

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, OCTOBER 17, 2017 – 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.
e.) Consideration of the 2017 Salvation Army Red Kettle Campaign.
f.) Consideration of 2017 Boos, Brews and Brats Event.
g.) Consideration of Annual Victorian Sleighbell Parade and Old Christmas Weekend.

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

***V. Approval of Minutes.** Approval of the minutes of the October 3, 2017 regular meeting and the October 10, 2017 work session as attached.

VI. Financial Report.

*a.) PAYROLL.

*b.) INVOICES.

VII. Unfinished Business.

a.) CONSIDERATION OF ESTABLISHING SALARY FOR HEATHER PEFLEY AS CITY CLERK.

Council appointed Heather Pefley as City Clerk when City Clerk Michelle Wright retires on January 5, 2018. City Charter stipulates that Council sets the salary for City Clerk. The City's wage and classification system sets the Clerk's position in Paygrade 6. The City Manager is recommending that City Council set the salary for Heather Pefley as City Clerk at \$58,578 which is Step 1 of Paygrade 6.

This item was tabled from the October 3, 2017 meeting for further discussion.

At this time Council could take action to set Heather Pefley's salary at \$58,578; Paygrade 6, Step 1; effective January 6, 2018.

VIII. New Business.

a.) CONSIDERATION OF CONSUMERS ENERGY COMPANY LICENSE EXTENSION.

Consumers Energy Company is requesting an extension of their license to perform environmental testing at their former Manufactured Gas Plant site located at 30 Jones Street. The original license was granted in 1999 and they are requesting an extension through December 31, 2020.

At this time Council could take action to authorize an extension of the license with Consumers Energy Company for 30 Jones Street through December 31, 2020.

b.) CONSIDERATION OF A PARCEL SPLIT REQUEST FROM DOUG WESTERVELT.

A request has been received from Doug Westervelt for a parcel split. Mr. Westervelt lives at 2091 Twelfth Street parcel 51-373-702-07 located in the R-1 Zoning District and is requesting to split the property into two parcels that meet the setback requirements of the Zoning Ordinance.

The Planning Commission reviewed and recommends Council's endorsement of the request.

At this time Council could take action to approve the request from Doug Westervelt to split parcel 51-373-702-07 into two parcels as submitted with survey dated September 20, 2017 prepared by the Spicer Group Job #124950SG2017.

- c.) CONSIDERATION OF BOND AUTHORIZING ORDINANCE FOR THE ISSUANCE OF WATER AND SEWER REVENUE AND REVENUE REFUNDING BONDS IN AN AMOUNT NOT TO EXCEED \$4,000,000.

The City is subject to a Michigan Department of Environmental Quality (MDEQ) National Pollutant Discharge Elimination System (NPDES) permit that mandates a wet weather corrective action program (CAP) to remove the last combined sewer overflow. This permit has been discussed several times at past Council work sessions and meetings.

A Notice of Intent resolution was approved by Council on August 22, 2017 for the issuance of debt to finance the needed activities to comply with the CAP. No referendum petitions were filed so the City can proceed with issuing debt. In addition, the City has identified an opportunity to refinance existing water and sewer debt which will save about \$63,500 in interest costs. The approval of the Bond Authorizing Ordinance is necessary to authorize and proceed with the bond sale.

At this time Council could take action to approve a Bond Authorizing Ordinance for Water and Sewer Revenue and Revenue Refunding Bonds in an amount not to exceed \$4,000,000.

- d.) CONSIDERATION OF A CONTRACT WITH COMPLIANCE, INC. TO COMPLETE A FINAL ASSESSMENT FOR THE LEAKING UNDERGROUND STORAGE TANK (LUST) LOCATED AT 280 WASHINGTON STREET.

The City previously owned and operated underground storage tanks and a fuel dispenser at 280 Washington Street. In 1994 a petroleum release was reported when the storage tanks and dispenser were removed. The City undertook mitigation efforts to remove the impacted soils and contamination. Monitoring assessments conducted in 2012 and 2013 indicated the presence of fuel components in the soils and groundwater at the site. The Department of Environmental Quality has ordered a Final Assessment be completed. A Request for Qualifications and Cost Proposal was created with two submittals received.

<u>FIRM</u>	<u>TASK #1</u>	<u>TASK#2</u>	<u>TASK#3</u>
Compliance, Inc.*	\$1,780.00	\$10,650.00	\$23,515.00
Gosling Czubak	\$5,088.00	\$13,607.00	\$27,128.00

*Recommended cost proposal. The City Attorney prepared the contract document.

At this time Council could take action to approve a contract with the low qualified bidder, Compliance, Inc., to complete a Final Assessment for the Leaking Underground Storage Tank located at 280 Washington Street; and further authorize the Mayor and City Clerk to execute the necessary documents.

IX. Notices, Communications, Announcements.

a.) A REPORT FROM THE RAMSDELL REGIONAL CENTER FOR THE ARTS.

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

At this time Ms. Sarah Helge will report on the activities of the Ramsdell Regional Center for the Arts and respond to any questions the Council may have regarding their activities.

No action is required on this item.

*b.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for Tuesday, November 28, 2017 at 7:00 p.m. A discussion will be conducted on the Sidewalk Ordinance / Program; Riverfront Leases; and such business as may come before the Council.

No action is required on this item.

c.) DISCUSSION ON DEPUTY FINANCE / DEPUTY TREASURER POSITION.

This discussion item was tabled from the October 10, 2017 Council work session.

No action is required on this item.

d.) PRESENTATION OF QUARTERLY STRATEGIC PLAN UPDATE.

This item was tabled from the October 10, 2017 Council work session. City Manager Thad N. Taylor will present the quarterly Strategic Plan update.

No action is required on this item.

*e.) CONSIDERATION OF THE 2017 SALVATION ARMY RED KETTLE CAMPAIGN.

The Salvation Army is requesting approval for their annual Red Kettle Campaign. The financial donations collected during this campaign are used in the Manistee community. The Red Kettles and bell ringers will be at various businesses in the City of Manistee including: House of Flavors, Goody's, Ramsdell, NU2U, TJ's, and at the northwest corner of River and Maple Streets. The campaign runs November 3 through December 23, 2017.

At this time Council could take action to approve the 2017 Salvation Army Red Kettle Campaign in the City of Manistee; subject to appropriate department approvals.

*f.) CONSIDERATION OF 2017 BOOS, BREWS AND BRATS EVENT.

The Manistee Downtown Development Authority has requested authorization to conduct their annual Boos, Brews and Brats event on Saturday, October 28, 2017 from 10:00 a.m. to midnight. The event will take place in front of the City Marina. Request has been made to close River Street from Pine to Spruce Street. The event includes activities for children, music and food. The DDA will be responsible for taking down temporary fencing and clean up.

At this time Council could take action to authorize the 2017 DDA Boos, Brews and Brats event on Saturday, October 28, 2017; subject to appropriate department approvals.

*g.) CONSIDERATION OF ANNUAL VICTORIAN SLEIGHBELL PARADE AND OLD CHRISTMAS WEEKEND.

The Manistee Downtown Development Authority requests authorization to conduct the 29th Annual Victorian Sleighbell Parade and Old Christmas Weekend. The event will take place from November 30 through December 3, 2017. The event will include closing of several streets in the City to accommodate the parade to include River Street from US-31 to Spruce Street, Division Street from River to Clay and Oak Street from River to Water Street. There is also a need for assistance with "no parking" signage, crowd and traffic control, closure of the parking lot at

the southwest corner of Division and River Street, and swinging of the traffic signals at River and Maple.

At this time Council could take action to authorize the 29th Annual Victorian Sleighbell Parade and Old Christmas Weekend; subject to appropriate department approvals.

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 – October 3, 2017
- 2. Council Work Session Minutes – October 10, 2017
- 3. 2017-09-07 Invoices
- 4. 2017-09-22 Invoices
- 5. Clerk Salary Recommendations
- 6. Consumers Energy License Extension
- 7. Westervelt Parcel Split Request
- 8. Bond Authorizing Ordinance
- 9. LUST Contract Award
- 10. Position Announcement
- 11. Quarterly Strategic Plan Update
- 12. Salvation Army Red Kettle Campaign
- 13. Boos, Brews and Brats Event Request
- 14. Sleighbell Week Event Request

PROCEEDINGS OF THE MANISTEE CITY COUNCIL - October 3, 2017

A regular meeting of the Manistee City Council was called to order by his honor, Mayor James Smith on Tuesday, October 3, 2017 at 7:00 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, and Erin Pontiac.

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Michelle Wright, Finance Director – Ed Bradford, and Public Safety Director – Tim Kozal.

CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

Deb Green / Manistee County Humane Society thanked Council for allowing them to hold the Strut Your Mutt event; they are a 501c3 organization and funded by donations, fundraisers and grants; need the support of all the community; invited Council to visit the Homeward Bound facility.

Tamara Buswinka / Latitude 44 consultant gave a brief description of planning a project thru implementation; gave an example of costs associated with the US-31 Corridor Study.

AMEND AGENDA.

Councilmember Beaton requested an addition to the agenda by adding an unfinished item from the 9/5/17 agenda 'Discussion With The Alliance For Economic Success'. It was stated at that meeting that it would be placed on the agenda for the first meeting in October for further consideration. It was not on the current agenda. MOTION by Beaton, second by Wittlieff to add this item to the agenda.

With a roll call vote this motion passed unanimously.

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

Beaton also stated there has not been enough information on the salary request received. MOTION by Beaton, second by Pontiac to table Item VIII. b.) Consideration of Establishing Salary for Heather Pefley as City Clerk to the 10/17/17 meeting. Taylor asked them to provide him a list of what information they need.

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

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

CONSENT AGENDA.

- Minutes - September 19, 2017 - Regular Meeting
- September 26, 2017 - Special Work Session

PROCEEDINGS OF THE MANISTEE CITY COUNCIL - October 3, 2017

- Financial Reports
 - Cash Balances August 2017
 - Revenue & Expense August 2017
- Notification Regarding Next Work Session – October 10, 2017

A discussion will be conducted on the US-31 Corridor presentation; economic development funding; Quarterly Strategic Plan Update; and such business as may come before the Council.
- Consideration of Tight Lines for Troops Event

The Tight Lines for Troops event is set for next May 17 through May 20, 2018. The event organizers wish to reserve the First Street Beach parking lot for the event. This request is specifically for the use of the parking lot. There are no other events during this time period.
- Consideration of Manistee Catholic Central High School Homecoming Parade

Manistee Catholic Central High School is requesting approval for their annual Homecoming Parade on Friday, October 6, 2017 at 4:30 p.m. The parade will assemble near the Manistee Tire parking lot, begin on Division Street, and follow River Street west to the fountain in front of the Municipal Marina.

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

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF BOARD OF DIRECTOR CANDIDATES FOR THE MML LIABILITY AND PROPERTY POOL.

Four members of the MML Liability and Property Pool Board of Directors are seeking re-election. As a member of the Liability and Property Pool, the City is asked to vote on the four incumbents or offer write-in candidates.

MOTION by Zielinski, second by Cooper to approve voting for the four incumbent candidates for the MML Liability and Property Pool. Brief discussion followed.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF ESTABLISHING SALARY FOR HEATHER PEFLEY AS CITY CLERK.

Council appointed Heather Pefley as City Clerk when City Clerk Michelle Wright retires on January 5,

2018. City Charter stipulates that Council sets the salary for City Clerk. The City's wage and classification system sets the Clerk's position in Paygrade 6. The City Manager is recommending that City Council set Heather Pefley's salary as City Clerk at \$58,578 which is Step 1 of Paygrade 6.

Item tabled until the 10/17/17 regular Council meeting.

A REPORT FROM THE ALLIANCE FOR ECONOMIC SUCCESS.

Ms. Tamara Buswinka and Ms. Lisa Leedy reported on the activities of the Alliance for Economic Success and responded to questions the Council had regarding their activities.

DISCUSSION ON THE ALLIANCE FOR ECONOMIC SUCCESS.

Representatives from the Alliance for Economic Success (AES) made a presentation to City Council this evening about their organizational plans moving forward and continued interest in providing economic development services to the City. After lengthy discussion it was decided Council was not ready to make a decision at this time; would like more discussion at the work session; and place the decision on the next available agenda. No action taken at this time.

CITIZEN COMMENT.

None received.

OFFICIALS AND STAFF.

Taylor stated the DPW and Engineer smoke testing is finished and has identified several areas of illegal connections; they will work with property owners to make adjustments; this could amount to \$1-2 million in construction cost savings. He also stated the paving projects are done for this construction season and will pick back up in the spring, still in the current fiscal year.

Wright informed Council that absentee ballots for the November election are now available.

COUNCILMEMBERS.

Beaton asked for an update on deer control.

Zielinski said it is disturbing and is saddened by what happened in Las Vegas; keep those affected in your thoughts and prayers.

Wittlieff gave information to the City Manager on the deer cull in Grand Haven; asked if the weeds in the downtown area have been taken care of and if the DDA has any part in this.

Pontiac was surprised by the advertisement on the City website for the Deputy Finance Director/Deputy Treasurer, asked why they were not notified first; Taylor stated the wage and job description is in the City Manager's discretion and is part of the reorganization of the department; it

was requested that further discussion be added to next week's work session.

Smith offered condolences to the families involved in the tragedy in Las Vegas; thanked visitors and staff for their attendance this evening.

ADJOURN.

MOTION to adjourn was made by Goodspeed. Meeting adjourned at 8:29 p.m.

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

DRAFT

**MANISTEE CITY COUNCIL
WORK SESSION
MINUTES OF OCTOBER 10, 2017**

The Manistee City Council met in a work session on Tuesday, October 10, 2017 at 7:00 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, Erin Pontiac

MEMBERS ABSENT:

ALSO PRESENT: City Manager Thad Taylor, City Attorney George Saylor, DPW Director Jeff Mikula, Public Safety Director Tim Kozal, Planning & Zoning Director Denise Blakeslee, City Engineer Shawn Middleton, Public, and Media

Public Comments on Work Session Related Items. None

Presentation of US-31 Corridor Study. County Planner Rob Carson and AES Community Development Director Tamara Buswinka made a presentation of the US-31 Corridor Study. Questions were asked on funding and possible visibility obstructions from zero lot line. Discussion took place on what the expectation would be of current business owners versus new businesses. Provides a proactive approach for new businesses with no retroactive force on existing businesses. First phase is to get everyone on the same page. This will be a long, ongoing process.

Discussion on The Potential Redevelopment of the Manistee Iron Works Property. City Manager Thad Taylor led a discussion on the Potential Redevelopment of the Manistee Iron Works Property. Ken Armour, 325 4th Avenue, and Jim Brodi, Create 3 Architecture, made a presentation on the plans for the Iron Works Property including but not limited to a community amphitheater, cottages, hotel, retail spaces, dining, and marijuana grow facility. A presentation was also made by Joe Brennan and Mike Cavanaugh of Brass LLC. They gave a history of their company, founders, and goals. A lengthy discussion took place on the marijuana grow process and potential impacts. Council stated they would need a timeline for completion for the project if grow was approved.

CONSENSUS: Council is opposed to dispensing but open to discussion of the grow and process of marijuana. Would like to move forward with preparing police power ordinance and zoning ordinance.

Discussion on Economic Development Funding. City Manager Thad Taylor led a discussion on Economic Development Funding. Council had a lengthy discussion which included putting projects out for bid and contracting services on a case by case basis. Questions were raised as to how this would work with time sensitive projects and for budgeting.

CONSENSUS: Council directed staff to begin preparation of a Request for Qualifications for an Economic Development Vendor of Record.

Presentation of Quarterly Strategic Plan Update.

CONSENSUS: Council asked that this item will be placed on the agenda for the next regular meeting.

Discussion on Deputy Finance / Deputy Treasurer Position.

CONSENSUS: Council asked that this item will be placed on the agenda for the next regular meeting.

Adjourned at approximately 9:16 p.m.



Heather Pefley CMC | CMMC | MiCPT
Deputy Clerk

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 1

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
Fund: 101 GENERAL FUND							
Dept: 172 MANAGER							
101-172-915.000	Memberships & I MANISTEE ROTARY CLUB	408	Membership Dues - T. Taylor	43658	08/27/2017	08/27/2017	160.00
							160.00
Total Dept. MANAGER:							160.00
Dept: 215 CLERK							
101-215-752.000	Supplies - Opera JACKPINE BUSINESS CENTE	419072-0	Microsoft Sculpt	43651	09/22/2017	08/23/2017	64.95
							64.95
101-215-900.000	Printing & Publis MANISTEE COUNTY REGIST MANISTEE COUNTY REGIST		Record Fee - PILT Amendment Record Fee - PILT Amendment	43655 43655	09/27/2017 09/27/2017	08/28/2017 08/28/2017	30.00 30.00
							60.00
Total Dept. CLERK:							124.95
Dept: 253 FINANCE / TREASURE							
101-253-752.000	Supplies - Opera 85TH DISTRICT COURT JACKPINE BUSINESS CENTE		Small Claims Filing Fee - Pen Eraser	43621 43651	08/24/2017 09/22/2017	08/24/2017 08/23/2017	140.00 6.49
							146.49
101-253-913.000	Travel & Training MICHIGAN MUNICIPAL TREA:	411361	2017 MMTA Fall Reg. -Bradford	43663	09/22/2017	08/23/2017	350.00
							350.00
101-253-915.000	Memberships & I APT US&C	105141	Membership Renewal - Bradford	43625	08/01/2017	08/01/2017	145.00
							145.00
Total Dept. FINANCE / TREASURER:							641.49
Dept: 257 ASSESSOR							
101-257-801.000	Professional & C GREAT LAKES ASSESSING II		Professional Assessing Service	20170437	09/01/2017	09/01/2017	6,370.00
							6,370.00
Total Dept. ASSESSOR:							6,370.00
Dept: 265 CITY HALL BUILDINGS							
101-265-752.000	Supplies - Opera ALLSHRED SERVICES CHARTER COMMUNICATION JACKPINE BUSINESS CENTE TOP LINE ELECTRIC LLC	102313 0076258082217 418592-0 9319	Off-Site Destruction Monthly Service-70 Maple St Soap refill Electrical Materials City Hall	43623 43633 43651 20170448	09/08/2017 08/22/2017 09/14/2017 08/23/2017	08/29/2017 08/22/2017 08/15/2017 08/23/2017	57.35 41.33 117.94 39.91
							256.53
101-265-850.000	Communications AT&T	7897038301	Monthly Service	43626	09/18/2017	08/19/2017	435.99
							435.99
101-265-918.000	Utilities - Water CITY OF MANISTEE WATER :	7/14/17-8/16/17	Water & Sewage Usage	20170434	08/24/2017	08/24/2017	311.06
							311.06
101-265-920.000	Utilities - Electric CONSUMERS ENERGY	Aug 17	Electric Usage	43634	09/16/2017	08/22/2017	1,966.43
							1,966.43

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 2

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
101-265-930.000	Repairs/Maint - E						
	CUSTOM SHEET METAL & HE	23807	Maint Agrmt/ Maint, filter chg	20170435	08/30/2017	07/31/2017	637.50
	CUSTOM SHEET METAL & HE	70606	Service call/ Labor M. Wright	20170435	09/01/2017	08/02/2017	583.50
							1,221.00
101-265-931.000	Repairs/Maint - E						
	TOP LINE ELECTRIC LLC	9317	Tested GFCI outlet on new lift	20170448	08/23/2017	08/23/2017	57.45
							57.45
CITY HALL BUILDINGS & GROUNDS:							4,248.46
Dept: 275 GENERAL							
101-275-801.000	Professional & C						
	ABILITA	170816	Rmvd taxes from acct/moved PRI	20170428	08/22/2017	08/22/2017	190.78
							190.78
101-275-852.000	Communications						
	CHARTER COMMUNICATION	0088022082217	Monthly Service-70 Maple St	43633	08/22/2017	08/22/2017	145.00
							145.00
101-275-920.001	Utilities - Electric						
	CONSUMERS ENERGY	Aug 17	Electric Usage	43634	09/16/2017	08/22/2017	282.82
							282.82
101-275-984.000	Computer Hardw						
	I.T. RIGHT INC	20152779	PC/ Microsoft Office/ Monitor	20170438	08/03/2017	08/03/2017	252.90
							252.90
Total Dept. GENERAL:							871.50
Dept: 301 POLICE							
101-301-721.000	Costs - Uniform/						
	KIESZKOWSKI/JAMES//	58433	Uniform Cleaning	43653	08/22/2017	08/22/2017	171.25
							171.25
101-301-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20170432	09/01/2017	09/01/2017	2,622.08
							2,622.08
101-301-983.000	Lease Purchase						
	TEAM FINANCIAL GROUP INC	153496	Kyocera-Police & Fire	20170447	09/14/2017	08/25/2017	117.98
							117.98
Total Dept. POLICE:							2,911.31
Dept: 336 FIRE							
101-336-752.000	Supplies - Opera						
	GILL-ROYS HARDWARE	1708-938632	Propane Refill /Utility Lightr	43644	08/23/2017	08/23/2017	34.95
	VERIZON WIRELESS	9791257145	Monthly Service	43682	08/19/2017	08/19/2017	14.04
							48.99
101-336-777.000	Supplies - Medic						
	J & B MEDICAL SUPPLY	3845560	Medical Supplies	20170439	09/16/2017	08/17/2017	216.76
	J & B MEDICAL SUPPLY	3845576	Medical Supplies	20170439	09/16/2017	08/17/2017	1,404.97
	MUNSON HEALTHCARE MAN	July8 2017	EMS Bags/bkpacks	43664	08/13/2017	08/13/2017	260.00
							1,881.73
101-336-801.000	Professional & C						
	WSMC PHYSICIAN SERVICE:		Employee New Hire Physicals	43685	08/10/2017	08/10/2017	178.00
							178.00
101-336-873.000	Education/Tuitior						
	HASKIN/BRENT//		Reimbursement Tuition	43649	08/28/2017	08/28/2017	1,011.00

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Page: 3

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							1,011.00
101-336-913.000	Travel & Training MICHIGAN ASSOCIATION OF	396	Company Officer Training Semin	43662	09/29/2017	08/30/2017	100.00
							100.00
101-336-918.000	Utilities - Water CITY OF MANISTEE WATER	7/14/17-8/16/17	Water & Sewage Usage	20170434	08/24/2017	08/24/2017	116.96
							116.96
101-336-920.000	Utilities - Electric CONSUMERS ENERGY	Aug 17	Electric Usage	43634	09/16/2017	08/22/2017	372.48
							372.48
101-336-930.000	Repairs/Maint - E ACTION WDI SPECIALIST INC	6162	General Spray - Fire Dept	20170429	09/30/2017	08/31/2017	350.00
							350.00
101-336-957.000	Motor Pool CITY OF MANISTEE COMM		Equipment Rental - Motor Pool	20170432	09/01/2017	09/01/2017	5,244.17
							5,244.17
101-336-983.000	Lease Purchase TEAM FINANCIAL GROUP INC	153496	Kyocera-Police & Fire	20170447	09/14/2017	08/25/2017	39.32
							39.32
						Total Dept. FIRE:	9,342.65
Dept: 441 PUBLIC WORKS							
101-441-721.000	Costs - Uniform/I MODEL COVERALL SERVICE	0689553	Uniform Cleaning-DPW	20170441	09/08/2017	08/09/2017	28.87
	MODEL COVERALL SERVICE	0691050	Uniform Cleaning-DPW	20170441	09/15/2017	08/16/2017	28.87
	MODEL COVERALL SERVICE	0691053	Uniform Cleaning-Water	20170441	09/15/2017	08/16/2017	54.60
	MODEL COVERALL SERVICE	0692508	Uniform Cleaning-DPW	20170441	09/22/2017	08/23/2017	28.87
	MODEL COVERALL SERVICE	0692512	Uniform Cleaning-Water	20170441	09/22/2017	08/23/2017	54.60
	SNYDER SHOE CORP	275022-8950	Boots - Polisky	43676	08/14/2017	07/15/2017	150.00
							345.81
101-441-752.000	Supplies - Opera ABSOLUTE SAFETY, INC.	WWTP/DPW717	Safety Meeting - 7/25, 7/26/17	43622	09/03/2017	08/04/2017	82.75
	AUTO VALUE \ AUTO-WARES	256-957183	6 Gold 80 25pk	43627	09/09/2017	08/10/2017	11.79
	AUTO VALUE \ AUTO-WARES	256-957852	Disp Resp Med	43627	09/16/2017	08/17/2017	17.29
	FASTENAL COMPANY	MIMAN127143	Cautn Blu/ Flexgrd Glv/	20170436	09/03/2017	08/04/2017	55.43
	FASTENAL COMPANY	MIMAN127430	LimeVest/ Blk Cble Tie	20170436	09/17/2017	08/18/2017	81.12
	FIRST ADVANTAGE OCCUPA	2504421707	Clinic Collection	43640	07/31/2017	07/31/2017	197.58
	JACKPINE BUSINESS CENTE	418756-0	Pil. Pen RB RTR	43651	09/15/2017	08/16/2017	49.98
	MICHAEL TODD & COMPANY	157671	Floor Brush / Handle	43661	09/15/2017	08/16/2017	295.37
	PRAXAIR DISTRIBUTION INC	78496723	Oxygen USP D	20170443	08/10/2017	08/10/2017	36.31
	PRAXAIR DISTRIBUTION INC	78653873	Cylinder Rent, Oxygen	20170443	08/22/2017	08/22/2017	63.22
	WAHR HARDWARE, INC.	C124756	CLR Cleaner	20170451	09/08/2017	08/09/2017	13.98
	WAHR HARDWARE, INC.	D64260	Hex Nuts/ Blue Tarp	20170451	09/08/2017	08/09/2017	8.28
	WAHR HARDWARE, INC.	C124854	Blk Spray Paint	20170451	09/09/2017	08/10/2017	15.96
	WAHR HARDWARE, INC.	D64366	Fluor Tube	20170451	09/10/2017	08/11/2017	8.99
	WAHR HARDWARE, INC.	C125954	Sfty Hasp/ Padlock	20170451	09/21/2017	08/22/2017	9.48
	WAHR HARDWARE, INC.	C126059	Freight	20170451	09/22/2017	08/23/2017	14.67
	WSMC PHYSICIAN SERVICE:		Employee New Hire Physicals	43685	08/10/2017	08/10/2017	280.00
							1,242.20
101-441-918.000	Utilities - Water CITY OF MANISTEE WATER	7/14/17-8/16/17	Water & Sewage Usage	20170434	08/24/2017	08/24/2017	457.75
							457.75
101-441-920.000	Utilities - Electric						

