 ION'S MOUNTED IN GRILLE
- 2 IONS MOUNTED ON LICENSE PALTE BRACKET

 1 VEHICLE SPECIFIC TAILLIGHT FLASHER  
 1 HEADLIGHT HALO FLASHER  
 1 HANDHELD SIREN / LIGHT CONTROLLER  
 1 100 WATT SIREN SPEAKER WITH BRACKET

**"ARE"**

1 DCU 23" CAP, PAINT TO MATCH, NO SKIN, NO WINDOWS, DOUBLE FULL DOORS
 

- INCLUDES DRIVER AND PASSENGER FULL SIZE DOORS WITH TOOL BOX
- ROPE LIGHTING
- LADDER RACK
- DCU BACKUP CAMERA
- CARGOGLIDE 2200HD

INSTALL CUSTOMER SUPPLIED REMOTE SPOT LIGHT  
 INSTALL CUSTOMER SUPPLIED HIGH BAN RADIO

**PRICE FOR MANISTEE FIRE OPTIONS ..... \$ 11,250.00**

THANK YOU

ROBERT ALDERMAN  
 GORNO FORD  
 734-671-4017

Signature

Package

45,314

Macomb#71-15 T.4, T.5, T.6, T.7, T.8, T.9

## 2017 F-250 Reg. Cab, SuperCab, Crew Cab

### Major Standard Equipment

No  
Graphics

#### MECHANICAL

- Brakes – Four-Wheel Disc Anti-lock Brake System
- Engine 6.2L 2 Valve Gas SOHC EFI NA V8 (Flex-Fuel)
- Fuel Tanks
  - 29 Gallon (Diesel Engine) — 142" or 148" Wheelbase
  - 34 Gallon (Diesel Engine) — 160" or 164" Wheelbase
  - 34 Gallon (Gas Engine) — NA 176" Wheelbase
  - 48 Gallon (Gas and Diesel Engine) — 176" Wheelbase
- TorqShift-G six-speed automatic w/SelectShift®

#### EXTERIOR

- Bumpers – front & rear, black painted
- Doors
  - Two (Regular Cab only)
  - Four (SuperCab/Crew Cab only)
- Fender vents – front
- Front License Plate Bracket
- Glass – solar-tinted
- Grille – black painted
- Handles – door & tailgate, black
- Jack
  - 2-Ton mechanical (250/350 SRW)
- Lamps – pickup box and cargo area
- Moldings – tailgate and box-rail
- Tailgate – Removable w/key lock & Tailgate Lift Assist
- "Three-Blink" lane change signal
- Tow hooks – front, two (2)
- Trailer Sway Control
- Trailer Tow Package – 7-wire harness w/relays & 7/4 pin connector
- Wheels F-250/F-350 SRW – 17" Argent Painted Steel w/painted hub covers/center ornaments
  - Manual Locking Hubs (4x4)
  - Spare tire, wheel, lock & carrier
- Windshield wipers – intermittent

#### INTERIOR/COMFORT

- 2.3" Productivity Screen in IP Cluster
- Air conditioning – manual, single zone
- Cabin Air Particulate Filter
- Convenience
  - Coat hooks – LH/RH color-coordinated
  - Dash top tray
  - Dome Lamp – LH/RH door activated & I/P switch operated w/delay
  - Handles, grab – driver & front-passenger
  - Handles, roof ride – front-passenger (also over rear-doors on Crew Cab)
  - Map lights – dual (front and rear w/Crew Cab)
  - Powerpoint, auxiliary
- Door-trim – armrest/grab handle & reflector
- Floor covering – Black, full length vinyl
- Headliner – color-coordinated cloth
- Hood release
- Horn – dual electric
- Instrumentation – Multi-function switch message center w/Ice Blue® Lighting
  - Instrument panel – color-coordinated w/dual glove box, 4 air registers w/positive shut off, powerpoint
  - Instrumentation – Multi-function switch message center w/Ice Blue® Lighting
- Mirror – rearview 11.5" day/night
- Outside Temperature Display

- Overhead console w/dual storage bins and map lights (NA Regular Cab)
- Powerpoint – auxiliary two (2) in instrument panel
- Scaff plates – front, color-coordinated
- Seats – Front, HD vinyl, 40/20/40 split bench w/center armrest, cupholder and storage (manual lumbar – driver's side), front center-seat w/integrated restraint
- Steering – power
- Steering – damper
- Steering wheel – black vinyl with tilt and telescoping steering wheel/column; includes three (3) button message control
- Sun visors – color-coordinated vinyl, driver w/pocket, passenger w/uncovered mirror
- Window – Rear, fixed
- Windshield Wipers – intermittent

#### SAFETY/SECURITY

- AdvanceTrac® with RSC® (Roll Stability Control)
- Airbags
  - Driver and Passenger frontal and side airbag/curtain
  - Passenger side airbag deactivation switch
- Belt-Minder® (front safety belt reminder)
  - chime & flashing warning light on I/P if belts not buckled
- Child tethers (Regular Cab, front-passenger and all rear-seating positions)
- Center High-mounted Stop Lamp (CHMSL)
- Driver and passenger frontal and side airbag/curtain; passenger side deactivation Switch
- Headlamps – Quad beam jewel effect halogen
- Individual Tire Pressure Monitoring System
- Mirrors – manually telescoping two-way fold trailer tow with manual glass
- Safety belts – w/height adjustment D-ring
- Safety Canopy® System
- SecuriLock® Passive Anti-Theft System; includes MyKey® owner controls feature (PATS)
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control
- Underhood service light

#### DRIVER ASSIST

- AutoLamp (Auto On/Off Headlamps) with Rainlamp Wiper Activated Headlamps
- Hill Start Assist

#### FUNCTIONAL

- Audio – AM/FM stereo (speakers; four (4) w/Reg. Cab, six (6) w/Super and Crew Cabs)
- Axle
  - Twin I-beam front axle w/coil spring suspension (narrow front track) – 4x2 (F-250 and F-350)
  - Mono-beam front axle w/coil spring suspension (narrow front track) – 4x4 (F-250 and F-350)
  - Rear – Non-Limited-Slip (F-250/F-350)
- Battery
  - Gas engine – 650-CCA, 72-AH (XL only)
  - Diesel engine – 750-CCA, 78-AH, dual (6.7L Power Stroke® Diesel engine)
- Heavy-Duty Alternator (157 AMP)
- Intelligent Oil-Life Monitor® (6.7L Power Stroke® Diesel engine)
- Oil minder system (6.2L Gas engine)
- Shock absorbers – heavy-duty gas
- Stabilizer bar – front

**9950# GVWR Regular Cab 8 Ft. Box, 142"WB, 10000# GVWR**

- Base Price 4x2 (F2A/600a) \$21,399.00
- Base Price 4x4 (F2B/600a) \$23,852.00

**10000# GVWR SuperCab 6 3/4 Ft. SHORT Box, 148"WB, 10000# GVWR**

- Base Price 4x2 (X2A/600a) \$23,448.00
- Base Price 4x4 (X2B/600a) \$25,905.00

**10000# GVWR SuperCab 8 Ft. Box, 164"WB, 10000# GVWR**

- Base Price 4x2 (X2A/600a) \$23,623.00
- Base Price 4x4 (X2B/600a) \$26,085.00

**10000# GVWR Crew Cab 6 3/4 Ft. SHORT Box, 160" WB, 10000# GVWR**

- Base Price 4x2 (W2A/600a) \$24,554.00
- Base Price 4x4 (W2B/600a) \$27,011.00

**10000# GVWR Crew Cab 8 Ft. Box , 176" WB, 10000# GVWR**

- Base Price 4x2 (W2A/600a) \$24,733.00
- Base Price 4x4 (W2B/600a) \$27,194.00

<u>Available Standard Options</u>	<u>Option</u>	<u>Price</u> <u>Reg.&amp;Super/Crewcab</u>
<input type="checkbox"/> 6.7L Power Stroke 4V Diesel V8 (B20)/TorqShift 6-Spd Auto.	99T/44W	8,595.00
<input type="checkbox"/> Seats, 40/20/40 Split Bench Cloth	1S	100.00/315.00
<input type="checkbox"/> Seat, Vinyl High Back Buckets (Regular Cab only)	LS	355.00
<input checked="" type="checkbox"/> <b>Seats, Cloth High Back Buckets</b>	<b>4S</b>	<b>515.00/615.00</b>
<input type="checkbox"/> Tires, LT245/75Rx17E All-Terrain (5)	TBM	165.00
<input checked="" type="checkbox"/> <b>Tires, LT265/70R17E OWL All-Terrain (4)(Spare is BSW)</b>	<b>TCD</b>	<b>455.00</b>
<input type="checkbox"/> 17" Aluminum Wheels	64W	600.00
<input type="checkbox"/> CNG/LPG Prep Fuel Capable Engine	98F	315.00
<input type="checkbox"/> Engine Idle Shutdown (avail. w/6.7L diesel Only)	63T	250.00
<input type="checkbox"/> Operator Commanded Regeneration (OCR) (6.7L Diesel Only)	98R	250.00
<input checked="" type="checkbox"/> <b>Power Windows, Locks, Heated Mirrors, and Remote Keyless Entry</b>	<b>90L/54K</b>	<b>915.00/1125.00cc</b>
<input type="checkbox"/> Powercode Remote Start System(Req. Power Equip. Grp.)	76S	195.00
<input type="checkbox"/> Dual Alternators, Diesel only (total of 377 amps)	67B	115.00
<input type="checkbox"/> Extra-Extra Heavy Duty Alternator 240 amp (Gas Engine Only)	67E	85.00
<input type="checkbox"/> Dual Batteries (78 Amp.) (Gas Engine Only)	86M	210.00
<input type="checkbox"/> 110V/400W Outlet	43C	75.00
<input checked="" type="checkbox"/> <b>Electric Shift on the fly (4x4 only)</b>	<b>213</b>	<b>185.00</b>
<input type="checkbox"/> Keys Extra (Regular) \$35.00 x __=	Sig	35.00 ea
<input type="checkbox"/> Keys Extra (With Power Group) \$220.00 x __=	Sig	220.00 ea
<input checked="" type="checkbox"/> <b>Trailer Brake Controller</b>	<b>52B</b>	<b>270.00</b>
<input type="checkbox"/> Transmission Power Take-Off Provision , Diesel Only	62R	280.00
<input checked="" type="checkbox"/> <b>Cab Steps Molded Black</b>	<b>18B</b>	<b>320.00/370.00</b>
<input type="checkbox"/> Privacy Glass with Heated Backlight/Rear Window Defrost	43B/924	90.00
<input type="checkbox"/> Reverse Vehicle Aid Sensor	76R	245.00
<input type="checkbox"/> Rear View Camera (NA w/Pickup Box Delete)	871	470.00
<input checked="" type="checkbox"/> <b>Roof Clearance Lights</b>	<b>592</b>	<b>80.00</b>
<input type="checkbox"/> Tailgate Step, Incl. Tailgate Assist, Step & Handle	85G	375.00

[ ] AM/FM w/Single CD/MP3 Player/Clock w/4 speakers	585	275.00
[ ] Speed Control	525	235.00
<b>[x] Upfitter Switches (6) located in overhead console)</b>	<b>66S</b>	<b>165.00</b>
[ ] Upfitter Interface Module	18A	295.00
[ ] 9900 GVWR Package	68D	100.00
[ ] 4x4 Off-Road Pkg (Incl.Skid Plates, E-Locking Axle & AT Tires)	17X/X3E/TBM	950.00
[ ] Snow Plow Prep Package(N/A with 67H)	473	85.00
[ ] Camper Package	471	160.00
<b>[x] Snow Plow/Camper Package</b>	<b>47B</b>	<b>245.00</b>
[ ] Suspension Package, Heavy Service(N/A with 473)	67H	125.00
<b>[x] XL Decor Group (Chrome front and rear step bumper, Bright 17F chrome hub covers and center ornaments)</b>		<b>220.00</b>
[ ] <b>XL Value Pkg</b> (Chrome front and rear step bumper, AM/FM Stereo/Single CD w/4 Speakers, Bright chrome hub covers and center ornaments, & Cruise Control	96V	720.00
[ ] <b>XL Value Pkg with SYNC System</b> (All of the above listed & SYNC Entertainment & Bluetooth Technology System)	96V/91M	1085.00
[ ] Pickup Box Delete(8' box only)	66D	(465.00)
[ ] Rearview Camera Prep Kit for <b>Box Delete</b> (Includes Loose Camera, Wiring Bundle, and Electrochromic Mirror w/Video Display)	872	470.00
[ ] Heavy Service Package for Pickup Box Delete Only	63R	125.00
[ ] Spare Tire & Rim (for Box delete only)	512	295.00
<b>[x] Axle, Electronic Locking</b>	<b>X3E</b>	<b>390.00</b>
[ ] Daytime running Lights	942	45.00
[ ] Skid Plate Package	41P	100.00
[ ] Box Link Cleats	66B	75.00
[ ] Drop in Plastic Bedliner	85L	350.00
<b>[x] Tough Bed(Spray-in-bedliner)</b>	<b>85S</b>	<b>495.00</b>
[ ] Bed Mat(N/A w/85S Tough Bed Spray-in-Bedliner)	85M	180.00
<b>[x] Splash Guards/Mud Flaps</b>	<b>61S/62S</b>	<b>130.00</b>
[ ] Wheel Well Liner	61M	180.00
<b>[x] Exterior Backup Alarm</b>	<b>76C</b>	<b>140.00</b>
[ ] LED Box Light	66L	60.00
[ ] LED Warning Strobes-Amber	91S	655.00

**Total Price \$32,079.00 ea**

Colors for F-250

<u>Exterior Colors</u>	<u>Interior Steel (Grey)</u>	
<b>Race Red</b>	<b>[PQ]</b>	<b>[x]</b>
Blue Jeans Metallic	[N1]	[ ]
Caribou Metallic	[H5]	[ ]
Ingot Silver Metallic	[UX]	[ ]
Shadow Black	[G1]	[ ]
Oxford White	[Z1]	[ ]
Magnetic Metallic	[J7]	[ ]



October 18, 2016

City of Manistee a Fire Department  
Attn: Chris Jeffries  
281 1<sup>st</sup> St.  
Manistee, MI 49660

Dear Chris Jeffries:

Price on 2017 Vehicle State of Michigan Contract# 071B1300009  
and Macomb County Contract# 71-15 Bid:

**2017 Ford F250 Crew Cab 4x4 Pickup 8' Box in Red** **\$32,079.00 ea**

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty . Service to be handled by your local Ford Dealer.

## **Order Cutoff Date: TBD.**

**Ford Motor Company does not guarantee delivery--Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.**

**Payment requirements:** All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

*Bill Campbell*

Bill Campbell  
Government & Fleet Sales

# Mid-Michigan Emergency Equipment



Sales and Service LLC

Phone 517-896-6114 or 517-896-4996

Fax 517-887-7071

[midmichiganemergencyequipment@yahoo.com](mailto:midmichiganemergencyequipment@yahoo.com)

---

To: City of Manistee Fire Department (QUOTATION) 10/06/16  
Attn: Firefighter/Paramedic Christopher Jeffries  
Subject: 2017 F-250 Ford Fire Department Pick up

### Front of the Unit

4	QL73SF-RR Federal Signal Quadra Flare 7x3 LED Red Light Fixture (Surface Mounted on front Grill of Unit)	150.00ea	600.00
1	ETHFSS-SP Headlamp Flasher (Wig Wag Unit)		67.00
1	SA-315 Siren Speaker 100 watt		246.00
1	SAK41 Siren Speaker Bracket		31.00

### Roof of The Unit

1	<u>Whelen Liberty II</u> Light Bar with traffic adviser		1,945.00
1	Customer Supplied Radio and Antenna		-----

### Interior of the Cab

1	Install Customer Supplied GO Light		_____
1	C-VS-1100-F250-1 Under Dash Mounted Console with Face Plates		294.00
1	CCSRN3 Whelen Siren Switch Box Control		1,050.00

### Pick up Cap with Options

1	LEER "DCC" Style *8' Aluminum Topper including the following; Side Tool Box's LED Interior and Compartment Lighting, full length swing type rear doors. Red to Match units Color.		2,998.00
---	---	--	----------

### Pick up Drawer Slide

1	Leer Bed Slide unit for F-250 8' Box Pick up Truck		2,200.00
---	--	--	----------

### Side of Unit

4	MPS9W Red Federal Signal Micro Pulse Wide Angle LED Lights (2 Mounted on either Side of Unit)	159.00ea	636.00
---	--	----------	--------

### Rear of Unit

2	MPS9W Red Federal Signal Micro Pulse Wide Angle LED Lights (1 Mounted on either side of the swing type doors)	159.00ea	318.00
---	--	----------	--------

Please see next page

**Misc Installation Supplies**

1	45 amp Ignition Relays		45.00
2	40 amp circuit breakers	15.00ea	30.00
1	Fabrication Materials for Light Bar Mounting		75.00
1	Misc. Wire, Fasteners, Hardware		200.00

**Shipping Chargers** Inbound freight for all equipment as well as Topper Unit and Drawer Slide 500.00

**Labor**

Installation of all Emergency equipment listed above and per customers Instructions. Installation of Bed Slide Drawer Unit. Over see the Installation of the Topper Unit on the F-250 Truck.

2,000.00

**Total for Completed Project**

**13,235.00**

Gentlemen,

Because of the wide variety of products, below I have listed some options that you may or may not want to consider.

- |   |   |          |
|---|---|----------|
| 1 | A Federal Signal Integrity Light Bar with a front Flood Feature and a amber Arrow feature<br>( The entire front of the bar remains all white LED while the rear can either arrow warning<br>Or can flash a full red pattern. (See at <a href="http://www.fed.sig.com">www.fed.sig.com</a> ) | 2,300.00 |
| 1 | 410-9071 Jotto Drawer Slide Unit with Aluminum Plank Floor (See at <a href="http://www.jottodesk.com">www.jottodesk.com</a><br>And then to Jotto Cargo Slides)  | 2,119.00 |

1 A deduction of 190.00 can be made if you do not wish to have a color matching Topper.  
Please be advised that Mid Michigan Emergency is very thankful to be able to bid this project and is more than willing to work together with you to complete it to Manistee Fire Departments total satisfaction.

Thank You for your time in this matter,  
Michael Creed  
Vice President

Manistee  
Fund

Local

City of Manistee Fire Department

Utility Pick Up Truck T654 Replacement Quotes.

2017 Ford Superduty Pickup Truck-----	\$29,426.00
Electronics (Lighting, Sirens, Radio Installation) -	\$8718.00
Graphics -----	\$2969.00
Topper, Bed Slide Tray -----	\$4250.00
Total Project as quoted -----	\$45,363.00

# HIGHPOINT AUTO AND TRUCK CENTER

7555 South 131 • Cadillac, MI 49601  
Phone: (231) 775-1222  
(800) 828-8852 • Fax: (231) 775-6290  
www.highpointauto.com

THE ONLY WARRANTIES APPLYING TO THIS PART(S) ARE THOSE WHICH MAY BE OFFERED BY THE MANUFACTURER. THE SELLING DEALER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THIS PART(S) AND/OR SERVICE. BUYER SHALL NOT BE ENTITLED TO RECOVER FROM THE SELLING DEALER ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFIT, OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES.

DATE ENTERED 25 AUG 16	YOUR ORDER NO.	DATE SHIPPED 25 AUG 16	INVOICE DATE	INVOICE NUMBER 4997
---------------------------	----------------	---------------------------	--------------	------------------------

ACCOUNT NO. P1  
CITY OF MANISTEE

PAGE 1 OF 1

SHIP VIA THANKS CHRIS!!	CHAS	F.O.B. CADILLAC MI
----------------------------	------	-----------------------

QTY	SHIP	EQ	PART NUMBER	DESCRIPTION	UNIT	NET	AMOUNT
1	1	0	242-X	DCC -TOPPE		4250.00	4,250.00
EQUIPPED WITH OPTIONS LISTED IN YOUR QUOTE							
THANKS CHRIS!!							
**** INVOICE QUOTE - DO NOT PAY ****							

\*\*\*\*\*No Returns\*\*\*\*\*  
On Electrical or Special Order Parts

PARTS	4,250.00
SUBLET	
FREIGHT	0.00
SALES TAX	0.00
TOTAL	\$4,250.00



# KENWOOD

## Grand Traverse Mobile Communications

Critical Radio Systems

716 Boon Street, Traverse City, Michigan 49686-4301

Phone: 231.947.9851 Fax: 231.947.9077

Authorized Dealer

sales@fireradios.com

29-Jul-16

Chris Jeffries  
Manistee City Fire Department

THANK YOU FOR THE OPPORTUNITY TO PROVIDE THE FOLLOWING QUOTATION

**INSTALL COMMUNICATIONS AND EMERGENCY LIGHTING FOR 2017 FORD F-350**  
(Equipment Installed at Grand Traverse Mobile)

QTY	ITEM NUMBER	DESCRIPTION	GOV'T	TOTAL
<b><u>Install Customer Provided Radio and Run Antenna System and Power for 800MHz</u></b>				
1	NM0-VHF/SYS	Quarter Wave VHF Antenna System	\$ 37.50	\$ 37.50
1	NM0-800/SYS	3dB Gain 700/800MHz Antenna Systems (Future Use)	\$ 57.50	\$ 57.50
1	MISC	Misc Install Supplies (Not to Exceed)	\$ 25.00	\$ 25.00
1	LABOR	Installation of Systems	\$ 225.00	\$ 225.00
		<b>Subtotal</b>	<b>\$</b>	<b>\$ 345.00</b>
<b><u>Emergency Lighting</u></b>				
1	295SSA1	Whelen Cencom Carbide Siren/Light Controller <i>Downgrade to 295SSA1 Siren/Controller with Fewer Functions -\$750.00</i>	\$ 1,479.00	\$ 1,479.00
				
1	SA315P	Whelen Composite 123dB Compact Speaker	\$ 259.00	\$ 259.00
				
1	SAK41	Whelen Mount for Speaker (Vehicle Specific)	\$ 39.00	\$ 39.00
2	I2D	Whelen ION Duo Red/White	\$ 152.25	\$ 304.50
				
2	IONSMR	Whelen ION Surface Mount Red for Rear Side Warning	\$ 144.00	\$ 288.00
				
1	TADF6	Whelen Six Module Duo Traffic Adviser (Red Warning & Amber Arrow Stick)	\$ 1,299.00	\$ 1,299.00
				
				
1	TADMNT	Mounting Brackets for Arrow Stick	\$ 75.00	\$ 75.00
4	VTX609D	Whelen Vertex LED Red/Clear (Near Headlights & Fender Area for Side Lighting)	\$ 97.50	\$ 390.00
2	VTX609R	Whelen Vertex LED Red (Rear Brake Lights)	\$ 92.50	\$ 185.00
2	VTXFC	Whelen Vertex Chrome Surface Mount Flange (Front)	\$ 13.20	\$ 26.40
				

# KENWOOD Grand Traverse Mobile Communications

Critical Radio Systems  
Authorized Dealer

716 Boon Street, Traverse City, Michigan 49686-4301  
Phone: 231.947.9851 Fax: 231.947.9077  
sales@fireradios.com

29-Jul-16

Chris Jeffries  
Manistee City Fire Department

THANK YOU FOR THE OPPORTUNITY TO PROVIDE THE FOLLOWING QUOTATION

**INSTALL COMMUNICATIONS AND EMERGENCY LIGHTING FOR 2017 FORD F-350**  
(Equipment Installed at Grand Traverse Mobile)

QTY	ITEM NUMBER	DESCRIPTION	GOV'T	TOTAL
1	LIBERTYII	Whelen Red/White 54" Liberty II LED Lightbar <i>Downgrade to Justice 52" Lightbar (All Red + Takedown/Alley) -\$600.00</i>	\$ 1,899.00	\$ 1,899.00
				
1	MISC	Misc Install Supplies (Not to Exceed)	\$ 75.00	\$ 75.00
1	INSTALL	Install and Test Emergency Lighting	\$ 2,400.00	\$ 2,400.00
			<b>Subtotal</b>	<b>\$ 8,718.90</b>
<b>Console System</b>				
1	C-VS-1100-F250-1	Havis Ford F-Series Super Duty Vehicle Specific Console	\$ 299.00	\$ 299.00
				