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 4

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	CONSUMERS ENERGY	Aug 17	Electric Usage	43634	09/16/2017	08/22/2017	787.67
							787.67
101-441-930.000	Repairs/Maint - E						
	GILL-ROYS HARDWARE	1708-900316	Projct Pntr Plus Sprayer	43644	08/14/2017	08/14/2017	249.99
	MACKS GARAGE DOOR SER	July19 2017	East Door Repair - Labor/ Trip	43654	07/19/2017	07/19/2017	520.00
	WAHR HARDWARE, INC.	C124623	Roller Cover	20170451	09/07/2017	08/08/2017	4.99
	WAHR HARDWARE, INC.	C125216	Tint BS Paint	20170451	09/13/2017	08/14/2017	199.99
	WAHR HARDWARE, INC.	C125297	Paint	20170451	09/14/2017	08/15/2017	199.99
							1,174.96
101-441-931.000	Repairs/Maint - E						
	AUTO VALUE \ AUTO-WARES	256-956946	PM AW32 hydraulic	43627	09/07/2017	08/08/2017	54.69
	AUTO VALUE \ AUTO-WARES	256-957172	Hitch Pin and Clip	43627	09/09/2017	08/10/2017	5.58
	AUTO VALUE \ AUTO-WARES	256-957927	Flat Black	43627	09/17/2017	08/18/2017	6.59
	AUTO VALUE \ AUTO-WARES	256-958552	Coupler	43627	09/24/2017	08/25/2017	68.99
	BLARNEY CASTLE OIL CO.	0903853-IN	Mobil TAC 375 NC Spray Grease	43631	09/23/2017	08/24/2017	236.10
	GRAND RENTAL STATION	1-552340	Rental - Chip Hammer Air/ Bit	43646	09/07/2017	08/08/2017	63.03
	PRAXAIR DISTRIBUTION INC	78475771	Elec Holder 300A Tong PRS	20170443	08/08/2017	08/08/2017	27.71
	TOP LINE ELECTRIC LLC	9316	Maple St Bridge Stuck - closed	20170448	08/23/2017	08/23/2017	172.35
							635.04
101-441-932.000	Repairs/Maint - \						
	AUTO VALUE \ AUTO-WARES	256-956762	Male Connector	43627	09/06/2017	08/07/2017	2.06
	AUTO VALUE \ AUTO-WARES	256-957957	Pipe Couplng/ Hose Fitting/	43627	09/17/2017	08/18/2017	42.23
	AUTO VALUE \ AUTO-WARES	256-958174	Switches	43627	09/20/2017	08/21/2017	4.69
	AUTO VALUE \ AUTO-WARES	256-958285	Skt. Holders	43627	09/21/2017	08/22/2017	15.98
	AUTO VALUE \ AUTO-WARES	256-958366	Union/ Nylon Tubing	43627	09/22/2017	08/23/2017	14.93
	AUTO VALUE \ AUTO-WARES	256-958372	DOT AB M Elbow/ F-Male Adapt	43627	09/22/2017	08/23/2017	13.86
	AUTO VALUE \ AUTO-WARES	256-958425	Switches	43627	09/22/2017	08/23/2017	3.49
	AUTO VALUE \ AUTO-WARES	256-958484	Male Elbows	43627	09/23/2017	08/24/2017	17.64
	FREDRICKSON SUPPLY LLC	2259	Passenger side rear window	43642	09/02/2017	08/03/2017	284.93
	FREDRICKSON SUPPLY LLC	2344	Bowden Cable	43642	09/17/2017	08/18/2017	142.39
	GRAND RENTAL STATION	1-552385	Rental - Lift and Sfty Harness	43646	09/09/2017	08/10/2017	107.33
	MANISTEE TIRE SERVICE	55945	Cooper EVOL HT, Chng/Bal/Clea	43659	09/17/2017	08/18/2017	483.76
	O'REILLY AUTOMOTIVE	5715-108076	Metallic Pad/ Brk Calipers	20170442	08/11/2017	08/11/2017	206.09
	O'REILLY AUTOMOTIVE	5715-108317	Metallic Pad/ Brake Clnr	20170442	08/15/2017	08/15/2017	51.57
	O'REILLY AUTOMOTIVE	5715-108379	Metallic Pad	20170442	08/16/2017	08/16/2017	27.69
	ROAD EQUIPMENT PARTS C	KC427536	Airbag Nut	20170445	08/03/2017	08/03/2017	1.88
	TRUCK & TRAILER SPECIALT	28662B	Tarp Motor	43680	07/19/2017	07/19/2017	239.47
	WAHR HARDWARE, INC.	C124594	Bolts	20170451	09/07/2017	08/08/2017	4.20
	WEST MICHIGAN INTERNATI	R102003127:02	Job #3 Labor/ Travel	43683	07/19/2017	07/19/2017	196.80
	WEST MICHIGAN INTERNATI	X102018443:01	Bracket Asy, Man Htd Blk RH	43683	08/24/2017	08/24/2017	409.35
							2,270.34
101-441-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20170432	09/01/2017	09/01/2017	6,090.00
							6,090.00
101-441-985.000	Capital Outlay - t						
	FAMILY FARM & HOME - MAN	3949/H	Tool Cabinet	43638	09/03/2017	08/04/2017	799.99
	FASTENAL COMPANY	MIMAN127176	Hammerdrill/Crdless Cutoff Tl	20170436	09/06/2017	08/07/2017	824.98
							1,624.97
Total Dept. PUBLIC WORKS:							14,628.74
Dept: 701 PLANNING & ZONING							
101-701-913.000	Travel & Training						
	NETWORKS NORTHWEST	Oct 16, 2017	Registration - NW MI Housing	43669	08/17/2017	08/17/2017	40.00
							40.00
Total Dept. PLANNING & ZONING:							40.00

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 5

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
Dept: 751 PARKS & RECREATIO							
101-751-752.000	Supplies - Opera						
	FAMILY FARM & HOME - MAN	003951/H	Flat spray tip .3 GPM, .4GPM	43638	09/06/2017	08/07/2017	33.47
	FAMILY FARM & HOME - MAN	3950	Spot Sprayer 50 gal	43638	09/06/2017	08/07/2017	319.99
	FAMILY FARM & HOME - MAN	3957/H	Wedge Maul Sledge/post driver	43638	09/10/2017	08/11/2017	26.54
	FASTENAL COMPANY	MIMAN127032	Paper towel	20170436	08/30/2017	07/31/2017	351.36
	FASTENAL COMPANY	MIMAN127031	Can Liners	20170436	08/30/2017	07/31/2017	263.25
	FASTENAL COMPANY	MIMAN1247075	Disposable Glv/ Threadlocker	20170436	08/31/2017	08/01/2017	30.53
	FASTENAL COMPANY	MIMAN127062	Hand wash refill	20170436	08/31/2017	08/01/2017	137.88
	FASTENAL COMPANY	MIMAN127095	Paper twl/ Pine sol	20170436	09/01/2017	08/02/2017	80.97
	FASTENAL COMPANY	MIMAN127137	Security Bit	20170436	09/03/2017	08/04/2017	2.06
	FASTENAL COMPANY	MIMAN127157	Pine Sol/ Paper Twl/ Bath Tiss	20170436	09/06/2017	08/07/2017	269.44
	FASTENAL COMPANY	MIMAN127158	Bathroom Tissue	20170436	09/06/2017	08/07/2017	84.83
	FASTENAL COMPANY	MIMAN127228	Can Liners	20170436	09/08/2017	08/09/2017	482.63
	FASTENAL COMPANY	MIMAN127327	Depressed Cntr Wheel	20170436	09/08/2017	08/09/2017	8.39
	FASTENAL COMPANY	MIMAN127222	Degreaser	20170436	09/08/2017	08/09/2017	12.43
	FASTENAL COMPANY	MIMAN127497	Bath Tissue Dispensers	20170436	09/21/2017	08/22/2017	142.02
	FASTENAL COMPANY	MIMAN127497C	Credit - Bath Tissue Dispenser	20170436	09/21/2017	08/22/2017	-47.34
	FASTENAL COMPANY	MIMAN127498	Can Liners	20170436	09/21/2017	08/22/2017	79.80
	FASTENAL COMPANY	MIMAN127534	Can Liners	20170436	09/22/2017	08/23/2017	438.76
	WAHR HARDWARE, INC.	D62181	KW1 Blank	20170451	08/05/2017	07/06/2017	1.99
	WAHR HARDWARE, INC.	C122437	Misc Mdse.	20170451	08/18/2017	07/19/2017	10.00
	WAHR HARDWARE, INC.	C123185	Spk Head/ PVC Nipples	20170451	08/25/2017	07/26/2017	10.86
	WAHR HARDWARE, INC.	D63488	Bit Set	20170451	08/26/2017	07/27/2017	19.99
	WAHR HARDWARE, INC.	C123320	Dawn Dish Soap	20170451	08/26/2017	07/27/2017	35.91
	WAHR HARDWARE, INC.	D63697	D-14 Women/ D-4 Men	20170451	08/30/2017	07/31/2017	7.98
	WAHR HARDWARE, INC.	D63700	Mounting Tape	20170451	08/30/2017	07/31/2017	6.99
	WAHR HARDWARE, INC.	C123692	Paint Pail/ Pine SOL	20170451	08/30/2017	07/31/2017	54.43
	WAHR HARDWARE, INC.	C123851	Hook Blades	20170451	08/31/2017	08/01/2017	4.39
	WAHR HARDWARE, INC.	C124151	Marks a lot marker	20170451	09/03/2017	08/04/2017	2.29
	WAHR HARDWARE, INC.	D64332	Nap Cover	20170451	09/09/2017	08/10/2017	8.79
	WAHR HARDWARE, INC.	D64582	LED Bulbs	20170451	09/14/2017	08/15/2017	8.99
	WAHR HARDWARE, INC.	C125270	Gas Tank/ Glue Remover	20170451	09/14/2017	08/15/2017	16.78
							2,906.40
101-751-918.000	Utilities - Water						
	CITY OF MANISTEE WATER	7/14/17-8/16/17	Water & Sewage Usage	20170434	08/24/2017	08/24/2017	1,735.26
							1,735.26
101-751-920.000	Utilities - Electric						
	CONSUMERS ENERGY	Aug 17	Electric Usage	43634	09/16/2017	08/22/2017	2,060.09
							2,060.09
101-751-930.000	Repairs/Maint - E						
	FASTENAL COMPANY	MIMAN127174	Wood Screws	20170436	09/06/2017	08/07/2017	21.26
	TOP LINE ELECTRIC LLC	9313	Installed new 220 outlet 5th	20170448	08/23/2017	08/23/2017	422.86
	TOP LINE ELECTRIC LLC	9312	Replaced emergency phone spkr	20170448	08/23/2017	08/23/2017	187.64
	TOP LINE ELECTRIC LLC	9314	Installed new WIFI antenna	20170448	08/23/2017	08/23/2017	159.10
	WAHR HARDWARE, INC.	D63411	Sink Strainer/Drain/ Putty	20170451	08/25/2017	07/26/2017	22.47
							813.33
101-751-931.000	Repairs/Maint - E						
	AUTO VALUE \ AUTO-WARES	256-957171	Hitch Pin and Clip	43627	09/09/2017	08/10/2017	11.16
	FAMILY FARM & HOME - MAN	3963/H	Adapter Strt/ Bushing reducer/	43638	09/14/2017	08/15/2017	41.31
	FAMILY FARM & HOME - MAN	3968/H	Bushing Reducer/Flood Tip	43638	09/16/2017	08/17/2017	8.48
	FAMILY TIRE SERVICE	2026	Goodyear Tire Grip/ Mnt, dismt	43639	08/08/2017	08/08/2017	740.00
	FAMILY TIRE SERVICE	2038	Trac-guard / Dismount/ mount	43639	08/15/2017	08/15/2017	85.00

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 6

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	FASTENAL COMPANY	MIMAN127068	Hex cap screw/ Flange nut	20170436	08/31/2017	08/01/2017	9.07
	FASTENAL COMPANY	MIMAN127153	Deck Screws	20170436	09/03/2017	08/04/2017	21.92
	FASTENAL COMPANY	MIMAN127216	Carriage Bolt	20170436	09/07/2017	08/08/2017	8.59
	FASTENAL COMPANY	MIMAN127439	Back-up washer	20170436	09/17/2017	08/18/2017	14.40
	FASTENAL COMPANY	MIMAN127474	Cutting Wheel	20170436	09/20/2017	08/21/2017	8.96
	FASTENAL COMPANY	MIMAN127463	Flat Washer/ Hex cap screw	20170436	09/20/2017	08/21/2017	21.42
	FASTENAL COMPANY	MIMAN127470	Drill Bit	20170436	09/20/2017	08/21/2017	36.50
	FASTENAL COMPANY	MIMAN127553	Split lock wshr/ Hex nut/	20170436	09/22/2017	08/23/2017	20.28
	GRAND RENTAL STATION	1-552370	Speed Feed Head	43646	09/08/2017	08/09/2017	29.39
	OLSON LUMBER COMPANY	110792	Treated Lumber	43670	09/06/2017	08/07/2017	25.90
	OLSON LUMBER COMPANY	110876	Treated Lumber	43670	09/20/2017	08/21/2017	22.89
	WAHR HARDWARE, INC.	D64116	Urethane, Gloss	20170451	09/06/2017	08/07/2017	16.49
	WAHR HARDWARE, INC.	D64258	Threaded Nozzle/ Axe	20170451	09/08/2017	08/09/2017	39.48
	WAHR HARDWARE, INC.	D64331	Paint tray/ Rollers	20170451	09/09/2017	08/10/2017	25.55
	WAHR HARDWARE, INC.	C125433	Bolt	20170451	09/15/2017	08/16/2017	1.92
	WAHR HARDWARE, INC.	D64657	Roller/ Trim Cover/ Paint tray	20170451	09/15/2017	08/16/2017	10.37
	WAHR HARDWARE, INC.	C125630	Rivet/ Rivet Tool	20170451	09/17/2017	08/18/2017	26.08
	WAHR HARDWARE, INC.	C125640	Rivet	20170451	09/17/2017	08/18/2017	7.59
	WAHR HARDWARE, INC.	C125855	Hole Saw	20170451	09/20/2017	08/21/2017	12.89
	WAHR HARDWARE, INC.	D64976	Bolts/ Letter and number set	20170451	09/22/2017	08/23/2017	21.99
	WAHR HARDWARE, INC.	D64987	Bolts	20170451	09/22/2017	08/23/2017	20.40
							1,288.03
101-751-932.000	Repairs/Maint - \						
	AUTO VALUE \ AUTO-WARES	256-956883	Halogen Capsule	43627	09/07/2017	08/08/2017	9.79
							9.79
101-751-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20170432	09/01/2017	09/01/2017	3,045.00
							3,045.00
							Total Dept. PARKS & RECREATION: 11,857.90
Dept: 905 DEBT SERVICE							
101-905-991.007	2010 Cap Imp Pr						
	BANK OF NEW YORK MELLON	STECTY10CI Sept 2017	2010 CAP IMP BONDS	43628	08/02/2017	08/02/2017	245,000.00
							245,000.00
101-905-992.107	2010 Cap Imp In						
	BANK OF NEW YORK MELLON	STECTY10CI Sept 2017	2010 CAP IMP BONDS	43628	08/02/2017	08/02/2017	93,973.75
							93,973.75
							Total Dept. DEBT SERVICE: 338,973.75
							al Fund GENERAL FUND: 390,170.75
Fund: 202 MAJOR STREET FUN							
Dept: 000							
202-000-864.000	Preservation Stre						
	CITY OF MANISTEE GENERA		Major & Local Street Reimburse	20170433	09/01/2017	09/01/2017	6,750.00
	ELMER'S CRANE & DOZER, I	480316	MDOT S2 WR	43637	08/26/2017	08/02/2017	320.63
	ELMER'S CRANE & DOZER, I	481149	MDOT S2 WR	43637	09/02/2017	08/09/2017	1,046.25
	ELMER'S CRANE & DOZER, I	482168	MDOT S2 WR	43637	09/09/2017	08/16/2017	1,012.50
	OLSON LUMBER COMPANY	110587	Const/ Stakes	43670	08/02/2017	07/03/2017	60.00
	OLSON LUMBER COMPANY	110795	Const/ Stakes	43670	09/06/2017	08/07/2017	91.50
	PARKDALE BLOCK & BUILDIN	24074	Float/ Fiber Board	43672	08/05/2017	07/06/2017	55.50
	PARKDALE BLOCK & BUILDIN	24093	Sealer/ Brush/ Edger/ Kumalong	43672	08/17/2017	07/18/2017	387.40
	PARKDALE BLOCK & BUILDIN	24105	Expansion Joint	43672	08/25/2017	07/26/2017	42.50
	PARKDALE BLOCK & BUILDIN	24108	MAGS	43672	08/27/2017	07/28/2017	48.00
							9,814.28
202-000-864.001	Preservation Stre						

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 7

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	SPICER GROUP INC	187323	Task 034 2016 St Improv Proj	20170446	08/15/2017	08/15/2017	1,340.88
							1,340.88
202-000-865.000	Routine Maintena CITY OF MANISTEE GENERA		Major & Local Street Reimburse	20170433	09/01/2017	09/01/2017	8,875.00
							8,875.00
202-000-866.000	Winter Maintena CITY OF MANISTEE GENERA		Major & Local Street Reimburse	20170433	09/01/2017	09/01/2017	12,083.33
							12,083.33
202-000-918.000	Utilities - Water CITY OF MANISTEE WATER	7/14/17-8/16/17	Water & Sewage Usage	20170434	08/24/2017	08/24/2017	78.25
							78.25
202-000-920.000	Utilities - Electric CONSUMERS ENERGY	Aug 17	Electric Usage	43634	09/16/2017	08/22/2017	166.00
							166.00
						Total Dept. 000:	32,357.74
						nd MAJOR STREET FUND:	32,357.74
Fund: 203 LOCAL STREET FUND							
Dept: 000							
203-000-864.000	Preservation Stre CITY OF MANISTEE GENERA		Major & Local Street Reimburse	20170433	09/01/2017	09/01/2017	5,666.67
	ELMER'S CRANE & DOZER, I	480316	MDOT S2 WR	43637	08/26/2017	08/02/2017	320.62
							5,987.29
203-000-866.000	Winter Maintena CITY OF MANISTEE GENERA		Major & Local Street Reimburse	20170433	09/01/2017	09/01/2017	6,583.33
							6,583.33
						Total Dept. 000:	12,570.62
						nd LOCAL STREET FUND:	12,570.62
Fund: 226 CITY REFUSE FUND							
Dept: 000							
226-000-826.000	Residential Cont REPUBLIC SERVICES #239	0239-001962707	Recycle/Residential Basic Serv	43674	07/31/2017	07/31/2017	32,124.04
							32,124.04
226-000-827.000	Municipal Contra REPUBLIC SERVICES #239	0239-001958950	Pickup & Rental - 5th Ave, 1st	43674	07/31/2017	07/31/2017	1,680.96
							1,680.96
226-000-830.001	Yard Waste City CITY OF MANISTEE GENERA		Reimburse for Yard Waste	20170433	09/01/2017	09/01/2017	6,893.58
							6,893.58
226-000-920.000	Utilities - Electric CONSUMERS ENERGY	Aug 17	Electric Usage	43634	09/16/2017	08/22/2017	30.73
							30.73
						Total Dept. 000:	40,729.31
						und CITY REFUSE FUND:	40,729.31

Fund: 243 BROWNFIELD REDEVI

Dept: 000

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 8

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
243-000-801.000	Professional & C EFTAXIADIS CONSULTING LI	CMBRA-1707	Misc CMBRA Tech Serv./ Hotel	43636	09/01/2017	08/02/2017	562.50
							562.50
						Total Dept. 000:	562.50
						EDEVELOPMENT AUTHO:	562.50
Fund: 272 PEG COMMISSION							
Dept: 000							
272-000-801.000	Professional & C BROWN/KEITH R//PHD		MPA Operations - Aug 2017	20170430	09/01/2017	09/01/2017	833.33
							833.33
272-000-915.000	Memberships & [NBS AUDIO VISUAL SOLUTIC	3439	Total Info Subscription	43667	08/30/2017	08/30/2017	949.00
							949.00
						Total Dept. 000:	1,782.33
						Fund PEG COMMISSION:	1,782.33
Fund: 275 GRANT MANAGEMEN							
Dept: 901 LOCAL REVENUE SHA							
275-901-965.073	2017 Cycle 1 - P APPLIED CONCEPTS	312809	DSR Enhanced Counting Unit	43624	08/18/2017	08/18/2017	8,940.00
							8,940.00
						OCAL REVENUE SHARING GRANTS:	8,940.00
						NT MANAGEMENT FUND:	8,940.00
Fund: 297 RAMSDELL REGIONAL							
Dept: 000							
297-000-752.000	Supplies - Opera 1000BULBS.COM	W00590589	18W 2-pin/ 26W 4 pin/	20170427	08/22/2017	08/22/2017	67.25
	JACKPINE BUSINESS CENTE	418873-0	Registation form pad	43651	09/16/2017	08/17/2017	1.40
	MYNORTH MEDIA	RT0815	Ticket Stock	43666	09/21/2017	08/22/2017	200.00
	ULINE, INC	89766852	Utlity Bckt/Brass Polish/Rags	20170449	08/22/2017	08/22/2017	192.20
							460.85
297-000-880.000	Marketing & Pro TRAVERSE MAGAZINE	2017-83324	MyNorth Newsletters	43679	02/08/2017	01/09/2017	100.00
	TRAVERSE MAGAZINE	2017-85271	MyNorth Newsletters	43679	09/20/2017	08/21/2017	100.00
							200.00
297-000-881.002	Ramsdell - Prese SELBEE/ CARRIE L.//		Karen Curlee Performance	43675	08/29/2017	08/29/2017	450.00
							450.00
297-000-881.003	Ramsdell - Work MARY WAHR		Stone wire wrapping workshop	43660	08/22/2017	08/22/2017	105.00
							105.00
297-000-881.005	Ramsdell - Exhib PAETSCHOW/ BOB//	810017	Carl Juergens Catalog	43671	08/10/2017	08/10/2017	238.50
							238.50
297-000-900.000	Printing & Publis JACKPINE BUSINESS CENTE	41739	Karen Curlee Flyer	43651	09/13/2017	08/14/2017	15.00
	JACKPINE BUSINESS CENTE	41791	Curlee Flyer half pg/main stge	43651	09/21/2017	08/22/2017	73.00
	JACKPINE BUSINESS CENTE	41816	Sandwich Sign poster laminated	43651	09/24/2017	08/25/2017	152.00

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 9

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							240.00
297-000-918.000	Utilities - Water CITY OF MANISTEE WATER	7/14/17-8/16/17	Water & Sewage Usage	20170434	08/24/2017	08/24/2017	51.20
							51.20
297-000-920.000	Utilities - Electric CONSUMERS ENERGY	Aug 17	Electric Usage	43634	09/16/2017	08/22/2017	2,505.79
							2,505.79
297-000-930.000	Repairs/Maint - E PERSONAL PLUMBING INC TOP LINE ELECTRIC LLC WAHR HARDWARE, INC.	170714-3 9285 C126196	Urinal Flush Valves, Bolts, Qrtly Inspection - Ramsdell Paint, Roller Handy, Tray Linr	43673 20170448 20170452	07/14/2017 08/17/2017 08/24/2017	07/14/2017 08/17/2017 08/24/2017	574.93 75.00 135.22
							785.15
297-000-935.000	Insurance BOYER/CHARLES A./INC	131885	Busines Bond 9/8-11/8/17	43632	09/08/2017	09/08/2017	50.00
							50.00
297-000-985.000	Capital Outlay - I I.T. RIGHT INC	20152779	PC/ Microsoft Office/ Monitor	20170438	08/03/2017	08/03/2017	1,139.00
							1,139.00
						Total Dept. 000:	6,225.49
						EGIONAL CENTER/ARTS:	6,225.49

Fund: 501 BOAT LAUNCH FUND

Dept: 000

501-000-752.000	Supplies - Opera JACKPINE BUSINESS CENTE	419284-0	Thermal Paper Rolls	43651	09/29/2017	08/30/2017	7.97
							7.97
501-000-850.000	Communications CHARTER COMMUNICATION	0139486081917	Monthly Service-110 S Lakeshor	43633	08/19/2017	08/19/2017	39.99
							39.99
501-000-918.000	Utilities - Water CITY OF MANISTEE WATER	7/14/17-8/16/17	Water & Sewage Usage	20170434	08/24/2017	08/24/2017	364.04
							364.04
501-000-920.000	Utilities - Electric CONSUMERS ENERGY	Aug 17	Electric Usage	43634	09/16/2017	08/22/2017	338.29
							338.29
						Total Dept. 000:	750.29
						ind BOAT LAUNCH FUND:	750.29

Fund: 592 WATER & SEWER UTIL

Dept: 000

592-000-300.005	1998 B - SRF Bo BANK OF NEW YORK MELLO	August 2017	2969-MFA Princ and Interest	43629	08/10/2017	08/10/2017	160,000.00
							160,000.00
592-000-300.007	1999 B - SRF Bo BANK OF NEW YORK MELLO	August 2017	2969-MFA Princ and Interest	43629	08/10/2017	08/10/2017	135,000.00
							135,000.00
592-000-300.010	2010 SRF Bond I BANK OF NEW YORK MELLO	August 2017	2969-MFA Princ and Interest	43629	08/10/2017	08/10/2017	30,000.00