1	CG-X	Havis Charge Guard Battery/Power Protection	\$ 79.00	\$ 79.00
1	MISC	Misc Install Supplies (Not to Exceed)	\$ 50.00	\$ 50.00
1	INSTALL	Install Console System in Vehicle	\$ 300.00	\$ 300.00
			<b>Subtotal</b>	<b>\$ 728.00</b>
<b>TOTAL</b>				<b>\$ 9,791.90</b>
<b>Grille Guard</b>				
1	GG-3000	Black Powder Coated Grille Guard	\$ 479.00	\$ 479.00
1	MISC	Misc Install Supplies (Not to Exceed)	\$ 15.00	\$ 15.00
1	INSTALL	Install Grille Guard System	\$ 150.00	\$ 150.00
			<b>Subtotal</b>	<b>\$ 644.00</b>
<b>Inverter/Charger and Auto Eject Shore Power</b>				
1	430-1200-0	Kussmaul 1200W Inverter/Charger (Ambulance Grade) <i>(Remote Switch to be in Console)</i>	\$ 1,399.00	\$ 1,399.00
1	SHORE-PW	Kussmaul Shore Power System (Includes Battery Cables)	\$ 499.00	\$ 499.00
1	MISC	Misc Install Supplies (Not to Exceed)	\$ 50.00	\$ 50.00
1	INSTALL	Install Inverter Charger System	\$ 450.00	\$ 450.00
			<b>Subtotal</b>	<b>\$ 2,398.00</b>

Quote By: Neil Pickard  
Quote Valid: 120 Days

<< Quote >>

Order Id

013206

Phone (231) 398-2803

Fax (231) 723-5410

E-mail

ap@manisteemi.gov



Amor Sign Studios

P.O. Box 433

443 Water Street

Manistee, MI, 49660-1550 USA

Phone: (231) 723-8361 Fax: (231) 723-9365

www.amorsign.com

info@amorsign.com

Quote Date	8/1/2016
SalesRep	MDA
Terms Code	50 DEP/BAL COD
Cust Id	MANIREN

Phone (231) 723-1549

Fax (231) 723-3519

S O L D T O	Accounts Payable
	City of Manistee
	70 Maple St.
	Manistee, MI 49660- USA

S H I P T O	Manistee City Fire Station
	281 First Street
	Manistee, MI 49660- USA

Item ID	Qty	Unit of Measure	Unit Price	Extended Price
Commercial Sign Project	1	set	\$2,969.91	\$2,969.91

FURNISH & APPLY VEHICLE GRAPHICS

- ° CITY OF MANISTEE
- ° QTY: TWO SETS @ 4in H
- ° COLOR: SMALL MACHINE TURN GOLD WITH BLACK OUTLINE
  
- ° 654
- ° QTY: TWO SETS @ 4in H
- ° COLOR: SMALL MACHINE TURN GOLD WITH BLACK OUTLINE
  
- ° FIRE RESCUE
- ° QTY: TWO SETS @ 4in H
- ° COLOR: SMALL MACHINE TURN GOLD WITH BLACK OUTLINE
  
- ° MANISTEE FIRE DEPT
- ° QTY: ONE SET @ 4in H
- ° COLOR: BLACK REFLECTIVE
  
- ° 4in BLACK STRIPE
- ° QTY: TWO @ 20ft 4in L
- ° COLOR: BLACK REFLECTIVE
  
- ° 4in CHEVRON STRIPES ON BACK OF TOPPER/TAILGATE
- ° QTY: COVERAGE OF 48in x 48in Area
- ° COLOR: RED/YELLOW
  
- ° Sales tax not included

Taxable	NonTaxable	SalesTax	Freight	Misc	OrderTotal
\$0.00	\$2,969.91	\$0.00	\$0.00	\$0.00	\$2,969.91

<< Quote >>

Order Id

013206

Phone (231) 398-2803

Fax (231) 723-5410

E-mail  
ap@manisteemi.gov



Amor Sign Studios  
P.O. Box 433  
443 Water Street  
Manistee, MI, 49660-1550 USA  
Phone: (231) 723-8361 Fax: (231) 723-9365  
www.amorsign.com  
info@amorsign.com

Quote Date	8/1/2016
SalesRep	MDA
Terms Code	50 DEP/BAL COD
Cust Id	MANIREN

Phone	(231) 723-1549
Fax	(231) 723-3519

**SOLD TO**  
**Accounts Payable**  
**City of Manistee**  
**70 Maple St.**  
**Manistee, MI 49660- USA**

**SHIP TO**  
**Manistee City Fire Station**  
**281 First Street**  
**Manistee, MI 49660- USA**

Item ID	Qty	Unit of Measure	Unit Price	Extended Price
---------	-----	-----------------	------------	----------------

Price good for 30 days. Sales tax included as noted. Permit fees not included unless spelled out above.  
 Ready for final electrical hook-up. Demolition not included except as noted above.  
 TERMS: 50% down; balance on completion.  
 MESSAGE CENTER TERMS: 50% down; 25% before factory ships display; balance on completion.  
 CREDIT CARD TERMS: On credit card orders over \$1,000.00, add 3%.

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

<b>Order Total</b>	<b>\$2,969.91</b>
--------------------	-------------------

<b>Taxable</b>	<b>NonTaxable</b>	<b>SalesTax</b>	<b>Freight</b>	<b>Misc</b>	<b>OrderTotal</b>
\$0.00	\$2,969.91	\$0.00	\$0.00	\$0.00	\$2,969.91

CNGP530 VEHICLE ORDER CONFIRMATION 07/20/16 08:02:  
 ==> \_\_\_\_\_ Dealer: F486  
 2017 F-SERIES SD Page: 1 of

Order No: 0720 Priority: J3 Ord FIN: QF949 Order Type: 5B Price Level: 7  
 Ord PEP: 610A Cust/Flt Name: CITY FIRE PO Number:

RETAIL			RETAIL		
F3B	F350 4X4SDR/CSR	\$36505	JOB #1 BUILD		
	142" WHEELBASE		17F	XL DECOR PKG	220
PQ	RACE RED			10300# GVWR PKG	
1	CLTH 40/20/40	100	213	ELECTRONIC SOF	185
S	MEDIUM EARTH GR		41H	ENG BLK HEATER	NC
610A	PREF EQUIP PKG		425	50 STATE EMISS	NC
	.XL TRIM		473	SNOW PLOW PKG	85
	.TRAILER TOW PKG				
572	.AIR CONDITIONER	NC	TOTAL BASE AND OPTIONS 41060		
	.AM/FM STER/CLK		TOTAL 41060		
996	.6.2L EFI V8 ENG	NC	*THIS IS NOT AN INVOICE*		
44P	6-SPD AUTOMATIC	NC	*TOTAL PRICE EXCLUDES COMP PR		
TCD	LT265 OWL AT 17	455			
X3E	3.73 ELOCKING	390	* MORE ORDER INFO NEXT PAGE *		
90L	PWR EQUIP GROUP	915	F8=Next		

CNGP530 VEHICLE ORDER CONFIRMATION 07/20/16 08:02:  
 ==> \_\_\_\_\_ Dealer: F486  
 2017 F-SERIES SD Page: 2 of

Order No: 0720 Priority: J3 Ord FIN: QF949 Order Type: 5B Price Level: 7  
 Ord PEP: 610A Cust/Flt Name: CITY FIRE PO Number:

RETAIL			RETAIL		
512	SPARE TIRE/WHL2	NC	FUEL CHARGE		
	TELE TT MIR-PWR		B4A	NET INV FLT OPT	NC
59H	HI MNT STOP LMP	NC		DEST AND DELIV	1195
592	ROOF CLEAR LGTS	80			
	JACK		TOTAL BASE AND OPTIONS 41060		
61S	SPLSH GRDS FRNT	130	TOTAL 41060		
62S	SPLSH GRDS REAR	NC	*THIS IS NOT AN INVOICE*		
66S	UPFITTER SWTCH	165	*TOTAL PRICE EXCLUDES COMP PR		
67D	XTR HVY DTY ALT	NC			
76C	REVERSE ALARM	140			
794	PRICE CONCESSN				
	REMARKS TRAILER				
85S	TOUGH BED	495			
	SP DLR ACCT ADJ				
	SP FLT ACCT CR				

*\$ 29,426.00*

F1=Help F2=Return to Order F7=Prev  
 F4=Submit F5=Add to Library F3/F12=Veh Ord Menu  
 F9=View Trailers

0000 - PRESS F4 TO SUBMIT 000000

**City of Manistee, Michigan**

---

**BASIC FINANCIAL STATEMENTS**

**June 30, 2016**

**CITY OF MANISTEE, MICHIGAN**

ORGANIZATION

MEMBERS OF THE CITY COMMISSION

MAYOR

COLLEEN KENNY

COUNCIL MEMBER

LYNDA BEATON

COUNCIL MEMBER

ROGER ZIELINSKI

COUNCIL MEMBER

CHIP GOODSPEED

COUNCIL MEMBER

JAMES SMITH

COUNCIL MEMBER

MARK WITTLIEFF

COUNCIL MEMBER

ERIN PONTIAC

APPOINTED OFFICERS

CITY MANAGER

THAD TAYLOR

CHIEF FINANCIAL OFFICER

EDWARD BRADFORD

CLERK/DEPUTY TREASURER

MICHELLE WRIGHT

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**ANDERSON, TACKMAN & COMPANY, PLC**  
**CERTIFIED PUBLIC ACCOUNTANTS**

**KINROSS OFFICE**

SUE A. BOWLBY, CPA, PRINCIPAL  
KENNETH A. TALSMA, CPA, PRINCIPAL  
AMBER N. MACK, CPA, PRINCIPAL

PHILLIP J. WOLF, CPA  
JON D. SWANSON, CPA

**MEMBER AICPA**  
**DIVISION FOR CPA FIRMS**

**MEMBER MACPA**

**OFFICES IN**  
**MICHIGAN & WISCONSIN**

**INDEPENDENT AUDITOR'S REPORT**

To the City Council  
City of Manistee  
Manistee, MI 49660

***Report on the Financial Statements***

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, of the City of Manistee, Michigan, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Manistee Housing Commission, which represents 92 percent, 86 percent, and 80 percent, respectively, of the assets, net position, and revenues of the discretely presented component units. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Manistee Housing Commission, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

To the City Council  
City of Manistee

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### *Opinions*

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Manistee, Michigan, as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### *Other Matters*

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of funding progress and budgetary comparison information on pages 4 through 13, pages 52 through 54, and pages 55 through 58 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We and other auditors have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Manistee, Michigan's basic financial statements. The combining nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

To the City Council  
City of Manistee

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 30, 2016 on our consideration of the City of Manistee, Michigan's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Manistee, Michigan's internal control over financial reporting and compliance.



**Anderson, Tackman & Company, PLC**  
**Certified Public Accountants**  
**Kincheloe, Michigan**

September 30, 2016

## **Management's Discussion and Analysis**

---

As management of the City of Manistee, Michigan (the "City"), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2016. We encourage readers to consider the information presented here in conjunction with additional information that is furnished in the financial statements and notes to the financial statements.

**Financial Highlights**

- The assets of the City exceeded its liabilities at the close of the fiscal year 2016 by \$32,816,856 (*net position*). Of this, \$2,717,121 (*unrestricted net position*) may be used to meet the City's ongoing obligations to citizens and creditors.
- The government's total net position decreased by \$1,970,755 or 5.66%.
- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of \$11,242,787, a decrease of \$580,559 or 4.91% from the prior year.
- At the end of the current fiscal year, the total General Fund fund balance was \$927,540, a decrease of \$124,252. Unassigned fund balance was \$575,401 or 9.58% of total General Fund expenditures and transfers out.
- The City's total long-term debt (including vested employee benefits and excluding leases) decreased by \$1,520,544.

**Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise five components: 1) government-wide financial statements, 2) fund financial statements, 3) notes to the financial statements, 4) required supplementary information, and 5) other information.

**Government-wide Financial Statements** – The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (for example, earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include the legislative, general government, public safety, public works, community and economic development, recreation and culture, and other. The business-type activities of the City include water and sewer operations, Ramsdell Theatre, marina, and boat ramp.

The government-wide financial statements include not only the City (known as the *primary government*), but also three legally separate authorities – the Downtown Development Authority, the Friends of the Ramsdell and the Manistee Housing Commission – for which the City is financially accountable. Financial information for these *component units* is reported in the other information to these financial statements.

The government-wide financial statements can be found on pages 14-15 of this report.

**Fund financial statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains 15 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General, Major and Local Streets, and Oil and Gas Funds, each of which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements* elsewhere in this report.

By May 15th of each year the City adopts an annual appropriated budget for general and special revenue funds for the coming fiscal year, which begins July 1st. Budgetary comparison statements have been provided herein to demonstrate compliance with those budgets for the major funds.

The basic governmental fund financial statements can be found on pages 16-18 of this report.

**Proprietary funds.** The City maintains two different types of proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to account for its Ramsdell Theatre, water and sewer, marina and boat ramp operations. *Internal service funds* are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses an internal service fund to account for its motor pool. Because the service benefits the General, Major and Local Streets, and Water and Sewer Fund functions, the services have been allocated between the governmental and business-type activities in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide information for the Water and Sewer Fund and the Ramsdell Theatre Fund, which are considered to be major funds of the City. Data from the other proprietary funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor proprietary funds is provided in the form of combining statements elsewhere in this report.

The basic proprietary fund financial statements can be found on pages 19-21 of this report.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statements because the resources of those funds are *not* available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

The basic fiduciary fund financial statement can be found on page 22 of this report.

**Notes to financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 23-50 of this report.

**Required supplementary information.** Required supplementary information related to the City's employee retirement and benefit system and budgetary comparison information related to the City's major governmental funds can be found on pages 51-57 of this report.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain supplementary information including the combining statements referred to earlier in connection with nonmajor governmental and proprietary funds which are presented immediately following the notes to the financial statements. Combining and individual fund statements and schedules can be found on pages 58-62 of this report.

**Component Units.** Individual component unit financial statements can be found on pages 63-64.

Government-wide Financial Statements

A condensed version of the Statement of Net Position at June 30, 2016 follows:

City of Manistee  
Condensed Statement of Net Position

	Governmental Activities		Business-type Activities		Total	
	2016	2015	2016	2015	2016	2015
<b>Assets</b>						
Current Assets	\$ 12,333,872	\$ 12,731,305	\$ 3,550,251	\$ 4,081,800	\$ 15,884,123	\$ 16,813,105
Capital Assets	20,847,320	20,974,897	20,763,881	21,319,500	41,611,201	42,294,397
<b>Total Assets</b>	<b>33,181,192</b>	<b>33,706,202</b>	<b>24,314,132</b>	<b>25,401,300</b>	<b>57,495,324</b>	<b>59,107,502</b>
<b>Deferred Outflows of Resources</b>	<b>1,198,810</b>	<b>294,737</b>	<b>80,946</b>	<b>12,282</b>	<b>1,279,756</b>	<b>307,019</b>
<b>Liabilities</b>						
Current Liabilities	1,168,789	1,049,047	1,543,725	1,655,673	2,712,514	2,704,720
Noncurrent Liabilities	11,519,250	9,568,205	11,141,193	12,353,985	22,660,443	21,922,190
<b>Total Liabilities</b>	<b>12,688,039</b>	<b>10,617,252</b>	<b>12,684,918</b>	<b>14,009,658</b>	<b>25,372,957</b>	<b>24,626,910</b>
<b>Deferred Inflows of Resources</b>	<b>550,132</b>	<b>-</b>	<b>35,115</b>	<b>-</b>	<b>585,247</b>	<b>-</b>
<b>Net Position</b>						
Net Investment in Capital Assets	13,651,897	13,237,751	8,199,773	7,480,612	21,851,670	20,718,363
Restricted	8,196,765	7,955,469	51,300	42,200	8,248,065	7,997,669
Unrestricted	(706,851)	2,190,467	3,423,972	3,881,112	2,717,121	6,071,579
<b>Total Net Position</b>	<b>\$ 21,141,811</b>	<b>\$ 23,383,687</b>	<b>\$ 11,675,045</b>	<b>\$ 11,403,924</b>	<b>\$ 32,816,856</b>	<b>\$ 34,787,611</b>

The largest portion of the City's net position \$21,851,670 (67%) reflects its net investment in capital assets (for example land, buildings, vehicles, equipment, and infrastructure); less any related debt used to acquire those assets that are still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the City's net investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets cannot themselves be used to liquidate these liabilities.

A portion of the City's net position of \$8,248,065 (25%) represents resources that are subject to external restrictions on how they may be used both for the City as a whole, as well as for its separate governmental and business-type activities. The balance in restricted net position reflects the charter-protected Oil and Gas fund, the City's Bond Debt reserve, as well as other external restrictions. The remaining balance of unrestricted net position of \$2,717,121 (8%) may be used to meet the City's ongoing obligations to citizens and creditors.

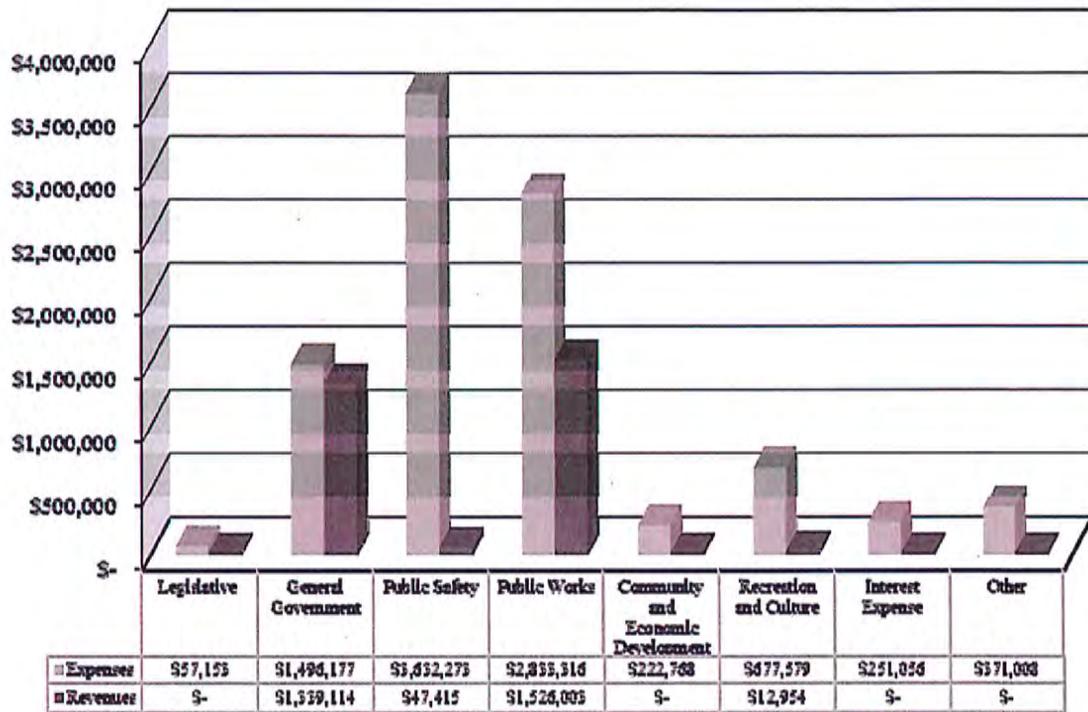
A condensed version of the Statement of Activities follows:

**City of Manistee  
Condensed Statement of Changes in Net Position**

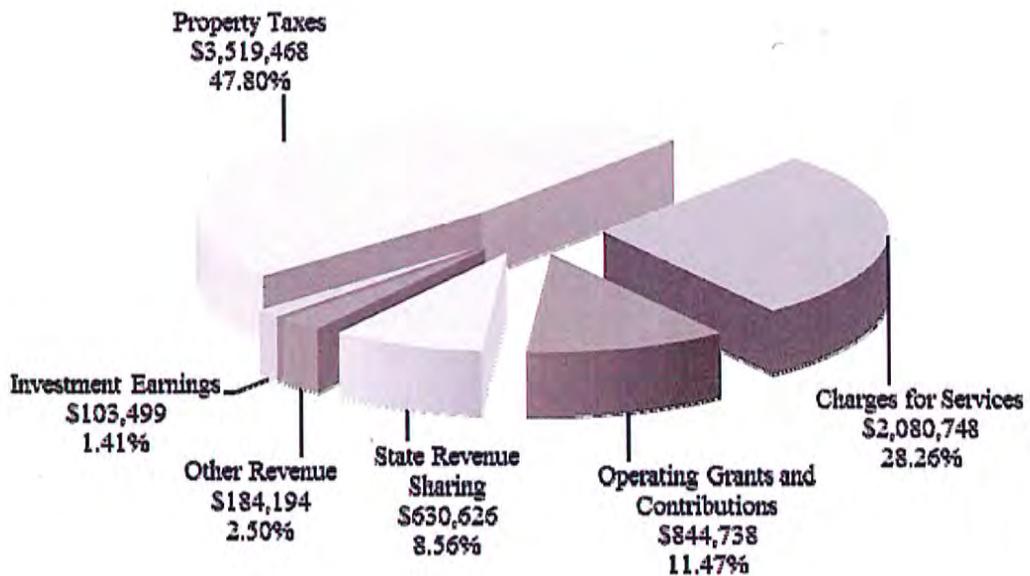
	Governmental Activities		Business-type Activities		Total	
	2016	2015	2016	2015	2016	2015
<b>Revenues</b>						
<b>Program Revenues</b>						
Charges for Services	\$ 2,080,748	\$ 2,041,213	\$ 4,075,413	\$ 3,867,557	\$ 6,156,161	\$ 5,908,770
Operating Grants and Contributions	844,738	660,954	268,545	1,540	1,113,283	662,494
Capital Grants and Contributions	-	-	-	-	-	-
<b>General Revenues</b>						
Property Taxes	3,519,468	3,540,840	-	-	3,519,468	3,540,840
State Revenue Sharing	630,626	644,936	-	-	630,626	644,936
Other Revenue	184,194	193,182	-	-	184,194	193,182
Interest Earnings	103,499	107,880	137,157	104,354	240,656	212,234
<b>Total Revenues</b>	<b>7,363,273</b>	<b>7,189,005</b>	<b>4,481,115</b>	<b>3,973,451</b>	<b>11,844,388</b>	<b>11,162,456</b>
<b>Expenses</b>						
Legislative	57,153	39,496	-	-	57,153	39,496
General Government	1,496,177	1,316,107	-	-	1,496,177	1,316,107
Public Safety	3,632,273	1,849,725	-	-	3,632,273	1,849,725
Public Works	2,833,316	2,613,315	-	-	2,833,316	2,613,315
Community and Economic Development	222,768	157,569	-	-	222,768	157,569
Recreation and Culture	677,579	580,850	-	-	677,579	580,850
Interest Expense	251,056	259,001	-	-	251,056	259,001
Other	371,008	487,658	-	-	371,008	487,658
Boat Ramp	-	-	38,897	36,594	38,897	36,594
Marina	-	-	235,432	264,074	235,432	264,074
Ramsdell Theatre	-	-	298,396	350,191	298,396	350,191
Water and Sewer	-	-	3,701,088	3,501,695	3,701,088	3,501,695
<b>Total Expenses</b>	<b>9,541,330</b>	<b>7,303,721</b>	<b>4,273,813</b>	<b>4,152,554</b>	<b>13,815,143</b>	<b>11,456,275</b>
Changes in Net Position before Transfers	(2,178,057)	(114,716)	207,302	(179,103)	(1,970,755)	(293,819)
Transfers	(63,819)	(31,022)	63,819	31,022	-	-
<b>Changes in Net Position</b>	<b>(2,241,876)</b>	<b>(145,738)</b>	<b>271,121</b>	<b>(148,081)</b>	<b>(1,970,755)</b>	<b>(293,819)</b>
Net Position - Beginning	23,383,687	25,257,998	11,403,924	11,624,029	34,787,611	36,882,027
Prior Period Adjustment	-	(1,728,573)	-	(72,024)	-	(1,800,597)
Restated Net Position - Beginning	23,383,687	23,529,425	11,403,924	11,552,005	34,787,611	35,081,430
<b>Net Position - Ending</b>	<b>\$ 21,141,811</b>	<b>\$ 23,383,687</b>	<b>\$ 11,675,045</b>	<b>\$ 11,403,924</b>	<b>\$ 32,816,856</b>	<b>\$ 34,787,611</b>

**Governmental activities.** Governmental activities decreased the City’s ending net position by \$2,241,876.

**Expenses and Program Revenues – Governmental Activities**

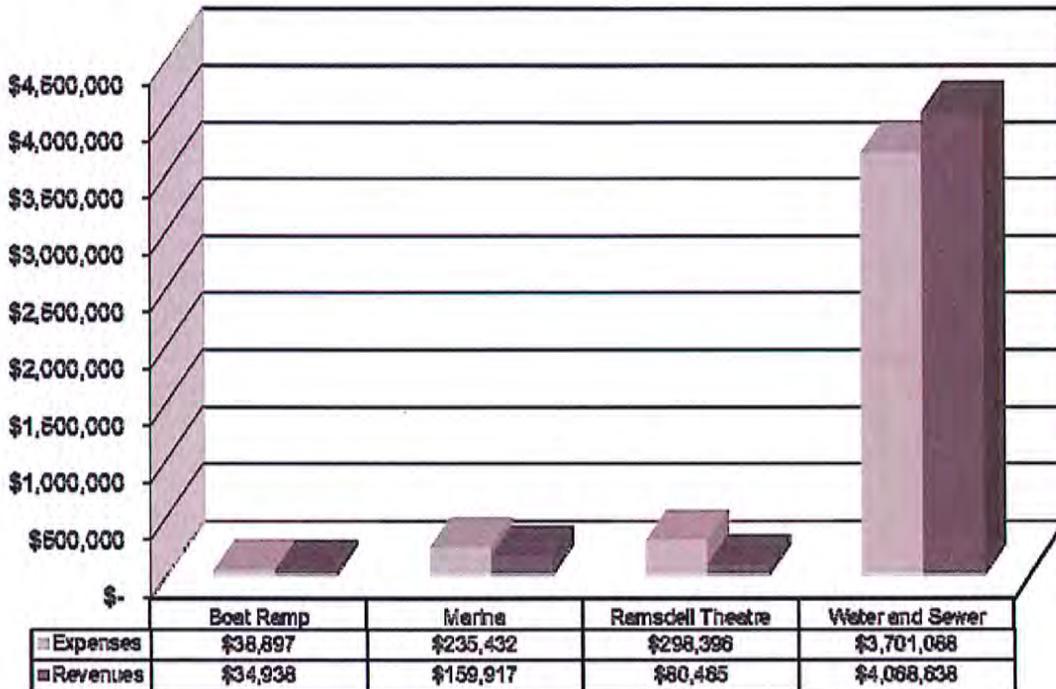


**Revenues by Source – Governmental Activities**



**Business-type activities.** Business-type activities increased the ending City’s net position by \$271,121.

**Expenses and Program Revenues – Business-type Activities**



**Financial Analysis of the Government’s Funds**

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of the City’s *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City’s financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government’s net resources available for spending at the end of the fiscal year.