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 10

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							30,000.00
592-000-300.011	2010 DWRF Bon BANK OF NEW YORK MELLO	August 2017	2969-MFA Princ and Interest	43629	08/10/2017	08/10/2017	20,000.00
							20,000.00
Total Dept. 000:							345,000.00
Dept: 275 GENERAL							
592-275-961.000	Utility Ownership CITY OF MANISTEE GENERA		Utility Ownership Fee	20170433	09/01/2017	09/01/2017	16,646.67
							16,646.67
Total Dept. GENERAL:							16,646.67
Dept: 541 ADMINISTRATION							
592-541-752.000	Supplies - Opera HANSEN/LORI// HANSEN/LORI// JACKPINE BUSINESS CENTE	782303 782304 419115-0	Office Cleaning Office Cleaning Post it/ Toner	43648 43648 43651	08/06/2017 08/19/2017 09/23/2017	08/06/2017 08/19/2017 08/24/2017	75.00 75.00 139.96
							289.96
592-541-803.000	Administration CITY OF MANISTEE GENERA		Administration - Water	20170433	09/01/2017	09/01/2017	30,626.58
							30,626.58
592-541-850.000	Communications VERIZON WIRELESS	9791287405	Monthly Service	43682	08/19/2017	08/19/2017	258.90
							258.90
Total Dept. ADMINISTRATION:							31,175.44
Dept: 542 WATER OPERATION							
592-542-721.000	Costs - Uniform/t MODEL COVERALL SERVICE MODEL COVERALL SERVICE MODEL COVERALL SERVICE	0689557 0691053 0692512	Uniform Cleaning-Water Uniform Cleaning-Water Uniform Cleaning-Water	20170441 20170441 20170441	09/08/2017 09/15/2017 09/22/2017	08/09/2017 08/16/2017 08/23/2017	27.20 23.70 23.70
							74.60
592-542-752.000	Supplies - Opera ABSOLUTE SAFETY, INC. WAHR HARDWARE, INC.	WWTP/DPW717 D64937	Safety Meeting - 7/25, 7/26/17 Thermometer/ cable tie	43622 20170451	09/03/2017 09/21/2017	08/04/2017 08/22/2017	82.75 7.98
							90.73
592-542-801.000	Professional & C SPICER GROUP INC	187324	Task 037 Water & Wastewater	20170446	08/15/2017	08/15/2017	500.00
							500.00
592-542-824.000	Lab Testing KENT COUNTY HEALTH DEP. USA BLUE BOOK WAHR HARDWARE, INC. WAHR HARDWARE, INC. WAHR HARDWARE, INC. WAHR HARDWARE, INC.	EH073117-3921 328227 C124743 D64699 D64722 D64936	Water Samples Hach Fluoride Rgt Freight Freight x 4 Freight Freight	43652 43681 20170451 20170451 20170451 20170451	08/31/2017 08/31/2017 09/08/2017 09/15/2017 09/16/2017 09/21/2017	08/01/2017 08/01/2017 08/09/2017 08/16/2017 08/17/2017 08/22/2017	144.00 75.96 11.28 57.24 13.22 11.46
							313.16
592-542-920.000	Utilities - Electric CONSUMERS ENERGY	Aug 17	Electric Usage	43634	09/16/2017	08/22/2017	64.84
							64.84
592-542-931.000	Repairs/Maint - E BISBEE INFRARED SERVICE MICHIGAN PIPE & VALVE	21523 T80092	Infrared Electrical Inspection HYD Ext BR250	43630 20170440	07/25/2017 09/09/2017	07/25/2017 08/10/2017	262.50 332.00

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 11

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	TOP LINE ELECTRIC LLC	9305	WTP Indust. Tower UPS Replcmr	20170448	08/23/2017	08/23/2017	408.58
	TOP LINE ELECTRIC LLC	9301	WTP Industrial Wtr Twr Fail	20170448	08/23/2017	08/23/2017	450.00
							1,453.08
592-542-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20170432	09/01/2017	09/01/2017	3,094.33
							3,094.33
							Total Dept. WATER OPERATION: 5,590.74
Dept: 543 SEWER - WWTP							
592-543-721.000	Costs - Uniform/I						
	MODEL COVERALL SERVICE	0689551	Uniform Cleaning - WWTP/	20170441	09/08/2017	08/09/2017	41.99
	MODEL COVERALL SERVICE	0691048	Uniform Cleaning & New- WWTF	20170441	09/15/2017	08/16/2017	145.08
	MODEL COVERALL SERVICE	0692509	Uniform Cleaning - WWTP	20170441	09/22/2017	08/23/2017	51.58
	TAYLOR/DONNA//	4092	Hi Viz ANSI	43678	08/07/2017	08/07/2017	95.70
							334.35
592-543-752.000	Supplies - Opera						
	ABSOLUTE SAFETY, INC.	WWTP/DPW717	Safety Meeting - 7/25, 7/26/17	43622	09/03/2017	08/04/2017	82.75
	FASTENAL COMPANY	MIMAN127124	Cutting Wheels	20170436	09/02/2017	08/03/2017	6.13
	FASTENAL COMPANY	MIMAN127150	Cutting Wheel	20170436	09/03/2017	08/04/2017	3.14
	HACH COMPANY	10580197	UREA Reagent/ Inoculating Loop	43647	09/07/2017	08/08/2017	78.34
	JACKPINE BUSINESS CENTE	418139-0	View Binder/ Divider	43651	08/27/2017	07/28/2017	13.85
	JACKPINE BUSINESS CENTE	418753-0	Markers	43651	09/14/2017	08/15/2017	11.56
	JACKPINE BUSINESS CENTE	418825-0	Bubble Mailer	43651	09/15/2017	08/16/2017	1.78
	MODEL COVERALL SERVICE	0689551	Uniform Cleaning - WWTP/	20170441	09/08/2017	08/09/2017	31.37
	NCL OF WISCONSIN, INC.	393784	Whatman 934AH/ Whirl pak bags	43668	09/06/2017	08/07/2017	356.36
	REPUBLIC SERVICES #239	0239-001958926	Basic Service 15 9th St.	43674	07/31/2017	07/31/2017	161.37
	WAHR HARDWARE, INC.	C124639	LED Bulbs/ Cotton Mop	20170451	09/07/2017	08/08/2017	28.17
	WSMC PHYSICIAN SERVICE:		Employee New Hire Physicals	43685	08/10/2017	08/10/2017	185.00
							959.82
592-543-801.000	Professional & C						
	SPICER GROUP INC	187324	Task 037 Water & Wastewater	20170446	08/15/2017	08/15/2017	500.00
	SPICER GROUP INC	187325	Task 048 NPDES Plan WW Asse	20170446	08/15/2017	08/15/2017	999.50
							1,499.50
592-543-913.000	Travel & Training						
	FRED PRYOR SEMINARS	22538688	OSHA Compliance Seminar - Mor	43641	08/23/2017	08/23/2017	179.00
							179.00
592-543-920.000	Utilities - Electric						
	CONSUMERS ENERGY	Aug 17	Electric Usage	43634	09/16/2017	08/22/2017	1,802.49
							1,802.49
592-543-930.000	Repairs/Maint - E						
	WAHR HARDWARE, INC.	D63758	Smoke Gray/ Chip Brush	20170451	08/31/2017	08/01/2017	32.97
	WAHR HARDWARE, INC.	C125146	Cement/ Paint Thinner	20170451	09/13/2017	08/14/2017	21.97
							54.94
592-543-931.000	Repairs/Maint - E						
	AUTO VALUE \ AUTO-WARES	256-957058	Measure Charge/ Electronic S/D	43627	09/08/2017	08/09/2017	42.58
	AUTO VALUE \ AUTO-WARES	256-958157	PM AW68 Hydraulic	43627	09/20/2017	08/21/2017	54.59
	BISBEE INFRARED SERVICE	21523	Infrared Electrical Inspection	43630	07/25/2017	07/25/2017	262.50
	CHEMSEARCH	2781585	Pit Boss	20170431	07/17/2017	07/07/2017	233.75
	FASTENAL COMPANY	MIMAN127329	Hex Cap Screw	20170436	09/13/2017	08/14/2017	6.56

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 12

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	GALLOUP	S106073742.002	C Clamp w/ locknut/Ring Hanger	43643	09/07/2017	08/08/2017	50.32
	GALLOUP	S106068352.001	Pipe Cvr/ Elbows/ Tees	43643	09/07/2017	08/08/2017	196.03
	GALLOUP	S106068352.002	Fiberglass Pipe Covers	43643	09/08/2017	08/09/2017	138.59
	GALLOUP	S106073742.003	Blk C-Clamp with Locknut	43643	09/08/2017	08/09/2017	16.13
	GALLOUP	S106122024.001	PVC SCH 80 Pipe 20 ft/ Elbow	43643	09/14/2017	08/15/2017	11.22
	GALLOUP	S106127284.001	Coupling	43643	09/15/2017	08/16/2017	7.43
	GALLOUP	S106074835.001	Brass Nozzles	43643	09/16/2017	08/17/2017	167.85
	GILL-ROYS HARDWARE	1708-853602	Fasteners- Nuts, bolts, screws	43644	08/02/2017	08/02/2017	3.37
	GILL-ROYS HARDWARE	1708-903048	U-Bolt/ Corner Iron/ Conduit	43644	08/14/2017	08/14/2017	21.60
	GILL-ROYS HARDWARE	1708-908084	HR Flat Bar 1-5	43644	08/15/2017	08/15/2017	7.99
	GILL-ROYS HARDWARE	1708-908048	Conduit Hangers - credit	43644	08/15/2017	08/15/2017	-3.58
	GRAINGER	9524167229	Spray nozzles , male	43645	09/08/2017	08/09/2017	70.66
	IN-SITU INC	00113313	Level Troll/ XL Desiccant/	43650	09/07/2017	08/08/2017	1,654.50
	MYERS/KIRK//	14967	Entry Set/ Lock Cylinders/Keys	43665	06/30/2017	06/30/2017	1,030.00
	STANDARD ELECTRIC COMF	6113654-00	Exhaust fan repair	43677	07/24/2017	07/24/2017	277.00
	STANDARD ELECTRIC COMF	6113757-01	Annual Maint. Generators/	43677	08/01/2017	08/01/2017	5,219.00
	STANDARD ELECTRIC COMF	6113758-01	Maint. on 2 addred generators	43677	08/01/2017	08/01/2017	500.00
	TOP LINE ELECTRIC LLC	9303	DPW Industrial lift station	20170448	08/23/2017	08/23/2017	81.97
	TOP LINE ELECTRIC LLC	9242	Sensaphone trbsht and install	20170448	08/23/2017	08/23/2017	450.00
	WAHR HARDWARE, INC.	D64544	Conct Swivel 3/4	20170451	09/13/2017	08/14/2017	5.98
	WAHR HARDWARE, INC.	C125295	Clamps/ Bolts	20170451	09/14/2017	08/15/2017	6.66
	WAHR HARDWARE, INC.	C125330	Rapid Links/ Clamp	20170451	09/14/2017	08/15/2017	5.78
	WAHR HARDWARE, INC.	D64730	Cplg Credit/ Bolts	20170451	09/16/2017	08/17/2017	-3.17
	WAHR HARDWARE, INC.	C125512	Blk Plug/ Bolts	20170451	09/16/2017	08/17/2017	4.58
	WAHR HARDWARE, INC.	C125489	Wire Brush/ Driveway Brush/	20170451	09/16/2017	08/17/2017	42.14
							10,562.03
592-543-932.000	Repairs/Maint - \						
	AUTO VALUE \ AUTO-WARES	256-957499	Oil Filter/ Air Fltler	43627	09/16/2017	08/17/2017	35.44
							35.44
592-543-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20170432	09/01/2017	09/01/2017	3,094.34
							3,094.34
							Total Dept. SEWER - WWTP: 18,521.91
Dept: 544 SEWER COLLECTION							
592-544-721.000	Costs - Uniform/						
	MODEL COVERALL SERVICE	0689555	Uniform Cleaning-SewCollection	20170441	09/08/2017	08/09/2017	18.40
	MODEL COVERALL SERVICE	0691052	Uniform Cleaning-SewCollection	20170441	09/15/2017	08/16/2017	18.40
	MODEL COVERALL SERVICE	0692511	Uniform Cleaning-SewCollection	20170441	09/22/2017	08/23/2017	18.40
	SNYDER SHOE CORP	275022-9632	Boots - Krolczyk	43676	08/25/2017	07/26/2017	148.75
							203.95
592-544-752.000	Supplies - Opera						
	FASTENAL COMPANY	MIMAN127361	Drywall screws/ Wood screws	20170436	09/14/2017	08/15/2017	46.24
	WAHR HARDWARE, INC.	D64632	Utfty Blades/ Marker/ Tors Bit	20170451	09/14/2017	08/15/2017	11.23
							57.47
592-544-931.000	Repairs/Maint - E						
	RIETH-RILEY CONSTRUCTIC	8055741	4A NAT 1-2 inch	20170444	09/07/2017	08/08/2017	287.46
							287.46
592-544-957.000	Motor Pool						
	CITY OF MANISTEE COMMOI		Equipment Rental - Motor Pool	20170432	09/01/2017	09/01/2017	3,094.33
							3,094.33
							rt. SEWER COLLECTION (STREETS): 3,643.21
Dept: 902 OTHER GRANTS							
592-902-947.000	SAW Grant Expe						
	SPICER GROUP INC	187322	EPR 120924SG2015 Task033	20170446	08/15/2017	08/15/2017	86,077.57

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 13

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							86,077.57
Total Dept. OTHER GRANTS:							86,077.57
Dept: 903 CAPITAL OUTLAY - over \$5,000:							
592-903-987.006	2015 Riverbank S SPICER GROUP INC	187321	Task 021 Riverbank Swr Replcmn	20170446	08/15/2017	08/15/2017	12,000.02
							12,000.02
Dept. CAPITAL OUTLAY - over \$5,000:							12,000.02
Dept: 905 DEBT SERVICE							
592-905-992.005	1998 B SRF Bon BANK OF NEW YORK MELLO	August 2017	2969-MFA Princ and Interest	43629	08/10/2017	08/10/2017	3,656.25
							3,656.25
592-905-992.007	1999 B SRF Bon BANK OF NEW YORK MELLO	August 2017	2969-MFA Princ and Interest	43629	08/10/2017	08/10/2017	6,937.50
							6,937.50
592-905-992.009	2006 SRF Bond BANK OF NEW YORK MELLO	August 2017	2969-MFA Princ and Interest	43629	08/10/2017	08/10/2017	11,962.19
							11,962.19
592-905-992.010	2010 SRF Bond BANK OF NEW YORK MELLO	August 2017	2969-MFA Princ and Interest	43629	08/10/2017	08/10/2017	6,138.44
							6,138.44
592-905-992.011	2010 DWRF Bon BANK OF NEW YORK MELLO	August 2017	2969-MFA Princ and Interest	43629	08/10/2017	08/10/2017	4,312.50
							4,312.50
592-905-992.013	2011 SRF Bond I BANK OF NEW YORK MELLO	August 2017	2969-MFA Princ and Interest	43629	08/10/2017	08/10/2017	12,384.68
							12,384.68
592-905-992.014	2011 DWRF Bon BANK OF NEW YORK MELLO	August 2017	2969-MFA Princ and Interest	43629	08/10/2017	08/10/2017	4,156.94
							4,156.94
Total Dept. DEBT SERVICE:							49,548.50
WATER & SEWER UTILITY:							568,204.06
Fund: 594 MARINA FUND							
Dept: 000							
594-000-752.000	Supplies - Opera CHARTER COMMUNICATION	0099730081817	Monthly Service - 480 River St	43633	08/18/2017	08/18/2017	79.65
	FASTENAL COMPANY	MIMAN127506	Simple Grn/ Bathroom Tissue/	20170436	09/21/2017	08/22/2017	141.23
	JACKPINE BUSINESS CENTE	419242-0	Toner/ laser business cards	43651	09/28/2017	08/29/2017	73.98
	WAHR HARDWARE, INC.	D63549	Bolts	20170451	08/27/2017	07/28/2017	0.84
	WAHR HARDWARE, INC.	D63553	Bolts	20170451	08/27/2017	07/28/2017	0.72
	WAHR HARDWARE, INC.	D65253	Conct. Swivel	20170451	09/27/2017	08/28/2017	2.99
							299.41
594-000-760.000	Supplies - Gasoli BLARNEY CASTLE OIL CO.	0901612-IN	Gasoline - NL Prem	43631	09/17/2017	08/18/2017	6,585.43
	BLARNEY CASTLE OIL CO.	0903319-IN	Gasoline - NL Prem	43631	09/23/2017	08/24/2017	3,629.64
							10,215.07
594-000-761.000	Supplies - Diesel BLARNEY CASTLE OIL CO.	0901611-IN	Diesel #2 - Dyed	43631	09/17/2017	08/18/2017	3,290.33
	BLARNEY CASTLE OIL CO.	0903320-IN	Diesel #2 - Dyed	43631	09/23/2017	08/24/2017	808.67

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 14

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							4,099.00
594-000-918.000	Utilities - Water CITY OF MANISTEE WATER	7/14/17-8/16/17	Water & Sewage Usage	20170434	08/24/2017	08/24/2017	1,578.33
							1,578.33
594-000-920.000	Utilities - Electric CONSUMERS ENERGY	Aug 17	Electric Usage	43634	09/16/2017	08/22/2017	1,055.60
							1,055.60
594-000-930.000	Repairs/Maint - E TOP LINE ELECTRIC LLC	9315	Repaired marina pedestal at	20170448	08/23/2017	08/23/2017	68.09
							68.09
						Total Dept. 000:	17,315.50
						Total Fund MARINA FUND:	17,315.50
Fund: 703 CURRENT TAX COLLE							
Dept: 000							
703-000-215.000	Due DDA DOWNTOWN DEVELOPMEN		2017 Summer Tax Distribution	43635	10/01/2017	09/01/2017	61,582.23
							61,582.23
703-000-221.000	Due City CITY OF MANISTEE GENERA		2017 Summer Tax Distribution	20170433	09/01/2017	09/01/2017	786,002.09
							786,002.09
703-000-221.001	Due Refuse CITY OF MANISTEE COMMOI		2017 Summer Tax Distribution	20170432	09/01/2017	09/01/2017	50,888.94
							50,888.94
703-000-221.002	Due City Admin CITY OF MANISTEE GENERA		2017 Summer Tax Distribution	20170433	09/01/2017	09/01/2017	16,894.28
							16,894.28
703-000-221.003	Due City Pen\Int CITY OF MANISTEE GENERA		2017 Summer Tax Distribution	20170433	09/01/2017	09/01/2017	2,138.94
							2,138.94
703-000-221.004	Due Water Delinc CITY OF MANISTEE WATER		2017 Summer Tax Distribution	20170434	09/01/2017	09/01/2017	15.55
							15.55
703-000-221.010	Due City - BRA CITY OF MANISTEE COMMOI		2017 Summer Tax Distribution	20170432	09/01/2017	09/01/2017	8,920.62
							8,920.62
703-000-222.000	Due County MANISTEE COUNTY TREASL		2017 Summer Tax Dist. Ops	43656	09/01/2017	09/01/2017	243,394.86
							243,394.86
703-000-222.010	Due County - BR MANISTEE COUNTY TREASL		2017 Summer Tax Dist. County	43656	09/01/2017	09/01/2017	12,398.95
							12,398.95
703-000-228.001	Due State of MI - MANISTEE COUNTY TREASL		2017 Summer Tax Dist. SET	43656	09/01/2017	09/01/2017	275,538.26
							275,538.26
703-000-234.000	Due to Intermedi MANISTEE INTERMEDIATE S		2017 Summer Tax Distribution	43657	10/01/2017	09/01/2017	106,931.60
							106,931.60

INVOICE APPROVAL LIST BY FUND REPORT

9/7/17

Date: 09/05/2017

Time: 2:53 pm

Page: 15

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
703-000-235.000	Due Community WEST SHORE COMMUNITY (2017 Summer Tax Distribution	43684	10/01/2017	09/01/2017	136,772.58
							136,772.58
						Total Dept. 000:	1,701,478.90
						RENT TAX COLLECTION:	1,701,478.90
						Grand Total:	2,781,087.49

Recap by Fund

Fund #	Fund Name	Amount To Pay	Amount To Relieve
101	GENERAL FUND	390,170.75	0.00
202	MAJOR STREET FUND	32,357.74	0.00
203	LOCAL STREET FUND	12,570.62	0.00
226	CITY REFUSE FUND	40,729.31	0.00
243	BROWNFIELD REDEVELOPMENT AUTH	562.50	0.00
272	PEG COMMISSION	1,782.33	0.00
275	GRANT MANAGEMENT FUND	8,940.00	0.00
297	RAMSDELL REGIONAL CENTER/ARTS	6,225.49	0.00
501	BOAT LAUNCH FUND	750.29	0.00
592	WATER & SEWER UTILITY	568,204.06	0.00
594	MARINA FUND	17,315.50	0.00
703	CURRENT TAX COLLECTION	1,701,478.90	0.00
	Grand Total:	2,781,087.49	0.00

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 1

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
Fund: 101 GENERAL FUND							
Dept: 000							
101-000-255.000	Escrow / Custom AMOR SIGN STUDIOS INC	9440	Furnish and Install Cast Bronz	20170453	05/22/2017	05/12/2017	988.69
							988.69
Total Dept. 000:							988.69
Dept: 101 LEGISLATIVE							
101-101-913.000	Travel & Training MANISTEE COUNTY CONTR		Regional Summit - Taylor and	43719	09/08/2017	09/08/2017	15.00
							15.00
Total Dept. LEGISLATIVE:							15.00
Dept: 172 MANAGER							
101-172-913.000	Travel & Training MANISTEE COUNTY CONTR		Regional Summit - Taylor and	43719	09/08/2017	09/08/2017	15.00
	PNC BANK	September 2017	Credit Card Charges	43733	09/24/2017	08/30/2017	40.00
							55.00
101-172-933.000	Software Agree / KOPY SALES INC.	106130	Cost Per Copy - Manager	20170470	09/16/2017	09/06/2017	45.50
							45.50
101-172-983.000	Lease Purchase TEAM FINANCIAL GROUP INC	153888	Kyocera TA5052ci - Manager	20170483	09/27/2017	09/07/2017	165.26
							165.26
Total Dept. MANAGER:							265.76
Dept: 215 CLERK							
101-215-900.000	Printing & Publis PIONEER GROUP/THE//	41100167	8/31/17 Advertisements	43731	09/20/2017	08/31/2017	394.20
							394.20
101-215-913.000	Travel & Training PNC BANK	September 2017	Credit Card Charges	43733	09/24/2017	08/30/2017	139.23
	PNC BANK	September 2017	Credit Card Charges	43733	09/24/2017	08/30/2017	305.00
							444.23
101-215-933.000	Software Agree / KOPY SALES INC.	106127	Cost Per Copy - Clerk	20170470	09/16/2017	09/06/2017	63.80
							63.80
101-215-985.000	Capital Outlay - t PITNEY BOWES GLOBAL FIN	3304305778	Leasing Charge	20170473	10/01/2017	09/01/2017	745.56
							745.56
Total Dept. CLERK:							1,647.79
Dept: 253 FINANCE / TREASURE							
101-253-752.000	Supplies - Opera JACKPINE BUSINESS CENTE	419573-0	View Binders/ Pocket Binder	43712	10/08/2017	09/08/2017	46.55
							46.55
101-253-801.000	Professional & C ANDERSON TACKMAN & COI	118970	2017 Audit/ Act 51 Comp Audit	43690	08/31/2017	08/31/2017	9,000.00
							9,000.00
101-253-933.000	Software Agree / PNC BANK	September 2017	Credit Card Charges	43733	09/24/2017	08/30/2017	99.00
	PNC BANK	September 2017	Credit Card Charges	43733	09/24/2017	08/30/2017	49.99

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 2

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							148.99
101-253-983.000	Lease Purchase TEAM FINANCIAL GROUP INC	153663	Kyocera 3051ci - Finance	20170483	09/19/2017	08/30/2017	143.88
							143.88
							Total Dept. FINANCE / TREASURER: 9,339.42
Dept: 265 CITY HALL BUILDINGS							
101-265-752.000	Supplies - Opera JACKPINE BUSINESS CENTE	419841-0	Toner	43712	10/14/2017	09/14/2017	76.97
							76.97
101-265-850.000	Communications CHARTER COMMUNICATION	0138918090117	Monthly Service-70 Maple St SB	43698	09/01/2017	09/01/2017	119.97
	CHARTER COMMUNICATION	0140088090217	Monthly Service-280 Washington	43698	09/02/2017	09/02/2017	39.99
							159.96
101-265-920.000	Utilities - Electric CONSUMERS ENERGY	Aug/Sept 17	Electric Usage	43699	09/25/2017	08/31/2017	35.45
							35.45
101-265-921.000	Utilities - Natural DTE ENERGY	8/5-9/6/17	Gas Usage - 70 Maple St	43702	10/11/2017	09/11/2017	17.26
							17.26
							CITY HALL BUILDINGS & GROUNDS: 289.64
Dept: 275 GENERAL							
101-275-801.000	Professional & C CENTRAL INTERCONNECT, I	28405	Remote - Phone Support call to	20170456	08/24/2017	08/24/2017	65.00
	I.T. RIGHT INC	20153063	MAV MAX Desktop, MAX Servr	20170468	08/31/2017	08/31/2017	2,180.00
							2,245.00
101-275-805.000	Attorney - Tax Ap KERZKA/ROBERT C//P.C.		Letter to Auditors / Financial	43715	10/13/2017	09/13/2017	150.00
							150.00
101-275-851.000	Postage EASYPERMIT POSTAGE	0000-9090-0723-7170	Postage	20170464	09/08/2017	09/08/2017	2,233.41
							2,233.41
101-275-853.000	Communications VERIZON WIRELESS	9791511031	Monthly Service	43748	08/23/2017	08/23/2017	1,361.33
							1,361.33
101-275-920.001	Utilities - Electric CONSUMERS ENERGY	Aug/Sept 17	Electric Usage	43699	09/25/2017	08/31/2017	8,668.10
							8,668.10
101-275-946.000	Engineering Serv SPICER GROUP INC	187687	General Engineering Compensati	20170482	09/12/2017	09/12/2017	1,000.00
							1,000.00
							Total Dept. GENERAL: 15,657.84
Dept: 301 POLICE							
101-301-723.000	Costs - Retiree P BACHMAN/DAVID//		In Lieu of Blue Cross Insuranc	20170454	09/25/2017	09/25/2017	250.00
	RILEY/JOHN S//		In Lieu of Blue Cross Insuranc	20170476	09/25/2017	09/25/2017	250.00
							500.00
101-301-752.000	Supplies - Opera AMOR SIGN STUDIOS INC	9984	Safe Zone Logo Artwork	20170453	08/28/2017	08/18/2017	75.00

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 3

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	JACKPINE BUSINESS CENTE	419880-0	Paper	43712	10/14/2017	09/14/2017	31.99
	JACKPINE BUSINESS CENTE	419918-0	Gel pen, Envelopes, Notebook	43712	10/15/2017	09/15/2017	37.93
	SIRCHIE FINGERPRINT	0316231-IN	Test 05-Duquenois-Levine/10	20170479	10/07/2017	09/07/2017	42.00
	STATE OF MICHIGAN - MSP	551-495497	Token Fee 7/1/17-9/30/17	43741	09/08/2017	09/08/2017	99.00
	TRANSUNION RISK	7/1-8/31/17	PD Investigations	20170486	09/01/2017	09/01/2017	50.00
							335.92
101-301-770.000	Vehicle Gas / Die						
	BLARNEY CASTLE FLEET PR	BC177-9/6/17	Fuel Usage	20170455	09/20/2017	09/06/2017	1,159.31
							1,159.31
101-301-801.000	Professional & C						
	LAMSON , PHD/ROBERT W//	2189	Fit for Duty Eval. VanSickle	43716	09/01/2017	09/01/2017	3,650.00
							3,650.00
101-301-900.000	Printing & Publis						
	PIONEER GROUP/THE//	41100167 8/31/17	Advertisements	43731	09/20/2017	08/31/2017	183.55
							183.55
101-301-913.000	Travel & Training						
	PNC BANK	September 2017	Credit Card Charges	43733	09/24/2017	08/30/2017	29.55
	PNC BANK	September 2017	Credit Card Charges	43733	09/24/2017	08/30/2017	286.65
							316.20
101-301-930.000	Repairs/Maint - E						
	WAHR HARDWARE, INC.	D65658	Bolts/ Kckdwn Stop	20170489	10/07/2017	09/07/2017	15.74
							15.74
101-301-932.000	Repairs/Maint - \						
	AUTO VALUE \ AUTO-WARES	256-959550	12V 850 CCA	43692	10/06/2017	09/06/2017	109.00
	MEMORY LANE DETAILING	0679	Interior detail - Car 604	43722	08/30/2017	08/30/2017	99.00
							208.00
101-301-933.000	Software Agree /						
	KOPY SALES INC.	106128	Cost Per Copy - Police	20170470	09/16/2017	09/06/2017	45.81
							45.81
101-301-985.000	Capital Outlay - t						
	I.T. RIGHT INC	20153167	5307 PC Mid/ Office HB 2016	20170468	09/14/2017	09/14/2017	979.00
							979.00
							Total Dept. POLICE: 7,393.53
Dept: 336 FIRE							
101-336-721.000	Costs - Uniform/l						
	NYE UNIFORM COMPANY	617487	L/S Shirt, S/S Shirt, Zipper,	43728	09/30/2017	08/31/2017	241.78
	NYE UNIFORM COMPANY	617504	L/S Shirt, Sew zipper in shirt	43728	09/30/2017	08/31/2017	269.47
	NYE UNIFORM COMPANY	617490	L/S Shirt, S/S Shirt, Zipper,	43728	09/30/2017	08/31/2017	191.98
	NYE UNIFORM COMPANY	617495	S/S Shirt, Zipper, EMT Pants,	43728	09/30/2017	08/31/2017	218.48
	NYE UNIFORM COMPANY	617489	S/S Shirt, Zipper, EMT Pant	43728	09/30/2017	08/31/2017	99.50
	NYE UNIFORM COMPANY	617498	S/S Shirt, Zipper, EMS Pants	43728	09/30/2017	08/31/2017	283.83
	NYE UNIFORM COMPANY	582582	Name Bars Polished Silver	43728	01/27/2017	12/28/2016	35.75
	SNYDER SHOE CORP	275022-11852	Boots - Jeffries	43739	09/24/2017	08/25/2017	150.00
							1,490.79
101-336-723.000	Costs - Retiree t						
	JANOWIAK/DANIEL J//		In Lieu of Blue Cross Insuranc	43713	09/25/2017	09/25/2017	250.00
	MODJESKI/MARK A//		In Lieu of Blue Cross Insuranc	20170472	09/25/2017	09/25/2017	250.00
	SCRIMGER/SID//		In Lieu of Blue Cross Insuranc	20170478	09/25/2017	09/25/2017	250.00
	SMITH/TIMM H//		In Lieu of Blue Cross Insuranc	20170480	09/25/2017	09/25/2017	250.00
							1,000.00
101-336-752.000	Supplies - Opera						

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 4

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	CHARTER COMMUNICATION	0073420090817	Monthly Service - 281 1st St	43698	09/08/2017	09/08/2017	133.51
	WAHR HARDWARE, INC.	C128103	Wht Grease/ AAA Batteries	20170489	10/14/2017	09/14/2017	16.47
							149.98
101-336-770.000	Vehicle Gas / Die						
	BLARNEY CASTLE FLEET PR	BC177-9/6/17	Fuel Usage	20170455	09/20/2017	09/06/2017	384.12
							384.12
101-336-777.000	Supplies - Medic						
	DASH MEDICAL GLOVES INC	INV1069971	Halo Nitrile Exam Glvs Med/Lg	20170461	09/24/2017	08/25/2017	227.60
	J & B MEDICAL SUPPLY	3860838	Sodium Chloride Injections	20170469	09/24/2017	08/25/2017	4.88
	J & B MEDICAL SUPPLY	3867949	Lucas 2 Suction Cups	20170469	09/28/2017	08/29/2017	162.00
	J & B MEDICAL SUPPLY	3875501	SOL-R Heat Compress	20170469	10/01/2017	09/01/2017	13.56
	J & B MEDICAL SUPPLY	3884346	Band-aid Flex/ Heat Compress	20170469	10/06/2017	09/06/2017	37.56
	MOORE MEDICAL CORP.	99599859	Lucas 2 Battery	43724	09/24/2017	08/25/2017	675.71
							1,121.31
101-336-801.000	Professional & C						
	ACCUMED GROUP/THE//	16905	EMS Billing Service Fee (EMS)	43688	09/01/2017	09/01/2017	1,738.94
	ARBOR PROFESSIONAL SOL	792459	Legal Costs 15-10628 Bekken	43691	08/31/2017	08/31/2017	77.00
							1,815.94
101-336-913.000	Travel & Training						
	MSFA MEMORIAL & EDUCATI	699	MI Weekend OWN Transportatior	43725	09/07/2017	09/07/2017	320.00
	PNC BANK	September 2017	Credit Card Charges	43733	09/24/2017	08/30/2017	110.87
	PNC BANK	September 2017	Credit Card Charges	43733	09/24/2017	08/30/2017	438.45
							869.32
101-336-921.000	Utilities - Natural						
	DTE ENERGY	8/5-9/6/2017	Gas Usage-281 1st Street	43702	10/11/2017	09/11/2017	43.18
							43.18
101-336-933.000	Software Agree /						
	KOPY SALES INC.	106129	Cost Per Copy - Fire	20170470	09/16/2017	09/06/2017	30.00
							30.00
101-336-985.000	Capital Outlay - t						
	DOUGLASS SAFETY SYSTEM	41032	Fire Hero Ext. Pull on Boot	20170462	09/22/2017	08/23/2017	335.00
							335.00
							Total Dept. FIRE: 7,239.64
Dept: 441 PUBLIC WORKS							
101-441-721.000	Costs - Uniform/t						
	MODEL COVERALL SERVICE	0694033	Uniform Cleaning-Water/DPW	20170471	09/29/2017	08/30/2017	7.40
	MODEL COVERALL SERVICE	0694028	Uniform Cleaning-DPW	20170471	09/29/2017	08/30/2017	28.87
	MODEL COVERALL SERVICE	0695474	Uniform Cleaning-DPW/buyouts	20170471	10/06/2017	09/06/2017	122.47
	MODEL COVERALL SERVICE	0696997	Uniform Cleaning-DPW	20170471	10/13/2017	09/13/2017	37.47
	MODEL COVERALL SERVICE	S0697367	Uniforms - Pants/Shirts	20170471	10/13/2017	09/13/2017	1,492.05
	PRAXAIR DISTRIBUTION INC	78452906	Glasses Smoke MIR PUR	20170474	08/04/2017	08/04/2017	3.23
	SAFETY SERVICES, INC.	12283	Rx Safety Glasses - Helminski	20170477	09/24/2017	08/25/2017	401.75
	TAYLOR/DONNA//	4120	Hi Viz ANSI, Max 600, Labor	43743	09/11/2017	09/11/2017	403.90
							2,497.14
101-441-752.000	Supplies - Opera						
	AUTO VALUE \ AUTO-WARES	256-959426	6 Gold 80 25pk Batteries	43692	10/05/2017	09/05/2017	11.79
	AUTO VALUE \ AUTO-WARES	256-959515	Crimping Tool	43692	10/06/2017	09/06/2017	5.99
	GILL-ROYS HARDWARE	1709-989557	4pk Halogen Bulb	43707	09/06/2017	09/06/2017	23.96
	JACKPINE BUSINESS CENTE	418544-0	Toners Mag, Blk, Cyn	43712	09/08/2017	08/09/2017	204.91
	JACKPINE BUSINESS CENTE	41876	Time Sheets/Cards	43712	10/07/2017	09/07/2017	139.21
	MODEL FIRST AID, SAFETY &	00000118325	Cabinet Supplies/First Aid	43723	09/07/2017	09/07/2017	50.11
	PNC BANK	September 2017	Credit Card Charges	43733	09/24/2017	08/30/2017	18.39
	PNC BANK	September 2017	Credit Card Charges	43733	09/24/2017	08/30/2017	375.00

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 5

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	TOWNLIN UNLIMITED	16100	Sponges/Degreaser/Gls Clnr/	43744	08/29/2017	08/29/2017	30.02
	WAHR HARDWARE, INC.	D65074	Broom	20170489	09/23/2017	08/24/2017	17.49
	WAHR HARDWARE, INC.	C126166	Broom, Floor 18	20170489	09/23/2017	08/24/2017	21.49
	WAHR HARDWARE, INC.	C126279	Bleach, CLR Cleaner	20170489	09/24/2017	08/25/2017	19.56
	WAHR HARDWARE, INC.	C126889	Mop refill, Mop, Bwl Brush	20170489	10/01/2017	09/01/2017	32.97
	WAHR HARDWARE, INC.	C126915	Silicone clr, Caulk gun	20170489	10/01/2017	09/01/2017	14.08
	WAHR HARDWARE, INC.	C127434	Mop & Glo Clnr	20170489	10/07/2017	09/07/2017	27.16
							992.13
101-441-770.000	Vehicle Gas / Die						
	BLARNEY CASTLE FLEET PR	BC177-9/6/17	Fuel Usage	20170455	09/20/2017	09/06/2017	2,575.54
	BLARNEY CASTLE FLEET PR	BC177-9/6/17	Fuel Usage	20170455	09/20/2017	09/06/2017	63.21
							2,638.75
101-441-900.000	Printing & Publis						
	PIONEER GROUP/THE//	41100167	8/31/17 Advertisements	43731	09/20/2017	08/31/2017	96.00
							96.00
101-441-921.000	Utilities - Natural						
	DTE ENERGY	8/3/17-9/6/17	Gas Usage - 280 Washington St	43702	10/13/2017	09/13/2017	36.05
							36.05
101-441-930.000	Repairs/Maint - E						
	AUTO VALUE \ AUTO-WARES	256-958584	BH Cplr Adapt.	43692	09/24/2017	08/25/2017	6.99
	AUTO VALUE \ AUTO-WARES	256-958870	Screw Clamps	43692	09/28/2017	08/29/2017	3.32
	AUTO VALUE \ AUTO-WARES	256-959085	GR Gun/W2 Batt.	43692	09/30/2017	08/31/2017	229.95
	C&D TURF CARE LLC	154190	Earth Smart Late Summer/Fall	43696	09/25/2017	09/05/2017	2,257.75
	MACKS GARAGE DOOR SER	Aug 22 2017	mechanics bay- replcd brkn cbl	43717	08/22/2017	08/22/2017	107.60
	WAHR HARDWARE, INC.	D64913	Tint BS Paint/ Roler Covers	20170489	09/20/2017	08/21/2017	211.97
	WAHR HARDWARE, INC.	D65590	Wood Stain/ Polycrylic Gloss	20170489	10/06/2017	09/06/2017	30.98
	WAHR HARDWARE, INC.	D65632	Semgl Clear Base	20170489	10/06/2017	09/06/2017	122.97
	WAHR HARDWARE, INC.	D65962	Semgl Clear Base	20170489	10/12/2017	09/12/2017	85.98
	WAHR HARDWARE, INC.	C128031	Tint BS Paint	20170489	10/14/2017	09/14/2017	359.98
							3,417.49
101-441-931.000	Repairs/Maint - E						
	AMOR SIGN STUDIOS INC	9955	Industrial Park Directory Name	20170453	08/31/2017	08/21/2017	99.00
	AUTO VALUE \ AUTO-WARES	256-958908	3/8 Skt Holder	43692	09/28/2017	08/29/2017	7.39
	AUTO VALUE \ AUTO-WARES	256-958907	Skt Holder	43692	09/28/2017	08/29/2017	22.17
	DUNE SIDE AUTO GLASS	26347	Labor - Mini Loader	43703	09/07/2017	08/08/2017	125.00
	FREEMAN CREEK EQUIPMEI	7608	Cyl. Gasket/ Flywheel/ Repairs	43706	08/31/2017	08/31/2017	57.64
	OLSON LUMBER COMPANY	110878	Gravel Mix	43729	09/20/2017	08/21/2017	24.00
	PNC BANK	September 2017	Credit Card Charges	43733	09/24/2017	08/30/2017	1,695.99
	SAFETY KLEEN SYSTEMS, IN	74435533	MDL 90.5 w/2387 6365 10%	43737	08/31/2017	08/31/2017	172.00
	TERMINAL SUPPLY CO	47618-00	GPT Prim Wire - Misc colors	20170484	09/24/2017	08/25/2017	118.83
	TRUCK & TRAILER SPECIALT	28930A	Dash Mount	43745	08/03/2017	08/03/2017	69.26
	WAHR HARDWARE, INC.	C127454	Flat washers	20170489	10/07/2017	09/07/2017	5.29
							2,396.57
101-441-932.000	Repairs/Maint - \						
	AUTO VALUE \ AUTO-WARES	256-958750	Coupling	43692	09/27/2017	08/28/2017	2.83
	AUTO VALUE \ AUTO-WARES	256-958845	12MP - 8FPS	43692	09/28/2017	08/29/2017	3.59
	AUTO VALUE \ AUTO-WARES	256-959661	Gen Purp Clnr	43692	10/07/2017	09/07/2017	8.99
	AUTO VALUE \ AUTO-WARES	256-959830	Bar chain oil	43692	10/09/2017	09/09/2017	10.79
	AUTO VALUE \ AUTO-WARES	256-959946	Air filter	43692	10/11/2017	09/11/2017	43.48
	AUTO VALUE \ AUTO-WARES	256-959895	Name plate tape	43692	10/11/2017	09/11/2017	14.89
	FAMILY TIRE SERVICE	2061	Med. Flat Repair/ Steer Tire	43705	09/01/2017	09/01/2017	45.00
	WAHR HARDWARE, INC.	C126923	Roller Cover	20170489	10/01/2017	09/01/2017	14.97
							144.54
101-441-933.000	Software Agree /						
	DTN, LLC	5152312	WxSentry PvFst Online Pltnm	20170463	08/04/2017	08/04/2017	414.00
	KOPY SALES INC.	106131	Cost Per Copy - Garage	20170470	09/16/2017	09/06/2017	63.80

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 6

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							477.80
							Total Dept. PUBLIC WORKS: 12,696.47
Dept: 701 PLANNING & ZONING							
101-701-791.000	Subscriptions & f PLANNING & ZONING CENTE	2018	Planning & Zoning News	43732	09/29/2017	08/30/2017	31.00
							31.00
101-701-887.000	Planning Commi PIONEER GROUP/THE// PLANNING & ZONING CENTE	41100167 8/31/17	Advertisements	43731	09/20/2017	08/31/2017	131.26
		2018	Planning & Zoning News	43732	09/29/2017	08/30/2017	203.00
							334.26
101-701-889.000	Zoning Board of, PLANNING & ZONING CENTE	2018	Planning & Zoning News	43732	09/29/2017	08/30/2017	116.00
							116.00
101-701-933.000	Software Agree / KOPY SALES INC.	106126	Cost Per Copy - Comm Dev	20170470	09/16/2017	09/06/2017	156.73
							156.73
							Total Dept. PLANNING & ZONING: 637.99
Dept: 751 PARKS & RECREATIO							
101-751-721.000	Costs - Uniform/ SNYDER SHOE CORP	275022-10276	Boots-McCann	43739	08/31/2017	08/01/2017	160.00
							160.00
101-751-752.000	Supplies - Opera FASTENAL COMPANY	MIMAN127335	Paper Towel Roll	20170466	09/14/2017	08/15/2017	421.63
	FASTENAL COMPANY	MIMAN127573	Bathroom Tissue/ Paper towel	20170466	09/23/2017	08/24/2017	206.57
	FASTENAL COMPANY	MIMAN127698	Paper Towel Roll	20170466	09/30/2017	08/31/2017	281.09
	FASTENAL COMPANY	MIMAN127770	Ctr-Pull Towel Dispenser	20170466	10/05/2017	09/05/2017	14.99
	FASTENAL COMPANY	MIMAN127836	Strgt Cut Wiss Aviation Snips	20170466	10/08/2017	09/08/2017	24.12
	MODEL FIRST AID, SAFETY & WAHR HARDWARE, INC.	00000118325	Cabinet Supplies/First Aid	43723	09/07/2017	09/07/2017	24.00
	WAHR HARDWARE, INC.	C126725	Quik Weld Epoxy	20170489	09/29/2017	08/30/2017	7.29
	WAHR HARDWARE, INC.	C126803	Earmuffs	20170489	09/30/2017	08/31/2017	25.99
	WAHR HARDWARE, INC.	C126887	Lyson Spray, Pine Sol	20170489	10/01/2017	09/01/2017	33.97
							1,039.65
101-751-770.000	Vehicle Gas / Die BLARNEY CASTLE FLEET PR	BC177-9/6/17	Fuel Usage	20170455	09/20/2017	09/06/2017	843.25
							843.25
101-751-850.000	Communications CHARTER COMMUNICATION	0138926090117	Monthly Service-108 Lakeshore	43698	09/01/2017	09/01/2017	39.99
	CHARTER COMMUNICATION	0139478091217	Monthly Service-110 S Lakeshor	43698	09/12/2017	09/12/2017	39.99
							79.98
101-751-873.000	Education/Tuitior MANISTEE CHAMBER OF CC	27819	Leadership Program Reg -McCan	43718	08/08/2017	08/08/2017	1,200.00
							1,200.00
101-751-920.000	Utilities - Electric CONSUMERS ENERGY	Aug/Sept 17	Electric Usage	43699	09/25/2017	08/31/2017	85.20
							85.20
101-751-921.000	Utilities - Natural DTE ENERGY	Aug 5, 2017-Sep 6, 2017	Gas Usage - 580 Maple St	43702	10/11/2017	09/11/2017	21.79
							21.79
101-751-930.000	Repairs/Maint - E CADILLAC PLUMBING-HEATI	728304	Urinal Repair Kits	43697	09/15/2017	08/16/2017	65.90

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 7

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	OLSON LUMBER COMPANY	110894	Treated Lumber	43729	09/22/2017	08/23/2017	26.85
	OLSON LUMBER COMPANY	110930	Treated Lumber	43729	09/28/2017	08/29/2017	23.85
							116.60
101-751-931.000	Repairs/Maint - E						
	AUTO VALUE \ AUTO-WARE	256-958551	12V 650 CCA	43692	09/24/2017	08/25/2017	97.00
	AUTO VALUE \ AUTO-WARE	256-959069	PM 50/50 Blend	43692	09/30/2017	08/31/2017	17.58
	FASTENAL COMPANY	MIMAN127558	Linear Fluorescent Lamp	20170466	09/23/2017	08/24/2017	19.64
	FASTENAL COMPANY	MIMAN127661	Hex cap screw/ Lag screw/	20170466	09/29/2017	08/30/2017	8.53
	FASTENAL COMPANY	MIMAN127784	Screw w/ partition bolt set,	20170466	10/06/2017	09/06/2017	53.46
	GILL-ROYS HARDWARE	1708-903220	PVC Pipe, Elbow/ Snap on Tees	43707	08/14/2017	08/14/2017	26.51
	GILL-ROYS HARDWARE	1708-910833	Pipe Cleaner/Purple Primer	43707	08/16/2017	08/16/2017	11.16
	GILL-ROYS HARDWARE	1709-998053	Gloss Spar Urethane	43707	09/08/2017	09/08/2017	20.99
	WAHR HARDWARE, INC.	C123796	Treated Mailbox Post	20170489	08/31/2017	08/01/2017	26.99
	WAHR HARDWARE, INC.	C125519	Bushing/T-Blk/ EL Blk/Blk Npls	20170489	09/16/2017	08/17/2017	24.11
	WAHR HARDWARE, INC.	C125647	Close Nple Blk/ Brs Couplng	20170489	09/17/2017	08/18/2017	6.98
	WAHR HARDWARE, INC.	C126293	Stain	20170489	09/24/2017	08/25/2017	39.99
							352.94
							Total Dept. PARKS & RECREATION: 3,899.41
							al Fund GENERAL FUND: 60,071.18
Fund: 202 MAJOR STREET FUND							
Dept: 000							
202-000-863.000	Traffic Services						
	GILL-ROYS HARDWARE	1708-961343	Latex Traffic Paint	43707	08/29/2017	08/29/2017	167.94
	WAHR HARDWARE, INC.	C126624	Deep Alkyd Paint	20170489	09/28/2017	08/29/2017	119.97
	WAHR HARDWARE, INC.	D65314	Latex traffic paint	20170489	09/28/2017	08/29/2017	51.98
							339.89
202-000-864.000	Preservation Stre						
	PARKDALE BLOCK & BUILDIN	24158	Kraft Adapter/ Finish Broom	43730	09/01/2017	08/02/2017	39.75
	PARKDALE BLOCK & BUILDIN	24173	Expansion Joint	43730	09/15/2017	08/16/2017	127.50
							167.25
202-000-864.001	Preservation Stre						
	RIETH-RILEY CONSTRUCTIC	Progress Pmt 2	Mill & Fill Project Prog.Pmt 2	20170475	10/11/2017	09/11/2017	17,191.64
							17,191.64
202-000-921.000	Utilities - Natural						
	DTE ENERGY	8/5/17-9/6/17	Gas Usage - 51 Maple St	43702	10/11/2017	09/11/2017	35.40
							35.40
							Total Dept. 000: 17,734.18
							id MAJOR STREET FUND: 17,734.18
Fund: 226 CITY REFUSE FUND							
Dept: 000							
226-000-826.000	Residential Conti						
	REPUBLIC SERVICES #239	0239-001985284	Recycle/Residential Basic Serv	43736	08/31/2017	08/31/2017	31,735.82
							31,735.82
226-000-827.000	Municipal Contra						
	REPUBLIC SERVICES #239	0239-001981821	Pickup & Rental - 5th Ave, 1st	43736	08/31/2017	08/31/2017	1,300.96
							1,300.96
							Total Dept. 000: 33,036.78
							und CITY REFUSE FUND: 33,036.78