The General Fund is the main operating fund of the City. At the end of the current fiscal year, the total fund balance of the General Fund was \$927,540, of which \$575,401 was unassigned. As a measure of the General Fund’s liquidity, it may be useful to compare unassigned fund balance to total fund expenditures, including transfers out.

The Oil and Gas Fund has a total fund balance of \$9,644,558, which decreased by \$433,782 during the year. This decrease is primarily due to transfers for capital projects and market returns. The City Charter prevents the principal of this fund to be spent without a vote of the people.

**Proprietary funds.** The City’s proprietary fund statements provide the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position of the Ramsdell Theatre, Water and Sewer, Boat Ramp and Marina Funds at the end of the year amounted to \$3,423,972, restricted net position amounted to \$51,300 and net investment in capital assets, net of related debt amounted to \$8,199,773. The Ramsdell Theatre has an increase in net position for the year of \$50,922, while the Water and Sewer Funds, Boat Ramp and Marina have an increase of \$220,199.

**General Fund Budgetary Highlights**

During the year, General Fund budget variance of expenditures was underspent by \$172,451 when comparing final budget to actual. This was primarily due to less actual expenditures than anticipated for public works, debt service, other expenditures, and community development. General Fund revenues were more than anticipated by \$95,421. Further detail on budgetary highlights is found in the required supplementary information section of the audit report.

**Capital Asset and Debt Administration**

**Capital Assets**

The City's net investment in capital assets as of June 30, 2016, amounted to \$41,611,201. This investment in capital assets includes land, land improvements, infrastructure, buildings and improvements, furniture and equipment, vehicles, and construction in progress. The total net decrease in the City's investment in capital assets after depreciation for the current fiscal year was \$683,196. The following table summarizes the capital assets of the City as of year end:

**City of Manistee  
Capital Assets**  
(net of depreciation, where applicable)

	Governmental Activities		Business-type Activities		Total	
	2016	2015	2016	2015	2016	2015
Land	\$ 4,715,697	\$ 4,715,697	\$ 60,207	\$ 60,207	\$ 4,775,904	\$ 4,775,904
Construction in Progress	243,769	19,330	411,502	291,557	655,271	310,887
Land Improvements	3,059,294	3,200,041	279,210	301,550	3,338,504	3,501,591
Infrastructure	7,547,483	7,627,198	16,663,303	17,190,026	24,210,786	24,817,224
Buildings and Improvements	3,228,984	3,420,195	2,818,328	2,966,005	6,047,312	6,386,200
Vehicles	697,820	785,828	-	-	697,820	785,828
Furniture and Equipment	1,354,273	1,206,608	531,331	510,155	1,885,604	1,716,763
<b>Total Capital Assets, Net</b>	<b>\$ 20,847,320</b>	<b>\$ 20,974,897</b>	<b>\$ 20,763,881</b>	<b>\$ 21,319,500</b>	<b>\$ 41,611,201</b>	<b>\$ 42,294,397</b>

Additional information on the City's capital assets can be found in Note 4 to the financial statements section of this report.

**Long-Term Debt**

At the end of the current fiscal year, the City had total long-term debt of \$19,770,311. Of this amount, \$8,210,000 comprises debt backed by the full faith and credit of the government. The remainder of the City’s debt represents loans and bonds secured solely by specified revenue sources (i.e., revenue bonds). The City also has capital leases that amounted to \$190,284 at the end of the fiscal year. The City’s total long-term debt (excluding vested employee benefits) decreased by \$1,530,873.

The following table summarizes the City’s outstanding debt as of the end of the year:

**City of Manistee  
Outstanding Long-Term Debt**

	Governmental Activities		Business-type Activities		Total	
	2016	2015	2016	2015	2016	2015
Bonds	\$ 6,980,000	\$ 7,495,000	\$ 10,971,674	\$ 12,056,674	\$ 17,951,674	\$ 19,551,674
Notes Payable	533,311	296,473	-	1,413,725	533,311	1,710,198
Installment Loans	33,696	39,312	1,251,630	-	1,285,326	39,312
<b>Total Long-Term Debt</b>	<b>\$ 7,547,007</b>	<b>\$ 7,830,785</b>	<b>\$ 12,223,304</b>	<b>\$ 13,470,399</b>	<b>\$ 19,770,311</b>	<b>\$ 21,301,184</b>

**Economic Factors and Next Year’s Budgets and Rates**

The City of Manistee continues to weather the ongoing sluggish national and state economic recovery through sound budgeting, strategic planning and increased operational efficiencies. Although state-shared revenue has decreased by nearly 50% from its peak, it appears to have now stabilized. Property values have stabilized and are expected to slowly rise over the next few years. In addition, the phase-in of the personal property tax returns will impact future budgets.

In spite of ongoing revenue challenges, Manistee continues to provide a wide range of services. The last several years have seen aggressive City efforts to control costs through headcount reductions and health care reforms. Strategic restructuring of various departments has occurred to optimize efficiency and better utilize human resources. Room for future headcount reduction and/or increased efficiencies is rather limited without addressing service level expenditures. The City’s pension and retiree healthcare (OPEB) obligations are quite manageable compared to many communities across the State because of modest benefits and caps on health costs. However, recent MERS investment results and revised actuarial assumptions will result in higher pension costs moving forward. OPEB costs are well contained.

A comprehensive water and sewer rate study was implemented July 1, 2015. The new rate structure has raised revenue to address system maintenance needs. Utility agreements with neighboring townships will also be beneficial moving forward.

**Component Units**

Complete financial statements and management's discussion and analysis may be obtained from the Manistee Downtown Development Authority and the Manistee Housing Commission.

**Request for Information**

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

City of Manistee  
Attn: Finance Director  
70 Maple Street  
Manistee, Michigan 49660 or;

via email at [ebradford@manisteemi.gov](mailto:ebradford@manisteemi.gov) or;

by visiting our website [www.manisteemi.gov](http://www.manisteemi.gov)

## **Basic Financial Statements**

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	Primary Government		Totals	Component Units
	Governmental Activities	Business-type Activities		
<b>ASSETS:</b>				
Cash and Equivalents - Unrestricted	\$ 2,140,758	\$ 707,732	\$ 2,848,490	\$ 629,616
Cash and Equivalents - Restricted	-	55,730	55,730	53,522
Investments - Restricted	9,264,122	2,449,647	11,713,769	-
Accounts Receivable	193,742	597,791	791,533	38,042
Notes Receivable	-	-	-	202,500
Due From Governmental Units	267,642	-	267,642	4,291
Due From Others	49,000	40,472	89,472	-
Internal Loans	336,004	(336,004)	-	-
Other Assets	-	-	-	86,195
Prepaid Items and Inventory	82,584	34,883	117,467	-
Capital Assets (Not Depreciated)	4,959,466	471,709	5,431,175	495,350
Capital Assets (Net of Accumulated Depreciation)	15,887,854	20,292,172	36,180,026	2,789,863
<b>TOTAL ASSETS</b>	<b>33,181,172</b>	<b>24,314,132</b>	<b>57,495,304</b>	<b>4,299,379</b>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>				
Pension Investment Experience and Contributions	1,198,810	80,946	1,279,756	8,476
<b>LIABILITIES:</b>				
Accounts Payable	176,234	152,885	329,119	33,436
Accrued Liabilities	233,744	20,004	253,748	36,628
Due to Other Governmental Units	-	-	-	37,145
Due to Others	-	-	-	-
Accrued Interest	68,969	60,866	129,835	-
Security Deposits	-	55,730	55,730	53,522
Unearned Revenue	3,135	-	3,135	5,704
Net Pension Obligation - Due in more than one year	4,075,206	116,814	4,192,020	-
Installment Loans Payable - Due within one year	5,616	134,241	139,857	-
Installment Loans Payable - Due in more than one year	28,080	1,117,389	1,145,469	-
Bonds Payable - Due within one year	530,000	1,120,000	1,650,000	-
Bonds Payable - Due in more than one year	6,450,000	9,851,674	16,301,674	-
Note Payable - Due within one year	124,769	-	124,769	-
Note Payable - Due in more than one year	408,542	-	408,542	500,000
Capital Leases - Due within one year	26,322	-	26,322	25,892
Capital Leases - Due in more than one year	163,962	-	163,962	1,132,372
OPEB Liability - Due in more than one year	121,370	-	121,370	-
Vested Employee Benefits- Due within one year	-	-	-	14,891
Vested Employee Benefits - Due in more than one year	272,090	55,315	327,405	11,798
<b>TOTAL LIABILITIES</b>	<b>12,688,039</b>	<b>12,684,918</b>	<b>25,372,957</b>	<b>1,851,388</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>				
Change in Assumptions	550,132	35,115	585,247	-
<b>NET POSITION:</b>				
Net Investment in Capital Assets	13,651,897	8,199,773	21,851,670	1,626,949
Restricted	8,196,765	51,300	8,248,065	-
Unrestricted	(706,851)	3,423,972	2,717,121	829,518
<b>TOTAL NET POSITION</b>	<b>\$ 21,141,811</b>	<b>\$ 11,675,045</b>	<b>\$ 32,816,856</b>	<b>\$ 2,456,467</b>

**City of Manistee, Michigan**

**Statement of Activities  
For the Year Ended June 30, 2016**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position			Component Units
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government			
					Governmental Activities	Business-type Activities	Total	
<b>Primary Government:</b>								
<b>Governmental Activities:</b>								
Legislative	\$ 57,153	\$ -	\$ -	\$ -	(57,153)	\$ -	(57,153)	\$ -
General Government	1,496,177	1,151,623	187,491	-	(157,063)	-	(157,063)	-
Public Safety	3,632,273	26,182	21,233	-	(3,584,858)	-	(3,584,858)	-
Public Works	2,833,316	889,989	636,014	-	(1,307,313)	-	(1,307,313)	-
Community and Economic Development	222,768	-	-	-	(222,768)	-	(222,768)	-
Recreation and Culture	677,579	12,954	-	-	(664,625)	-	(664,625)	-
Interest Expense	251,056	-	-	-	(251,056)	-	(251,056)	-
Other	371,008	-	-	-	(371,008)	-	(371,008)	-
<b>Total Governmental Activities</b>	<b>9,541,330</b>	<b>2,080,748</b>	<b>844,738</b>	<b>-</b>	<b>(6,615,844)</b>	<b>-</b>	<b>(6,615,844)</b>	<b>-</b>
<b>Business-type Activities:</b>								
Boat Ramp	38,897	34,938	-	-	-	(3,959)	(3,959)	-
Marina	235,432	159,917	-	-	-	(75,515)	(75,515)	-
Ramsdell Theatre	298,396	80,465	-	-	-	(217,931)	(217,931)	-
Water and Sewer	3,701,088	3,800,093	268,545	-	-	367,550	367,550	-
<b>Total Business-type Activities</b>	<b>4,273,813</b>	<b>4,075,413</b>	<b>268,545</b>	<b>-</b>	<b>-</b>	<b>70,145</b>	<b>70,145</b>	<b>-</b>
<b>Total Primary Government</b>	<b>\$ 13,815,143</b>	<b>\$ 6,156,161</b>	<b>\$ 1,113,283</b>	<b>\$ -</b>	<b>(6,615,844)</b>	<b>70,145</b>	<b>(6,545,699)</b>	<b>-</b>
<b>Component Units:</b>								
<b>Public Works:</b>								
Manistee Housing Commission	\$ 1,514,528	\$ 583,498	\$ 645,151	\$ 175,488				(110,391)
<b>Recreation and Culture:</b>								
Friends of the Ramsdell	339	-	10,333	-				9,994
<b>Economic Development:</b>								
Downtown Development Authority	384,827	79,206	-	-				(305,621)
<b>Total Component Units</b>	<b>\$ 1,899,694</b>	<b>\$ 662,704</b>	<b>\$ 655,484</b>	<b>\$ 175,488</b>				<b>(406,018)</b>
<b>Total</b>								
<b>General Revenues and Transfers:</b>								
Property Taxes					3,519,468	-	3,519,468	302,419
State Revenue Sharing					630,626	-	630,626	-
Investment Earnings/(Expense)					103,499	137,157	240,656	(73,565)
Other Revenue					184,194	-	184,194	121,593
Transfers					(63,819)	63,819	-	-
<b>Total General Revenues and Transfers</b>					<b>4,373,968</b>	<b>200,976</b>	<b>4,574,944</b>	<b>350,447</b>
Changes in Net Position					(2,241,876)	271,121	(1,970,755)	(55,571)
<b>Net Position - Beginning</b>					<b>23,383,687</b>	<b>11,403,924</b>	<b>34,787,611</b>	<b>2,449,321</b>
<b>Prior Period Adjustment</b>					<b>-</b>	<b>-</b>	<b>-</b>	<b>62,717</b>
<b>Net Position - Ending</b>					<b>\$ 21,141,811</b>	<b>\$ 11,675,045</b>	<b>\$ 32,816,856</b>	<b>\$ 2,456,467</b>

See accompanying notes to financial statements.

**City of Manistee, Michigan**

**Balance Sheet  
Governmental Funds  
June 30, 2016**

	General	Major Street	Local Street	Permanent Fund Oil and Gas	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS:</b>						
Cash and Equivalents - Unrestricted	\$ 855,389	\$ 340,058	\$ 57,445	\$ 73,885	\$ 138,564	\$ 1,465,341
Investments - Restricted	46,303	-	-	9,217,819	-	9,264,122
Accounts Receivable	138,751	-	-	22,050	32,941	193,742
Due from Other Funds	49,246	-	-	-	27,977	77,223
Long-term Advance from Other Funds	10,000	-	-	330,804	-	340,804
Due from Governmental Units	107,213	136,645	23,784	-	-	267,642
Prepaid Items	80,049	-	-	-	-	80,049
<b>TOTAL ASSETS</b>	<b>\$ 1,286,951</b>	<b>\$ 476,703</b>	<b>\$ 81,229</b>	<b>\$ 9,644,558</b>	<b>\$ 199,482</b>	<b>\$ 11,688,923</b>
<b>LIABILITIES:</b>						
Accounts Payable	\$ 92,644	\$ 23,894	\$ 16,587	\$ -	\$ 43,109	\$ 176,234
Unearned Revenue	-	-	-	-	3,135	3,135
Accrued Payroll and Related Liabilities	233,744	-	-	-	-	233,744
Due to Other Funds	33,023	-	-	-	-	33,023
<b>TOTAL LIABILITIES</b>	<b>359,411</b>	<b>23,894</b>	<b>16,587</b>	<b>-</b>	<b>46,244</b>	<b>446,136</b>
<b>FUND BALANCES:</b>						
Nonspendable	80,049	-	-	7,614,075	-	7,694,124
Restricted	-	452,809	64,642	-	65,239	582,690
Committed	272,090	-	-	-	26,274	298,364
Assigned	-	-	-	2,030,483	61,725	2,092,208
Unassigned	575,401	-	-	-	-	575,401
<b>TOTAL FUND BALANCES</b>	<b>927,540</b>	<b>452,809</b>	<b>64,642</b>	<b>9,644,558</b>	<b>153,238</b>	<b>11,242,787</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 1,286,951</b>	<b>\$ 476,703</b>	<b>\$ 81,229</b>	<b>\$ 9,644,558</b>	<b>\$ 199,482</b>	
<b>Reconciliation to amounts reported for governmental activities in the statement of net position:</b>						
Capital assets used by governmental activities						19,074,393
Vested employee benefits liability						(272,090)
Net pension obligation and deferred outflows						(3,426,528)
OPEB liability						(121,370)
Long-term notes and bonds payable for governmental activities						(7,022,253)
Accrued interest expense						(62,613)
Internal service funds included in governmental activities						1,729,485
<b>Net position of governmental activities</b>						<b>\$ 21,141,811</b>

# City of Manistee, Michigan

## Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds For the Year Ended June 30, 2016

	General	Major Street	Local Street	Permanent Fund Oil and Gas	Nonmajor Governmental Funds	Totals Governmental Funds
<b>REVENUES:</b>						
Taxes	\$ 3,310,896	\$ -	\$ -	\$ -	\$ 208,572	\$ 3,519,468
Licenses and Permits	120,285	-	-	-	-	120,285
State Revenues	648,255	453,999	182,015	-	121,835	1,406,104
Local Revenues	-	-	-	-	60,120	60,120
Charges for Services	1,386,832	207,460	-	-	272,746	1,867,038
Interest and Rents	28,088	302	125	74,675	309	103,499
Other Revenue	240,650	26,827	-	-	19,282	286,759
<b>TOTAL REVENUES</b>	<b>5,735,006</b>	<b>688,588</b>	<b>182,140</b>	<b>74,675</b>	<b>682,864</b>	<b>7,363,273</b>
<b>EXPENDITURES:</b>						
Legislative	57,153	-	-	-	-	57,153
General Government	998,496	-	-	50,777	40,032	1,089,305
Public Safety	2,049,050	-	-	-	22,800	2,071,850
Public Works	1,120,978	417,124	599,846	-	529,436	2,667,384
Community and Economic Development	159,695	-	-	-	-	159,695
Recreation and Cultural	486,869	-	-	-	5,616	492,485
Other Expenditures	357,893	-	-	-	-	357,893
Capital Outlay	-	-	-	-	209,913	209,913
Debt Service	774,335	-	-	-	-	774,335
<b>TOTAL EXPENDITURES</b>	<b>6,004,469</b>	<b>417,124</b>	<b>599,846</b>	<b>50,777</b>	<b>807,797</b>	<b>7,880,013</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(269,463)</b>	<b>271,464</b>	<b>(417,706)</b>	<b>23,898</b>	<b>(124,933)</b>	<b>(516,740)</b>
<b>OTHER FINANCING SOURCES (USES):</b>						
Operating Transfers In	429,035	57,997	501,597	-	463,296	1,451,925
Operating Transfers Out	(283,824)	(191,388)	(81,388)	(457,680)	(501,464)	(1,515,744)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>145,211</b>	<b>(133,391)</b>	<b>420,209</b>	<b>(457,680)</b>	<b>(38,168)</b>	<b>(63,819)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES</b>	<b>(124,252)</b>	<b>138,073</b>	<b>2,503</b>	<b>(433,782)</b>	<b>(163,101)</b>	<b>(580,559)</b>
<b>FUND BALANCES, JULY 1</b>	<b>1,051,792</b>	<b>314,736</b>	<b>62,139</b>	<b>10,078,340</b>	<b>316,339</b>	<b>11,823,346</b>
<b>FUND BALANCES, JUNE 30</b>	<b>\$ 927,540</b>	<b>\$ 452,809</b>	<b>\$ 64,642</b>	<b>\$ 9,644,558</b>	<b>\$ 153,238</b>	<b>\$ 11,242,787</b>

**City of Manistee, Michigan**

**Reconciliation of the Statement of Revenues, Expenditures,  
and Changes in Fund Balances of Governmental Funds  
to the Statement of Activities  
For the Year Ended June 30, 2016**

Net changes in fund balances - total governmental funds \$ (580,559)

The change in net position reported for governmental activities in the statement of activities is different because:

Governmental funds reported capital outlays as expenditures. However, in the statement of activities the cost of those assets is capitalized and the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation (\$901,308) and loss exceeded capital outlay \$652,237 in the current period. (249,071)

Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

Principal payments 522,109

An internal service fund is used by management to charge the costs of certain activities, such as equipment costs, to individual funds. The net revenue (expense) of the internal service funds is reported with governmental activities. 55,432

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the funds:

Vested employee benefits (13,141)  
OPEB liability 2,651  
Change in pension Liability (1,980,467)  
Accrued interest 1,170

Changes in net position of governmental activities \$ (2,241,876)

Statement of Net Position  
 Proprietary Funds  
 June 30, 2016

	Business - type Activities Enterprise Funds				Governmental Activities
	Ramsdell Theatre	Water and Sewer	Nonmajor Enterprise Funds	Total	Internal Service Fund
<b>ASSETS:</b>					
Cash and Equivalents - Unrestricted	\$ 79,850	\$ 578,859	\$ 49,023	\$ 707,732	\$ 675,417
Cash and Equivalents - Restricted	4,430	51,300	-	55,730	-
Investments - Restricted	-	2,449,647	-	2,449,647	-
Accounts Receivable	2,110	593,929	1,752	597,791	-
Due from Other Funds	300	4,500	-	4,800	-
Due from Others	-	40,472	-	40,472	-
Prepaid Items	1,333	18,113	1,103	20,549	2,535
Inventory	-	-	14,334	14,334	-
Capital Assets (Not Depreciated)	8,233	416,502	46,974	471,709	188,290
Capital Assets (Net of Accumulated Depreciation)	1,766,163	17,208,759	1,317,250	20,292,172	1,584,637
<b>TOTAL ASSETS</b>	<b>1,862,419</b>	<b>21,362,081</b>	<b>1,430,436</b>	<b>24,654,936</b>	<b>2,450,879</b>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>					
Investments & Employer Contributions	-	80,946	-	80,946	-
<b>LIABILITIES:</b>					
Accounts Payable	2,265	144,599	6,021	152,885	-
Security Deposits	4,430	51,300	-	55,730	-
Accrued Payroll and Related Liabilities	1,907	15,915	2,182	20,004	-
Accrued Interest Payable	14,242	43,677	2,947	60,866	6,356
Long-term Advance to Other Funds	-	-	340,804	340,804	-
Vested Employee Benefits - Due in more than one year	6,297	49,018	-	55,315	-
Net Pension Obligation	-	116,814	-	116,814	-
Capital Lease - Due within one year	-	-	-	-	22,175
Capital Lease - Due in more than one year	-	-	-	-	159,552
Installment Loans Payable - Due within one year	110,697	-	23,544	134,241	124,769
Installment Loans Payable - Due in more than one year	868,081	-	249,308	1,117,389	408,542
Bonds Payable - Due within one year	-	1,120,000	-	1,120,000	-
Bonds Payable - Due in more than one year	-	9,851,674	-	9,851,674	-
<b>TOTAL LIABILITIES</b>	<b>1,007,919</b>	<b>11,392,997</b>	<b>624,806</b>	<b>13,025,722</b>	<b>721,394</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>					
Change in Assumptions	-	35,115	-	35,115	-
<b>NET POSITION:</b>					
Net Investment in Capital Assets	795,618	6,653,587	750,568	8,199,773	1,591,200
Restricted for Debt Service	-	51,300	-	51,300	-
Unrestricted	58,882	3,310,028	55,062	3,423,972	138,285
<b>TOTAL NET POSITION</b>	<b>\$ 854,500</b>	<b>\$ 10,014,915</b>	<b>\$ 805,630</b>	<b>\$ 11,675,045</b>	<b>\$ 1,729,485</b>