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 8

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
Fund: 275 GRANT MANAGEMEN							
Dept: 901 LOCAL REVENUE SHA							
275-901-965.071	2016 Cycle 2 - Fi						
	GILL-ROYS HARDWARE	1709-632387	All Prpse Z/Y 8x2x1/2, Fastenr	43707	09/17/2017	09/17/2017	50.18
							50.18
							OCAL REVENUE SHARING GRANTS: 50.18
							NT MANAGEMENT FUND: 50.18
Fund: 297 RAMSDELL REGIONAL							
Dept: 000							
297-000-752.000	Supplies - Opera						
	COX/JAMES L//		Piano Tuning Yamaha C3	43700	09/06/2017	09/06/2017	125.00
	JACKPINE BUSINESS CENTE	419419-0	Staples	43712	10/01/2017	09/01/2017	0.99
	PNC BANK	September 2017	Credit Card Charges	43733	09/24/2017	08/30/2017	52.99
	ULINE, INC	88500689	Trash liners/Multit fld twls/	20170487	07/10/2017	07/10/2017	182.58
	WAHR HARDWARE, INC.	D64498	Bit Masonry/ Brass Polish	20170490	08/14/2017	08/14/2017	13.72
	WAHR HARDWARE, INC.	D65490	Wht Paint/ Floor Enamel/	20170490	09/01/2017	09/01/2017	175.94
	WAHR HARDWARE, INC.	C127288	Key Blk/ Rlr Cvr/ Tray Liner	20170490	09/05/2017	09/05/2017	21.31
	WAHR HARDWARE, INC.	C128129	Roller Cvr/ White Paint	20170490	09/15/2017	09/15/2017	48.97
	WEST SHORE BANK	Aug 2017	Credit Card Charges	43749	08/24/2017	08/24/2017	-35.10
							586.40
297-000-801.000	Professional & C						
	VANDERWAL, SPRATTO & RI	12056	Prof. Serv. Aug 2017	43747	08/31/2017	08/31/2017	100.00
							100.00
297-000-850.000	Communications						
	CHARTER COMMUNICATION	0138892091417	Monthly Service - 101 Maple SB	43698	09/14/2017	09/14/2017	59.98
							59.98
297-000-881.000	Ramsdell - Conc						
	GRAND RENTAL STATION	1-553016	Rental - Linens / Table clth	43709	10/08/2017	09/08/2017	81.61
							81.61
297-000-881.002	Ramsdell - Prese						
	GRAND RAPIDS BALLET		Ramsdell Presentation	43708	09/15/2017	09/15/2017	6,000.00
	WEST SHORE BANK	Aug 2017	Credit Card Charges	43749	08/24/2017	08/24/2017	25.20
	WEST SHORE BANK	Aug 2017	Credit Card Charges	43749	08/24/2017	08/24/2017	157.61
	WEST SHORE BANK	Aug 2017	Credit Card Charges	43749	08/24/2017	08/24/2017	-79.00
	WEST SHORE BANK	Aug 2017	Credit Card Charges	43749	08/24/2017	08/24/2017	399.27
	WEST SHORE BANK	Aug 2017	Credit Card Charges	43749	08/24/2017	08/24/2017	63.49
	WEST SHORE BANK	Aug 2017	Credit Card Charges	43749	08/24/2017	08/24/2017	9.54
	WEST SHORE BANK	Aug 2017	Credit Card Charges	43749	08/24/2017	08/24/2017	42.51
							6,618.62
297-000-881.003	Ramsdell - Work						
	PIONEER GROUP/THE//	41100167 8/31/17	Advertisements	43731	09/20/2017	08/31/2017	130.00
	PIONEER GROUP/THE//	41100167 8/31/17	Advertisements	43731	09/20/2017	08/31/2017	130.00
							260.00
297-000-900.000	Printing & Publis						
	JACKPINE BUSINESS CENTE	41874	Karen Curlee Program w/Inserts	43712	10/07/2017	09/07/2017	124.00
	JACKPINE BUSINESS CENTE	41946	Sandwich Sign posters - Daniel	43712	10/14/2017	09/14/2017	152.00
							276.00
297-000-913.000	Travel & Training						
	WEST SHORE BANK	Aug 2017	Credit Card Charges	43749	08/24/2017	08/24/2017	30.00
	WEST SHORE BANK	Aug 2017	Credit Card Charges	43749	08/24/2017	08/24/2017	25.00
	WEST SHORE BANK	Aug 2017	Credit Card Charges	43749	08/24/2017	08/24/2017	55.00
	WEST SHORE BANK	Aug 2017	Credit Card Charges	43749	08/24/2017	08/24/2017	25.00

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 9

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							135.00
297-000-921.000	Utilities - Natural DTE ENERGY	Aug 5-Sep 6, 2017	Gas Usage-101 Maple St	43702	10/11/2017	09/11/2017	284.23
							284.23
297-000-930.000	Repairs/Maint - E						
	CUSTOM SHEET METAL & HE	70783	Serv Call Chiller 1/ Motor/	20170460	08/31/2017	08/01/2017	2,684.06
	CUSTOM SHEET METAL & HE	71219	Serv Call/ Ck Unit oper. unit	20170460	09/17/2017	08/18/2017	325.04
	CUSTOM SHEET METAL & HE	23803	Serv Call/ Unit Oper, Test/	20170460	09/21/2017	08/22/2017	1,291.91
	SCHINDLER ELEVATOR COR	8104611595	Yearly Service - Ramsdell	43738	10/01/2017	09/01/2017	551.40
							4,852.41
						Total Dept. 000:	13,254.25
						REGIONAL CENTER/ARTS:	13,254.25
Fund: 430 CAPITAL IMPROVEME							
Dept: 000							
430-000-986.034	CC Chamber Vid CENTRAL INTERCONNECT, I	28422	Billing 2 - Broadcast System	20170456	08/29/2017	08/29/2017	6,449.47
							6,449.47
						Total Dept. 000:	6,449.47
						AL IMPROVEMENT FUND:	6,449.47
Fund: 501 BOAT LAUNCH FUND							
Dept: 000							
501-000-920.000	Utilities - Electric CONSUMERS ENERGY	Aug/Sept 17	Electric Usage	43699	09/25/2017	08/31/2017	115.79
							115.79
						Total Dept. 000:	115.79
						ind BOAT LAUNCH FUND:	115.79
Fund: 592 WATER & SEWER UTIL							
Dept: 541 ADMINISTRATION							
592-541-752.000	Supplies - Opera						
	HANSEN/LORI//	782305	Office Cleaning	43710	09/02/2017	09/02/2017	75.00
	JACKPINE BUSINESS CENTE	418746-0	Pil Pen RB Rtr	43712	09/15/2017	08/16/2017	49.98
	WAHR HARDWARE, INC.	C127399	LED Bulbs	20170489	10/07/2017	09/07/2017	25.98
							150.96
592-541-900.000	Printing & Publis						
	PIONEER GROUP/THE//	41100167	8/31/17 Advertisements	43731	09/20/2017	08/31/2017	407.50
							407.50
						Total Dept. ADMINISTRATION:	558.46
Dept: 542 WATER OPERATION							
592-542-721.000	Costs - Uniform/t						
	MODEL COVERALL SERVICE	0694033	Uniform Cleaning-Water/DPW	20170471	09/29/2017	08/30/2017	28.40
	MODEL COVERALL SERVICE	0695478	Uniform Cleaning-Water	20170471	10/06/2017	09/06/2017	27.20
	MODEL COVERALL SERVICE	0697001	Uniform Cleaning-Water	20170471	10/13/2017	09/13/2017	27.20
							82.80
592-542-752.000	Supplies - Opera						
	MODEL FIRST AID, SAFETY &	00000118325	Cabinet Supplies/First Aid	43723	09/07/2017	09/07/2017	15.90
							15.90

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 10

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
592-542-753.000	Supplies - Chem PRO PRODUCTS, INC.	742062	Red B Gone	43735	09/20/2017	08/21/2017	942.09
							942.09
592-542-770.000	Vehicle Gas / Die BLARNEY CASTLE FLEET PR	BC177-9/6/17	Fuel Usage	20170455	09/20/2017	09/06/2017	441.58
							441.58
592-542-824.000	Lab Testing KENT COUNTY HEALTH DEP. PNC BANK STATE OF MICHIGAN - MDEC WAHR HARDWARE, INC. WAHR HARDWARE, INC. WAHR HARDWARE, INC.	EH083117-3921 September 2017 761-8175139 C126743 D65624 D66019	Water Samples Credit Card Charges Laboratory Services Freight Freight Freight	43714 43733 43740 20170489 20170489 20170489	10/01/2017 09/24/2017 07/28/2017 09/29/2017 10/06/2017 10/13/2017	09/01/2017 08/30/2017 07/28/2017 08/30/2017 09/06/2017 09/13/2017	160.00 76.50 54.00 10.88 11.47 11.28
							324.13
592-542-920.000	Utilities - Electric CONSUMERS ENERGY	Aug/Sept 17	Electric Usage	43699	09/25/2017	08/31/2017	5,208.33
							5,208.33
592-542-931.000	Repairs/Maint - E CADILLAC PLUMBING-HEATI FASTENAL COMPANY GRAND RENTAL STATION TOP LINE ELECTRIC LLC	727945 MIMAN127691 1-553119 9366	ADPT , Bush, Cell Core PVC Cutting Wheel Asphalt Disc Purchase/ Install Flow meter	43697 20170466 43709 20170485	09/08/2017 09/30/2017 10/12/2017 09/01/2017	08/09/2017 08/31/2017 09/12/2017 09/01/2017	6.75 33.73 23.58 1,080.00
							1,144.06
							Total Dept. WATER OPERATION: 8,158.89
Dept: 543 SEWER - WWTP							
592-543-721.000	Costs - Uniform/i MODEL COVERALL SERVICE MODEL COVERALL SERVICE MODEL COVERALL SERVICE SNYDER SHOE CORP	0694030 0695475 0696998 275022-10301	Uniform Cleaning - WWTP Uniform Cleaning - WWTP Uniform Cleaning - WWTP Boots - Moore	20170471 20170471 20170471 43739	09/29/2017 10/06/2017 10/13/2017 09/01/2017	08/30/2017 09/06/2017 09/13/2017 08/02/2017	51.58 51.58 51.58 157.25
							311.99
592-543-752.000	Supplies - Opera ABSOLUTE SAFETY, INC. ABSOLUTE SAFETY, INC. FASTENAL COMPANY JACKPINE BUSINESS CENTE JACKPINE BUSINESS CENTE JACKPINE BUSINESS CENTE JACKPINE BUSINESS CENTE MODEL COVERALL SERVICE NCL OF WISCONSIN, INC. NCL OF WISCONSIN, INC. REPUBLIC SERVICES #239 USA BLUE BOOK USA BLUE BOOK WAHR HARDWARE, INC.	WWTP310817 WTP080917 MIMAN127667 419306-0 419302-0 C419306-0 419808-0 0696998 394444 394490 394709 394839 395069 395047 395152 0239-001981799 348738 351527 D65216	Confined Space Signs/ WWTP Calibrations on 4 gas monitors Disposable Gloves Desktop calculator Calculators/ Marker Return - Desktop calculator Paper Uniform Cleaning - WWTP Ammonia ISE filling sol/membrn Gls grad cylinder/Vol Pipet/ Amber btle w/ eye drpr, Beaker 250ml P-18W, stirbar w/spin rng StarA211 Meter/ Orion triode/ Lamps for Genesys 20 Orion Ammonia ISA Buffer Basic Service 15 9th St. Stirrers/ Stainless Steel Brsh Lab Timer w/ 115 VAC Outlet CLR, Yard/Leaf Bag, Ktchn Bag	43687 43687 20170466 43712 43712 43712 43712 20170471 43727 43727 43727 43727 43727 43727 43727 43736 43746 43746 20170489	09/30/2017 10/08/2017 09/29/2017 09/29/2017 09/29/2017 09/30/2017 10/13/2017 10/13/2017 09/20/2017 09/21/2017 09/24/2017 09/27/2017 09/30/2017 09/30/2017 10/05/2017 08/31/2017 09/22/2017 09/24/2017 09/27/2017	08/31/2017 09/08/2017 08/30/2017 08/30/2017 08/30/2017 08/31/2017 09/13/2017 09/13/2017 08/21/2017 08/22/2017 08/25/2017 08/28/2017 08/31/2017 08/31/2017 09/05/2017 08/31/2017 08/23/2017 08/25/2017 08/28/2017	945.36 80.00 131.04 12.99 32.27 -12.99 31.99 31.37 305.43 329.42 316.01 148.16 1,040.11 81.66 228.78 161.37 704.26 252.89 34.06
							4,854.18
592-543-770.000	Vehicle Gas / Die BLARNEY CASTLE FLEET PR	BC177-9/6/17	Fuel Usage	20170455	09/20/2017	09/06/2017	167.72

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 11

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
							167.72
592-543-824.000	Lab Testing						
	BDN	17520.17	Lab Serv - Report 17-2531B	43694	08/23/2017	08/23/2017	40.00
	ENVIRONMENTAL RESOURC	840931	Nutrients/ Coliform/ Hardness	20170465	10/06/2017	09/06/2017	333.62
							373.62
592-543-913.000	Travel & Training						
	MWEA	E20030	C and D License Exam Prep	43726	09/12/2017	09/12/2017	200.00
	STATE OF MICHIGAN - MDEC		WWTP Operator Cert. Exam	43686	09/11/2017	09/11/2017	70.00
							270.00
592-543-920.000	Utilities - Electric						
	CONSUMERS ENERGY	Aug/Sept 17	Electric Usage	43699	09/25/2017	08/31/2017	8,999.62
							8,999.62
592-543-921.000	Utilities - Natural						
	DTE ENERGY	8/9-9/6/17	Gas Usage - 15 9th St	43702	10/11/2017	09/11/2017	785.78
							785.78
592-543-930.000	Repairs/Maint - E						
	PIONEER GROUP/THE//	41100167	8/31/17 Advertisements	43731	09/20/2017	08/31/2017	112.89
	TOP LINE ELECTRIC LLC	9362	WWTP PLC I/O Trblshoot	20170485	09/01/2017	09/01/2017	180.00
							292.89
592-543-931.000	Repairs/Maint - E						
	AUTO VALUE \ AUTO-WARES	256-958569	Guage Term/ Prim Wire/ Guage	43692	09/24/2017	08/25/2017	37.55
	AUTO VALUE \ AUTO-WARES	256-958619	GT1 2 Cycle	43692	09/24/2017	08/25/2017	11.78
	AUTO VALUE \ AUTO-WARES	256-958875	O-Rings	43692	09/28/2017	08/29/2017	1.19
	BAUER SHEET METAL INC	25531	Fabricate & Install SS Scraper	43693	08/23/2017	08/23/2017	1,850.00
	GALLOUP	S106161011.001	PVC Tee, Elbow/ Chemtrol/ Cplg	20170467	09/27/2017	08/28/2017	30.95
	GALLOUP	S106161011.002	Chemtrol	20170467	09/29/2017	08/30/2017	75.93
	GILL-ROYS HARDWARE	1708-959736	Mill Bar	43707	08/29/2017	08/29/2017	14.99
	GILL-ROYS HARDWARE	1709-972132	Ratcheting PVC Cutter	43707	09/01/2017	09/01/2017	11.99
	GRAND RENTAL STATION	1-552770	Speed feed head	43709	09/27/2017	08/28/2017	29.39
	TOP LINE ELECTRIC LLC	9302	WWYP Operator Tbleshoot	20170485	08/23/2017	08/23/2017	540.00
	TOP LINE ELECTRIC LLC	9304	3rd Ave Autodialer Program/Rpr	20170485	08/23/2017	08/23/2017	955.00
	USA BLUE BOOK	344988	Vent Filter/ Sludge Nabber/	43746	09/17/2017	08/18/2017	753.56
	USA BLUE BOOK	351498	W/4-20 Contol Pulsatron E Plus	43746	09/24/2017	08/25/2017	1,692.43
	WAHR HARDWARE, INC.	C126139	Cplg, Clamp, Sump Drain Kit,	20170489	09/23/2017	08/24/2017	175.31
	WAHR HARDWARE, INC.	C126721	Bolts	20170489	09/29/2017	08/30/2017	4.70
	WAHR HARDWARE, INC.	D65610	Grinder Lock Nut/ Masonry Cut	20170489	10/06/2017	09/06/2017	16.25
	WAHR HARDWARE, INC.	C127339	Bolts	20170489	10/06/2017	09/06/2017	3.12
							6,204.14
592-543-933.000	Software Agree /						
	ALLMAX SOFTWARE INC	22768	Operator10 Wastewater Data	43689	07/25/2017	07/25/2017	930.00
							930.00
							Total Dept. SEWER - WWTP: 23,189.94
Dept: 544 SEWER COLLECTION							
592-544-721.000	Costs - Uniform/i						
	MODEL COVERALL SERVICE	0694032	Uniform Cleaning-SewCollection	20170471	09/29/2017	08/30/2017	18.40
	MODEL COVERALL SERVICE	0695477	Uniform Cleaning-SewCollection	20170471	10/06/2017	09/06/2017	18.40
	MODEL COVERALL SERVICE	0697000	Uniform Cleaning-SewCollection	20170471	10/13/2017	09/13/2017	18.40
							55.20
592-544-752.000	Supplies - Opera						
	FAMILY FARM & HOME - MAN	3977	Frogtog Rain pro actn/ Knt Glv	43704	09/27/2017	08/28/2017	27.28
							27.28
592-544-932.000	Repairs/Maint - \						

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 12

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	WAHR HARDWARE, INC.	C127255	PVC CTD WRK GL 12in LG	20170489	10/05/2017	09/05/2017	4.49
							4.49

Dept. SEWER COLLECTION (STREETS): 86.97

Dept: 903 CAPITAL OUTLAY - over

592-903-987.005 2015 Return Acti

SWIDORSKI BROS. EXCAVAT

Payment 1 WWTP RAS Pump Replcmnt 43742 03/08/2017 03/08/2017 31,950.00

31,950.00

Dept. CAPITAL OUTLAY - over \$5,000: 31,950.00

WATER & SEWER UTILITY: 63,944.26

Fund: 594 MARINA FUND

Dept: 000

594-000-752.000 Supplies - Opera

FASTENAL COMPANY	MIMAN127799	WD-40/Simple Grn/Bleach/	20170466	10/07/2017	09/07/2017	82.31
HOME CITY ICE COMPANY/T	C3778174090.	Credit - Bagged Ice	43711	07/01/2017	07/01/2017	-192.25
HOME CITY ICE COMPANY/T	3940173381	Bagged Ice	43711	07/20/2017	07/20/2017	132.85
HOME CITY ICE COMPANY/T	3953172436	Bagged Ice	43711	08/31/2017	08/31/2017	91.00
SPARTANNASH	3606801	Water/ Soap	20170481	08/01/2017	08/01/2017	15.97
SPARTANNASH	3718846	Coffee	20170481	08/10/2017	08/10/2017	41.94
WAHR HARDWARE, INC.	D65954	C Batteries	20170489	10/12/2017	09/12/2017	5.99
WAHR HARDWARE, INC.	C128030	LED Bulbs	20170489	10/14/2017	09/14/2017	10.99

188.80

594-000-760.000 Supplies - Gasoli

BLARNEY CASTLE OIL CO.	0901612-IN overpayment	Overpayment -gasoline-NL prem	43695	09/17/2017	08/18/2017	-20.00
BLARNEY CASTLE OIL CO.	0905762-IN	Gasoline - NL Prem	43695	09/30/2017	08/31/2017	4,199.65

4,179.65

594-000-761.000 Supplies - Diesel

BLARNEY CASTLE OIL CO.	0905763-IN	Diesel #2 - Dyed	43695	09/30/2017	08/31/2017	494.57
BLARNEY CASTLE OIL CO.	0907556-IN	Diesel #2 - Dyed	43695	10/08/2017	09/08/2017	2,025.01

2,519.58

594-000-921.000 Utilities - Natural

DTE ENERGY	8/5/2017-9/6/2017	Gas Usage - 480 River St	43702	10/11/2017	09/11/2017	53.33
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53.33

594-000-931.000 Repairs/Maint - E

PRECISION APPLIANCE SER		Service call - removed coins	43734	09/07/2017	09/07/2017	70.00
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70.00

Total Dept. 000: 7,011.36

Total Fund MARINA FUND: 7,011.36

Fund: 661 MOTOR POOL FUND

Dept: 000

661-000-981.116 DPW - Garage E

AUTO VALUE \ AUTO-WARES	256-955686	10HP Compressor	43692	08/26/2017	07/27/2017	3,209.95
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3,209.95

Total Dept. 000: 3,209.95

Fund MOTOR POOL FUND: 3,209.95

Fund: 703 CURRENT TAX COLLE

Dept: 000

703-000-215.000 Due DDA

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 13

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
	DOWNTOWN DEVELOPMEN		2017 Summer Tax Distribution	43701	10/14/2017	09/14/2017	2,410.55
							2,410.55
703-000-221.000	Due City CITY OF MANISTEE GENERA		2017 Summer Tax Distribution	20170458	09/14/2017	09/14/2017	35,249.90
							35,249.90
703-000-221.001	Due Refuse CITY OF MANISTEE COMMOI		2017 Summer Tax Distribution	20170457	09/14/2017	09/14/2017	2,282.21
							2,282.21
703-000-221.002	Due City Admin CITY OF MANISTEE GENERA		2017 Summer Tax Distribution	20170458	09/14/2017	09/14/2017	735.84
							735.84
703-000-221.003	Due City Pen\Int CITY OF MANISTEE GENERA		2017 Summer Tax Distribution	20170458	09/14/2017	09/14/2017	3,121.79
							3,121.79
703-000-221.004	Due Water Delinc CITY OF MANISTEE WATER		2017 Summer Tax Distribution	20170459	09/14/2017	09/14/2017	97.99
							97.99
703-000-221.005	Due Refuse Delir CITY OF MANISTEE COMMOI		2017 Summer Tax Distribution	20170457	09/14/2017	09/14/2017	3.85
							3.85
703-000-222.000	Due County MANISTEE COUNTY TREASL		2017 Summer Tax Dist. Ops	43720	09/14/2017	09/14/2017	10,915.58
							10,915.58
703-000-228.001	Due State of MI - MANISTEE COUNTY TREASL		2017 Summer Tax Dist. SET	43720	09/14/2017	09/14/2017	12,433.83
							12,433.83
703-000-234.000	Due to Intermedi MANISTEE INTERMEDIATE S		2017 Summer Tax Distribution	43721	10/14/2017	09/14/2017	4,766.17
							4,766.17
703-000-235.000	Due Community WEST SHORE COMMUNITY C		2017 Summer Tax Distribution	43750	10/14/2017	09/14/2017	6,133.81
							6,133.81
						Total Dept. 000:	78,151.52
						RENT TAX COLLECTION:	78,151.52
						Grand Total:	283,028.92

INVOICE APPROVAL LIST BY FUND REPORT

2017-09-22

Date: 09/20/2017

Time: 3:16 pm

Page: 14

City of Manistee

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Invoice Date	Amount
----------------	-------------	-----------	---------------	---------	----------	--------------	--------

Recap by Fund

Fund #	Fund Name	Amount To Pay	Amount To Relieve
101	GENERAL FUND	60,071.18	0.00
202	MAJOR STREET FUND	17,734.18	0.00
226	CITY REFUSE FUND	33,036.78	0.00
275	GRANT MANAGEMENT FUND	50.18	0.00
297	RAMSDELL REGIONAL CENTER/ARTS	13,254.25	0.00
430	CAPITAL IMPROVEMENT FUND	6,449.47	0.00
501	BOAT LAUNCH FUND	115.79	0.00
592	WATER & SEWER UTILITY	63,944.26	0.00
594	MARINA FUND	7,011.36	0.00
661	MOTOR POOL FUND	3,209.95	0.00
703	CURRENT TAX COLLECTION	78,151.52	0.00
Grand Total:		283,028.92	0.00

MEMO TO: Mayor James Smith
Members of City Council

FROM: Thad N. Taylor, City Manager *tn2*

DATE: September 25, 2017

SUBJECT: Pefley Salary Recommendation



City Manager's Office
231-398-2801

City Council has approved the appointment of Heather Pefley as City Clerk when the current City Clerk, Michelle Wright, retires on January 5, 2018. The City Charter stipulates that Council will set the salary of the City Clerk.

The City follows a wage and classification system for non-union positions. The system has a series of paygrades and within each paygrade, nine steps of varying levels of compensation. The City Clerk position is in pay grade 6.

Ed Bradford, CFO, is recommending an initial salary of \$58,578 for Heather when she assumes the duties and responsibilities of City Clerk. The recommended salary is paygrade 6, step 1. I concur with Ed's recommendation and ask that Council set Heather Pefley's salary as City Clerk at \$58,578.

TNT:cl



Administrative Services

Clerk | Finance | Treasury | IT | Assessing | Facilities | Ramsden



Memo to: Thad Taylor, City Manager

From: Edward Bradford, CFO *EB*

Re: Heather Pefley Salary as City Clerk

Date: September 20, 2017

Thad,

The City uses a wage and classification system for its non-union and department head positions. Each position is scored based on its job duties and responsibilities and classified in one of 9 pay grades. Each pay grade has 9 steps that employees advance thru annually provided there are sufficient financial resources in the budget.

The City Clerk position is scored as a Pay Grade 6 on our wage and classification system. Grade 6, has nine steps and a pay range of \$58,578 to \$76,152 as shown below. City Clerk Michelle Wright currently is at Pay Grade 6, Step 9 due to her longevity with the City.

Deputy Clerk Heather Pefley is currently at Pay Grade 2, Step 9 on the system. This is consistent with where previous Deputy Clerk Mary Bachman was positioned.

Upon promotion, the City typically places the employee in the appropriate pay grade at the lowest level that provides a raise. In the case of Heather being appointed City Clerk, I would recommend she be placed in Pay Grade 6, Step 1, or an annual salary of \$58,578.

Pay Grade	Step 1	Step 2	Step3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
6	\$58,578	\$60,774	\$62,972	\$65,168	\$67,364	\$69,562	\$71,758	\$73,954	\$76,152
2	\$36,588	\$37,959	\$39,331	\$40,703	\$42,077	\$43,448	\$44,821	\$46,192	\$47,565

MEMO TO: Mayor James Smith
Members of City Council

FROM: Thad N. Taylor, City Manager 

DATE: October 9, 2017

SUBJECT: Consumers Energy Company
License Extension Request



City Manager's Office
231-398-2801

Consumers Energy Company is requesting an extension of their license to perform environmental testing at their former Manufactured Gas Plant site located at 30 Jones Street. The City first granted Consumers Energy a license in 1999 and authorized extensions since then. The current extension expires on December 31, 2017.

Consumers Energy is requesting three changes in this extension as follows:

1. To include remedial activities. They have completed most, if not all; of the environmental testing and will soon begin work on remedial activities as approved by MDEQ.
2. Adding a City parcel. They've determined that their remediation efforts won't extend to this parcel, however would like to use this parcel to access the remediation site and perhaps for additional sampling.
3. An end date of December 31, 2020. Consumers believe they will have the remediation work done in 2018 and the site restoration will take place in 2019. They would like the additional year in the event the schedule changes.

The City Attorney reviewed the proposed extension and did not find anything objectionable. Accordingly I recommend Council approved the requested extension.