**Statement of Revenues, Expenses, and  
Changes in Net Position - Proprietary Funds  
For the Year Ended June 30, 2016**

	Business - type Activities Enterprise Funds			Total	Governmental Activities
	Ramsdell Theatre	Water and Sewer	Nonmajor Enterprise Funds		Internal Service Fund
<b>OPERATING REVENUES:</b>					
Charges for Services	\$ 30,906	\$ 3,750,925	\$ 189,116	\$ 3,970,947	\$ 324,450
Refunds and Reimbursements	-	30,045	-	30,045	-
Other Revenue	49,559	19,123	5,739	74,421	-
<b>Total Operating Revenues</b>	<b>80,465</b>	<b>3,800,093</b>	<b>194,855</b>	<b>4,075,413</b>	<b>324,450</b>
<b>OPERATING EXPENSES:</b>					
Personal Services	56,383	867,674	26,310	950,367	-
Contracted Services	10,523	227,014	-	237,537	-
Insurance	3,840	26,126	1,601	31,567	30,642
Administration	-	320,496	12,954	333,450	-
Equipment Rental	-	108,150	-	108,150	-
Supplies	3,831	100,304	85,096	189,231	-
Utilities	25,843	237,863	26,079	289,785	-
Events	30,743	-	-	30,743	-
Repair and Maintenance	17,375	362,047	10,626	390,048	-
Depreciation	106,127	1,082,649	84,158	1,272,934	227,379
Miscellaneous	6,156	32,725	10,502	49,383	-
<b>Total Operating Expenses</b>	<b>260,821</b>	<b>3,365,048</b>	<b>257,326</b>	<b>3,883,195</b>	<b>258,021</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(180,356)</b>	<b>435,045</b>	<b>(62,471)</b>	<b>192,218</b>	<b>66,429</b>
<b>NON-OPERATING REVENUES (EXPENSES):</b>					
Interest and Rents	23	137,124	10	137,157	134
State Grants	-	268,545	-	268,545	-
Interest Expense	(37,575)	(336,040)	(17,003)	(390,618)	(11,131)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>(37,552)</b>	<b>69,629</b>	<b>(16,993)</b>	<b>15,084</b>	<b>(10,997)</b>
<b>Income (Loss) Before Transfers</b>	<b>(217,908)</b>	<b>504,674</b>	<b>(79,464)</b>	<b>207,302</b>	<b>55,432</b>
Operating Transfers In	268,830	457,680	70,000	796,510	-
Operating Transfers Out	-	(732,691)	-	(732,691)	-
<b>CHANGES IN NET POSITION</b>	<b>50,922</b>	<b>229,663</b>	<b>(9,464)</b>	<b>271,121</b>	<b>55,432</b>
<b>NET POSITION, JULY 1</b>	<b>803,578</b>	<b>9,785,252</b>	<b>815,094</b>	<b>11,403,924</b>	<b>1,674,053</b>
<b>NET POSITION, JUNE 30</b>	<b>\$ 854,500</b>	<b>\$ 10,014,915</b>	<b>\$ 805,630</b>	<b>\$ 11,675,045</b>	<b>\$ 1,729,485</b>

**Statement of Cash Flows  
Proprietary Fund Types  
For the Year Ended June 30, 2016**

	Business - type Activities Enterprise Funds			Total	Governmental Activities
	Ramsdell Theatre	Water and Sewer	Nonmajor Enterprise Funds		Internal Service Fund
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>					
Receipts from Customers	\$ 84,255	\$ 3,851,457	\$ 204,973	\$ 4,140,685	\$ 324,450
Payments to Suppliers	(130,663)	(1,504,785)	(158,153)	(1,793,601)	(30,427)
Payments to Employees	(56,680)	(861,976)	(25,395)	(944,051)	-
Internal Activity - Payments/Receipts with Other Funds	(300)	-	(27,685)	(27,985)	-
Net Cash Provided (Used) by Operating Activities	<u>(103,388)</u>	<u>1,484,696</u>	<u>(6,260)</u>	<u>1,375,048</u>	<u>294,023</u>
<b>CASH FLOWS FROM NONCAPITAL AND RELATED FINANCING ACTIVITIES:</b>					
Operating Transfers In	268,830	457,680	70,000	796,510	-
Operating Transfers Out	-	(732,691)	-	(732,691)	-
Net Cash Provided (Used) by Noncapital and Related Financing Activities	<u>268,830</u>	<u>(275,011)</u>	<u>70,000</u>	<u>63,819</u>	<u>-</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>					
Purchase of Capital Assets	-	(709,712)	(7,603)	(717,315)	(348,873)
State Grants	-	268,545	-	268,545	-
Note Proceeds	-	-	-	-	290,000
Interest Payments	(39,554)	(340,922)	(17,250)	(397,726)	(12,457)
Principal Payments	(139,275)	(1,085,000)	(22,820)	(1,247,095)	(74,268)
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(178,829)</u>	<u>(1,867,089)</u>	<u>(47,673)</u>	<u>(2,093,591)</u>	<u>(145,598)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>					
Net increase/(decrease) in investments	-	765,540	-	765,540	-
Interest Income	23	137,124	10	137,157	134
Net Cash Provided (Used) by Investing Activities	<u>23</u>	<u>902,664</u>	<u>10</u>	<u>902,697</u>	<u>134</u>
Net Increase (Decrease) in Cash and Equivalents	(13,364)	245,260	16,077	247,973	148,559
Balances - Beginning of the Year	<u>97,644</u>	<u>384,899</u>	<u>32,946</u>	<u>515,489</u>	<u>526,858</u>
Balances - End of the Year	<u>\$ 84,280</u>	<u>\$ 630,159</u>	<u>\$ 49,023</u>	<u>\$ 763,462</u>	<u>\$ 675,417</u>
<b>Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:</b>					
Operating Income (Loss)	\$ (180,356)	\$ 435,045	\$ (62,471)	\$ 192,218	\$ 66,429
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:					
Depreciation Expense	106,127	1,082,649	84,158	1,272,934	227,379
Pension Obligations	(30,126)	40,858	-	10,732	-
Change in Assets and Liabilities:					
(Increase) Decrease in Assets:					
Accounts Receivable	(640)	42,264	10,118	51,742	-
Prepaid Items and Inventory	(60)	(7,404)	(2,312)	(9,776)	215
Due from Other Funds	(300)	-	-	(300)	-
Increase (Decrease) in Liabilities:					
Accounts Payable	(2,166)	(123,514)	(8,983)	(134,663)	-
Accrued Liabilities	599	7,614	915	9,128	-
Due to Other Funds	-	-	(27,685)	(27,685)	-
Customer Deposits	4,430	9,100	-	13,530	-
Vested Employee Benefits	(896)	(1,916)	-	(2,812)	-
Net Cash Provided (Used) by Operating Activities	<u>\$ (103,388)</u>	<u>\$ 1,484,696</u>	<u>\$ (6,260)</u>	<u>\$ 1,375,048</u>	<u>\$ 294,023</u>

Statement of Fiduciary Net Position  
Fiduciary Funds  
For the Year Ended June 30, 2016

	Delinquent Tax	Payroll Clearing	Current Tax Collection	Totals
<b>ASSETS:</b>				
Cash and Equivalents - Unrestricted	\$ -	\$ 48,201	\$ -	\$ 48,201
Due from Other	-	799	-	799
<b>TOTAL ASSETS</b>	<b>\$ -</b>	<b>\$ 49,000</b>	<b>\$ -</b>	<b>\$ 49,000</b>
<b>LIABILITIES:</b>				
Due to Other Funds	-	49,000	-	49,000
Accrued Liabilities	-	-	-	-
<b>TOTAL LIABILITIES</b>	<b>\$ -</b>	<b>\$ 49,000</b>	<b>\$ -</b>	<b>\$ 49,000</b>

## **Notes to Financial Statements**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the City of Manistee conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by the City of Manistee.

**A. Reporting Entity**

The City of Manistee (the “City”) is governed by a City Council elected by the community at large. The legislative body appoints a City Manager to administer the affairs of the City. The City provides the following services as authorized by its charter: public safety (police and fire), highways and streets, parks and recreation, public improvements, planning and zoning and general administrative services. The City has adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 14 and Statement No. 61, regarding the definition of the reporting entity.

*Discretely Presented Component Units*

Friends of the Ramsdell

In accordance with GASB Statement No. 61, the financial statements of the Friends of the Ramsdell are included as a discretely presented component unit in the financial statements of the City. A complete financial statement of the Friends of the Ramsdell is included within these financial Statements.

The Friends of the Ramsdell financial statements are prepared in accordance with the accounting standards established by the Financial Accounting Standards Board and accordingly, a reporting model different from that of the City is used. The Friends of Ramsdell financial statements included within reflect both models.

Manistee City Housing Commission

The Mayor, with approval of the City Council, appoints the members of the governing board of the Commission. The Commission’s fiscal year end is December 31, 2015. A complete financial statement of the Housing Commission can be obtained from the Executive Director, City of Manistee Housing Commission, Century Terrace, Manistee, Michigan 49660.

Downtown Development Authority (“DDA”)

The Mayor, with approval of the City Council, appoints the members of the governing board of the DDA. The City also has the ability to significantly influence the operations of the DDA. A complete financial statement of the DDA can be obtained from the City Finance Director, City of Manistee, 70 Maple Street, Manistee, Michigan 49660-0358.

*Blended Component Units*

Brownfield Redevelopment Authority

The Mayor, with approval of the City Council, appoints the members of the governing board of the Brownfield Redevelopment Authority. The Brownfield Redevelopment Authority is reported as a blended component unit as a part of the City of Manistee’s financial statements.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)****B. Government-Wide Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. Likewise, the *primary government* is reported separately from the legally separate *component units* for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual proprietary funds are reported as separate columns in the fund financial statements. When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as needed.

**Fund Financial Statements.** The fund financial statements provide information about the City's funds, including its fiduciary funds. Separate statements for each fund category – *governmental*, *proprietary*, and *fiduciary* – are presented. The emphasis of fund financial statements is on major governmental and proprietary funds, each displayed in a separate column. All remaining governmental and proprietary funds are aggregated and reported as nonmajor funds.

The City reports the following major governmental funds:

The *General Fund* is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Major Street Fund* accounts for the use of motor fuel taxes which are restricted by State statutes for major street and highway purposes.

The *Local Street Fund* accounts for the use of motor fuel taxes which are restricted by State statute for local street purposes.

The *Oil and Gas Fund* accounts for the use of money derived from oil and gas royalties which have been endowed in a permanent fund by action of the electors of the City of Manistee. The income from the endowment was previously pledged in prior bond financing arrangements as part of the revenue stream to the Water and Sewer Utility. This pledge is still in effect; however, the City has adjusted water and sewer rates to allow the water and sewer utility to be self-sufficient without this revenue stream and funds calculated pursuant to an endowment spending rule are being used for capital improvements, including streets.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

The City reports the following major proprietary funds:

The *Water and Sewer Fund* is the City's major proprietary fund. It accounts for the activities of the City's water distribution, sewage disposal and treatment system.

The *Ramsdell Theatre Fund* accounts for the activities of the Ramsdell Theatre.

Additionally, the City reports the following fund types:

*Special Revenue Funds.* These funds account for revenue sources that are legally restricted to expenditures for specific purposes not including major capital projects.

*Capital Project Funds.* These funds account for the acquisition of capital assets or construction of major capital projects not being financed by proprietary funds.

*Enterprise Funds.* These funds account for the operations of the Boat Ramp and Marina funds.

*Internal Service Fund.* This fund accounts for operations that provide machinery and equipment to other departments of the City on a cost-reimbursement basis.

*Agency Funds.* These funds account for assets held for others in an agency capacity.

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

***Government-wide, Proprietary and Fiduciary Fund Financial Statements.*** The government-wide, proprietary, and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, except for agency funds which do not have a measurement focus. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash is disbursed.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies and investment earnings, result from nonexchange transactions or ancillary activities.

Nonexchange transactions, in which the City gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

***Governmental Fund Financial Statements.*** Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The City considers all revenues reported in the governmental funds to be available if they are collected within 60 days after year-end. Property taxes, state revenue, and interest are considered to be susceptible to accrual.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Expenditures are recorded when the related fund liability is incurred, except for principal and interest on long-term debt, compensated absences, and claims and judgments, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of long-term debt and acquisitions under capital leases, if any, are reported as other financing sources.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the City's water and sewer function and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided and 2) operating grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise and internal service funds are charges to customers for sales and services. Rent from the Ramsdell Theatre is also considered operating revenue. The City also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**D. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position/Fund Balance*****Cash and Equivalents***

The City's cash and equivalents include cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. Pooled investment income for all funds is allocated to each fund based on average cash balance. Deposits are recorded at cost.

***Interfund Receivables and Payables***

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

***Property Taxes***

The City's property taxes are levied each July 1 on the taxable valuation of property located in the City as of the preceding December 31, the lien date. Property taxes are payable without penalty and interest through August 20th; as of March 1 of the succeeding year, unpaid real property taxes are sold to and collected by Manistee County.

Assessed values are established annually by the City, and subject to acceptance by the County, are equalized by the state at an estimated 50% of current market value. Real and personal property in the City for the 2015 levy were assessed and equalized at \$193,465,931 (not including properties subject to Industrial Facilities Tax Exemption), representing 50% of estimated current market value.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

The government’s general operating tax rate for fiscal year 2016 was 17.7612 mills, with an additional 1.1500 mills levied for the City Refuse Fund.

Property taxes for the DDA are derived from a tax increment financing agreement between the DDA and other related taxing districts. Under this agreement, the DDA receives those property taxes levied on the increment of current taxable valuations (determined as of the preceding December 31, the lien date) over base year assessed valuations on certain property located in the City, which are within the DDA district. Property taxes are recognized in the fiscal year in which they are levied.

***Inventories and Prepaids Items***

Inventories are valued at cost on the first in, first out basis for proprietary fund types. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future fiscal years and are recorded as prepaid items in both governmental-wide and fund financial statements.

***Capital Assets***

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, sidewalks, and similar items), reported in the applicable governmental or business-type activities columns in the government-wide financial statements. The City defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities, if any, is included as part of the capitalized value of the assets constructed. No such interest expense was incurred during the current fiscal year.

Capital assets of the primary government are depreciated using the straight-line method over the following estimated useful lives:

Buildings	40 to 60 years
Building Improvements	15 to 30 years
Water and Sewer Lines	50 to 75 years
Roads	10 to 30 years
Other Infrastructure	10 to 30 years
Vehicles	3 to 5 years
Office Equipment	5 to 7 years
Computer Equipment	3 to 7 years

***Pensions***

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Pension Plan and additions to/deductions from the fiduciary net position have been determined on the same basis as they are reported by MERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)*****Vested Employee Benefits (Vacation, Personal, and Sick Leave)***

Vacation and sick days for the City's salaried and some hourly employees are determined by the City's personnel policies, and the remaining City's hourly employees are determined by the union agreement between the City and the employees' union. The liability for these amounts will be included in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations or retirements.

**Housing Commission**

It is the Commission's policy to permit employees to accumulate a limited amount of earned but unused sick leave and vacation days. The liability for these compensated absences is recorded as short-term and long-term liabilities based on historical trends. In accordance with the provision of GASB Statement No. 16, no liability is recorded for non-vesting accumulating rights to received sick pay benefits.

***Deferred Outflows of Resources***

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The government has pension items that qualify for reporting in this category.

***Deferred Inflows of Resources***

In addition to liabilities, the statement of net position and governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The government has pension items that qualify for reporting in this category.

***Long-Term Obligations***

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are recorded as deferred inflows and outflows and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as period expenses.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)*****Fund Balance Classification***

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- **Nonspendable**: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The City has classified Prepaid Items and Oil and Gas Principal accumulated royalties as being Nonspendable as these items are not expected to be converted to cash within the next year. The City has \$7,694,124 in Nonspendable fund balance.
- **Restricted**: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The City has \$582,690 in restricted fund balance for Major and Local Streets, City Refuse, Brownfield Redevelopment Authority, and Grant Management funds.
- **Committed**: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the City. These amounts cannot be used for any other purpose unless the City removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The City has committed \$298,364 for vested employee benefits and capital project funds.
- **Assigned**: This classification includes amounts that are constrained by the City's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the City through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The City has assigned funds in the amount of \$2,092,208.
- **Unassigned**: This classification includes the residual fund balance for the General Fund. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts.

The City would typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned resources first to defer the use of these other classified funds.

***Use of Estimates***

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the reporting period. Actual results could differ from those estimates.

**NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

***Budgetary Procedures***

Budgetary procedures are established pursuant to PA 621 of 1978, as amended, (MCL 141.421) which requires the City Council to approve a budget for the General Fund and all Special Revenue Funds. The Manager prepares a budget in accordance with the Act which is adopted by the Board at a public hearing each May. All budgets lapse at fiscal year end.

***Budget Violations***

Public Act 621 of 1978, as amended, requires budget amendments as needed to prevent actual expenditures from exceeding those provided for in the budget. Expenditures that exceeded appropriations by material amounts are listed on page 54 through 56.

**NOTE 3 - CASH AND INVESTMENTS**

At year end, the City's cash and investments were reported in the basic financial statements in the following categories:

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total Primary Government</u>	<u>Fiduciary Funds</u>	<u>Component Units</u>
Cash and Equivalents - Unrestricted	\$ 2,140,758	\$ 707,732	\$ 2,848,490	\$ 48,201	\$ 629,616
Cash and Equivalents – Restricted	-	55,730	55,730	-	53,522
Investments – Restricted	<u>9,264,122</u>	<u>2,449,647</u>	<u>11,713,769</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<b><u>\$ 11,404,880</u></b>	<b><u>\$ 3,213,109</u></b>	<b><u>\$ 14,617,989</u></b>	<b><u>\$ 48,201</u></b>	<b><u>\$ 683,138</u></b>

Cash and investments of the Water and Sewer Fund are restricted by bond debt reserve requirements and for future construction in the amount of \$55,730. Investments in the Oil and Gas Fund are restricted by the related trust agreement.

The breakdown between cash and investments is as follows:

	<u>Primary Government</u>	<u>Fiduciary Funds</u>	<u>Component Units</u>
Bank Deposits (checking and savings accounts, certificates of deposit and money market accounts)	\$ 2,901,320	\$ 48,201	\$ 682,838
Petty Cash and Cash on Hand	2,900	-	300
Investments	<u>11,713,769</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<b><u>\$ 14,617,989</u></b>	<b><u>\$ 48,201</u></b>	<b><u>\$ 683,138</u></b>

NOTE 3 - CASH AND INVESTMENTS (Continued)

Investments

	<u>Fair Value</u>	<u>Less Than 1</u>	<u>1 – 5</u>	<u>6 – 10</u>	<u>More Than 10</u>	<u>Ratings</u>
Investments:						
US Treasury Bills	\$ 486,467	\$ -	\$ 253,524	\$ 232,943	\$ -	AAA
Equity Securities	5,980,326	-	-	-	5,980,326	N/A
Asset Backed Securities	599,194	176,478	101,589	105,873	215,254	AAA
Bond Funds	1,604,245	75,860	871,608	656,777	-	AA+
Money Market	2,814,022	2,814,022	-	-	-	N/A
Other Assets	229,515	229,515	-	-	-	N/A
Total Investments	<u>\$ 11,713,769</u>	<u>\$ 3,295,875</u>	<u>\$ 1,226,721</u>	<u>\$ 995,593</u>	<u>\$ 6,195,580</u>	

The City categorizes its fair value measurements of investments within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The City has the following fair value measurements as of year end:

- The Charles Swab oil and gas fund is valued using quoted market prices (Level 1 inputs).
- The Michigan Class investments are valued using a pricing model utilizing observable fair value measures of fund/pool investments and other observable inputs in determining the fair value of the securities making up the investments fund/pool (Level 2 inputs).
- The city does not have any investments that report fair value based on significant unobservable inputs (Level 3 inputs).

*Interest rate risk.* State law limits the allowable investments and maturities of some of the allowable investments as identified above. The City’s investment policy does not have specific limits in excess of state law on investment maturities as a means of managing its exposure of fair value losses arising from decreasing interest rates.

*Credit risk.* State law limits investments to specific government securities, certificates of deposits and bank accounts with qualified financial institutions, commercial paper with specific maximum maturities and ratings when purchased, bankers acceptances of specific financial institutions, qualified mutual funds and qualified external investment pools. The City’s investment policy does not have specific limits in excess of state law or investment credit risk.

*Custodial deposit credit risk.* Custodial deposit credit risk is the risk that in the event of a bank failure, the City’s deposits may not be returned. State law does not require and the City does not have a policy for deposit custodial credit risk. As of year end, \$2,052,084 of the City’s bank balance of \$3,052,084 was exposed to credit risk because it was uninsured and uncollateralized.

*Concentration of credit risk.* State law limits allowable investments but does not limit concentration of credit risk as identified above. The city’s investment policy also does not have specific limits in concentration of credit risk. None of the investments held by the City exceeds five percent of the City’s total investments.

**NOTE 3 - CASH AND INVESTMENTS (Continued)**

Statutory Authority:

Public Act 20 of 1943, entitled "An act relative to the investment of funds of public corporations of the state; and to validate certain investments," by amending section 1 (MCL 129.91), as amended by 2009 PA 21.

Except as provided in section 5, the governing body by resolution may authorize its investment officer to invest the funds of that public corporation in one or more of the following:

- a. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- b. Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection (2); certificates of deposit obtained through a financial institution as provided in subsection (5); or deposit accounts of a financial institution as provided in subsection (6).
- c. Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and matures not more than 270 days after the date of purchase.
- d. Repurchase agreements consisting of instruments listed in subdivision (a).
- e. Bankers' acceptances of United States banks.
- f. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- g. Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
  - (i) The purchase of securities on a when-issued or delayed delivery basis.
  - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
  - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- h. Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- i. Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.
- j. The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

The City's deposits and investment policy are in accordance with statutory authority.

The Oil and Gas funds are invested pursuant to Section 7 MCL 129.97

These deposits are in various financial institutions in varying amounts. All accounts are in the name of the City and specific funds. They are recorded in City records at cost. Interest is recorded when the deposits mature or is credited to the applicable account.

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity for the primary government for the current year was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Adjustments/ Decreases</u>	<u>Ending Balances</u>
<b>Governmental Activities:</b>				
<i>Capital assets not being depreciated:</i>				
Land	\$ 4,715,697	\$ -	\$ -	\$ 4,715,697
Construction in Progress	<u>19,330</u>	<u>240,205</u>	<u>(15,766)</u>	<u>243,769</u>
Subtotal	<u>4,735,027</u>	<u>240,205</u>	<u>(15,766)</u>	<u>4,959,466</u>
<i>Capital assets being depreciated:</i>				
Land Improvements	5,276,592	-	-	5,276,592
Infrastructure	10,660,348	396,777	-	11,057,125
Buildings and Improvements	6,525,561	-	-	6,525,561
Vehicles	2,614,459	52,054	(28,000)	2,638,513
Furniture and Equipment	<u>2,840,645</u>	<u>312,074</u>	<u>-</u>	<u>3,152,719</u>
Subtotal	<u>27,917,605</u>	<u>760,905</u>	<u>(28,000)</u>	<u>28,650,510</u>
<i>Less accumulated depreciation for:</i>				
Land Improvements	(2,076,551)	(140,747)	-	(2,217,298)
Infrastructure	(3,033,150)	(476,492)	-	(3,509,642)
Buildings and Improvements	(3,105,366)	(191,211)	-	(3,296,577)
Vehicles	(1,828,631)	(140,062)	28,000	(1,940,693)
Furniture and Equipment	<u>(1,634,037)</u>	<u>(164,409)</u>	<u>-</u>	<u>(1,798,446)</u>
Subtotal	<u>(11,677,735)</u>	<u>(1,112,921)</u>	<u>28,000</u>	<u>(12,762,656)</u>
Net Capital Assets Being Depreciated	<u>16,239,870</u>	<u>(352,016)</u>	<u>-</u>	<u>15,887,854</u>
Capital Assets – Net	<u>\$ 20,974,897</u>	<u>\$ (111,811)</u>	<u>\$ (15,766)</u>	<u>\$ 20,847,320</u>

Depreciation expense was charged to functions/programs of the governmental activities as follows:

<b>Governmental Activities</b>	
General Government	\$ 189,989
Public Safety	37,887
Public Works	529,834
Recreation and Culture	183,220
Internal Service	<u>171,991</u>
<b>Total Depreciation Expense - Governmental Activities</b>	<b><u>\$ 1,112,921</u></b>

**NOTE 4 - CAPITAL ASSETS (Continued)**

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
<b>Business-type Activities:</b>				
<i>Capital assets not being depreciated:</i>				
Land	\$ 60,207	\$ -	\$ -	\$ 60,207
Construction in Progress	<u>291,557</u>	<u>236,842</u>	<u>(116,897)</u>	<u>411,502</u>
Subtotal	<u>351,764</u>	<u>236,842</u>	<u>(116,897)</u>	<u>471,709</u>
<i>Capital assets being depreciated:</i>				
Land Improvements	424,960	-	-	424,960
Building and Improvements	3,843,094	7,777	-	3,850,871
Infrastructure	35,173,517	490,870	-	35,664,387
Equipment	<u>1,201,284</u>	<u>98,723</u>	<u>-</u>	<u>1,300,007</u>
Subtotal	<u>40,642,855</u>	<u>597,370</u>	<u>-</u>	<u>41,240,225</u>
<i>Less accumulated depreciation for:</i>				
Land Improvements	(123,410)	(22,340)		(145,750)
Building and Improvements	(877,089)	(155,454)		(1,032,543)
Infrastructure	(17,983,491)	(1,017,593)		(19,001,084)
Equipment	<u>(691,129)</u>	<u>(77,547)</u>	<u>-</u>	<u>(768,676)</u>
Subtotal	<u>(19,675,119)</u>	<u>(1,272,934)</u>	<u>-</u>	<u>(20,948,053)</u>
Net Capital Assets Being Depreciated	<u>20,967,736</u>	<u>(675,564)</u>	<u>-</u>	<u>20,292,172</u>
Capital Assets – Net	<u>\$ 21,319,500</u>	<u>\$ (438,722)</u>	<u>\$ (116,897)</u>	<u>\$ 20,763,881</u>

Depreciation expense was charged to functions/programs of the business-type activities as follows:

<b>Business-type Activities</b>		
Water and Sewer		\$ 1,082,649
Boat Ramp		24,475
Marina		59,683
Ramsdell Theatre		<u>106,127</u>
<b>Total Depreciation Expense - Business-type Activities</b>		<u>\$ 1,272,934</u>

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
<b>Manistee Housing Commission:</b>				
<i>Capital assets not being depreciated:</i>				
Land	\$ 360,272	\$ -	\$ -	\$ 360,272
Construction in Progress	<u>-</u>	<u>135,078</u>	<u>-</u>	<u>135,078</u>
Subtotal	<u>360,272</u>	<u>135,078</u>	<u>-</u>	<u>495,350</u>

**NOTE 4 - CAPITAL ASSETS (Continued)**

*Capital assets being depreciated:*

Buildings	9,959,683	45,843	-	10,005,526
Furniture and Equipment – Dwell	244,824	14,418	-	259,242
Furniture and Equipment – Admin.	<u>513,894</u>	<u>6,727</u>	<u>-</u>	<u>520,621</u>
Subtotal	<u>10,718,401</u>	<u>66,988</u>	<u>-</u>	<u>10,785,389</u>

*Less accumulated depreciation:*

Buildings	(7,022,052)	(256,649)	-	(7,278,701)
Furniture and Equipment – Dwell	(218,169)	(6,958)	-	(225,127)
Furniture and Equipment – Admin.	<u>(471,480)</u>	<u>(20,218)</u>	<u>-</u>	<u>(491,698)</u>
Subtotal	<u>(7,711,701)</u>	<u>(283,825)</u>	<u>-</u>	<u>(7,995,526)</u>

Net Capital Assets Being Depreciated 3,006,700 (216,837) - 2,789,863

Capital Assets - Net \$ 3,366,972 \$ (81,759) \$ - \$ 3,285,213

Depreciation expense for the year ended December 31, 2015 was \$283,825.

**NOTE 5 - INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS**

The City reports interfund balances between many of its funds. Some of the balances are considered immaterial and are aggregated into a single column or row. The total of all balances agrees with the sum of interfund balances presented in the statements of net position/balance sheet for governmental funds, proprietary funds, and fiduciary funds. Interfund transactions resulting in interfund receivables and payables are as follows:

		DUE FROM OTHER FUNDS				
		General	Nonmajor Governmental	Ramsdell Theatre	Water and Sewer	Total
<b>DUE TO OTHER FUNDS</b>	General	\$ 246	\$ 27,977	\$ 300	\$ 4,500	\$ 33,023
	Fiduciary	<u>49,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>49,000</u>
	Total	<u>\$ 49,246</u>	<u>\$ 27,977</u>	<u>\$ 300</u>	<u>\$ 4,500</u>	<u>\$ 82,023</u>

All balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

NOTE 5 - INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS (Continued)

	LONG-TERM ADVANCES FROM OTHER FUNDS		
	General	Oil and Gas	Total
Boat Ramp	\$ -	\$ 81,369	\$ 81,369
Marina	10,000	249,435	259,435
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ 330,804</b>	<b>\$ 340,804</b>

TRANSFERS (OUT)

	General	Major Street	Local Street	Oil and Gas	Nonmajor Governmental	Water and Sewer	Total
	General	\$ -	\$ -	\$ 81,388	\$ -	\$ 72,636	\$ 275,011
Major Street	57,997	-	-	-	-	-	57,997
Local Street	130,211	191,388	-	-	179,998	-	501,597
Nonmajor Governmental	5,616	-	-	-	-	457,680	463,296
Ramsdell Theatre	90,000	-	-	-	178,830	-	268,830
Water and Sewer	-	-	-	457,680	-	-	457,680
Nonmajor Enterprise	-	-	-	-	70,000	-	70,000
<b>Total</b>	<b>\$ 283,824</b>	<b>\$ 191,388</b>	<b>\$ 81,388</b>	<b>\$ 457,680</b>	<b>\$ 501,464</b>	<b>\$ 732,691</b>	<b>\$ 2,248,435</b>

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, (2) moves receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

NOTE 6 - LONG-TERM DEBT

Primary Government

The City issues bonds to provide for the acquisition and construction of major capital facilities. General obligation bonds are direct obligations and pledge the full faith and credit of the government. City contractual agreements and installment purchase agreements are also general obligations of the City. Revenue bonds involve a pledge of specified income derived from the acquired or constructed assets to pay debt service.

Bond and contractual obligation activity can be summarized as follows:

	Interest Rate	Principal Matures	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<b>Governmental Activities</b>							
<b>Bonds:</b>							
2010 DDA Limited Tax General Obligation Bond	2.00 to 4.00%	2020	630,000	\$ -	\$ 120,000	\$ 510,000	\$ 120,000
2010 Tax General Obligation	2.00 to 4.65%	2031	4,945,000	-	230,000	4,715,000	235,000
2013 General Obligation Refunding Bond	2.00 to 2.50%	2024	1,920,000	-	165,000	1,755,000	175,000

**NOTE 6 - LONG-TERM DEBT (Continued)**

	<u>Interest Rate</u>	<u>Principal Matures</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<b><u>Governmental Activities (Continued)</u></b>							
<b>Installment Loan:</b>							
Michigan Economic Development Corporation Loan	0.0%	2022	39,312	-	5,616	33,696	5,616
<b>Notes Payable:</b>							
Braun Ambulance	2.70%	2022	205,878	-	23,364	182,514	23,990
Plow Truck	1.33%	2018	90,595	-	29,798	60,797	30,197
Plow Truck			-	290,000	-	290,000	70,582
Subtotal			7,830,785	290,000	573,778	7,547,007	660,385
Vested Employee Benefits			258,949	13,141	-	272,090	-
<b>Total Governmental Activities – Long-Term Debt</b>			<u>8,089,734</u>	<u>303,141</u>	<u>573,778</u>	<u>7,819,097</u>	<u>660,385</u>
<b><u>Business-type Activities</u></b>							
<b>Bonds:</b>							
1997 General Obligation Revenue Bonds	2.25%	2017	65,000	-	30,000	35,000	35,000
1998 General Obligation Bonds	2.25%	2019	630,000	-	150,000	480,000	155,000
1999 General Obligation Bonds	2.50%	2021	810,000	-	125,000	685,000	130,000
2005 Water & Sewer Refunding Bonds	3.25 to 4.25%	2028	3,615,000	-	515,000	3,100,000	530,000
2006 SRF Water & Sewer Bonds	1.63%	2027	1,747,270	-	135,000	1,612,270	140,000
2010 SRF Water & Sewer Bonds	2.50%	2031	551,075	-	30,000	521,075	30,000
2010 DWRF Water & Sewer Bonds	2.50%	2031	385,000	-	20,000	365,000	20,000
2011 DWRF Water & Sewer Bonds	2.50%	2031	372,555	-	20,000	352,555	20,000
2011 SRF Water & Sewer Bonds	2.50%	2031	1,110,774	-	60,000	1,050,774	60,000
2015 Water & Sewer Revenue Bonds			2,770,000	-	-	2,770,000	-
<b>Installment Loans:</b>							
Marina Debt	3.24%	2026	295,672	-	22,820	272,852	23,544
Ramsdell Theatre – Roof	3.99%	2017	102,225	-	66,737	35,488	35,488
Ramsdell Theatre -- HVAC	3.64%	2027	1,015,828	-	72,538	943,290	75,209
Subtotal			13,470,399	-	1,247,095	12,223,304	1,254,241
Vested Employee Benefits			58,127	-	2,812	55,315	-
<b>Total Business-type Activities – Long-Term Debt</b>			<u>13,528,526</u>	<u>-</u>	<u>1,249,907</u>	<u>12,278,619</u>	<u>1,254,241</u>
<b>Total Long-Term Debt – Primary Government</b>			<u>\$21,618,260</u>	<u>\$ 303,141</u>	<u>\$ 1,823,685</u>	<u>\$20,097,716</u>	<u>\$ 1,914,626</u>

**NOTE 6 - LONG-TERM DEBT (Continued)**

Annual debt service requirements to maturity for the above obligations are as follows:

Fiscal:	Governmental Activities		Business-type Activities	
	Bonds/Installment Notes Payable		Bonds/Installment Notes Payable	
	Principal	Interest	Principal	Interest
2017	\$ 660,385	\$ 256,081	\$ 1,254,241	\$ 350,949
2018	687,722	238,975	1,252,285	312,221
2019	684,083	219,917	1,295,945	272,605
2020	711,085	198,626	1,349,735	229,548
2021	527,351	178,938	698,661	197,103
2022-2026	2,361,381	630,567	3,054,805	731,282
2027-2031	1,915,000	226,399	2,077,632	349,941
2032-2036	-	-	1,240,000	103,513
<b>TOTALS</b>	<b>\$ 7,547,007</b>	<b>\$ 1,949,503</b>	<b>\$ 12,223,304</b>	<b>\$ 2,547,162</b>

**Component Unit – Housing Commission**

MSHDA Mortgages – In 2007, the Commission, through MSHDA, a government agency, borrowed \$326,000 maturing December 2047 and in 2008 borrowed \$174,000 maturing December 2048. These are three forgivable mortgages that are non-interest bearing and secured by property and buildings. If the properties mortgaged are continuously used in the Domestic Violence program, the mortgages are forgivable over the 40 year term; 25% for each 10 years that the houses stay in the program. The Commission is required by the loan agreement to deposit money each year in a reserve account to cover maintenance and repairs for the homes over the term of the loans. The amount deposited in the reserve account as of December 31, 2015 was \$63,599.

Note obligation activity can be summarized as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<b>Housing Commission</b>					
Mortgage 1 MSHDA	\$ 166,000	\$ -	\$ -	\$ 166,000	\$ -
Mortgage 2 MSHDA	160,000	-	-	160,000	-
Mortgage 3 MSHDA	174,000	-	-	174,000	-
Total Notes Payable	500,000	-	-	500,000	-
Compensated Absences	32,460	111	5,882	26,689	14,891
<b>Total Component Unit Long-Term Debt</b>	<b>\$ 532,460</b>	<b>\$ 111</b>	<b>\$ 5,882</b>	<b>\$ 526,689</b>	<b>\$ 14,891</b>

Since the MSHDA mortgage payables are forgivable over 40 years there are no future debt service requirements as of December 31, 2015.

**NOTE 7 - LEASES**

Capital Leases – The City has entered into a two lease agreements with US Bancorp and one with Team Financial for the purchase of three Kyocera TASK Alpha copiers. The City entered into another lease agreement with PNC for a Vactor Truck. The lease agreements qualify as capital leases for accounting purposes and, therefore have been recorded at the present value of the future minimum lease payments as of the inception date. The future minimum lease obligations and the net present value is as follows:

<u>Year Ended June 30</u>	
2017	\$ 31,267
2018	165,751
2019	1,888
2020	<u>314</u>
Total Minimum Lease Payments	199,220
Less: Amount Representing Interest	<u>(8,936)</u>
Present Value	<u>\$ 190,284</u>

Capital Lease – Housing Commission – In November 2010, the Commission entered into an equipment lease-purchase agreement to acquire equipment under an energy performance contract to update the heating and efficiency of several properties. The total amount of the contract is \$1,287,635, which began in January 2013 and was all committed as of December 31, 2014. Principal payments commenced March 2014. Interest from inception to March 2014 in the amount of \$19,981 was added to principal. The agreement ends in July 2030.

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Beginning Balance</u>	<u>Due Within One Year</u>
EPC Capital Lease	\$ 1,179,253	\$ -	\$ 20,989	\$ 1,158,264	\$ 25,892

Payments under the agreement are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2016	\$ 25,892	\$ 73,378	\$ 99,270
2017	31,244	71,568	102,812
2018	37,079	69,400	106,479
2019	43,432	66,845	110,277
2020	50,342	63,867	114,209
2021-2025	377,941	257,141	635,082
2026-2030	<u>592,334</u>	<u>95,294</u>	<u>687,628</u>
Total	<u>\$ 1,158,264</u>	<u>\$ 697,493</u>	<u>\$ 1,855,757</u>

**NOTE 8 - RISK MANAGEMENT**

The City is exposed to various risks of losses related to property loss, torts theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which it obtains coverage from commercial insurance companies. The City has had no settled claims resulting from these risks that exceeded their commercial coverage in any of the past three fiscal years.

**NOTE 9 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS**

**PRIMARY GOVERNMENT**

Description of Plan and Plan Assets

The City is in an agent multiple-employer defined benefit pension plan with the Municipal Employees' Retirement System (MERS). The system provides the following provisions: normal retirement, deferred retirement and service retirement to plan members and their beneficiaries. The service requirement is computed using credited service at the time of termination of membership multiplies by the sum of 1.5% to 2.8% (depending on division) times the final compensation (FAC). The most recent period of which actuarial data was available was for year ended December 31, 2015.

General Information about the Pension Plan

*Plan Description.* The employer's defined benefit pension plan provides certain retirement, disability and death benefits to plan members and beneficiaries. The employer participates in the Municipal Employees Retirement System (MERS) of Michigan. MERS is an agent multiple-employer, statewide public employee pension plan established by the Michigan Legislature under Public Act 135 of 1945 and administered by a nine member Retirement Board. MERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained accessing the MERS website at [www.mersofmich.com](http://www.mersofmich.com).

<b>01 – Non-Union: Open Division</b>	
	<b>2015 Valuation</b>
<b>Benefit Multiplier:</b>	2.00% Multiplier (no max)
<b>Normal Retirement Age:</b>	60
<b>Vesting:</b>	8 Years
<b>Early Retirement (Unreduced):</b>	55/30
<b>Early Retirement (Reduced):</b>	50/25
	55/15
<b>Final Average Compensation:</b>	5 years
<b>Employee Contributions</b>	4%
<b>Act 88:</b>	Yes (Adopted 1/1/2005)
<b>02 – POAM: Open Division</b>	
	<b>2015 Valuation</b>
<b>Benefit Multiplier:</b>	2.80% Multiplier (80% max)
<b>Normal Retirement Age:</b>	60
<b>Vesting:</b>	10 Years
<b>Early Retirement (Unreduced):</b>	55/25
	50/15
<b>Early Retirement (Reduced):</b>	-
<b>Final Average Compensation:</b>	3 years
<b>Employee Contributions</b>	4%
<b>Act 88:</b>	Yes (Adopted 1/1/2005)

NOTE 9 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)

**05 – IAFF: Open Division**

	2015 Valuation
Benefit Multiplier:	2.80% Multiplier (80% max)
Normal Retirement Age:	60
Vesting:	10 Years
Early Retirement (Unreduced):	50/25
Early Retirement (Reduced):	50/15
Final Average Compensation:	3 years
Employee Contributions	4%
D-2:	D-2 (25%)
Act 88:	Yes (Adopted 1/1/2005)

**10 – USWA: Close to new hires, linked to Division 11**

	2015 Valuation
Benefit Multiplier:	2.00% Multiplier (no max)
Normal Retirement Age:	60
Vesting:	8 Years
Early Retirement (Unreduced):	55/30
Early Retirement (Reduced):	50/25
	55/15
Final Average Compensation:	5 years
Employee Contributions	4%
Act 88:	Yes (Adopted 1/1/2005)

**11 – USWA hired after 7/1/2011: Open Division, linked to Division 10**

	2015 Valuation
Benefit Multiplier:	1.50% Multiplier (no max)
Normal Retirement Age:	60
Vesting:	8 Years
Early Retirement (Unreduced):	55/30
Early Retirement (Reduced):	50/25
	55/15
Final Average Compensation:	5 years
Employee Contributions	4%
Act 88:	Yes (Adopted 1/1/2005)

**20 – COAM: Closed to new hires, linked to Division 22**

	2015 Valuation
Benefit Multiplier:	2.80% Multiplier (80% max)
Normal Retirement Age:	60
Vesting:	10 Years
Early Retirement (Unreduced):	50/25
	55/15
Early Retirement (Reduced):	-
Final Average Compensation:	3 years
Employee Contributions	4%
Act 88:	Yes (Adopted 1/1/2005)

NOTE 9 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)

**21 – POAM after 07/01/2015: Open Division, linked to Division 02**

	<u>2015 Valuation</u>
Benefit Multiplier:	2.50% Multiplier (80% max)
Normal Retirement Age:	60
Vesting:	10 Years
Early Retirement (Unreduced):	50/25 55/15
Early Retirement (Reduced):	-
Final Average Compensation:	3 years
Employee Contributions	4%
Act 88:	Yes (Adopted 1/1/2005)

Employees Covered by Benefit Terms

At June 30, 2016, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	54
Inactive employees entitled to but not yet receiving benefits	4
Active employees	<u>48</u>
	106

Funding Policy

The obligation to contribute to and maintain the system for these employees was established by negotiation with the City's competitive bargaining unit and personnel policy, which require employees to contribute to the plan. The City is required to contribute at an actuarially determined rate.

The contribution rate as a percentage of payroll at June 30, 2016 is as follows:

Non-Union	10.04%
POAM	14.61%
IAFF	22.33%
USWA	-%
USWA hired after 7/1/11	4.56%
COAM	7.16%
POAM after 7/1/15	-%

Net Pension Liability

The City's net pension liability was measured as of December 31, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

*Actuarial Assumptions.* The total pension liability in the December 31, 2015 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0 to 4.0 percent
Salary increases	4.5 percent, average, including inflation
Investment rate of return	8.0 percent

**NOTE 9 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)**

Although no specific price inflation assumptions are needed for the valuation, the 4.5% long-term wage inflation assumption would be consistent with a price inflation of 3% - 4%.

Mortality rates used were based on the 1994 Group Annuity Mortality Table of a 50% Male and 50% Female blend. For disabled retirees, the regular mortality table is used with a 10-year set forward in ages to reflect the higher expected mortality rates of disabled members.

The actuarial assumptions used in valuation were based on the results of the most recent actuarial experience study in 2008. (MERS Retirement Board is currently conducting an actuarial experience study covering the period from January 1, 2009, through December 31, 2013.)

The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net of investment and administrative expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Global Equity	57.5%	5.02%
Global Fixed Income	20.0%	2.18%
Real Assets	12.5%	4.23%
Diversifying Strategies	10.0%	6.56%

*Discount Rate.* The discount rate used to measure the total pension liability is 8.0% for 2015 and will be 8.0% in thereafter. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

NOTE 9 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)

Changes in the Net Pension Liability:

	Increases (Decreases)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
<b>Balances at December 31, 2014</b>	\$ 16,864,103	\$ 15,050,771	\$ 1,813,332
Service cost	293,554	-	293,554
Interest on total pension liability	1,319,718	-	1,319,718
Changes in benefits	(2,973)	-	(2,973)
Difference between expected and actual experience	50,037	-	50,037
Changes in assumptions	780,329	-	780,329
Employer contributions	-	216,916	(216,916)
Employee contributions	-	132,242	(132,242)
Net investment income	-	(219,279)	219,279
Benefit payments, including employee refunds	(1,028,824)	(1,028,824)	-
Administrative expense	-	(32,521)	32,521
Other changes	35,381	-	35,381
<b>Net changes</b>	<b>1,447,222</b>	<b>(931,466)</b>	<b>2,378,688</b>
<b>Balances as of December 31, 2015</b>	<b>\$ 18,311,325</b>	<b>\$ 14,119,305</b>	<b>\$ 4,192,020</b>

*Sensitivity of the net pension liability to changes in the discount rate.* The following presents the net pension liability of the City, calculated using the discount rate of 8.25% , as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (7.25%) or 1-percentage-point higher (9.25%) than the current rate:

	1% Decrease (7.00%)	Current Discount Rate (8.00%)	1% Increase (9.25%)
City's net pension liability	\$6,137,009	\$4,192,021	\$2,431,032

*Pension plan fiduciary net position.* Detailed information about the pension plan's fiduciary net position is available in the separately issued MERS financial report.

**Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

For the year ended June 30, 2016, the City recognized pension expense of (\$908,943). At June 30, 2016, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**NOTE 9 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)**

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 37,528	\$ -
Changes in assumptions	-	585,247
Net difference between projected and actual earnings on pension plan investments	1,115,883	-
Contributions subsequent to the measurement date	<u>126,345</u>	<u>-</u>
Total	<u>\$ 1,279,756</u>	<u>\$ 585,247</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recorded in pension expense as follows:

<u>Year Ended June 30:</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
2017	\$ 384,470	\$ 195,082
2018	384,470	195,082
2019	<u>384,471</u>	<u>195,083</u>
Total	<u>\$ 1,153,411</u>	<u>\$ 585,247</u>

Annual Pension Cost

During the year ended June 30, 2016, the City's contributions totaling \$243,477 were made in accordance with contribution requirement determined by an actuarial valuation of the plan as of December 31, 2015. The employer contribution rate has been determined based on the entry age normal funding method. Under the entry age normal cost funding method, the total employer contribution is comprised of the normal cost plus the level annual percentage of payroll payment required to normal cost is, for each employee, the level percentage of payroll contribution (from entry age to retirement) required to accumulate sufficient assets at the member's retirement to pay for his projected benefit. Significant actuarial assumptions used include a long-term investment yield rate of 8 percent and annual salary increases of 4.5 percent based on an age-related scale to reflect merit, longevity, and promotional salary increases. The unfunded actuarial liability is amortized as a level percent of payroll on a closed basis. The remaining amortization period is 26 years.

**COMPONENT UNIT – MANISTEE HOUSING COMMISSION**

Description of Plan and Plan Assets

The Commission is in an agent multiple-employer defined benefit pension plan with the Municipal Employees' Retirement System (MERS). The system provides the following provisions: normal retirement, deferred retirement and service retirement to plan members and their beneficiaries. The service requirement is computed using credited service at the time of termination of membership multiplies by the sum of 1.5% to 2.8% (depending on division) times the final compensation (FAC). The most recent period of which actuarial data was available was for year ended December 31, 2014.

**NOTE 9 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)**

General Information about the Pension Plan

*Plan Description.* The employer’s defined benefit pension plan provides certain retirement, disability and death benefits to plan members and beneficiaries. The employer participates in the Municipal Employees Retirement System (MERS) of Michigan. MERS is an agent multiple-employer, statewide public employee pension plan established by the Michigan Legislature under Public Act 135 of 1945 and administered by a nine member Retirement Board. MERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained accessing the MERS website at [www.mersofnich.com](http://www.mersofnich.com).