TNT:cl

LICENSE FOR ENVIRONMENTAL TESTING AND REMEDIAL ACTIVITIES

City of Manistee
(Full Name)

_____, _____, Michigan 49660 .
(Address) (City) (Zip)

(here after "Grantor") has previously granted CONSUMERS ENERGY COMPANY, (formerly known as Consumers Power Company), a Michigan corporation, One Energy Plaza, Jackson, MI 49201, a License for Environmental Testing, dated October 4, 1999, for certain land in the City of Manistee, County of Manistee, and State of Michigan

Easterly side of Jones Street right of way at intersection of Jones Street and Mason Street. And easterly side of Jones Street's northern most end at intersection of Jones Street and the abandoned Ashland Street. (See attached map)

This License incorporates all terms included in the License dated October 4, 1999 except the expiration date which is now December 31, 2020. In addition, the Grantor by this License allows Consumers Energy access for the purpose of conducting investigation of the environmental condition of the above designated land, including parcel 51-474-702-02, and implementation of any remedial activities Consumers deems necessary.

CONSUMERS ENERGY COMPANY

City of Manistee
(Name of Grantor)

By: Andrew D. Santini

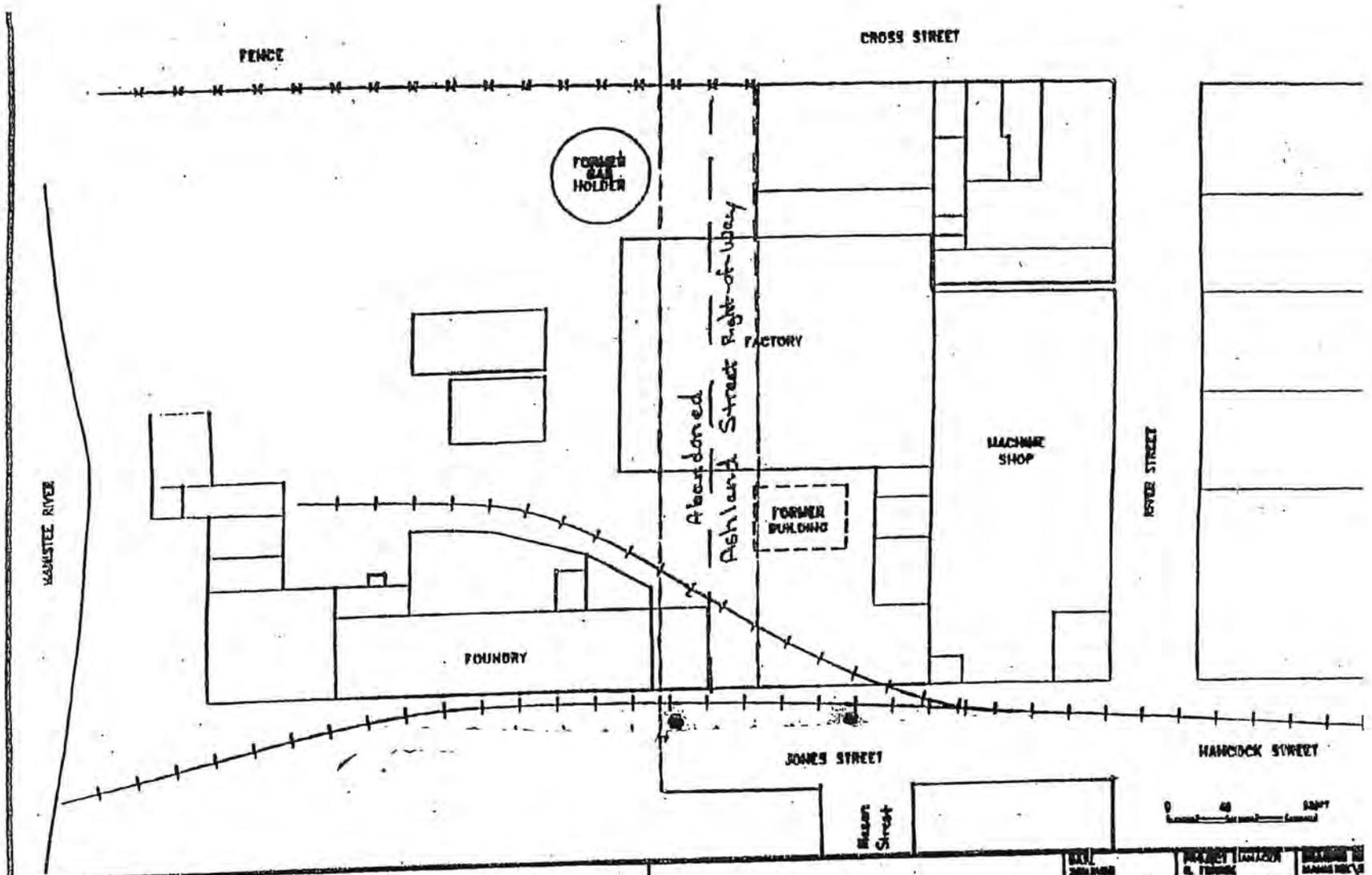
By: _____

Title: Senior Engineer II

Title: _____

Date: _____

Date: _____



● Wells on City ROW.

ARCADIS GERAGHTY & MILLER



**SITE MAP
FORMER EXCELLO CORPORATION,
MANISTEE, MICHIGAN**

DATE 2/28/2008	PROJECT S. FERRIS	DRAWN BY M. TAYLOR	PROJECT NUMBER M000688.0001
	LEAD DESIGN PROF.	CHECKED BY S. BOBBY	PROJECT NO.



Memorandum

To: Thad Taylor
City Manager

FROM: Denise Blakeslee
Planning & Zoning Director 

DATE: October 6, 2017

RE: Doug Westervelt, Parcel Split Request

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

Thad, a request has been received from Doug Westervelt for a parcel split. Mr. Westervelt lives at 2091 Twelfth Street parcel 51-373-702-07 located in the R-1 Zoning District and is requesting to split the property into two parcels that will each have 100 +/- feet of frontage and 20,000 +/- sq. ft. of parcel area that meets the setback requirements of the zoning ordinance.

On October 5, 2017 the Planning Commission voted to recommend City Council approves approval of the request from Doug Westervelt to split parcel 51-373-702-07 into two parcels as submitted with survey dated September 20, 2017 prepared by the Spicer Group Job #124950SG2017.

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



Memorandum

To: Planning Commissioners

FROM: Denise Blakeslee
Planning & Zoning Director

DATE: September 22, 2017

RE: Doug Westervelt – Parcel Split 

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

Commissioners, we have received A request has been received from Doug Westervelt for a parcel split. Mr. Westervelt lives at 2091 Twelfth Street parcel 51-373-702-07 located in the R-1 Zoning District and is requesting to split the property into two parcels that will each have 100 +/- feet of frontage and 20,000 +/- sq. ft. of parcel area that meets the setback requirements of the zoning ordinance as shown on the enclosed survey. A letter is included in the request from Surveyor Pat Bentley who verified that the setbacks for the home meet the setback requirements if the split were approved.

Staff review shows that all the setback requirements and standards in the ordinance have been met. The request is enclosed for your consideration.



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 \$100.00 for the first split and \$50.00 for each additional split. 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: <div style="text-align: right; margin-right: 50px;"> County Equalization Department 415 Third Street Manistee, MI 49660 </div> </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: <u>2091 12th St.</u>	Parcel # <u>51-373-702-7</u>	
Applicant Information		
Name of Owner: <u>Douglas Westervelt</u>		
Address: <u>2091 12th St. Manistee MI 49660</u>		
Phone #: <u>723-6141</u>	Cell#:	e-mail: <u>dpwvelt1944@aol.net</u>
Project Information		
<p>Reason for Request: <u>Selling off vacant property</u> </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. The Zoning Administrator reserves the right to require additional information necessary to meet the requirements of the Zoning Ordinance.</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>Douglas Westervelt</u>	Date: <u>9-22-2017</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"/> \$ 100 -	Receipt # <u>38148</u>	
Notes:		
Signature: _____ Date: _____		



August 1, 2017

Doug & Florence Westervelt
2091 Twelfth Street
Manistee, MI 49660
Phone #231-723-6141

Doug and Florence:

Per your request, we have surveyed Lots 2 and 3 of Sweetnam's Lake Bluff Subdivision, located in section 15, Township 21 North, Range 17 West, City of Manistee, Manistee County, Michigan. We marked the line between lots 2 and 3. We also surveyed the location of your house and found that the line between lots 2 and 3 is more than 10 feet from your house. Your house meets the setback requirements if you choose to split lots 2 and 3.

Please let me know if there are any questions.

Sincerely,

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

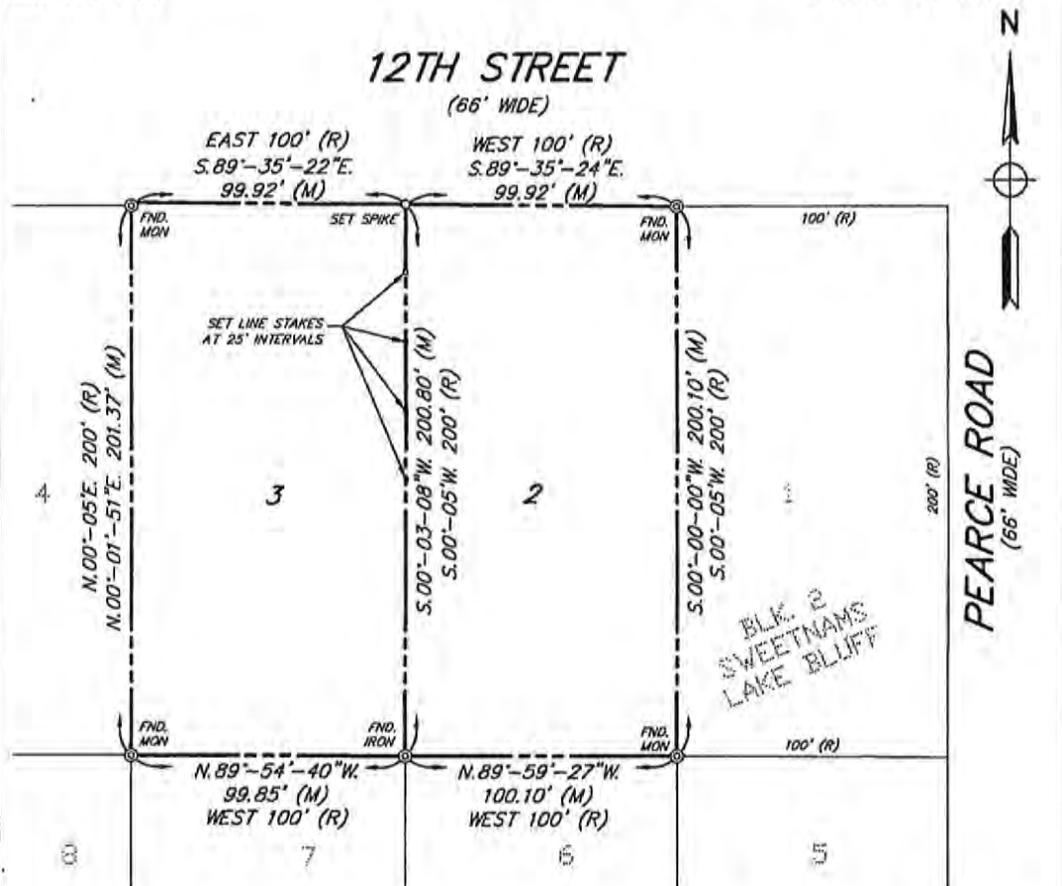
(R) - RECORDED
 (M) - MEASURED
 © - FOUND SURVEY CORNER
 ○ - SET 1/2" ϕ REBAR W/ CAP No. 47944



Spicer Group
 302 River Street
 Manistee, MI 49660
 TEL (231) 794-5620

SCALE: 1" = 50'

DWG. NO.: JA-4773



SECTION 15, T.21 N.-R.17 W.,
 FILER TOWNSHIP
 MANISTEE COUNTY, MICHIGAN

SURVEY FOR: Doug & Florence Westervelt
 2901 Twelfth Street
 Manistee, MI 49660

DATE: September 20, 2017

SURVEY OF:

Lot 2, Block 2, Sweetnams Lake Bluff, as recorded in Manistee County Records, Section 15, T.21 N. - R.17 W., Filer Township, Manistee County, Michigan.

Lot 3, Block 2, Sweetnams Lake Bluff, as recorded in Manistee County Records, Section 15, T.21 N. - R.17 W., Filer Township, Manistee County, Michigan.



I hereby certify that I have surveyed the parcel of land hereon shown and described.

By: Jeffrey E. Wood Date: 9-21-2017
 Jeffrey E. Wood
 Professional Surveyor No. 41115

DRAWN BY: MLU
 CHECKED BY: JEW

PLOT DATE: 09-20-17
 SHEET 1 OF 1

JOB#: 124950SG2017
 DWG#: JA-4773

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

October 5, 2017

A meeting of the Manistee City Planning Commission was held on Thursday, October 5, 2017 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:07 pm by Chair Wittlieff

ROLL CALL

Members Present: Ray Fortier, Marlene McBride, Bob Slawinski, Mark Wittlieff

Members Absent: Maureen Barry (excused), Aaron Bennett (excused), Roger Yoder (excused)

Others: Lisa Leedy (Alliance for Economic Success), and Denise Blakeslee (Planning & Zoning Director)

APPROVAL OF AGENDA

Motion by Ray Fortier, seconded by Bob Slawinski that the agenda be approved as prepared.

With a Roll Call vote this motion passed 4 to 0.

Yes: Slawinski, Fortier, McBride, Wittlieff

No: None

APPROVAL OF MINUTES

Motion by Marlene McBride, seconded by Bob Slawinski that the minutes of the September 7, 2017 Planning Commission Meeting be approved as prepared.

With a Roll Call vote this motion passed 4 to 0.

Yes: Fortier, Slawinski, McBride, Wittlieff

No: None

PUBLIC HEARING

None

PUBLIC COMMENT ON AGENDA RELATED ITEMS

Chair Wittlieff invited Lisa Leady the new Director for the Alliance of Economic Success to introduce herself to the Commission. Ms. Leady spoke of her new position and how she is looking forward to working on development in Manistee.

NEW BUSINESS

PC-2017-15 Doug Westervelt, 2091 Twelfth Street - Parcel Split Request

A request has been received from Doug Westervelt for a parcel split. Mr. Westervelt lives at 2091 Twelfth Street parcel 51-373-702-07 located in the R-1 Zoning District and is requesting to split the property into two parcels that will each have 100 +/- feet of frontage and 20,000 +/- sq. ft. of parcel area that meets the setback requirements of the zoning ordinance.

Denise Blakeslee presented the request to the commission on behalf of Mr. Westervelt.

Motion by Ray Fortier, seconded by Marlene McBride that the Planning Commission recommend to City Council to approve the request from Doug Westervelt to split parcel 51-373-702-07 into two parcels as submitted with survey dated September 20, 2017 prepared by the Spicer Group Job #124950SG2017 that meets the requirements of the zoning ordinance.

With a Roll Call vote this motion passed 4 to 0.

- Yes: McBride, Slawinski, Fortier, Wittlieff
- No: None

Schedule Meeting Dates 2018

The Planning Commission generally holds their regular business meetings on the first Thursday of each month in the Council Chambers, City Hall, 70 Maple Street, Manistee Michigan at 7:00 p.m. Review of the 2018 calendar shows a conflict in July with the Independence Day Holiday which has been moved to the next week.

Motion by Ray Fortier, seconded by Bob Slawinski that the Planning Commission schedules their meeting dates for 2018 as follows:

January 4, 2018	February 1, 2018	March 1, 2018	April 5, 2018
May 3, 2018	June 7, 2018	July 12, 2018*	August 2, 2018
September 6, 2018	October 4, 2018	November 1, 2018	December 6, 2018

With a Roll Call vote this motion passed 4 to 0.

- Yes: McBride, Slawinski, Fortier, Wittlieff
- No: None

Driveway Standards

At the September, 7, 2017 meeting the commissioners were given a Memo in response to several requests from residential property owners for curb cuts beyond the 20 foot maximum width. This was forwarded to begin discussion to see if a change should be made to the ordinance.

The Planning Commission continued discussing driveway standards. Commissioner Slawinski will be bringing MDOT driveway standards to the next meeting for further discussion.

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

None

STAFF REPORTS

Denise Blakeslee, Planning & Zoning Administrator – Spoke of the Historic District Commission training held earlier in the day. Another joint training may be scheduled in the evening in the future in the hopes of more attendance. Times will be scheduled for Commissioners to watch webinars for their Citizen Planner CEU requirements.

The next regular meeting of the Planning Commission will be held on **Wednesday, November 1, 2017**

ADJOURNMENT

Motion by Ray Fortier, seconded by Bob Slawinski that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:25 pm

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary



Administrative Services

Clerk | Finance | Treasury | IT | Assessing | Facilities | Ramsdell



Memo to: Thad Taylor, City Manager

From: Edward Bradford, CFO **ENB**

Re: Water & Sewer Revenue and Revenue Refunding Bond

Date: October 10, 2017

Thad,

Council previously approved a Notice of Intent Resolution, Water and Sewer Revenue Bond on August 22, 2017. The forty-five day referendum period passed with no petitions being filed. This means that the City can continue with the process to issue bonds to fund the wet weather corrective action plan ("CAP") as required by the City's NPDES permit.

As was previously discussed with Council, the City intends on issuing revenue bonds to fund the first phase of the CAP, which will consist of further investigative work and a pilot sewer lining project. The work done in this phase, combined with all the data previously gathered, will allow the City Engineer to establish a basis for design for the final phases of the CAP.

After selling the bonds, the goal is to have \$1,500,000 available for deposit into the project fund after all issuance expenses have been paid. The bond ordinance authorizes the issuance of new debt in an amount not to exceed \$1,800,000. This limit is intentionally set high in order to give our underwriters flexibility to manage market conditions. The current estimates are that the bonds will be sold at a premium to provide the yield profile needed to sell the bonds, and that the total amount of new debt will be approximately **\$1,455,000**.

The City has also been monitoring its 2005 Water & Sewer Revenue Bonds for opportunities to refund (refinance) the remaining bonds which mature between now and 2028. The current market and interest rates are favorable to do so. In reviewing this option, it is anticipated that the City can save approximately \$63,500 in interest payments by refinancing the remaining \$1,985,000 of principal on the 2005 bond issue. Similar to the new money component, the not to exceed amount of \$2,200,000 is set to provide flexibility. The current estimates are that the total amount of refunding debt issued will be **\$2,005,000**. I have attached a Sources and Uses of funds statement to illustrate this.

To take advantage of the refinancing opportunity and savings, the City has combined the new money bond offering and the refunding bond offering into one bond issue. The total principal amount of the combined issue will not exceed \$4,000,000 and is anticipated to be about **\$3,465,000**. This is very cost effective because we do not have to incur two sets of transaction

and closing costs to realize the savings. Also, the refunding does not reduce our ability to borrow in the future for the CAP under the Notice of Intent because bond refundings do not count towards the maximum amount of new money that can be borrowed.

I have worked with our financial advisor and bond counsel to work thru the details and timing of the bond sale. A schedule is attached.

City Bond Counsel Pat McGow of Miller Canfield has prepared a Notice of Sale Resolution and Bond Ordinance and which must be approved by City Council in order to proceed with the bond sale. I have also attached a memo from him regarding this. The estimated final size of the issue is \$3,465,000

Once approved, City administration will follow thru with our advisors to complete the sale with an anticipated closing date of December 5, 2017.

I recommend approval.

Founded in 1852
by Sidney Davy Miller

MILLER CANFIELD

Miller, Canfield, Paddock and Stone, P.L.C.
150 West Jefferson, Suite 2500
Detroit, Michigan 48226
TEL (313) 963-6420
FAX (313) 496-7500
www.millercanfield.com

PATRICK F. MCGOW
TEL (313) 496-7684
FAX (313) 496-8450
E-MAIL mcgow@millercanfield.com

MICHIGAN: Ann Arbor
Detroit • Grand Rapids
Kalamazoo • Lansing • Troy

FLORIDA: Tampa

ILLINOIS: Chicago

NEW YORK: New York

CANADA: Windsor

CHINA: Shanghai

MEXICO: Monterrey

POLAND: Gdynia

Warsaw • Wrocław

October 9, 2017

EMAIL DELIVERY

Edward Bradford
Chief Financial Officer
City of Manistee
70 Maple Street
Manistee, MI 49660

Re: City of Manistee, County of Manistee, State of Michigan
Water Supply and Sewage Disposal Revenue and Revenue Refunding Bonds,
Series 2017

Dear Ed:

As we discussed, I have enclosed an Ordinance Authorizing Issuance of Water Supply and Sewage Disposal System Revenue and Revenue Refunding Bonds, Series 2017 (the "Bonds") for consideration for approval by the City Council at its meeting on October 17th.

The Ordinance authorizes Bonds to be issued for the purposes of refunding a portion of the City's Water Supply and Sewage Revenue Bonds, Series 2005 (the "Refunded Bonds") and paying all or part of the costs of acquiring, constructing and equipping certain improvements to the City's Water Supply and Sewage Disposal System, including Phase I of the wet weather corrective action program improvements, storage basin improvements and all related appurtenances and attachments. The estimated cost of the refunding of the Refunded Bonds is an amount not to exceed \$2,200,000 and the estimated cost of Phase I of the project is an amount not to exceed \$1,800,000, for a total issuance in an amount not to exceed \$4,000,000.

The Ordinance is in a form similar to previous revenue bond ordinances of the City. The Ordinance contains the mandatory requirements for Revenue Bond Ordinances as required by the Revenue Bond Act, Act 94, Public Acts of Michigan, 1933, as amended, and sets forth the terms of the Bonds, the form of the Bonds, and provides for a negotiated sale of the Bonds. The Ordinance also authorizes various City officials (City Manager, City Treasurer, and City Clerk) to take the necessary actions to issue, sell and deliver the Bonds and to finalize the terms of the Bonds upon sale and execute a Sale Order setting the final terms of the Bonds. The Ordinance authorizes the same City officials to negotiate the sale of the Bonds to Robert W. Baird & Co., Inc., as underwriter, pursuant to a negotiated sale within the parameters set in the Ordinance.

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Edward Bradford

-2-

October 9, 2017

Once the Ordinance is adopted by the Council, it will not be necessary to go back to the Council for further approvals related to the bond issue.

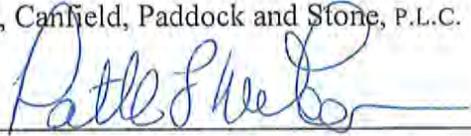
Pursuant to Section 6 of the Revenue Bond Act, the Ordinance may be adopted in one reading, regardless of any contrary provision in the City Charter. The Ordinance is required by the Revenue Bond Act to be published once in full in the Manistee News Advocate after its adoption.

I would appreciate it if you could send me three certified copies each of the enclosed Ordinance after its adoption. I would also appreciate receiving three affidavits of publication of the Ordinance when they are available.

If you or anyone copied on this letter have any questions, please give me a call.

Very truly yours,

Miller, Canfield, Paddock and Stone, P.L.C.

By: 

Patrick F. McGow

Cc: Warren Creamer
Ronald C. Liscombe, Esq.

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SOURCES AND USES OF FUNDS

City of Manistee, Michigan
 Water Supply and Sewage Disposal System Revenue and Revenue Refunding Bonds, Series 2017
 Current Refunding of 2005 Revenue Bonds // \$1,500,000 New Money
 Assumes Public Offering
 Assumes Bond Insurance and Underlying Rating of 'A'
 Preliminary, Estimated Interest Rates as of September 8, 2017

Dated Date 12/05/2017
 Delivery Date 12/05/2017

Sources:	Refund 2005	New Money	Total
Bond Proceeds:			
Par Amount	2,010,000.00	1,455,000.00	3,465,000.00
Premium	49,896.55	141,756.45	191,653.00
	<u>2,059,896.55</u>	<u>1,596,756.45</u>	<u>3,656,653.00</u>
Uses:	Refund 2005	New Money	Total
Project Fund Deposits:			
Deposit to the Project Fund		1,500,000.00	1,500,000.00
Refunding Escrow Deposits:			
Cash Deposit	1,992,335.85		1,992,335.85
Other Fund Deposits:			
Debt Service Reserve Fund		45,098.00	45,098.00
Cost of Issuance:			
Bond Counsel	16,532.47	11,967.53	28,500.00
Rating Agency Fee	10,151.52	7,348.48	17,500.00
Official Statement	2,900.43	2,099.57	5,000.00
Pricing Advisor	2,900.43	2,099.57	5,000.00
Auditor's Consent Fee	870.13	629.87	1,500.00
Paying Agent	435.06	314.94	750.00
Treasury, Publications, Miscellaneous	1,160.17	839.83	2,000.00
Escrow Agent	750.00		750.00
	<u>35,700.21</u>	<u>25,299.79</u>	<u>61,000.00</u>
Delivery Date Expenses:			
Underwriter's Discount	20,100.00	14,550.00	34,650.00
Bond Insurance Premium (Estimate)	7,561.42	8,121.07	15,682.49
	<u>27,661.42</u>	<u>22,671.07</u>	<u>50,332.49</u>
Other Uses of Funds:			
Rounding Amount	4,199.07	3,687.59	7,886.66
	<u>2,059,896.55</u>	<u>1,596,756.45</u>	<u>3,656,653.00</u>

Notes:

Robert W. Baird & Co. Incorporated ('Baird') is not recommending any action to you. Baird is not acting as an advisor to you and does not owe you a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934. Baird is acting for its own interests. You should discuss the information contained herein with any and all internal or external advisors and experts you deem appropriate before acting on the information. Baird seeks to serve as an underwriter (or placement agent) on a future transaction and not as a financial advisor or municipal advisor. The primary role of an underwriter (or placement agent) is to purchase, or arrange for the placement of, securities in an arm's length commercial transaction with the issuer, and it has financial and other interests that differ from those of the issuer. The information provided is for discussion purposes only, in seeking to serve as underwriter (or placement agent). See 'Important Disclosures' contained herein.

City of Manistee

\$3,465,000*

Water Supply and Sewage Disposal System Revenue and Revenue Refunding Bonds. Series 2017

Proposed Schedule of Events

August 2017							September 2017							October 2017							November 2017							December 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																												31						

<u>Date</u>	<u>Event</u>
August 15, 2017	City Council adopts Notice of Intent Resolution.
August 25, 2017	Notice of Intent published.
September 15, 2017	Baird requests schedule of required information from the City.
September 29, 2017	City provides requested information to Baird.
October 5, 2017	Baird distributes draft of Preliminary Official Statement to working group.
October 5, 2017	Baird applies for S & P rating and Bond Insurance.
October 9, 2017	45-day referendum period expires.
October 13, 2017	Baird receives comments on draft of Preliminary Official Statement.
Week of October 16th	Baird and City conduct rating prep call.
Week of October 16th	Baird and City have rating conference call with S&P.
October 17, 2017	City adopts Bond Authorizing Resolution.
October 26, 2017	Baird receives rating and insurance bids.
October 27, 2017	Baird prints Preliminary Official Statement.
November 3, 2017	Preliminary pricing call with Baird and the City.
November 6, 2017	Pricing of the Bonds.
November 7, 2017	Baird and City execute Bond Purchase Agreement.
November 7, 2017	Baird distributes drafts of final closing memo and Final Official Statement.
November 10, 2017	Baird receives comments on final closing memo and Final Official Statement.
November 13, 2017	Baird distributes final closing memo and Final Official Statement.
December 5, 2017	Bond Closing.



*Preliminary, subject to change.

CITY OF MANISTEE, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO PROVIDE FOR THE ISSUANCE AND SALE OF WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM REVENUE AND REVENUE REFUNDING BONDS TO PAY THE COST OF REFUNDING ALL OR PART OF THE CITY OF MANISTEE WATER SUPPLY AND SEWAGE REVENUE REFUNDING BONDS, SERIES 2005 AND TO PAY THE COST OF ACQUIRING, CONSTRUCTING, FURNISHING AND EQUIPPING WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM IMPROVEMENTS; TO PRESCRIBE THE FORM OF THE BONDS; TO PROVIDE FOR THE COLLECTION OF REVENUES FROM THE SYSTEM SUFFICIENT FOR THE PURPOSE OF PAYING THE COSTS OF OPERATION AND MAINTENANCE OF THE SYSTEM AND TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS; TO PROVIDE AN ADEQUATE RESERVE FUND FOR THE BONDS; TO PROVIDE FOR THE SEGREGATION AND DISTRIBUTION OF THE REVENUES; TO PROVIDE FOR THE RIGHTS OF THE HOLDERS OF THE BONDS IN ENFORCEMENT THEREOF; AND TO PROVIDE FOR OTHER MATTERS RELATING TO THE SYSTEM AND THE BONDS.

THE CITY OF MANISTEE ORDAINS:

Section 1. Definitions. Whenever used in this Ordinance, except when otherwise indicated by the context, the following terms shall have the following meanings:

- (a) "Act 94" means Act 94, Public Acts of Michigan, 1933, as amended.
- (b) "Authorized Officers" means the City Manager, City Treasurer and City Clerk of the Issuer.
- (c) "Bonds" mean the Series 2017 Bonds, the Outstanding Senior Lien Bonds and any additional Bonds presently of equal standing or hereafter issued.
- (d) "Bond Purchase Agreement" means the Bond Purchase Agreement relating to the purchase of the Series 2017 Bonds by and between the City and the Underwriter.
- (e) "Escrow Agent" means The Bank of New York Mellon Trust Company, N.A., Detroit, Michigan.
- (f) "Issuer" or "City" means the City of Manistee, County of Manistee, State of Michigan.
- (g) "Outstanding Bonds" means the Outstanding Senior Lien Bonds and the Outstanding Junior Lien Bonds.

(h) “Outstanding Senior Lien Bonds” means the Series 2015 Bonds.

(i) “Outstanding Junior Lien Bonds” means the Series 2006 Bonds, the Series 2010A Bonds, the Series 2010B Bonds, the Series 2011A Bonds and the Series 2011B Bonds.

(j) “Outstanding Ordinances” means Ordinance Nos. 50.25 (1987), 50.25 (1997), 05-05 (2005), 15-01 (2015) of the City.

(k) “Project” means the additions, extensions and improvements to the System, together with all necessary appurtenances and additions thereto.

(l) “Refunded Bonds” means all or a portion of the Issuer’s Water Supply and Sewage Revenue Refunding Bonds, Series 2005, dated August 4, 2005 as shall be finally determined pursuant to the Sale Order referred to herein.

(m) “Revenues” and “Net Revenues” mean the revenues and net revenues of the System and shall be construed as defined in Section 3 of Act 94, including with respect to “Revenues”, the earnings derived from the investment of moneys in the various funds and accounts established by the Outstanding Ordinances and this Ordinance.

(n) “Sale Order” means the Sales Order to be executed by one or more authorized officers of the Issuer respecting the sale of the Series 2017 Bonds.

(o) “Series 2006 Bonds” means the Issuer’s Water Supply and Sewage Disposal System Junior Lien Revenue Bond, Series 2006, dated June 22, 2006, in the outstanding principal amount of One Million Four Hundred Seventy-Two Thousand Two Hundred Seventy Dollars (\$1,472,270).

(p) “Series 2010A Bonds” means the Issuer’s Water Supply and Sewage Disposal System Junior Lien Revenue Bond, Series 2010A, dated June 23, 2010, in the outstanding principal amount of Four Hundred Ninety-One Thousand Seventy-Five Dollars (\$491,075).

(q) “Series 2010B Bonds” means the Issuer’s Water Supply and Sewage Disposal System Junior Lien Revenue Bond, Series 2010B, dated June 23, 2010, in the outstanding principal amount of Three Hundred Twenty-Five Thousand Dollars (\$325,000).

(r) “Series 2011A Bonds” means the Issuer’s Water Supply and Sewage Disposal System Junior Lien Revenue Bond, Series 2011A, dated April 8, 2011, in the outstanding principal amount of Nine Hundred Ninety Thousand Seven Hundred Seventy-Four (\$990,774).

(s) “Series 2011B Bonds” means the Issuer’s Water Supply and Sewage Disposal System Junior Lien Revenue Bond, Series 2011B, dated April 8, 2011, in the outstanding principal amount of Three Hundred Thirty-Two Thousand Five Hundred Fifty-Five Thousand Dollars (\$332,555).

(t) “Series 2015 Bonds” means the Issuer’s Water Supply and Sewage Disposal System Revenue Bonds, Series 2015, dated March 18, 2015, in the outstanding principal amount of Two Million Seven Hundred Seventy Thousand Dollars (\$2,770,000).

(u) “Series 2017 Bonds” means the Water Supply and Sewage Disposal System Revenue and Revenue Refunding Bonds, Series 2017, of the Issuer authorized pursuant to this Ordinance.

(v) “Sufficient Government Obligations” means direct obligations of the United States of America or obligations the principal and interest on which is fully guaranteed by the United States of America, not redeemable at the option of the issuer, the principal and interest payments upon which, without reinvestment of the interest, come due at such times and in such amounts as to be fully sufficient to pay the interest as it comes due on the Bonds and the principal and redemption premium, if any, on the Bonds as it comes due whether on the stated maturity date or upon earlier redemption. Securities representing such obligations shall be placed in trust with a bank or trust company, and if any of the Bonds are to be called for redemption prior to maturity, irrevocable instructions to call the Bonds for redemption shall be given to the paying agent.

(w) “System” means the entire Water Supply and Sewage Disposal System of the City as defined in the Outstanding Ordinances.

(x) “Transfer Agent” means The Bank of New York Mellon Trust Company, N.A., Detroit, Michigan.

(y) “Underwriter” means Robert W. Baird & Co., Inc. as the purchaser of the Series 2017 Bonds.

Section 2. Necessity; Public Purpose; Estimated Cost. It is hereby determined to be a necessary public purpose of the Issuer to refund all or part of the Refunded Bonds and to acquire and construct the Project. The estimated cost of refunding the Refunded Bonds, including legal and financing expenses, in an amount not to exceed Two Million Two Hundred Thousand Dollars (\$2,200,000), is hereby approved and the estimated cost of acquiring and constructing the Project, including contingencies, engineering, legal and financing expenses, in an amount not to exceed One Million Eight Hundred Thousand Dollars (\$1,800,000) is hereby approved. The Issuer does hereby estimate the period of usefulness of the Project to be at least twenty (20) years.

Section 3. Payment of Cost; Bonds Authorized. To pay the costs associated with the refunding of the Refunded Bonds and acquiring and constructing the Project, including legal, financial and other expenses incident thereto and incident to the issuance and sale of the Series 2017 Bonds, the Issuer shall borrow the sum of not to exceed Four Million Dollars (\$4,000,000), as finally determined in the Sale Order and issue the Series 2017 Bonds therefor pursuant to the provisions of Act 94. The remaining costs, if any, shall be defrayed from System funds on hand and legally available for such use, including moneys in the bond and interest redemption fund and bond reserve account established for the Refunded Bonds.

Except as amended by or expressly provided to the contrary in this Ordinance, all of the provisions of the Outstanding Ordinances shall apply to the Series 2017 Bonds issued pursuant to this Ordinance, the same as though each of said provisions were repeated in this Ordinance in detail; the purpose of this Ordinance being to authorize the issuance of additional revenue bonds of equal standing and priority of lien as to the Outstanding Senior Lien Bonds and senior in standing and priority of lien with respect to the Outstanding Junior Lien Bonds to finance the cost of acquiring additions, extensions and improvements to the System, additional bonds of equal standing and priority of lien as to the Outstanding Senior Lien Bonds and senior standing with the Outstanding Junior Lien Bonds for such purpose being authorized by the provisions of the Outstanding Ordinances, upon the conditions therein stated, which conditions have been fully met.

Section 4. Bond Details. The Series 2017 Bonds shall be designated WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM REVENUE AND REVENUE REFUNDING BONDS, SERIES 2017, shall be payable solely and only out of the Net Revenues, as set forth more fully herein, shall consist of bonds of the denomination of \$5,000, or integral multiples of \$5,000 not exceeding in any one year the amount maturing in that year, dated as of the date of delivery or such other date as shall be determined in the Sale Order, numbered in order of authentication, and shall mature or be subject to mandatory redemption on December 1st in the years 2018 to 2037, inclusive, or such other years and in such amounts as shall be determined in the Sale Order.

The Series 2017 Bonds shall bear interest at a rate or rates determined on the sale thereof, but in any event not exceeding 5% per annum, payable on June 1 and December 1 of each year, commencing June 1, 2018, or such later date as determined in the Sale Order, by check by check or draft mailed by the Transfer Agent to the person or entity which is, as of the 15th day of the month preceding the interest payment date, the registered owner at the registered address as shown on the registration books of the Issuer maintained by the Transfer Agent. The date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the Issuer to conform to market practice in the future. The principal of the Series 2017 Bonds shall be payable at the principal office of the Transfer Agent. The maximum underwriter's discount shall not exceed 1.00% of the par amount of the Series 2017 Bonds.

The Series 2017 Bonds may be subject to redemption prior to maturity at the times and prices and in the manner finally determined in the Sale Order.

In case less than the full amount of an outstanding Bond is called for redemption, the Transfer Agent upon presentation of the Bond called in part for redemption shall register, authenticate and deliver to the registered owner a new bond in the principal amount of the portion of the original bond not called for redemption. Notice of redemption shall be given in the manner specified in the form of the Bonds contained in Section 14 of this Ordinance.

Section 5. Execution of Bonds. The Series 2017 Bonds shall be executed in the name of the Issuer with the facsimile signatures of the Mayor and the City Clerk and shall have a facsimile of the Issuer's seal printed on them. No Bond shall be valid until authenticated by an authorized signer of the Transfer Agent. The Series 2017 Bonds shall be delivered to the Transfer Agent for authentication and be delivered by the Transfer Agent to the purchaser thereof in accordance with instructions from the Treasurer of the Issuer upon payment of the purchase price for the Series 2017 Bonds in accordance with the bid therefor when accepted. Executed blank bonds for registration and issuance to transferees shall simultaneously, and from time to time thereafter as necessary, be delivered to the Transfer Agent for safekeeping.

Section 6. Registration and Transfer. Any Bond may be transferred upon the books required to be kept pursuant to this section by the person in whose name it is registered, in person or by the registered owner's duly authorized attorney, upon surrender of the Bond for cancellation, accompanied by delivery of a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any Bond or Bonds shall be surrendered for transfer, the Issuer shall execute and the transfer agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. The Transfer Agent shall require payment by the bondholder requesting the transfer of any tax or other governmental charge required to be paid with respect to the transfer. The Transfer Agent shall not be required (i) to issue, register the transfer of or exchange any Bond during a period beginning at the opening of business 15 days before the day of the giving of a notice of redemption of Bonds selected for redemption as described in the form of Bonds contained in Section 13 of this Ordinance and ending at the close of business on the day of that giving of notice, or (ii) to register the transfer of or exchange any Bond so selected for redemption in whole or in part, except the unredeemed portion of Bonds being redeemed in part. The Issuer shall give the Transfer Agent notice of call for redemption at least 20 days prior to the date notice of redemption is to be given.

The Transfer Agent shall keep or cause to be kept, at its principal office, sufficient books for the registration and transfer of the Series 2017 Bonds, which shall at all times be open to inspection by the Issuer; and, upon presentation for such purpose, the Transfer Agent shall, under such reasonable regulations as it may prescribe, transfer or cause to be transferred, on said books, Bonds as hereinbefore provided.

If any Bond shall become mutilated, the Issuer, at the expense of the holder of the Bond, shall execute, and the Transfer Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution for the mutilated Bond, upon surrender to the Transfer Agent of the mutilated Bond. If any Bond issued under this Ordinance shall be lost, destroyed or stolen, evidence of the loss, destruction or theft may be submitted to the Transfer Agent and, if this evidence is satisfactory to both and indemnity satisfactory to the Transfer Agent shall be given, and if all requirements of any applicable law including Act 354, Public Acts of Michigan, 1972, as amended (“Act 354”), being sections 129.131 to 129.135, inclusive, of the Michigan Compiled Laws have been met, the Issuer, at the expense of the owner, shall execute, and the Transfer Agent shall thereupon authenticate and deliver, a new Bond of like tenor and bearing the statement required by Act 354, or any applicable law hereafter enacted, in lieu of and in substitution for the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond the Transfer Agent may pay the same without surrender thereof.

The Series 2017 Bonds may be issued in book-entry-only form through the Depository Trust Company in New York, New York (“DTC”) and any officer of the City is authorized to execute such custodial or other agreement with DTC as may be necessary to accomplish the issuance of the Series 2017 Bonds in book-entry-only form and to make such changes in the Bond form with the parameters of this ordinance as may be required to accomplish the foregoing.

Section 7. Payment of Series 2017 Bonds. The Issuer hereby pledges the Net Revenues of the System for the prompt payment of the Series 2017 Bonds. The Series 2017 Bonds and the interest thereon shall be payable solely and only from the Net Revenues, and to secure such payment, there is hereby recognized a statutory lien upon the whole of the Net Revenues which shall be a first lien to continue until payment in full of the principal of and interest on all Bonds payable from the Net Revenues, or, until sufficient cash or Sufficient Government Obligations have been deposited in trust for payment in full of all Bonds of a series then outstanding, principal and interest on such Bonds to maturity, or, if called for redemption, to the date fixed for redemption together with the amount of the redemption premium, if any. The statutory first lien referred to herein shall be of equal standing and priority with the City’s Outstanding Senior Lien Bonds and senior in standing and priority with the City’s Outstanding Junior Lien Bonds.

Upon deposit of cash or Sufficient Government Obligations, as provided in the previous sentence, the statutory lien shall be terminated with respect to that series of Bonds, the holders of that series shall have no further rights under this Ordinance except for payment from the deposited funds, and the Bonds of that series shall no longer be considered to be outstanding under this Ordinance.

In the Outstanding Ordinances, the City has previously pledged certain earnings on the Public Improvement Fund (as defined in the Outstanding Ordinances) as Revenues and Net Revenues of the System which pledge shall continue until the Series 2006 Bonds, the Series 2010A Bonds, the Series 2010B Bonds, the Series 2011A Bonds and

the Series 2011B Bonds are no longer outstanding. At the time the the Series 2006 Bonds, the Series 2010A Bonds, the Series 2010B Bonds, the Series 2011A Bonds and the Series 2011B Bonds are no longer outstanding, the Revenues and Net Revenues of the System shall no longer include earnings on the Public Improvement Fund and such funds shall not be considered to be part of the security for the Series 2017 Bonds.

Section 8. Bondholders' Rights; Receiver. The holder or holders of the Series 2017 Bonds representing in the aggregate not less than twenty percent (20%) of the entire principal amount thereof then outstanding, may, by suit, action, mandamus or other proceedings, protect and enforce the statutory lien upon the Net Revenues of the System, and may, by suit, action, mandamus or other proceedings, enforce and compel performance of all duties of the officers of the Issuer, including the fixing of sufficient rates, the collection of Revenues, the proper segregation of the Revenues of the System and the proper application thereof. The statutory lien upon the Net Revenues, however, shall not be construed as to compel the sale of the System or any part thereof.

If there is a default in the payment of the principal of or interest on the Series 2017 Bonds, any court having jurisdiction in any proper action may appoint a receiver to administer and operate the System on behalf of the Issuer and under the direction of the court, and by and with the approval of the court to perform all of the duties of the officers of the Issuer more particularly set forth herein and in Act 94.

The holder or holders of the Series 2017 Bonds shall have all other rights and remedies given by Act 94 and law, for the payment and enforcement of the Series 2017 Bonds and the security therefor.

Section 9. Rates and Charges. The rates and charges for service furnished by and the use of the System and the methods of collection and enforcement of the collection of the rates shall be those in effect on the date hereof, as the same shall be increased from time to time.

Section 10. No Free Service or Use. No free service or use of the System, or service or use of the System at less than the reasonable cost and value thereof, shall be furnished by the System to any person, firm or corporation, public or private, or to any public agency or instrumentality, including the Issuer.

Section 11. Fixing and Revising Rates. The rates presently in effect in the City are estimated to be sufficient to provide for the payment of the expenses of administration and operation and such expenses for maintenance of the System as are necessary to preserve the System in good repair and working order, to provide for the payment of the principal of and interest on the Series 2017 Bonds as the same become due and payable, and the maintenance of the reserve therefor and to provide for all other obligations, expenditures and funds for the System required by law and this Ordinance. In addition, the rates shall be set from time to time so that there shall be produced Net Revenues in an amount equal to 125% of the principal of and interest on the Series 2017 Bonds coming due in each fiscal year. The rates shall be reviewed not less than once a year and shall be

fixed and revised from time to time as may be necessary to produce these amounts, and it is hereby covenanted and agreed to fix and maintain rates for services furnished by the System at all times sufficient to provide for the foregoing.

Section 12. Funds and Accounts; Flow of Funds; Bond Reserve Fund. The funds and accounts established by the Outstanding Ordinances are hereby continued, the flow of fund established by the Outstanding Ordinances is hereby continued, and the applicable sections of the Outstanding Ordinances relating to funds and accounts and flow of funds are incorporated herein by reference as if fully set forth.

The Reserve Account in the Bond and Interest Redemption Fund, as established by the Outstanding Ordinances shall be adjusted in such amounts, so that upon issuance of the Series 2017 Bonds, the Bond Reserve Account shall total a sum equal to the lesser of (a) the maximum annual principal and interest requirements on the Bonds outstanding after issuance of the additional Bonds, (b) 125% of the average annual debt service on the Bonds after issuance of the additional Bonds, or (c) an amount equal to 10% of the principal amount of the Bonds. In the event that the amount in said Reserve Account is greater than such largest annual debt service requirement, such excess amount shall be transferred to the Bond and Interest Redemption Fund described herein. If it is necessary to increase the amount in the Bond Reserve Account, the City shall deposit a sum from the moneys on hand in the System or from proceeds of the Series 2017 Bonds prior to or concurrently with the delivery of the Series 2017 Bonds so that the Bond Reserve Account is fully funded as of the delivery of the Series 2017 Bonds.

Section 13. Bond Proceeds; Escrow Fund; Construction Fund. The proceeds of sale of the Series 2017 Bonds shall be allocated and used as follows, or as otherwise set forth in the Sale Order:

First, an amount equal to the accrued interest and premium for the Series 2017 Bonds, if any, shall be immediately deposited in the Bond and Interest Redemption Fund established by the Outstanding Ordinances.

Second, an amount necessary to fully fund the Bond Reserve Account shall be deposited into the Reserve Account in the Bond and Interest Redemption Fund.

Third, certain of the proceeds of the Series 2017 Bonds and, if deemed necessary or advisable by the Issuer, moneys on hand in the outstanding Bond Reserve Account shall be deposited in an escrow fund or funds (the "Escrow Fund") consisting of cash and investments in direct obligations of or obligations of the principal of and interest on which are unconditionally guaranteed by the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing not redeemable at the option of the Issuer in amounts fully sufficient to pay the principal, interest and redemption premiums on all of the Refunded Bonds, which are to be refunded hereunder and shall be used only for such purposes. The Escrow Fund shall be held by the Escrow Agent pursuant to an escrow agreement (the "Escrow Agreement") which shall irrevocably direct the Escrow Agent to take all necessary steps to pay the

principal of and interest on the Refunded Bonds when due and to call the Refunded Bonds for redemption on the first call date, as specified by the Issuer. The Authorized Officers are each hereby authorized to negotiate and execute an Escrow Agreement with the Escrow Agent. The amounts held in the Escrow Fund shall be such that the cash and investments and income received thereon will be sufficient without reinvestment to pay the principal, interest and redemption premiums on the Refunded Bonds when due at maturity or by call for redemption as required by the Sale Order.

Fourth, the amount of funds necessary to pay the costs of the Project, as set forth in the Sale Order, shall be deposited in a separate depository account established by the Treasurer of the Issuer to be designated "Water Supply and Sewage Disposal System Series 2017 Construction Fund" (the "Construction Fund"). Remaining proceeds of the Series 2017 Bonds shall be used to pay the costs of issuance of the Series 2017 Bonds. Moneys in the Construction Fund shall be applied solely to payment of the costs of the acquisition and construction of the Project, and any legal, engineering, financial and other expenses incident thereto and to the financing thereof, and shall be fully expended on Project costs within three years after the date of delivery of the Bonds. Payments for construction, either on account or otherwise, shall not be made unless the registered engineer in charge of such work shall file with the City Council a signed statement to the effect that the work has been completed in accordance with the plans and specifications therefor; that it was done pursuant to and in accordance with the contract therefor (including properly authorized change orders), that such work is satisfactory and that such work has not been previously paid for.

Any unexpended balance of the proceeds of sale of the Bonds remaining after completion of the Project in the Construction Fund shall in the discretion of the City Council be used either for further improvements, enlargements and extension to the System, if, at the time of such expenditures, such use is approved by the Michigan Department of Treasury, if such permission is then required by law, or for the purpose of purchasing Bonds on the open market at not more than the fair market value thereof, but not more than the price at which Bonds may next be called for redemption, or used for the purpose of paying principal of the Bonds upon maturity or calling Bonds for redemption.

Section 14. Bond Form. The Series 2017 Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF MANISTEE

CITY OF MANISTEE

**WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM
REVENUE AND REVENUE REFUNDING BOND, SERIES 2017**

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
	December 1, ____	_____, 2017	

REGISTERED OWNER:

PRINCIPAL AMOUNT: _____ DOLLARS

The City of Manistee, County of Manistee, State of Michigan (the "Issuer"), for value received, hereby promises to pay, solely and only out of the hereinafter described Net Revenues of the Issuer's Water Supply and Sewage Disposal System (hereinafter defined) the Principal Amount shown above in lawful money of the United States of America to the Registered Owner shown above, or registered assigns, on the Maturity Date shown above, unless prepaid prior thereto as hereinafter provided, with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue shown above or such later date to which interest has been paid, until paid, at the Interest Rate per annum shown above, payable on June 1, 2018, and semiannually thereafter. Principal of this bond is payable upon surrender of this bond at the corporate trust office of The Bank of New York Mellon Trust Company, N.A., Detroit, Michigan (the "Transfer Agent") or such other Transfer Agent as the Issuer may hereafter designate by notice mailed to the registered owner not less than 60 days prior to any interest payment date. Interest on this bond is payable by check or draft mailed by the Transfer Agent to the person or entity who is, as of the 15th day of the month preceding the interest payment date, the registered owner of record, at the registered address as shown on the registration books of the Issuer kept by the Transfer Agent. For prompt payment of principal and interest on this bond, the Issuer has irrevocably pledged the revenues of the Water Supply and Sewage Disposal System of the Issuer (the "System"), including all appurtenances, extensions and improvements thereto, after provision has been made for reasonable and necessary expenses of operation, maintenance and administration (the "Net Revenues"), and a statutory first lien thereon is hereby recognized and created.

This bond is one of a series of bonds of even Date of Original Issue aggregating the principal sum of \$ _____, issued pursuant to Ordinances Nos. 50.25 (1987), 50.25 (1997), 05-05 (2005), 15-01 (2015) and __ - __ (2017) of the Issuer, duly adopted by the City Council of the Issuer (the “Ordinances”), and under and in full compliance with the Constitution and statutes of the State of Michigan, including specifically Act 94, Public Acts of Michigan, 1933, as amended, for the purpose of paying the cost of refunding certain of the Issuer’s outstanding Water Supply and Sewage Revenue Refunding Bonds, Series 2005 dated August 4, 2005, and paying the cost of acquiring and constructing additions, extensions and improvements to the System.