<b>TABLE 2</b>	
	<b>2014 Valuation</b>
<b>Benefit Multiplier:</b>	1.50%
<b>Normal Retirement Age:</b>	60
<b>Vesting:</b>	10 Years
<b>Early Retirement (Unreduced):</b>	-
<b>Early Retirement (Reduced):</b>	50/25 55/15
<b>Final Average Compensation:</b>	5 years
<b>Employee Contributions</b>	6%
<b>Act 88:</b>	Yes (Adopted 4/1/2005)

Employees Covered by Benefit Terms

At the December 31, 2014 valuation date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	3
Inactive employees entitled to but not yet receiving benefits	2
Active employees	<u>7</u>
	12

Funding Policy

The employer is required to contribute amounts at least equal to the actuarially determined rate, as established by the MERS Retirement Board. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The employer may establish contribution rates to be paid by its covered employees.

Employer contributions range from \$0 to \$0 based on annual payroll for open divisions. The plan is closed to new employees. The Commission has an annual employer contribution amount of \$0. Employees contribute 6% of their payroll. The amount of employee contributions were \$16,760 as of December 31, 2015.

Net Pension Liability

The employer’s net pension liability was measured as of December 31, 2014, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

**NOTE 9 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)**

*Actuarial Assumptions.* The total pension liability in the December 31, 2014 annual actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0 to 4.0 percent
Salary increases	4.5 percent, average, including inflation
Investment rate of return	8.0 percent

Although no specific price inflation assumptions are needed for the valuation, the 4.5% long-term wage inflation assumption would be consistent with a price inflation of 3% - 4%.

Mortality rates used were based on the 1994 Group Annuity Mortality Table of a 50% Male and 50% Female blend. For disabled retirees, the regular mortality table is used with a 10-year set forward in ages to reflect the higher expected mortality rates of disabled members.

The actuarial assumptions used in valuation were based on the results of the most recent actuarial experience study in 2008. (MERS Retirement Board is currently conducting an actuarial experience study covering the period from January 1, 2009, through December 31, 2013.)

The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net of investment and administrative expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Global Equity	57.5%	5.02%
Global Fixed Income	20.0%	2.18%
Real Assets	12.5%	4.23%
Diversifying Strategies	10.0%	6.56%

*Discount Rate.* The discount rate used to measure the total pension liability is 8.25% for 2014. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

NOTE 9 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)

Changes in the Net Pension Liability:

	Increases (Decreases)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
<b>Balances at December 31, 2013</b>	\$ 403,022	\$ 465,099	\$ (62,077)
Service cost	21,794	-	21,794
Interest on total pension liability	33,256	-	33,256
Changes in benefits	-	-	-
Difference between expected and actual experience	-	-	-
Changes in assumptions	-	-	-
Employer contributions	-	-	-
Employee contributions	-	17,388	(17,388)
Net investment income	-	29,430	(29,430)
Benefit payments, including employee refunds	(21,636)	(21,636)	-
Administrative expense	-	(1,082)	1,082
Other changes	-	-	-
<b>Net changes</b>	<b>33,414</b>	<b>24,100</b>	<b>9,314</b>
<b>Balances as of December 31, 2014</b>	<b>\$ 436,436</b>	<b>\$ 489,199</b>	<b>\$ (52,763)</b>

*Sensitivity of the net pension liability to changes in the discount rate.* The following presents the net pension liability of the Commission, calculated using the discount rate of 8.25% , as well as what the Commission's net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (7.25%) or 1-percentage-point higher (9.25%) than the current rate:

	1% Decrease (7.25%)	Current Discount Rate (8.25%)	1% Increase (9.25%)
Net Pension Liability at 12/31/14	-	(\$52,763)	-
Change in Net Pension Liability	\$48,833	-	(\$38,396)
Calculated Net Pension Liability	(\$3,930)	(\$52,763)	(\$91,159)

Note: The current discount rate shown for GASB 68 purposes is higher than the MERS assumed rate of return. This is because for GASB 68 purposes, the discount rate must be gross of administrative expenses, whereas for funding purposes it is net of administrative expenses.

*Pension plan fiduciary net position.* Detailed information about the pension plan's fiduciary net position is available in the separately issued MERS financial report.

**NOTE 9 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)**

**Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

For the year ended December 31, 2015, the Commission recognized pension expense of (\$838). At December 31, 2015, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ -	\$ -
Changes in assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	8,476	-
Contributions subsequent to the measurement date	-	-
<b>Total</b>	<u><u>\$ 8,476</u></u>	<u><u>\$ -</u></u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recorded in pension expense as follows:

<u>Year Ended June 30:</u>	<u>Deferred Outflows of Resources</u>
2016	\$ 2,119
2017	2,119
2018	2,119
2019	2,119
<b>Total</b>	<u><u>\$ 8,476</u></u>

**NOTE 10 - OTHER POST EMPLOYMENT BENEFITS**

***PRIMARY GOVERNMENT***

**Plan Description**

In the fiscal year ending June 30, 2010, the City adopted the provision of Governmental Accounting Standards Board Statement No. 45, Accounting and Financial Reporting for Postretirement Benefits Other Than Pension Plans on a prospective basis. The new rules will cause the government-wide financial statements to recognize the cost of providing retiree health care coverage over the working life of the employee, rather than at the time the health care premiums are paid. In addition to the pension benefits described in Note 9, the City provides a post retirement health insurance premium contribution of up to 50% of the premium, or a maximum of \$250 per month, from normal retirement until age 65 or eligibility for Medicare.

**NOTE 10 - OTHER POST EMPLOYMENT BENEFITS (Continued)**

**Funding Policy**

There are no required contributions by plan participants. The required contribution is based on pay-as-you-go financing requirements. The City paid \$26,522 in health insurance premiums for participants for the year ended June 30, 2016. The benefit is funded by assets of the City’s General Fund and Water and Sewer Fund depending on what department the employee was employed.

**Annual OPEB Cost**

The City’s annual other post employment benefit (OPEB) cost (expense) is calculated based on the actual required contribution of the employer. The City is not pre-funding their obligation, choosing to meet the requirements on a pay-as-you-go basis due to the limited and capped nature of the benefit.

Annual required contribution	\$ 13,949
Interest on net OPEB obligation	<u>9,922</u>
Annual OPEB cost (expense)	23,871
Contributions made	<u>(26,522)</u>
decrease in net OPEB obligation	(2,651)
Net OPEB obligation – beginning of year	<u>124,021</u>
Net OPEB obligation – end of year	<u>\$ 121,370</u>

The City’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for fiscal years 2014, 2015 and 2016 are as follows:

<u>Fiscal Year End</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
2014	\$ 46,171	40%	\$ 101,145
2015	40,626	44%	124,021
2016	23,871	111%	121,370

**Actuarial Methods and Assumptions**

Projections of benefits for financial reporting purposes are based on the personnel policy currently in place. In the June 30, 2016, actuarial valuation, the alternative valuation method was used. The actuarial assumptions include: (a) a rate of return on investments of 4.50%; (b) projected healthcare benefit increases of 0.0%. The City’s unfunded actuarial accrued liability will be amortized over 30 years in level dollar amounts. There are no assets as the City is funding OPEB on a “pay-as-you-go” basis.

**NOTE 10 - OTHER POST EMPLOYMENT BENEFITS (Continued)**

***COMPONENT UNIT – MANISTEE HOUSING COMMISSION***

The Commission does not participate in a post employment benefits plan. Under the current union contract, the Commission is require to contribute \$100 for each retiree and \$100 for each spouse monthly to help subsidize the premiums for supplemental health insurance.

For the year ended December 31 2015, the Commission had one covered retire and contributed \$300.

**NOTE 11 - SUBSEQUENT EVENT**

The Ramsdell Theatre has been operated as an enterprise fund. The City of Manistee has entered into a lease agreement with the Ramsdell Regional Center for the Arts to manage and operate the Ramsdell Theatre effective July 1, 2016. The Ramsdell enterprise fund will be dissolved as of July 1, 2016

## **Required Supplementary Information**

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Employee Retirement and Benefit Systems  
 Schedule of Funding Progress  
 June 30, 2016

Health Plan:

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Entry Age (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a / b)	Covered Payroll (c)	UAAL as a Percent of Covered Payroll ((b - a) / c)
<i>Primary Government</i>						
2014	\$ -	\$ 466,025	\$ 466,025	0.0%	Not Available	-
2015	\$ -	\$ 455,482	\$ 455,482	0.0%	Not Available	-
2016	\$ -	\$ 350,408	\$ 350,408	0.0%	Not Available	-

**Employee Retirement and Benefit Systems  
Schedule of Funding Progress  
For the Year Ended June 30, 2016**

	2015	2016
<b>Total pension liability</b>		
Service cost	\$ 290,722	\$ 293,554
Interest	1,309,986	1,319,718
Change in Benefits	-	(2,973)
Difference between expected and actual experience	-	50,037
Change in Assumptions	-	780,329
Benefit payments, including refund of member contributions	(939,727)	(1,028,824)
Other Changes	-	35,381
<b>Net change in total pension liability</b>	660,981	1,447,222
<b>Total pension liability - beginning</b>	16,203,122	16,864,103
<b>Total pension liability - ending</b>	<u>\$ 16,864,103</u>	<u>\$ 18,311,325</u>
<b>Plan fiduciary net position</b>		
Contributions - employer	\$ 196,069	\$ 216,916
Contributions - employee	603,192	132,242
Net investment income	913,523	(219,279)
Benefit payments, including refunds of member contributions	(939,727)	(1,028,824)
Administrative expense	(33,619)	(32,521)
<b>Net change in plan fiduciary net position</b>	739,438	(931,466)
<b>Plan fiduciary net position - beginning</b>	14,311,333	15,050,771
<b>Plan fiduciary net position - ending</b>	<u>\$ 15,050,771</u>	<u>\$ 14,119,305</u>
<b>City's net pension liability - ending</b>	<u>\$ 1,813,332</u>	<u>\$ 4,192,020</u>
<b>Plan fiduciary net position as a percentage of the total pension liability</b>	89%	77%
<b>Covered - employee payroll</b>	\$ 2,760,014	\$ 2,781,946
<b>City's net pension liability as a percentage of covered-employee payroll</b>	66%	151%
<b>Annual money-weighted rate of return, net of investment expense</b>	6%	6%

**Employee Retirement and Benefit Systems  
Schedule of Funding Progress  
For the Year Ended June 30, 2016**

	<u>2015</u>	<u>2016</u>
Actuarially determined contribution	\$ 196,069	\$ 243,437
Contributions in relation to the actuarially determined contribution	<u>196,069</u>	<u>243,437</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>
Covered - employee payroll	\$ 2,760,014	\$ 2,781,946
Contributions as a percentage of covered-employee payroll	7%	9%

**Notes to Schedule:**

Actuarially determined contribution rates are calculated as of December 31st, two years prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry age
Amortization method	Level percentage of payroll, closed
Remaining amortization period	26 years
Asset valuation method	5-years smoothed market
Inflation	4.50%
Salary increases	4.5%, average, including inflation
Investment rate of return	8.00%
Retirement age	In the 2014 actuarial valuation, expected retirement ages of general employees were adjusted to more closely reflect actual experience
Mortality	Assumptions were based on the 1994 Group Annuity Mortality Table - Blended 50% Male / 50% Female

**Required Supplementary Information  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended June 30, 2016**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Taxes	\$ 3,291,776	\$ 3,291,776	\$ 3,310,896	\$ 19,120
Licenses and Permits	118,000	118,000	120,285	2,285
State Sources	675,200	675,200	648,255	(26,945)
Charges for Services	1,341,640	1,341,640	1,386,832	45,192
Interest and Rents	27,320	27,320	28,088	768
Other Revenue	185,649	185,649	240,650	55,001
<b>TOTAL REVENUES</b>	<b>5,639,585</b>	<b>5,639,585</b>	<b>5,735,006</b>	<b>95,421</b>
<b>EXPENDITURES:</b>				
<b>Legislative:</b>				
City Council	42,302	64,302	57,153	7,149
<b>General Government:</b>				
Manager	219,541	219,541	199,627	19,914
Clerk	201,576	201,576	186,420	15,156
Attorney	80,000	123,000	126,849	(3,849)
Engineer	12,000	12,000	12,000	-
Finance/Treasurer	251,912	251,912	243,340	8,572
Building and Grounds	131,900	142,900	134,940	7,960
Assessor	83,238	92,238	88,508	3,730
Boards and Commissions	13,230	13,230	6,812	6,418
<b>Total General Government</b>	<b>993,397</b>	<b>1,056,397</b>	<b>998,496</b>	<b>57,901</b>
<b>Public Safety:</b>				
Police Department	1,053,504	1,067,504	1,055,034	12,470
Fire Department	967,415	987,415	994,016	(6,601)
<b>Total Public Safety</b>	<b>2,020,919</b>	<b>2,054,919</b>	<b>2,049,050</b>	<b>5,869</b>
<b>Public Works:</b>				
Public Works	1,159,730	1,159,730	1,120,978	38,752
<b>Total Public Works</b>	<b>1,159,730</b>	<b>1,159,730</b>	<b>1,120,978</b>	<b>38,752</b>
<b>Community and Economic Development:</b>				
Community Development	148,598	156,598	159,695	(3,097)
<b>Total Community and Economic Development</b>	<b>148,598</b>	<b>156,598</b>	<b>159,695</b>	<b>(3,097)</b>
<b>Recreation and Culture:</b>				
Parks and Recreation	347,755	417,055	486,869	(69,814)
<b>Total Recreation and Culture</b>	<b>347,755</b>	<b>417,055</b>	<b>486,869</b>	<b>(69,814)</b>
<b>Debt Service</b>				
	779,951	779,951	774,335	5,616
<b>Other Expenditures:</b>				
Street Lighting	110,000	110,000	31,557	78,443
Other	119,450	119,450	69,710	49,740
Insurance	81,000	81,000	79,108	1,892
Appropriations	177,518	177,518	177,518	-
<b>Total Other Expenditures</b>	<b>487,968</b>	<b>487,968</b>	<b>357,893</b>	<b>130,075</b>
<b>TOTAL EXPENDITURES</b>	<b>5,980,620</b>	<b>6,176,920</b>	<b>6,004,469</b>	<b>172,451</b>

**Required Supplementary Information  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended June 30, 2016**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(341,035)	(537,335)	(269,463)	267,872
OTHER FINANCING SOURCES (USES):				
Operating Transfers In	429,035	429,035	429,035	-
Operating Transfers Out	(160,000)	(160,000)	(283,824)	(123,824)
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	<u>\$ (72,000)</u>	<u>\$ (268,300)</u>	(124,252)	<u>\$ 144,048</u>
FUND BALANCE, JULY 1			<u>1,051,792</u>	
FUND BALANCE, JUNE 30			<u>\$ 927,540</u>	

Required Supplementary Information  
 Budgetary Comparison Schedule  
 Major Street Fund  
 For the Year Ended June 30, 2016

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES:				
State Sources	\$ 390,839	\$ 390,839	\$ 453,999	\$ 63,160
Charges for Services	185,000	185,000	207,460	22,460
Interest	100	100	302	202
Other Revenue	-	-	26,827	26,827
<b>TOTAL REVENUES</b>	<b>575,939</b>	<b>575,939</b>	<b>688,588</b>	<b>112,649</b>
EXPENDITURES:				
Public Works	344,500	365,000	417,124	(52,124)
<b>TOTAL EXPENDITURES</b>	<b>344,500</b>	<b>365,000</b>	<b>417,124</b>	<b>(52,124)</b>
EXCESS (DEFICINECY) OF REVENUES OVER EXPENDITURES	231,439	210,939	271,464	60,525
OTHER FINANCING SOURCES (USES):				
Operating Transfers In	10,000	10,000	57,997	47,997
Operating Transfers Out	(191,369)	(191,369)	(191,388)	(19)
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	<u>\$ 50,070</u>	<u>\$ 29,570</u>	138,073	<u>\$ 108,503</u>
FUND BALANCE, JULY 1			314,736	
FUND BALANCE, JUNE 30			<u>\$ 452,809</u>	

**Required Supplementary Information  
Budgetary Comparison Schedule  
Local Street Fund  
For the Year Ended June 30, 2016**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES:				
State Sources	\$ 143,839	\$ 143,839	\$ 182,015	\$ 38,176
Interest	80	80	125	45
<b>TOTAL REVENUES</b>	<u>143,919</u>	<u>143,919</u>	<u>182,140</u>	<u>38,221</u>
EXPENDITURES:				
Public Works	565,800	605,800	599,846	5,954
<b>EXCESS (DEFICINECY) OF REVENUES OVER EXPENDITURES</b>	(421,881)	(461,881)	(417,706)	44,175
OTHER FINANCING SOURCES (USES):				
Operating Transfers In	508,369	508,369	501,597	(6,772)
Operating Transfers out	(81,369)	(81,369)	(81,388)	(19)
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES</b>	<u>\$ 5,119</u>	<u>\$ (34,881)</u>	2,503	<u>\$ 37,384</u>
FUND BALANCE, JULY 1			62,139	
FUND BALANCE, JUNE 30			<u>\$ 64,642</u>	

## **Other Information**

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City of Manistee, Michigan

Combining Balance Sheet  
 Nonmajor Governmental Funds  
 June 30, 2016

	Special Revenue Funds					Capital Project Funds			Totals
	City Refuse	Peg Commission	Brownfield Redevelopment Authority	Building Inspector	Street Improvement	Grant Management Fund	Capital Improvement	Renaissance Park	
<b>ASSETS:</b>									
Cash and Equivalents - Unrestricted	\$ 47,513	\$ 3,363	\$ 19,125	\$ -	\$ 30,815	\$ 11,474	\$ 25,173	\$ 1,101	\$ 138,564
Receivables	27,456	2,350	-	-	3,135	-	-	-	32,941
Due from Other Funds	-	-	-	-	27,977	-	-	-	27,977
		873,772							
<b>TOTAL ASSETS</b>	<b>\$ 74,969</b>	<b>\$ 5,713</b>	<b>\$ 19,125</b>	<b>\$ -</b>	<b>\$ 61,927</b>	<b>\$ 11,474</b>	<b>\$ 25,173</b>	<b>\$ 1,101</b>	<b>\$ 199,482</b>
<b>LIABILITIES:</b>									
Accounts Payable	\$ 38,119	\$ 54	\$ 2,210	\$ -	\$ 2,726	\$ -	\$ -	\$ -	\$ 43,109
Unearned Revenue	-	-	-	-	3,135	-	-	-	3,135
<b>TOTAL LIABILITIES</b>	<b>38,119</b>	<b>54</b>	<b>2,210</b>	<b>-</b>	<b>5,861</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>46,244</b>
<b>FUND BALANCES:</b>									
Restricted	36,850	-	16,915	-	-	11,474	-	-	65,239
Committed	-	-	-	-	-	-	25,173	1,101	26,274
Assigned	-	5,659	-	-	56,066	-	-	-	61,725
<b>TOTAL FUND BALANCES</b>	<b>36,850</b>	<b>5,659</b>	<b>16,915</b>	<b>-</b>	<b>56,066</b>	<b>11,474</b>	<b>25,173</b>	<b>1,101</b>	<b>153,238</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 74,969</b>	<b>\$ 5,713</b>	<b>\$ 19,125</b>	<b>\$ -</b>	<b>\$ 61,927</b>	<b>\$ 11,474</b>	<b>\$ 25,173</b>	<b>\$ 1,101</b>	<b>\$ 199,482</b>

City of Manistee, Michigan

**Combining Statement of Revenues, Expenditures,  
and Changes in Fund Balance - Nonmajor Governmental Funds  
For the Year Ended June 30, 2016**

	Special Revenue Funds					Capital Project Funds			Totals
	City Refuse	Peg Commission	Brownfield Redevelopment Authority	Building Inspector	Street Improvement	Grant Management Fund	Capital Improvement	Renaissance Park	
<b>REVENUES:</b>									
Taxes	\$ 206,762	\$ -	\$ 339	\$ -	\$ 1,471	\$ -	\$ -	\$ -	\$ 208,572
State Sources	-	-	-	-	-	121,835	-	-	121,835
Charges for Services	244,769	-	-	-	27,977	-	-	-	272,746
Local Sources	-	40,120	-	-	-	20,000	-	-	60,120
Other Revenues	-	-	9,140	-	7,142	3,000	-	-	19,282
Interest and Rents	65	3	-	-	218	-	22	1	309
<b>TOTAL REVENUES</b>	<b>451,596</b>	<b>40,123</b>	<b>9,479</b>	<b>-</b>	<b>36,808</b>	<b>144,835</b>	<b>22</b>	<b>1</b>	<b>682,864</b>
<b>EXPENDITURES:</b>									
General Government	-	40,032	-	-	-	-	-	-	40,032
Public Safety	-	-	22,614	186	-	-	-	-	22,800
Public Works	511,962	-	-	-	17,474	-	-	-	529,436
Recreation and Culture	-	-	-	-	-	-	-	5,616	5,616
Capital Outlay	-	-	-	-	-	168,614	41,299	-	209,913
<b>TOTAL EXPENDITURES</b>	<b>511,962</b>	<b>40,032</b>	<b>22,614</b>	<b>186</b>	<b>17,474</b>	<b>168,614</b>	<b>41,299</b>	<b>5,616</b>	<b>807,797</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(60,366)</b>	<b>91</b>	<b>(13,135)</b>	<b>(186)</b>	<b>19,334</b>	<b>(23,779)</b>	<b>(41,277)</b>	<b>(5,615)</b>	<b>(124,933)</b>
<b>OTHER FINANCING SOURCES (USES):</b>									
Operating Transfers In	-	-	-	-	-	-	457,680	5,616	463,296
Operating Transfers Out	-	-	-	-	-	-	(501,464)	-	(501,464)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(43,784)</b>	<b>5,616</b>	<b>(38,168)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES</b>	<b>(60,366)</b>	<b>91</b>	<b>(13,135)</b>	<b>(186)</b>	<b>19,334</b>	<b>(23,779)</b>	<b>(85,061)</b>	<b>1</b>	<b>(163,101)</b>
<b>FUND BALANCES, JULY 1</b>	<b>97,216</b>	<b>5,568</b>	<b>30,050</b>	<b>186</b>	<b>36,732</b>	<b>35,253</b>	<b>110,234</b>	<b>1,100</b>	<b>316,339</b>
<b>FUND BALANCES, JUNE 30</b>	<b>\$ 36,850</b>	<b>\$ 5,659</b>	<b>\$ 16,915</b>	<b>\$ -</b>	<b>\$ 56,066</b>	<b>\$ 11,474</b>	<b>\$ 25,173</b>	<b>\$ 1,101</b>	<b>\$ 153,238</b>

**Combining Statement of Net Position  
Nonmajor Enterprise Funds  
June 30, 2016**

	<u>Boat Ramp</u>	<u>Marina</u>	<u>Totals</u>
<b>ASSETS:</b>			
Cash and Investments - Unrestricted	\$ 28,854	\$ 20,169	\$ 49,023
Receivables	220	1,532	1,752
Prepaid Items	-	1,103	1,103
Inventory	-	14,334	14,334
Capital Assets Not Depreciated	-	46,974	46,974
Capital Assets Net of Accumulated Depreciation	285,433	1,031,817	1,317,250
<b>TOTAL ASSETS</b>	<b><u>\$ 314,507</u></b>	<b><u>\$ 1,115,929</u></b>	<b><u>\$ 1,430,436</u></b>
<b>LIABILITIES:</b>			
Accounts Payable	\$ 574	\$ 5,447	\$ 6,021
Accrued Payroll and Related Liabilities	-	2,182	2,182
Accrued Interest Payable	-	2,947	2,947
Long-term Advance to Other Funds	81,369	259,435	340,804
Installment Loans Payable - Due within one year	-	23,544	23,544
Installment Loans Payable - Due in more than one year	-	249,308	249,308
<b>TOTAL LIABILITIES</b>	<b><u>81,943</u></b>	<b><u>542,863</u></b>	<b><u>624,806</u></b>
<b>NET POSITION:</b>			
Net Investment in Capital Assets	204,064	546,504	750,568
Unrestricted	28,500	26,562	55,062
<b>TOTAL NET POSITION</b>	<b><u>232,564</u></b>	<b><u>573,066</u></b>	<b><u>805,630</u></b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b><u>\$ 314,507</u></b>	<b><u>\$ 1,115,929</u></b>	<b><u>\$ 1,430,436</u></b>

**City of Manistee, Michigan**

**-Combining Statement of Revenues, Expenses, and  
Changes in Net Position - Nonmajor Enterprise Funds  
For the Year Ended June 30, 2016**

	<u>Boat Ramp</u>	<u>Marina</u>	<u>Totals</u>
<b>OPERATING REVENUES:</b>			
Charges for Services	\$ 34,938	\$ 154,178	\$ 189,116
Other Revenue	-	5,739	5,739
<b>TOTAL OPERATING REVENUES</b>	<u>34,938</u>	<u>159,917</u>	<u>194,855</u>
<b>OPERATING EXPENSES:</b>			
Personal Services	-	26,310	26,310
Administration	2,381	10,573	12,954
Insurance	-	1,601	1,601
Supplies	539	84,557	85,096
Utilities	6,743	19,336	26,079
Repair and Maintenance	2,318	8,308	10,626
Depreciation	24,475	59,683	84,158
Miscellaneous	544	9,958	10,502
<b>Total Operating Expenses</b>	<u>37,000</u>	<u>220,326</u>	<u>257,326</u>
<b>OPERATING INCOME (LOSS)</b>	<u>(2,062)</u>	<u>(60,409)</u>	<u>(62,471)</u>
<b>NON-OPERATING REVENUES (EXPENSES):</b>			
Interest on Investments	6	4	10
Interest Expense	(1,897)	(15,106)	(17,003)
<b>Total Non-Operating Revenues (Expenses)</b>	<u>(1,891)</u>	<u>(15,102)</u>	<u>(16,993)</u>
<b>Income (Loss) Before Transfers</b>	<u>(3,953)</u>	<u>(75,511)</u>	<u>(79,464)</u>
<b>Operating Transfers In</b>	<u>-</u>	<u>70,000</u>	<u>70,000</u>
<b>CHANGES IN NET POSITION</b>	<u>(3,953)</u>	<u>(5,511)</u>	<u>(9,464)</u>
<b>NET POSITION, JULY 1</b>	<u>236,517</u>	<u>578,577</u>	<u>815,094</u>
<b>NET POSITION, JUNE 30</b>	<u>\$ 232,564</u>	<u>\$ 573,066</u>	<u>\$ 805,630</u>

**Combining Statement of Cash Flows  
Nonmajor Enterprise Funds  
For the Year Ended June 30, 2016**

	<u>Boat Ramp</u>	<u>Marina</u>	<u>Totals</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Receipts from Customers	\$ 34,718	\$ 170,255	\$ 204,973
Payments to Suppliers	(12,107)	(146,046)	(158,153)
Payments to Employees	-	(25,395)	(25,395)
Internal Activity - Payments/Receipts with Other Funds	<u>(12,638)</u>	<u>(15,047)</u>	<u>(27,685)</u>
Net Cash Provided (Used) by Operating Activities	<u>9,973</u>	<u>(16,233)</u>	<u>(6,260)</u>
<b>CASH FLOWS FROM NONCAPITAL AND RELATED FINANCING ACTIVITIES:</b>			
Operating Transfers In	<u>-</u>	<u>70,000</u>	<u>70,000</u>
Net Cash Provided (Used) by Noncapital and Related Financing Activities	<u>-</u>	<u>70,000</u>	<u>70,000</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>			
Purchase of Capital Assets	-	(7,603)	(7,603)
Principal Paid on Capital Debt	-	(22,820)	(22,820)
Interest Paid on Capital Debt	<u>(1,897)</u>	<u>(15,353)</u>	<u>(17,250)</u>
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(1,897)</u>	<u>(45,776)</u>	<u>(47,673)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Interest Income	<u>6</u>	<u>4</u>	<u>10</u>
Net Cash Provided (Used) by Investing Activities	<u>6</u>	<u>4</u>	<u>10</u>
Net Increase (Decrease) in Cash and Cash Equivalents	8,082	7,995	16,077
Balances - Beginning of the Year	<u>20,772</u>	<u>12,174</u>	<u>32,946</u>
Balances - End of the Year	<u>\$ 28,854</u>	<u>\$ 20,169</u>	<u>\$ 49,023</u>
<b>Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:</b>			
Operating Income (Loss)	\$ (2,062)	\$ (60,409)	\$ (62,471)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:			
Depreciation Expense	24,475	59,683	84,158
Change in Assets and Liabilities:			
(Increase) Decrease in Assets:			
Receivables	(220)	10,338	10,118
Inventory	-	(2,220)	(2,220)
Prepaid Items	-	(92)	(92)
Increase (Decrease) in Liabilities:			
Accounts Payable	418	(9,401)	(8,983)
Accrued Payroll and Related Liabilities	-	915	915
Due to Other Funds	<u>(12,638)</u>	<u>(15,047)</u>	<u>(27,685)</u>
Net Cash Provided (Used) by Operating Activities	<u>\$ 9,973</u>	<u>\$ (16,233)</u>	<u>\$ (6,260)</u>

**City of Manistee, Michigan**

**Combining Balance Sheet  
Component Units  
June 30, 2016**

	Downtown Development Authority	Friends of the Ramsdell	Manistee Housing Commission	Totals
<b>ASSETS:</b>				
Cash and Equivalents - Unrestricted	\$ 125,267	\$ 13,072	\$ 491,277	\$ 629,616
Cash and Equivalents - Restricted	-	-	53,522	53,522
Accounts Receivable	31,305	-	6,737	38,042
Notes Receivable	202,500	-	-	202,500
Due from Other Governmental Units	-	-	4,291	4,291
Other Assets	-	-	86,195	86,195
Capital Assets Not Depreciated	-	-	495,350	495,350
Capital Assets Net of Accumulated Depreciation	-	-	2,789,863	2,789,863
<b>TOTAL ASSETS</b>	<b>\$ 359,072</b>	<b>\$ 13,072</b>	<b>\$ 3,927,235</b>	<b>\$ 4,299,379</b>
<b>Deferred Outflow of Resources</b>				
Investment & Employer Contributions	\$ -	\$ -	\$ 8,476	\$ 8,476
<b>LIABILITIES:</b>				
Accounts Payable	\$ 6,328	\$ -	\$ 27,108	33,436
Accrued Liabilities	11,856	-	24,772	36,628
Due to Other Governmental Units	-	-	37,145	37,145
Security Deposits	-	-	53,522	53,522
Unearned Revenue	-	-	5,704	5,704
Capital Leases - Due within one year	-	-	25,892	25,892
Capital Leases - Due in more than one year	-	-	1,132,372	1,132,372
Note Payable - Due in more than one year	-	-	500,000	500,000
Compensated Absences - Due within one year	-	-	14,891	14,891
Compensated Absences - Due in more than one year	-	-	11,798	11,798
<b>TOTAL LIABILITIES</b>	<b>18,184</b>	<b>-</b>	<b>1,833,204</b>	<b>1,851,388</b>
<b>NET POSITION:</b>				
Net Investment in Capital Assets	-	-	1,626,949	1,626,949
Unrestricted	340,888	13,072	475,558	829,518
<b>TOTAL NET POSITION</b>	<b>340,888</b>	<b>13,072</b>	<b>2,102,507</b>	<b>2,456,467</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 359,072</b>	<b>\$ 13,072</b>	<b>\$ 3,935,711</b>	<b>\$ 4,307,855</b>

City of Manistee, Michigan

**Combining Statement of Revenues, Expenditures  
and Changes in Net Position  
Component Units  
For the Year Ended June 30, 2016**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position			Total
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Downtown Development Authority	Friends of the Ramsdell	Manistee Housing Commission	
<b>Public Works:</b>								
Manistee Housing Commission	\$ 1,514,528	\$ 583,498	\$ 645,151	\$ 175,488	\$ -	\$ -	\$ (110,391)	\$ (110,391)
<b>Recreation and Culture:</b>								
Friends of the Ramsdell	339	-	10,333	-	-	9,994	-	9,994
<b>Economic Development:</b>								
Downtown Development Authority	384,827	79,206	-	-	(305,621)	-	-	(305,621)
<b>Total Component Units</b>	<u>\$ 1,899,694</u>	<u>\$ 662,704</u>	<u>\$ 655,484</u>	<u>\$ 175,488</u>	<u>(305,621)</u>	<u>9,994</u>	<u>(110,391)</u>	<u>(406,018)</u>
<b>General Revenues:</b>								
Property Taxes					302,419	-	-	302,419
Interest Expense					-	-	(74,862)	(74,862)
Interest Income					143	3	1,151	1,297
Other Revenue					21,178	-	100,415	121,593
<b>Total General Revenues</b>					<u>323,740</u>	<u>3</u>	<u>26,704</u>	<u>350,447</u>
Changes in Net Position					<u>18,119</u>	<u>9,997</u>	<u>(83,687)</u>	<u>(55,571)</u>
Net Position - Beginning					322,769	3,075	2,123,477	2,449,321
Prior Period Adjustment					-	-	62,717	62,717
Restated Net Position - Beginning					<u>322,769</u>	<u>3,075</u>	<u>2,186,194</u>	<u>2,512,038</u>
<b>Net Position - Ending</b>					<u>\$ 340,888</u>	<u>\$ 13,072</u>	<u>\$ 2,102,507</u>	<u>\$ 2,456,467</u>

See accompanying notes to financial statements.

## **Report on Compliance**

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**ANDERSON, TACKMAN & COMPANY, PLC**  
**CERTIFIED PUBLIC ACCOUNTANTS**

**KINROSS OFFICE**

SUE A. BOWLBY, CPA, PRINCIPAL  
KENNETH A. TALSMA, CPA, PRINCIPAL  
AMBER N. MACK, CPA, PRINCIPAL

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JON D. SWANSON, CPA

**MEMBER AICPA**  
**DIVISION FOR CPA FIRMS**

**MEMBER MACPA**

**OFFICES IN**  
**MICHIGAN & WISCONSIN**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the City Council  
City of Manistee  
Manistee, MI 49660

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Manistee, Michigan as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the City of Manistee, Michigan's basic financial statements and have issued our report thereon dated September 30, 2016. Our report includes a reference to other auditors who audited the financial statements of the Manistee Housing Commission, as described in or report on the City of Manistee, Michigan's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City of Manistee, Michigan's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Manistee, Michigan's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Manistee, Michigan's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

To the City Council  
City of Manistee

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and responses that we consider to be a significant deficiency listed as 2016-001.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City of Manistee, Michigan's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as items 2016-001.

### **City of Manistee, Michigan's Response to Findings**

The City of Manistee, Michigan's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. The City of Manistee, Michigan's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**Anderson, Tackman & Company, PLC**  
**Certified Public Accountants**  
**Kincheloe, Michigan**

September 30, 2016

**Internal Control Over Financial Reporting and Compliance and Other Matters**

*Significant Deficiency – Noncompliance with State Statutes*

Expenditures in Excess of Appropriations—Budgetary Funds

*Finding 2016-001*

*Criteria:* The expenditures of funds in excess of appropriations are contrary to the provisions of Section 16 of Public Act 2 of 1968, as amended.

*Condition:* Our examination of procedures used by the City to adopt and maintain operating budgets for the City's budgetary fund revealed the following instances of noncompliance with the provisions of Public Act 2 of 1968, as amended, the Uniform Budgeting and Accounting Act.

The City's 2016 General Appropriations Act (budget) provided for expenditures of the General Fund and Major Street Fund to be controlled to the Departmental and Fund level, respectively. As detailed, some actual 2016 expenditures exceeded the Council's approved budget allocations for some departments in the general fund (community development, parks and recreation, and transfers out) and the major street fund.

During the fiscal year ended June 30, 2016, expenditures were incurred in excess of amounts appropriated in the amended budgets by certain functions for the General Fund and Major Street Fund as listed on pages 54 through 56 of the financial statements.

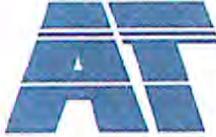
*Effect:* Condition's violate State Statutes.

*Cause:* The City tries to estimate what year-end expenditures will be at June 30, and prepares a budget amendment for Council in mid-June. Although administration tries to accurately anticipate where expenditures will come in at year-end, there are always a few areas where we underestimate the needed budget amendment amount.

*Recommendation:* We recommend that the Council personnel responsible for administering the activities of the various funds of the City, develop budgetary control procedures for the General Fund and Major Street Fund, which will assure that expenditures do not exceed amounts authorized by function or fund level in the General Appropriations Act, or amendments thereof.

*Planned Corrective Action:* The CFO will continue to work closely with the responsible department heads to refine year-end budget estimates.

- *Contact Person(s) Responsible for Correction:*  
Edward Bradford, Chief Financial Officer



**ANDERSON, TACKMAN & COMPANY, PLC**  
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**COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE**

To the City Council  
City of Manistee  
Manistee, MI 49660

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Manistee, Michigan for the year ended June 30, 2016, and have issued our report thereon dated September 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and, if applicable, Government Auditing Standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information about our audit.

**Our Responsibility under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards***

As stated in our engagement letter dated August 25, 2016, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the City of Manistee, Michigan. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the City of Manistee, Michigan's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis and budgetary comparison schedules, which supplement(s) the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on combining fund financial statements, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our letter about planning matters on August 25, 2016.

### **Significant Accounting Policies**

#### ***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City of Manistee, Michigan are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the depreciation expense is based on estimated lives. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the accrued vested employee benefits is based on current hourly rates and policies regarding payment of sick and vacation banks.
- Management's estimate of the allowance for uncollectible accounts receivable is based on past experience and future expectations for collection of various account balances and has been determined to be \$0.
- Management's estimate of the Annual Required Contribution for OPEB Obligations and pension benefits were based on various assumptions regarding life expectancies, inflation, premium increases, and investment rates.

The financial statement disclosures are neutral, consistent and clear.

### ***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.

***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

***Disagreement with Management***

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated September 30, 2016.

***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

***Other Audit Findings or Issues***

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

***Comments and Recommendations***

The following is a summary of our observations with suggestions for improvements we believe should be brought to your attention. We noted no material matters involving the internal control over financial reporting and compliance, as reported in a separate letter in accordance with Government Auditing Standards of the basic financial statement audit report.

**Payroll**

It was noted during our testing of payroll that the client discovered that for multiple years they were charging employee's FICA and Medicare on MERS cost. This was discovered late January 2016 and completely fixed by April 29<sup>th</sup> payroll. The client has contacted the Federal Government and is receiving this money back up to 4 years retroactive. As the money is returned the city is adding appropriate amounts to employee's net pay.

*Response:* As noted, this particular issue was discovered by the City and has been both resolved moving forward and retroactively. However, the City will be paying out any required refund to the employees in a lump sum separate form payroll.

### **Chart of Accounts**

It was noted during our examination of the cities records, that transfer expenses were being charged to accounts not compliant with the uniformed chart of accounts, and that a fund was also noncompliant with the uniformed chart of accounts. We recommend that the city comply in all respects with the State uniformed chart of account authorized by Act 2, Public Acts of 1968, as amended, (MCL 141.421) and Act 71, Public Acts of 1919, as amended, (MCL 21.41).

*Response:* The accounts in question all have to do with debt service payments either in the Capital Improvement fund or in the Water and Sewer fund. The problem arises when debt that is required to be recorded in one fund is paid for with a transfer from another fund. Our long-standing practice has been to use individual line items to record this so it is easier to budget and monitor.

We will likely continue to do this, but in the future either make these accounts a subset of the 999 Transfer Out account or do a year end journal entry to move the amounts from the individual lines to the 999 Transfer Out account(s).

### **Uniform Administrative Requirements**

During December 2013, the Office of Management and Budget released its final version of the “*Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.*” The guidance is applicable to federal grants and cooperative agreements and provides a comprehensive consolidation and revision of OMB Circulars, which currently govern Federal and some non-Federal entities. The guidance combines A-110 and A-102 into a single set of administrative rules, combines A-21, A-87 and A-122 into a single set of consolidated cost principles and revises the language of A-133. This publication is designed to provide a single document, which will serve as a “one-stop shop” for financial assistance regulatory requirements for all awarding agencies. The new requirements will be effective and applicable for audits of years beginning on or after December 26, 2014.

### **Revisions Related to Single Audit Requirements**

The Office of Management and Budget set forth new consolidated audit standards for entities receiving Federal financial assistance awards and replaces OMB Circular A-133. The changes within the final guidance primarily combine the guidance in OMB A-133 and A-50 on audit follow-up. The guidance reflects a movement to focus these audits and oversight efforts on higher dollar, higher risk awards and focus oversight on improper payments, waste, fraud, and abuse.

Most significantly, the threshold triggering a single audit or program-specific audit requirements is increased to \$750,000 or more in annual Federal awards. These requirements apply equally to recipients and sub-recipients under Federal programs. The final guidelines incorporate an exception to these audit requirements for non-U.S.-based entities expending Federal awards.

Further, the final guidance increases the minimum threshold for reporting questioned costs from \$10,000 to \$25,000 to focus on the audit findings presenting the greatest risk. OMB believes this will eliminate smaller-dollar audit findings, which require utilization of resources for follow-up audits that are unlikely to indicate significant weaknesses in internal controls.

These changes necessitate a careful review and analysis of an organization's current business practices. Although OMB has raised certain thresholds for audit and materiality, it has also improved mechanisms of oversight related to mandatory disclosures, pre-award review of risks, standards for financial and program management, sub-recipient monitoring, and remedies for noncompliance. The revisions are effective for audits of years beginning on or after December 26, 2014.

#### **Public Act 298 of 2012 "Performance Audit"**

Public Act 298 of 2012 allows the Department of Transportation to request the local agency (road commission, county, city or village expending Act 51 monies) to engage an auditor to conduct a "performance audit" of whether it has expended funds in compliance with Act 51 of 1951, as amended (Act 51). A "performance audit" is different in scope than a "financial audit". A "performance audit" by definition is an independent examination of a program, function, operation or the management systems and procedures of a governmental entity to assess whether the entity is achieving economy, efficiency, and effectiveness in the employment of available resources. All local agencies will be required to have a Performance Audit for periods beginning October 1, 2015. The performance audit under Public Act 298 of 2012 must be performed by an independent certified public accountant that is currently licensed to practice in the State of Michigan or by an employee of the Department of Transportation. We recommend the City arrange to either have an independent CPA or MDOT employee be engaged to perform this "Performance Audit".

#### **Fair Value of Investments**

The Governmental Accounting Standards Board has issued final guidance on accounting and financial reporting issues related to fair value measurements, which primarily apply to investments made by state and local governments. GASB Statement No. 72 – *Fair Value Measurement and Application* defines fair value and describes how fair value should be determined and recorded, what assets and liabilities should be measured by fair value and presented in the government's statement of net position or balance sheet and required disclosures of fair value in the footnotes to the financial statements. Management should be aware of the requirements and valuation techniques as applicable to the governmental entity. The statement is effective for periods beginning after June 15, 2015.

#### **Other Matters**

We applied certain limited procedures to the management's discussion and analysis and budgetary comparison schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and our knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining fund financial statements, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquires of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**Conclusion**

This information is intended solely for the use of the Mayor, City Council and management of the City of Manistee, Michigan and is not intended to be and should not be used by anyone other than these specified parties.

We would like to express our appreciation, as well as that of our staff for the excellent cooperation we received while performing the audit. If we can be of any further assistance, please contact us.



**Anderson, Tackman & Company, PLC**  
**Certified Public Accountants**  
**Kincheloe, Michigan**

September 30, 2016

## **COUNCIL COMMITTEES**

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

### **ALTERNATIVES FOR AREA YOUTH**

Robert Goodspeed

### **OIL & GAS INVESTMENT BOARD**

Jim Smith, Chair (term exp. 12/17)

Lynda Beaton (term expires 12/18)

Edward Bradford (term exp. 12/18)

### **AUDIT COMMITTEE**

Roger Zielinski, Chair

Erin Martin Pontiac

Jim Smith

### **ORDINANCE COMMITTEE**

Lynda Beaton, Chair

Mark Wittlieff

Dale Cooper

### **LOCAL REVENUE SHARING BOARD**

Roger Zielinski

### **PERSONNEL COMMITTEE**

Appointed by Manager/Charter 5-6

Roger Zielinski

Robert Goodspeed

Mark Wittlieff

### **MRA BOARD**

Robert Goodspeed

### **UTILITIES COMMITTEE**

Mark Wittlieff

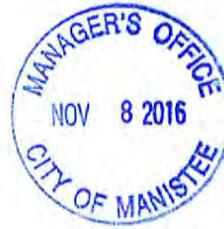
Dale Cooper

Erin Martin Pontiac

### **911 BOARD AUTHORITY**

Robert Goodspeed

# Memorandum



TO: Thad Taylor  
City Manager

FROM: Denise Blakeslee  
Planning & Zoning Administrator *DB*

DATE: November 8, 2016

RE: PC-2016-15, John & Jean Soltes, 1054/1050 Oak Street  
Parcel Split and Combination request

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

Thad, we have received a request from John & Jean Soltes, 1054 Oak Street for a Parcel Split and Combination request. Mr. & Mrs. Soltes owns parcel 51-355-708-25 (1054 Oak Street) and parcel 51-355-708-19 (1050 Oak Street). The requested split and combination will eliminate an encroachment by the home at 1054 Oak Street, retain access to Oak Street for the home at 1050 Oak Street and create a new buildable lot.

The request was on the November 3, 2016 Planning Commission meeting where the commission voted to recommend City Council approve the request from John & Jean Soltes for a Parcel Split and Combination request as submitted with application PC-2016-15.

A copy of request and minutes from the Planning Commission meeting are enclosed.

# Memorandum



TO: Planning Commissioners

FROM: Denise Blakeslee  
Planning & Zoning Administrator *DB*

DATE: October 21, 2016

RE: John & Jean Soltes  
Parcel Split and Combination request

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

Commissioners, a request has been received from John & Jean Soltes, 1054 Oak Street for a Parcel Split and Combination request. Mr. & Mrs. Soltes owns parcel 51-355-708-25 (1054 Oak Street) and parcel 51-355-708-19 (1050 Oak Street).

For estate planning purposes Mr. & Mrs. Soltes are requesting a Parcel Split and Combination for their parcels 51-355-708-25 (1054 Oak Street) and 51-355-708-19 (1050 Oak Street). The request also clears up an encroachment issue for their residence at 1054 Oak Street. There factors behind the request are as follows:

- A. Mr. & Mrs. Soltes' residence at 1054 Oak Street encroaches into the south half of lot 21 which will be split and combined with parcel 51-355-708-25.
- B. The Soltes' also own the adjacent property 1050 Oak Street where the driveway is located on the north half of lot 21 which will remain with parcel 51-355-708-19.
- C. Lots 23 and 24 meet the requirements for a buildable parcel which will be split from parcel 51-355-708-19 (1050 Oak Street) and create a new parcel.

A letter from Spicer Group assures that the setback requirements for existing structures meet the requirements of the zoning ordinance and provides new legal descriptions for the three parcels A, B, & C.



Planning & Zoning, City Hall  
 70 Maple Street  
 Manistee, MI 49660  
 231.398.2805 (phone)  
 231.723.1546 (fax)

## Parcel Split and/or Combination Request Form

Please Print

Parcel Combination Requirements		
<p>Any Split of a Parcel within the City of Manistee requires review and approval of the Planning Commission and City Council. Even if the Parcel contains platted lots approval is still required. Requests are reviewed for compliance with the Zoning Ordinance. If a request meets all of the requirements of the Zoning Ordinance it will be forwarded to the City Planning Commission. The Planning Commission reviews the request and makes recommendation to the City Council. Notification will be mailed to applicants regarding City Council's determination. Requests must include the fee of <b>\$100.00 for the first split and \$50.00 for each additional split</b>. Incomplete requests will be returned to the applicant. <i>Must be submitted 15 days prior to the Planning Commission meeting to be placed on the agenda. The City does not conduct a title search for the property.</i></p>		
<p>To update their property taxes the property owner should send a copy of the determination to:            County Equalization Department            415 Third Street            Manistee, MI 49660</p>		
<p>If the parcel involves a principal residence or homestead it is up to the applicant to notify the City Assessor at (231) 398-2802 to update their Homestead Exemption.</p>		
Property Information		
Address: 1054 Oak Street / 1050 Oak Street	Parcel #51-355-708-25 / 51-355-708-19	
Applicant Information		
Name of Owner: John & Jean Soltes		
Address: 1054 Oak Street, Manistee, MI 49660		
Phone #: 723-6736	Cell#:	e-mail:
Project Information		
<p><b>Reason for Request:</b>            Estate Planning, desire to create access to 1050 Oak Street and eliminating encroachment for house at 1054 Oak Street</p>		
Site Plan Requirements		
<p>The applicant is responsible to provide a survey and legal descriptions of the proposed parcels (unless waived by the Zoning Administrator). If buildings or structures are located on a parcel a site plan showing set-backs is required. Requests are reviewed for compliance with the Zoning Ordinance. <b>The Zoning Administrator reserves the right to require additional information necessary to meet the requirements of the Zoning Ordinance.</b></p>		
Authorization		
<p>By signing the application the applicant is authorizing City Staff or Planning Commissioners permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct.</p>		
Signature: <u></u>	Date: <u>October 19, 2016</u>	
Signature: _____	Date: _____	
<input checked="" type="checkbox"/> Fee of \$100.00 for the first split and \$50.00 for each additional split enclosed and Site Plan for project attached (permit cannot be issued without site plan)		
Office Use Only		
Fee: <input type="checkbox"/> \$	Receipt # <u>35803</u>	
Notes:		
Signature: <u></u>	Date: <u>10-19-16</u>	

October 19, 2016

City of Manistee  
Planning and Zoning Department.  
70 Maple Street  
Manistee, MI 49660  
231-398-2805  
Attn: Denise Blakeslee

RE: Soltes Proposed land division and setbacks

Denise,

On October 18, 2016 I met Mr. Soltes at his property and we walked through his proposed land divisions. He showed me boundary irons located on the north line of Lot 21, Block 4 of Hart and Mead's Addition to the City of Manistee that were established by Tony Slawinski P.S. I used those found boundary irons to locate the existing buildings on the property owned by Mr. Soltes and compare them to the proposed divisions. These are my findings:

- The South half of Lot 21, Lot 25 and Lot 26, Block 4, Hart and Robinson's Addition to the City of Manistee (parcel "A") has an existing house on it that meets all the setback requirements.
- Lot 23 and Lot 24, Block 4, Hart and Robinson's Addition to the City of Manistee (parcel "B") is vacant with no structures on it. There are no setback issues on this parcel.
- Lot 18, Lot 19, Lot 22 and the North half of Lot 21, Block 4, Hart and Robinson's Addition to the City of Manistee (parcel "C") has a house, shed and garage on it that all meet the setback requirements.

I found no issues with any of the setback requirements on any of the proposed divisions.

Feel free to give me a call if there are any questions.

A handwritten signature in black ink that reads "Patrick Bentley".

**Patrick G. Bentley P.S.**  
Project Surveyor  
**SPICER GROUP, INC**  
302 River Street  
Manistee, MI 49660  
Phone: (231) 794-5620  
Mail to: [patrickb@spicergroup.com](mailto:patrickb@spicergroup.com)

## Parcel "A":

The South half of Lot 21, Lot 25 and Lot 26, Block 4, Hart and Robinson's Addition to the City of Manistee according to the plat thereof as recorded in Volume 2 of plats, page 37, City of Manistee, Manistee County, Michigan. Subject to any easements or restrictions of record.

## Parcel "B"

Lot 23 and Lot 24, Block 4, Hart and Robinson's Addition to the City of Manistee according to the plat thereof as recorded in Volume 2 of plats, page 37, City of Manistee, Manistee County, Michigan. Subject to any easements or restrictions of record.

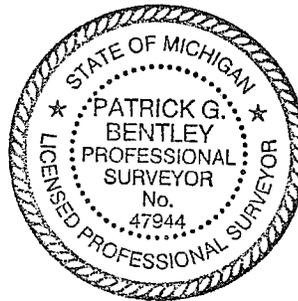
## Parcel "C"

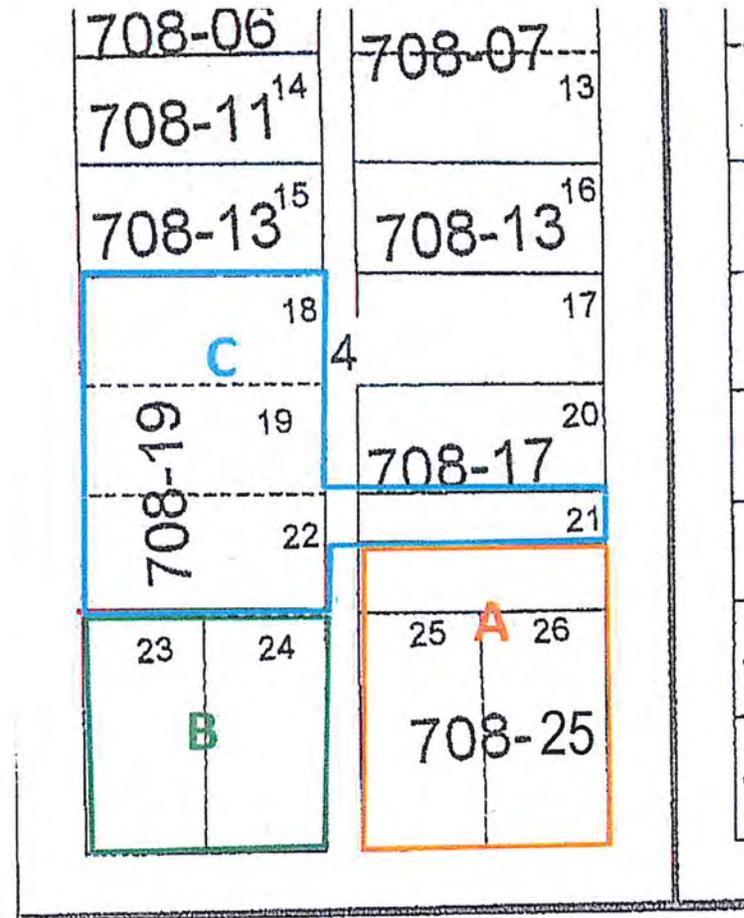
Lot 18, Lot 19, Lot 22 and the North half of Lot 21, Block 4, Hart and Robinson's Addition to the City of Manistee according to the plat thereof as recorded in Volume 2 of plats, page 37, City of Manistee, Manistee County, Michigan. Subject to any easements or restrictions of record.

Prepared by:



**Patrick G. Bentley P.S.**  
Project Surveyor  
**SPICER GROUP, INC**  
302 River Street  
Manistee, MI 49660  
Phone: (231) 794-5620  
Mail to: [patrickb@spicergroup.com](mailto:patrickb@spicergroup.com)





**Soltes Parcel Split and Combination Request**



**CITY OF MANISTEE PLANNING COMMISSION**

70 Maple Street  
Manistee, MI 49660

**MEETING MINUTES**

November 3, 2016

A meeting of the Manistee City Planning Commission was held on Thursday, November 3, 2016 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:00 pm by Chair Yoder

**Roll Call:**

**Members Present:** Maureen Barry, Ray Fortier, Marlene McBride, Mark Wittlieff, Roger Yoder

**Members Absent:** Aaron Bennett (excused), Vacancy

**Others:** John Soltes (1054 Oak Street) Denise Blakeslee (Planning & Zoning Administrator) and others

**APPROVAL OF AGENDA**

Motion by Ray Fortier, seconded by Mark Wittlieff that the agenda be approved as prepared.

With a Roll Call vote this motion passed 5 to 0.

Yes: Barry, Fortier, McBride, Wittlieff, Yoder  
No: None

**APPROVAL OF MINUTES**

Motion by Mark Wittlieff, seconded by Maureen Barry that the minutes of the October 6, 2016 Planning Commission Meeting be approved as prepared.

With a Roll Call vote this motion passed 5 to 0.

Yes: Fortier, Barry, McBride, Wittlieff, Yoder  
No: None

**PUBLIC HEARING**

None

**PUBLIC COMMENT ON AGENDA RELATED ITEMS**

None

**NEW BUSINESS**

**PC-2016-15, John & Jean Soltes, 1054/1050 Oak Street – Parcel Split and Combination request**

A request has been received from John & Jean Soltes, 1054 Oak Street for a Parcel Split and Combination request. Mr. & Mrs. Soltes owns parcel 51-355-708-25 (1054 Oak Street) and parcel 51-355-708-19 (1050 Oak Street). The requested split and combination will eliminate an encroachment by the home at 1054 Oak Street (A), retain access to Oak Street for the home at 1050 Oak Street (B) and create a new buildable lot (C).

Commissioner Wittlieff disclosed to the commission that Mr. & Mrs. Solte’s are his wife’s aunt and uncle.

Denise Blakeslee had asked the City Attorney and upon review of Section 3.12 Conflict of Interest, item 1.e. A commission member issuing, deliberating, voting or reviewing a case concerning his spouse, children, step-child, grandchildren, parents, brother, sister, grandparents, parents in-law, grandparents in-law or member of his household. It does not meet the standards as a conflict of interest, but wanted it disclosed to the Commission. The Commissioners were asked if they had any objections to Commissioner Wittlieff participating in deliberating on the request. No objections were voiced and Commissioner Wittlieff remained seated and participated in deliberation on the request.

MOITON by Ray Fortier, seconded by Mark Wittlieff that the Planning Commission recommend to City Council to approve request from John & Jean Soltes for a Parcel Split and Combination request as submitted with application PC-2016-15.

With a Roll Call vote this motion passed 5 to 0.

Yes: Wittlieff, Fortier, Barry, McBride, Yoder  
No: None

**OLD BUSINESS**

None

**PUBLIC COMMENTS AND COMMUNICATIONS**

None

**CORRESPONDENCE**

None

## STAFF/SUB-COMMITTEE REPORTS

**Denise Blakeslee, Planning & Zoning Administrator** – Received results from Clear Zoning who reviewed the Zoning Ordinance/Master Plan as part of the certification process for certification in the Redevelopment Ready Communities Program. Discussed amendments that will be made to the ordinance as a result of the review. Commissioners were reminded that the Annual Meeting with City Council will be on December 13<sup>th</sup>.

## MEMBERS DISCUSSION

**Commissioner McBride** asked about the progress on the retaining wall and Short Street still being closed.

**Chair Yoder** Spoke of the wall that was supposed to be fixed at the Flower Shop and noted that Election of Officers will be held in December and that he will not be running for Chair.

The next regular meeting of the Planning Commission will be held on Thursday, December 1, 2016

## ADJOURNMENT

Motion by Ray Fortier, seconded by Marlene McBride that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:19 pm

MANISTEE PLANNING COMMISSION

---

Denise J. Blakeslee, Recording Secretary





## APPLICANTS NEEDED BOARDS and COMMISSIONS VACANCIES

**BOARD OF REVIEW.** Three vacancies – (1) regular member term ending 12/31/19; and (2) alternate members terms ending 12/31/17 and 12/31/19. *Applicants must be a City taxpaying, registered voter.* Purpose: Hears property valuation appeals

**BROWNFIELD REDEVELOPMENT AUTHORITY.** One vacancy – term ending 6/30/18. *Applicants must be City resident or person with interest in property in the City.* Purpose: Promote revitalization of environmentally distressed and functionally obsolete areas.

**COMPENSATION COMMISSION.** Two vacancies – terms ending 9/30/17 and 9/30/19. *Applicants must be registered voters in the City.* Purpose: Establishes compensation for City Council members.

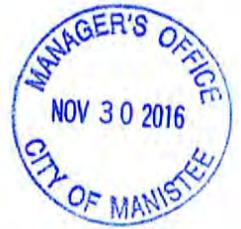
**HISTORIC DISTRICT COMMISSION.** One vacancy – term ending 2/28/19. *Applicants must be City resident.* Purpose: Historic preservation.

**PEG COMMISSION.** Two vacancies – terms ending 12/31/18 and 12/31/19. *Applicants must be Manistee County residents.* Purpose: Oversees operation of Manistee Public Access Television.

**PLANNING COMMISSION.** One vacancy – term ending 10/31/19. *Applicants must be City resident.* Purpose: Review Master Plan, zoning, site plans, development issues.

**TREE COMMISSION.** Three vacancies – terms ending 12/31/19. Purpose: Oversees public (parks/boulevard) tree program.

Application forms are available at the City Clerk's office, 70 Maple Street or on the City website at <http://www.manisteemi.gov>. Applications must be returned by Tuesday, November 29, 2016 to be considered for appointment at the December 6, 2016 City Council meeting.



## APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: Board of Review

NAME: T Eftaxiadis

ADDRESS: 817 Cherry Street

PHONE: (Home) 231-233-5642 (Work) \_\_\_\_\_

E-MAIL: eftaxiadis@charter.net ( personal or  work)

I want to volunteer for this position because:

I wish to continue serving the City's property owners through the Board of Review.

I am familiar with property values, property assessing and appeal processes.

I have experience with tax abatement programs and various issues impacting property values.

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

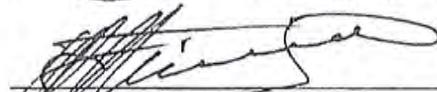
Have experience serving on Boards of Review in Manistee and Livingston County for several years.

Have relevant education (BS, MS and post-graduate) in geology and land use planning.

Have >40 years experience in environmental sciences, economic development and property redevelopment.

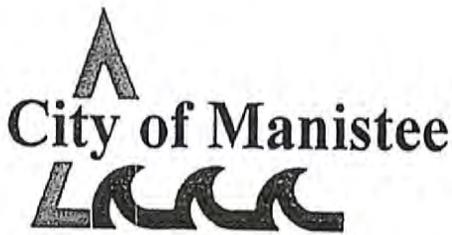
Feel free to attach any additional information.

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

  
Signature

11/15/16  
Dated

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



RECEIVED

NOV 18 2016

CITY OF MANISTEE  
CLERK TREASURER

APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: Compensation Commission

NAME: Oscar Carlson

ADDRESS: 367 9th st.  
Manistee MI 49660

PHONE: (Home) 231-723-8773 (Work) 231-690-6807  
cell

E-MAIL: OscarCarlson@charter.net  personal or  work

I want to volunteer for this position because:  
I feel I have something to contribute.

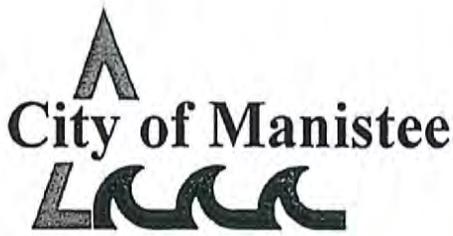
Please add any particular education, experience or background you think appropriate to include:  
I have been a business owner for the past 12 years in downtown Manistee.

Feel free to attach any additional information.

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

Oscar G Carlson 11-18-2016  
Signature Dated

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



RECEIVED

NOV 23 2016

CITY OF MANISTEE  
CLERK - TREASURER

APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: Compensation Commission

NAME: Tom Swedenborg

ADDRESS: 562 1<sup>st</sup> St  
Manistee, MI 49660

PHONE: (Home) 723-0114 (Work) 231-690-9971

E-MAIL: tmswede@gmail.com  personal or  work

I want to volunteer for this position because:  
I would like to begin being more active  
in community functions as I wind  
down my professional ~~career~~ career

Please add any particular education, experience or background you think appropriate to include:  
- BS, BSN  
- Manage a professional services company  
- Engage the public daily at work

Feel free to attach any additional information.

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

[Signature] 23 Nov 16  
Signature Dated

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



RECEIVED

NOV 14 2016

CITY OF MANISTEE  
CLERK/TREASURER

APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: HISTORIC DISTRICT COMMISSION

NAME: JAMES MATTHEWS

ADDRESS: 336 RIVER ST.  
MANISTEE, MI.

PHONE: (Home) 314 220 6253 (Work) \_\_\_\_\_

E-MAIL: OPEN@1@AMERITECH.NET ( ) personal or ( ) work

I want to volunteer for this position because:

I AM A RESIDENT OF THE DISTRICT AND AM FAMILIAR WITH HISTORIC ARCHITECTURE, CONSTRUCTION AND ARCHITECTURE. I PARTICIPATED IN THE HBC PROCESS WHEN I DECIDED TO RECONSTRUCT THE BUILDING WHICH IS NOW MY RESIDENCE, AND (OVER)

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

IT EXECUTIVE, CHIEF INFORMATION OFFICER - STATE OF ILLINOIS  
SUBSTANTIAL CONSTRUCTION & ARCHITECTURAL EXPERIENCE  
FAMILIAR WITH MANISTEE HBC PROCESS

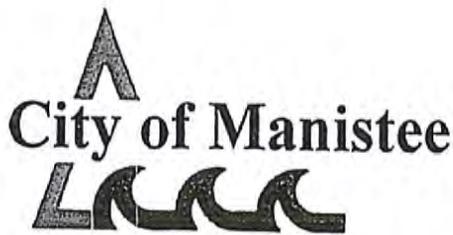
Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one. Defending on  
DATE of Council Mtg.

James & Matthews 11/11/2016  
Signature Dated

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

Understand The Value of Historic Districts  
and The need to Preserve them. I Believe I  
Can add value to The Process and The Subsequent  
Benefit to The City of Manistee.



RECEIVED

NOV 23 2016

CITY OF MANISTEE  
APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: HISTORIC DISTRICT COMMISSION

NAME: ROBERT L. CHEPP

ADDRESS: 521 FIRST ST  
MANISTEE, MI

PHONE: (Home) 231-299-1141 (Work) \_\_\_\_\_

E-MAIL: CHEPP@YAHOO.COM  personal or  work

I want to volunteer for this position because:

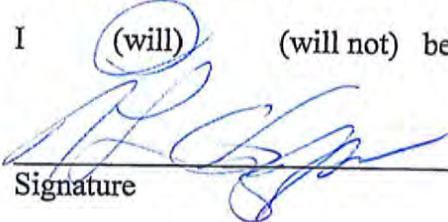
I WOULD WELCOME THE OPPORTUNITY TO GIVE BACK TO THE CITY AND IN PARTICULAR TO BE ABLE TO TAKE PART IN PRESERVING OUR RICH HISTORY.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Feel free to attach any additional information.

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

  
Signature

11-22-16  
Dated

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



RECEIVED

OCT 21 2016

CITY OF MANISTEE  
CLERK - TREASURER

APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: Planning Commission

NAME: Robert Slawinski  
ADDRESS: 256 Hughes Street  
Manistee, MI 49660

PHONE: (Home) 231-690-9795 (Work) \_\_\_\_\_

E-MAIL: bobms44a@gmail.com  personal or  work

I want to volunteer for this position because:

Having spent 40+ years surveying many properties in Manistee, I want to devote my energy toward helping the town i grew up in measure up to its full potential.

Please add any particular education, experience or background you think appropriate to include:  
B.S. degrees in Surveying Engineering and Business Administration, Professional Land Surveyor,  
Involved in various developments and property surveys in the city and county. Life long area resident,  
Manistee Catholic graduate. Classes included in degree Urban planning & design. additional info on attached sheet

Feel free to attach any additional information.

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

Robert Slawinski  
Signature

10-21-16  
Dated

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Robert M. Slawinski  
Professional Land Surveyor  
P.S. #46685

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CITY OF MANISTEE  
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Projects I have taken part in, in the City and surrounding area

Manistee Northside Industrial park, original plating of the land

Aztec production plant along with city oil well sites

Original boundary survey of Harbor village property

Property survey and construction layout of Shipwatch condos

Property survey and construction layout of Lake Ridge landings

Property survey and construction layout of Tondu co-generation plant

Construction layout of Days Inn

Construction layout of the former Big boy restaurant

Layout of original Wendy's restaurant and subsequent reconstruction

Layout and construction layout of Pine Ridge condos

Site survey and construction layout of Horizon Pointe

Site survey and construction layout of Reitz Park Village

Construction layout of Filer Twp. Water lines along US31, Red Apple road, Nelson street, along with waterline up-grades to Filer City and Oak Hill

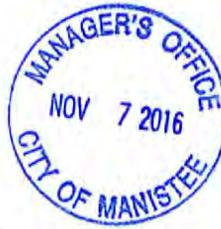
Pipeline layout and construction from Martin Marietta to Dow Ludington

Construction layout of Joslin cove condos

Various other survey/construction projects for local industries

Design and layout of various subdivisions in Manistee & Mason Counties

Extensive amount of property and mortgage surveys in the 4 county area



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OCT 07 2016

CITY OF MANISTEE  
CLERK - TREASURER

APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: PLANNING COMMISSION

NAME: RANDALL ZARRAJSK

ADDRESS: 173 GUNNY ST  
MANISTEE 49660

PHONE: (Home) <sup>cell</sup> 231-233-5823 (Work) \_\_\_\_\_

E-MAIL: RANDYZ.TRT@GMAIL.COM  personal or  work

I want to volunteer for this position because:

CITY PLANNING AND ZONING NEEDS TO HAVE  
A FRESH PERSPECTIVE FROM TIME TO TIME. MANISTEE  
NEEDS MORE NEW DEVELOPMENT AND EQUAL BARRIERS TO IT.

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

I AM A LICENSED PRACTICING REALTOR.

Feel free to attach any additional information.

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

[Signature] 10, 7/16  
Signature Dated

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## Michelle Wright

---

**From:** Randall Zakrajsek <randyz.trt@gmail.com>  
**Sent:** Friday, November 04, 2016 3:18 PM  
**To:** Michelle Wright  
**Subject:** Re: Planning Commission Application

Michelle-  
I would still be interested! Please resubmit my previously filed application. I will be unable to attend the December 6, 2016 City Council meeting.

Thank you!

Randy Z.



On Thu, Nov 3, 2016 at 2:07 PM, Michelle Wright <[mwright@manisteemi.gov](mailto:mwright@manisteemi.gov)> wrote:

Randy,

As you may know, the City Council did not fill all of the vacancies on the Planning Commission at their 10/18/16 meeting. I am re-advertising the vacancy which would be appointed at the 12/6/16 meeting. I am checking with you to see if you would like me to resubmit your application for appointment, if you would like to add anything to your application, or if you are no longer interested.

Thank you for your interest in serving on this commission.

*Michelle Wright*

Michelle Wright MMC | CPFA, MiCPT

City Clerk | Chief Deputy Treasurer

City of Manistee

70 Maple Street | Manistee MI 49660 | p: [231-398-2803](tel:231-398-2803) | f: [231-723-5410](tel:231-723-5410)

[mwright@manisteemi.gov](mailto:mwright@manisteemi.gov) | [www.manisteemi.gov](http://www.manisteemi.gov)



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NOV 17 2016

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CLERK - TREASURER

APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: Tree Committee

NAME: Sue Verheep

ADDRESS: 417 Second St  
Manistee, MI 49660

PHONE: (Home) 231-723-2308 (Work) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ ( ) personal or ( ) work

I want to volunteer for this position because:

I have been on the committee for several years and would like to continue. I feel that it is a useful committee to have. It helps in preserving the beauty of our town.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Feel free to attach any additional information.

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

Sue Verheep 11-7-16  
Signature Dated

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NOV 21 2016

CITY OF MANISTEE  
CLERK - TREASURER



APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: Tree Commissioner

NAME: Bruce A. Schaub

ADDRESS: 338 4th St  
Manistee, MI 49660

PHONE: (Home) 231-233-3721 (Work) 231-233-3721

E-MAIL: schaubent@hotmail.com personal or  work

I want to volunteer for this position because:

I enjoyed my term as a tree commissioner  
and I do believe that it is to continue  
to preserve the trees in beautiful Manistee,

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

Arborist, tree commissioner, and extensive  
background in tree removal and preservation.

Feel free to attach any additional information.

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

Bruce A. Schaub 11/14/16  
Signature Dated

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NOV 28 2016



CITY OF MANISTEE  
CLERK - TREASURER

APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: Tree Commission

NAME: Pat Sagala

ADDRESS: 811 Oak  
Manistee, Mi 49660

PHONE: (Home) 231-723-6855 (Work) 231-887-4411

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

I want to volunteer for this position because:

I enjoy being a part of keeping Manistee beautiful  
with the tree planting program and also with getting  
trees trimmed or removed when possible

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Feel free to attach any additional information.

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

Pat Sagala 11-23-16  
Signature Dated

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NOV 22 2016

CITY OF MANISTEE  
CLERK - TREASURER

APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: TREE Commission

NAME: Rick Tetsworth  
ADDRESS: 1405 CORNWELL STREET (27 YEARS)  
MANISTEE, MI 49660

PHONE: (Home) 231 735-7420 (Work) \_\_\_\_\_

E-MAIL: rictetsworth@yahoo.com  personal or  work

I want to volunteer for this position because:  
I love the beauty and stature of a properly cared for tree.  
I also am on the short list of personnel that currently  
addresses issues on our trees as a City employee.

Please add any particular education, experience or background you think appropriate to include:  
I have worked for the City of Manistee for more  
than 18 years. My biggest joy is as a Debater.

Feel free to attach any additional information.

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

Rick Tetsworth \_\_\_\_\_ 11/22/16  
Signature Dated

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