For a complete statement of the revenues from which and the conditions under which this bond is payable, a statement of the conditions under which additional bonds of equal standing as to the Net Revenues may hereafter be issued and the general covenants and provisions pursuant to which this bond is issued, reference is made to the above-described Ordinances. The bonds of this issue are of equal standing and priority of lien as to the Net Revenues with the Issuer’s Water Supply and Sewage Disposal System Revenue Bonds, Series 2015 in the outstanding principal amount of \$2,770,000 (the “Outstanding Bonds”). The bonds of this issue are senior in standing and priority of lien as to the Net Revenues with the Issuer’s Water Supply and Sewage Disposal System Junior Lien Revenue Bond, Series 2006 in the outstanding principal amount of \$1,472,270, the Issuer’s Water Supply and Sewage Disposal System Junior Lien Revenue Bond, Series 2010A in the outstanding principal amount of \$491,075, the Issuer’s Water Supply and Sewage Disposal System Junior Lien Revenue Bond, Series 2010B in the outstanding principal amount of \$325,000, the Issuer’s Water Supply and Sewage Disposal System Junior Lien Revenue Bond, Series 2011A in the outstanding principal amount of \$990,774 and the Issuer’s Water Supply and Sewage Disposal System Junior Lien Revenue Bond, Series 2011B in the outstanding principal amount of \$332,555.

Bonds of this issue maturing in the years 2018 to 2027, inclusive, are not subject to redemption prior to maturity. Bonds or portions of bonds in multiples of \$5,000 maturing in the year 2028 and thereafter may be redeemed at the option of the Issuer, in such order as the Issuer shall determine and within any maturity by lot, on any date on or after December 1, 2027 at par and accrued interest to the date fixed for redemption.

[Insert mandatory redemption provisions.]

In case less than the full amount of an outstanding bond is called for redemption the Transfer Agent upon presentation of the bond called in part for redemption shall register, authenticate and deliver to the registered owner a new bond in the principal amount of the portion of the original bond not called for redemption.

Notice of redemption of any bond or portion thereof shall be given by the Transfer Agent at least thirty (30) days prior to the date fixed for redemption by mail to the registered owner at the registered address shown on the registration books kept by the Transfer Agent. Bonds shall be called for redemption in multiples of \$5,000 and any bond of a denomination of more than \$5,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the bond by \$5,000 and such bond

may be redeemed in part. Notice of redemption for a bond redeemed in part shall state that upon surrender of the bond to be redeemed a new bond or bonds in aggregate principal amount equal to the unredeemed portion of the bonds surrendered shall be issued to the registered owner thereof. No further interest on a bond or portion thereof called for redemption shall accrue after the date fixed for redemption, whether presented for redemption or not, provided funds are on hand with the Transfer Agent to bond or portion thereof.

This bond is a self-liquidating bond and is not a general obligation of the Issuer and does not constitute an indebtedness of the Issuer within any constitutional, statutory or charter debt limitation of the Issuer but is payable solely and only, both as to principal and interest, from the Net Revenues of the System. The principal of and interest on this bond are secured by the statutory lien hereinbefore mentioned.

The Issuer has covenanted and agreed, and does hereby covenant and agree, to fix and maintain at all times while any bonds payable from the Net Revenues of the System shall be outstanding, such rates for service furnished by the System as shall be sufficient to provide for payment of the interest on and the principal of the bonds of this issue, the Outstanding Bonds and any additional bonds of equal standing as and when the same shall become due and payable, and to create and maintain a bond redemption fund (including a bond reserve account) therefor, to provide for the payment of expenses of administration and operation and such expenses for maintenance of the System as are necessary to preserve the same in good repair and working order, and to provide for such other expenditures and funds for the System as are required by the Ordinances.

This bond is transferable only upon the books of the Issuer kept for that purpose at the office of the Transfer Agent by the registered owner hereof in person, or by the registered owner's attorney duly authorized in writing, upon the surrender of this bond together with a written instrument of transfer satisfactory to the Transfer Agent duly executed by the registered owner or the registered owner's attorney duly authorized in writing, and thereupon a new registered bond or bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the Ordinances authorizing the bonds, and the Outstanding Bonds, and upon the payment of the charges, if any, therein prescribed.

It is hereby certified and recited that all acts, conditions and things required by law precedent to and in the issuance of this bond and the series of bonds of which this is one have been done and performed in regular and due time and form as required by law.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the City of Manistee, County of Manistee, State of Michigan, by its City Council, has caused this bond to be executed with the facsimile signatures of its Mayor and its City Clerk and a facsimile of its corporate seal to be printed on this bond, all as of the Date of Original Issue.

CITY OF MANISTEE

By: _____
Mayor

(Seal)

Countersigned:

City Clerk

Certificate of Authentication

This bond is one of the bonds described in the within-mentioned Ordinances.

The Bank of New York Mellon Trust
Company, N.A.
Detroit, Michigan
Transfer Agent

By: _____
Authorized Signatory

Date of Registration: _____

Section 15. Adjustment of Bond Terms. The Authorized Officers are each hereby authorized to adjust the final bond details as set forth herein to the extent necessary or convenient to complete the sale of the Series 2017 Bonds and in pursuance of the forgoing is each authorized to exercise the authority and make the determinations pursuant to Sections 7a(1)(c)(i) and (v) of Act 94, including but not limited to determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, date of issuance, interest payment dates, redemption rights and other matters within the parameters established by this Ordinance.

Section 16. Bond Purchase Agreement and Award; Authorization for Negotiated Sale. The Authorized Officers are each hereby authorized on behalf of the City to negotiate and execute a bond purchase agreement with the Underwriter, to execute a Sale Order evidencing the final terms for the Series 2017 Bonds, and to take all other necessary actions required to effectuate the sale, issuance and delivery of the Series 2017 Bonds within the parameters authorized in this Ordinance.

The City has considered the option of selling the Series 2017 Bonds through a competitive sale and a negotiated sale and determines that a negotiated sale of the Series 2017 Bonds will allow more flexibility in accessing the municipal bond market, and to price and sell the Series 2017 Bonds at the time that is expected to best achieve the most advantageous interest rates and costs to the City, and will provide the City with greater flexibility in structuring bond maturities and adjust terms for the Series 2017 Bonds.

Section 17. Determination Regarding Refunding of Outstanding Bonds. In the event that an Authorized Officer on behalf of the Issuer, based on the advice of the financial advisor, determines that the refunding of the Outstanding Bonds does not generate sufficient savings to the City, then the Authorized Officers shall cause the Series 2017 Bonds to be issued solely to pay the costs of the Project and any legal, engineering, financial and other expenses incident thereto, the Series 2017 Bonds shall be designated WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM REVENUE BONDS, SERIES 2017, and appropriate changes shall be made to the form of the bond set forth in Section 14.

Section 18. Tax Covenant; Qualified Tax Exempt Obligations. The Issuer shall, to the extent permitted by law, take all actions within its control necessary to maintain the exclusion of the interest on the Series 2017 Bonds from gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the "Code"), including, but not limited to, actions relating to any required rebate of arbitrage earnings and the expenditures and investment of Series 2017 Bond proceeds and moneys deemed to be Series 2017 Bond proceeds. The Issuer hereby designates the Series 2017 Bonds as "qualified tax exempt obligations" for purposes of deduction of interest expense by financial institutions pursuant to the Code.

Section 19. Continuing Disclosure. The City covenants to enter into a continuing disclosure undertaking for the benefit of the holders and beneficial owners of the Series 2017 Bonds in accordance with the requirements of Rule 15c2-12 promulgated

by the Securities and Exchange Commission, and the City Manager and Finance Director are each hereby authorized to execute such undertaking prior to delivery of the Series 2017 Bonds.

Section 20. Other Matters. The Authorized Officers are each authorized and directed to (a) approve the circulation of a preliminary official statement describing the Series 2017 Bonds and to deem the preliminary official statement “final” for purposes of Rule 15c2-12 of the SEC; (b) solicit bids for and approve the purchase of a municipal bond insurance policy for the Series 2017 Bonds; (c) apply for ratings on the Series 2017 Bonds; and (d) do all other acts and take all other necessary procedures required to effectuate the sale, issuance and delivery of the Series 2017 Bonds.

Section 21. Savings Clause. The Outstanding Ordinances shall continue in effect, except as specifically supplemented or altered herein.

Section 22. Severability; Paragraph Headings; and Conflict. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance. The paragraph headings in this Ordinance are furnished for convenience of reference only and shall not be considered to be part of this Ordinance.

Section 23. Publication and Recordation. This Ordinance shall be published in full in the *Manistee News Advocate*, a newspaper of general circulation in the City, qualified under State law to publish legal notices, promptly after its adoption, and shall be recorded in the Ordinance Book of the Issuer and such recording authenticated by the signatures of the Mayor and City Clerk.

Section 24. Effective Date. Pursuant to the provisions of Section 6 of Act 94, this Ordinance shall be approved on the date of first reading and accordingly this Ordinance shall immediately be effective upon its adoption.

Adopted and signed this 17th day of October, 2017.

Signed: _____
Mayor

Signed: _____
City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the City Council of the City of Manistee, County of Manistee, Michigan, at a Regular Meeting held on the 17th day of October, 2017, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

I further certify that the following Members were present at said meeting: _____
and that the following Members were absent: _____.

I further certify that Member _____ moved adoption of said Ordinance, and that said motion was supported by Member _____.

I further certify that the following Members voted for adoption of said Ordinance:
_____ and that the following Members voted against adoption of said Ordinance: _____
_____.

I further certify that said Ordinance has been recorded in the Ordinance Book and that such recording has been authenticated by the signatures of the Mayor and City Clerk.

City Clerk

29980546.4\055725-00028



MEMO TO: Thad Taylor, City Manager
 FROM: Jeffrey W. Mikula, Public Works Director
 DATE: October 10, 2017
 SUBJECT: Environmental Assessment & Consulting Services
 Leaking Underground Storage Tank (LUST)
 280 Washington Street (Public Works Garage)

JWM

**Public Works
231-723-7132**

Gasoline tanks and a dispenser were included during the original construction of the Public Works Garage. In 1994 when the tanks and dispensers were removed, it was discovered that a petroleum release had occurred. After years of studies, the contaminated soils were removed.

In 2012 and 2013 two assessments were conducted to evaluate ground water conditions at the site. Both assessments indicated fuel components were present at the site. It is believed the original contamination existed beyond the cleanup site and migrated back into the "cleaned up" area.

The MDEQ is requiring a Final Assessment be completed and include groundwater impacts around the site. The resulting impact may include groundwater restrictions for the affected area.

A Request for Qualifications and Cost Proposal was publicly solicited from qualified firms to complete the Final Assessment. The RFQ/CP's were publicly opened by the City Clerk's office on September 26, 2017 with two responses ad detailed below.

<u>FIRM</u>	<u>TASK #1</u>	<u>TASK #2</u>	<u>TASK #3</u>
Compliance, Inc.	\$1,780.00	\$10,650.00	\$23,515.00
Gosling Czubak	\$5,088.00	\$13,607.00	\$27,128.00

The RFQ/CP document was prepared by Eftaxiadis Consulting LLC and the contract was prepared by the City Attorney. Eftaxiadis Consulting LLC has reviewed the submittals and determined that both firms meet or exceed all the required qualifications.

We are recommending awarding the contract to the low qualified bidder, Compliance, Inc.



BID TABULATION

PROJECT: City DPW Garage LUST

BID DATE: 9/26/17 2:00 p.m.

Task 1 Task 2 Task 3

CONTRACTOR NAME	BID BOND	INSURANCE	BASE BID	ALT. NO.	ALT. NO	ALT. NO	COMMENTS
Gosling Czubak Engineering Sciences				\$ 5,088.00	\$ 13,607.00	\$ 27,128.00	
Compliance, Inc.				\$ 1,780.00	\$ 10,650.00	\$ 23,515.00	

DEPARTMENT ORIGINATION: DPW

SIGNATURES: Michelle Wright City Clerk
Heather Diffee Deputy Clerk

City of Manistee Brownfield Redevelopment Authority
Brownfield Assessment and Consulting Services
Request for Qualifications and Cost Proposal – August 2008
Proposal Scoring Tabulation

PART I - QUALIFICATIONS REVIEW			
	Maximum Score	Compliance Inc	Gosling Czubak
Complete Certification (signatures, etc.)		OK (NO qualifiers)	OK (with qualifications)
SECTION II - REQUEST FOR QUALIFICATIONS			
5. QUALIFICATIONS REQUIREMENTS			
A. Firm Information			
Firm Description		OK	OK
Organization, Legal Entity, State		M/S Corp/1993	M/Inc./1957
Federal/MI ID		Fed ID: 36-3146790	Fed ID 36-3261811
Officers		Rossi/Andrasi	Coates/Ringwelski/Conway
Firm Services Presentation		Complete	Weak presentation; I know firm
B. Firm Locations			
MI Office Locations		TC, Brighton	TC
Project Office Location		TC	TC
Project Office Staff Number		5	50-53
Project Manager Location		TC	TC
C. Project Team & Resources			
			(Note 1)
Project Manager; % time; resume; HAZWOPER		R Andrasi/45%/VG/Yes	D Conway/NA/NG/Yes
Key Field Person; % time; resume; HAZWOPER		D Hull/40%/VG/Yes	P Kallinen/NA/NG/Yes
Key Personnel 3; % time; resume		J.Rossi/15%/NG/Yes	M. Rankens/NA/Good/Yes
Key Personnel 4; % time; resume		NA	C. Pullen/NA/NG/Yes
Key Personnel 5; % time; resume		NA	NA
Org Chart		OK	OK
Analytical Subcontractor		GT Analytical	GT Analytical
Drilling Subcontractor		E&G Drilling (Note 2)	Shepler Drilling
Geoprobe Subcontractor		Alluvial Earth	Shepler Drilling
Geophysics Subcontractor		NA	Self
Surveying Subcontractor		Self or TBD (Note 2)	Self
Materials Testing Subcontractor		NA	Self
D. Relevant Experience			
Sample Project 1		Darwin/Brooklyn; Relevant/Good	4 Corners/TC; Relevant/Good
Sample Project 2		Hersey/Hersey; Relevant/Good	Clare CC/Beyne; Relevant/Good
Sample Project 3		Co Rd Com/Kaleva; Relevant/Good	LUST/Chart; Relevant/Good
Sample Project 4		MDEQ Triage/Various; Relevant/Exc	LUST/Leelanau; Relevant/Good
Other Comments			
Overall Proposal Quality		Very Good	Very Good
Compliance with Instructions		Complete staff info	Ommil some info about staff
Understanding Scope of Work		OK	OK
SCORE	NA	NA	NA
RANKING			

SECTION III - COST PROPOSAL		PART IV - COST REVIEW	
2. Pricing		Compliance Inc	Gosling Czubak
Task 1		\$1,780	\$5,088
Task 2		\$10,650	\$13,607
Task 3		\$23,615	\$27,128
	DPW LUST Scope of Work	\$35,945	\$45,823
3. Professional Billing Rates			
Project Manager		\$95	\$140
Key Field Person		\$65	\$98
Key Personnel 3		\$85	\$85
Key Personnel 4		\$0	\$155
Key Personnel 5		\$0	\$0
Rate Escalation Factor		2%	Not provided
Expenses Sample (PID, Peristaltic, pH Meter); daily		\$200	\$135
Markup on External Expenses		10%	15%
Markup on Subcontractors		10%	15%

Note 1 - Obtain years of experience for two staff from D.Conway (email 09-28-17)
Note 2 - Obtain drilling sub HAZWOPER, and surveyor info from J.Rossi (email 09-28-17)

City of Manistee Department of Public Works

**NOTICE OF REQUEST FOR QUALIFICATIONS AND COST PROPOSAL
FOR
ENVIRONMENTAL ASSESSMENT AND CONSULTING SERVICES**

Issue Date: September 4, 2017

Proposal Due Date: September 26, 2017, 2:00 p.m.

Questions Due Date: September 13, 2017, 2:00 p.m.

Project Title: City of Manistee Department of Public Works
Environmental Assessment and Consulting Services
City DPW Garage LUST

Contract Manager: Jeff Mikula, Director
Department of Public Works
70 Maple Street
Manistee, MI 49660
231-723-2558
jmikula@manisteemi.gov

Technical Manager: T Eftaxiadis, CPG
Eftaxiadis Consulting LLC
830 Cottageview Drive, Suite 1015
Traverse City, MI 49684
231-233-5642
eftaxiadis@charter.net

The purpose of this Request for Qualifications and Cost Proposals ("RFQ/P") is to procure the services of an environmental consulting firm ("Consultant") to provide environmental consulting services related to impacts associated with a former Leaking Underground Storage Tank ("LUST") located on the grounds of the Department of Public Works ("DPW") Garage, 280 Washington Street, Manistee, Michigan.

The proposals submitted by the firms will be reviewed by DPW and/or City of Manistee ("City") representatives who will select one firm and recommend award of a contract, subject to approval by the Manistee City Council. The DPW and/or the City reserve the right to reject or waive any irregularities in the proposals.

CONTENTS OF THIS PACKET

PAGE

▪ Notice of Request for Qualifications and Cost Proposal	1
▪ "Certification"	3
▪ Section I - Instructions to Respondents, Terms and Conditions	4
▪ Section II - Request for Qualifications	10
▪ Section III - Request for Cost Proposal	15

Certification

The undersigned, having become thoroughly familiar with and understanding all of the qualifications documents attached hereto, agrees to provide the services as specified herein.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Manistee. I hereby state that this proposal will remain valid for not less than six (6) months from this certification date.

I hereby state that I have read, understand, and agree to be bound by all of the terms of this RFQ/P document.

Signed: _____
Type or Print Name

Title: _____
Date:

Company Name: _____

Address: _____

Contact Name: _____

Contact Phones:

Office: _____

Cell: _____

Contact E-mail: _____

SECTION I - INSTRUCTIONS TO RESPONDENTS, TERMS & CONDITIONS

1. USE OF RFQ/P FORMS

These documents represent an RFQ/P format which is for the convenience of respondents and the City of Manistee. As such we request that the forms submitted as part of the proposal submitted to the City of Manistee not be modified. Proposals containing forms substantially modified shall be rejected.

2. INTERPRETATION FOR ADDENDA

Requests for interpretation of the terms and conditions of this RFQ/P must be made in writing via mail or e-mail to the City of Manistee, attention of the Contract Manager, by September 11, 2017. Written responses to questions received will be provided to all respondents by addendum via mail or e-mail on or about four (4) business days prior to the proposal due date.

3. RFQ/Ps

All proposals must be submitted following the RFQ/P format as stated in this document and shall be subject to all requirements of this document.

The City may consider as "irregular" any proposal on which there is an alteration of, or departure from, this RFQ/P format as provided in the RFQ/P documents and, at its option, may reject the same.

If a contract is awarded, it will be awarded by the City to the most responsive and responsible firm at the discretion of the City. This contract will require completion of the work pursuant to these documents. The successful bidder will be expected to execute a contract in the form of the contract attached hereto as Exhibit "A".

4. ECONOMY OF PREPARATION

Each proposal should be prepared simply and economically providing a straightforward concise description of the respondent's ability to meet the requirements of the RFQ/P. Decorative bindings, colored displays, promotional material, etc., are discouraged and they may result in loss of evaluation credit. Emphasis should be on completeness and clarity of the content.

5. CORRECTIONS

Erasures or other changes in the RFQ/P form must be explained or noted over the signature of the respondent.

6. TIME FOR RECEIVING QUALIFICATION STATEMENTS

Proposals received prior to the advertised due date and time will be kept unopened. Proposals received thereafter will not be considered or accepted.

7. WITHDRAWAL OF QUALIFICATION STATEMENTS

Proposals may be withdrawn on written request dispatched by the respondent in time for delivery in the normal course of business prior to the due date/time fixed for receipt.

8. AWARD OF CONTRACTS / REJECTION OF QUALIFICATIONS

Contract(s) will be awarded to the most responsive firm as determined based on the City's review of the respondent's ability to provide the required services.

The City reserves the right to reject any and/or all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the City's best interest. The respondent to whom the award is made will be notified at the earliest possible date.

The contract shall not be considered executed unless signed by the City's Mayor and City Clerk. Signatures on behalf of the City other than those of the Mayor and City Clerk shall not constitute contract execution by the City and the contract(s) shall be null and void.

9. EQUAL EMPLOYMENT OPPORTUNITY

The respondents' attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against on any basis including race, color, religion, sex or national origin.

10. SIGNATURES

The qualifications statement and award page and any proposal notifications, claims or statements must be signed in ink by an officer of the proposing organization authorized to bind the respondent to the provision of the RFQ/P.

11. NOT TO EXCEED OR NON-APPROPRIATION

The respondent hereby recognizes that funding for the completion of the DPW Garage LUST project is being provided by City appropriations. If for any reason funding is not available, or discontinued for any reason, the City may terminate this agreement without incurring any liability. The City will only be responsible for reimbursing the respondent for the expenditures that are eligible for reimbursement.

12. TYPE OF CONTRACT

The contract entered into as a result of this RFQ/P will have a fee structure with a specified maximum cost, not to be exceeded. Contract may be awarded to the respondent whose qualifications statement and other factors show it, in the opinion of the City, to be qualified, responsible and capable of performing the work. The contract that may be entered into will be that which is most advantageous to the City and shall be in the form of the contract attached as Exhibit "A". The City reserves the right not to award a contract pursuant to this RFQ/P at its sole discretion.

13. CONTRACT EXTENSIONS

This contract will be for a period of approximately one year from award. However, the contract may be extended mutually by the City and the respondent but is limited to the terms and conditions of this RFQ/P and any resulting contract.

14. INCURRING COSTS

The City shall not be liable for any costs, including any travel, incurred by the respondent prior to award of the contract. Total liability of the City is limited to the terms and conditions of this request and any resulting contract.

15. NO THIRD PARTY RIGHTS

It is agreed and understood that the contract is made solely for the benefit of the City and the provider of services, not made for the benefit of any third party, and that no action or defense may be founded upon this contract except by the parties signatory hereto.

16. DISCLOSURE OF PROPOSAL CONTENTS

Proposals will be public information after contract award as they are subject to disclosure under the Michigan Freedom of Information Act ("FOIA").

17. ORAL PRESENTATION

Respondents who submit a proposal may be required to make one or more oral presentation(s) of their proposal to the City. These presentations will provide an opportunity for the respondent to clarify its proposal to ensure mutual understanding of its contents. The City shall not be liable for any costs incurred by the respondents for the oral presentation(s).

18. ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful respondent will become contractual obligations if a contract is issued. Failure of the successful respondent to accept these obligations will result in cancellation of the award.

19. PROJECT CONTROL

- A. The consultant will perform the work under the direction and control of the Contract Manager designated by the City. The work will be performed in accordance with a work plan and budget prepared by the consultant and approved by the City's Contract Manager, consistent with the terms of the successful proposal and the executed contract. The Contract Manager may employ the services of the Technical Manager as needed to manage the consultant's work. The consultant will work under a schedule agreed upon by the consultant and the Contract Manager for completing the assigned services.
- B. The Contract Manager and/or his designee will meet on an agreed upon basis with the consultant's project manager for the purpose of reviewing

progress and providing necessary guidance to the consultant in solving problems that may arise.

- C. The consultant will submit written summaries of progress on a monthly basis or as requested by the City's Contract Manager, that outline the work accomplished during the reporting period, work to be accomplished during the subsequent reporting period, problems that have arisen or may arise which should be brought to the attention of the City's Contract Manager, and to request approval for significant deviation from the previously agreed upon work plan. In addition, a summary of project costs for completed work and expected costs for the remainder of the work will be included.

20. CONTRACT PAYMENT SCHEDULE

Payment for a contract entered into as a result of this request will be made, on a reimbursement basis, within 45 days of receipt of an acceptable billing statement and progress report. Billing statements shall be submitted on a monthly basis, no later than 20 calendar days from the end of each calendar month. Billing statements shall include detailed information regarding person-hours expended by person, labor classification and by task, as well as expenses^[1]. The billing format will be submitted to the Contract Manager for approval prior to submittal of the first billing statement. The City may request that the consultant's standard billing statement be modified for the convenience of the City.

21. TAXES

The City does not pay Federal excise or State sales taxes, nor is it responsible for any employment taxes.

22. CANCELLATION

Cancellation of the contract by the City may be for: a) default by the consultant or; b) lack of further need for the services at the location named in the contract or, c) a change to available funding for the project. Default is defined as the failure of the consultant to fulfill the obligations of his/her quotation or contract. In case of default by the consultant, the City may terminate the contract, procure the services from other sources and hold the consultant responsible for any resulting excess costs. In the event that the City no longer requires the services specified in the contract due to program changes, change in the law, rule or regulations, or lack of funding, the City may terminate the contract by giving the consultant written notice of such cancellation 14 calendar days prior to the date of cancellation. No payment will be made for any costs incurred after the date of cancellation^[2].

23. NEWS RELEASES

News releases pertaining to, or used for marketing purposes by the consultant or the award of the contract(s) or the work to which it relates, will not be made without prior written approval of the City's Contract Manager.

24. OWNERSHIP OF DELIVERABLES

All reports, drawings, plans, specifications, field data, field notes, calculations, estimates and other documents that the consultant(s) prepare shall be for City's use and shall be City's property. Deliverables shall be provided to City in hard copy and electronically in formats to be specified by City.

25. INDEMNIFICATION

Respondent shall be solely responsible for and shall indemnify, defend and hold harmless the City of Manistee, its officers, employees, agents and representatives from and against any and all claims, suits, damages, losses, liabilities and expenses (including, but not limited to, costs of defense, arbitration, settlement and reasonable attorney's fees) for loss of use of, or damage to, any property; real or personal; for injury to, or the death of, any person; loss of property rights or entitlement; contamination or adverse effects on the environment; or violation of governmental laws, regulations or orders; and for all other liabilities whatsoever in any way sustained or alleged to have been sustained, directly or indirectly, by reason of, or in connection with:

- The performance of the work by, or any other activities of the respondent, its officers, employees, agents or representatives, including, but not limited to, the use of any equipment or material furnished by the respondent; or
- The presence of respondent, its officers, employees, agents or representatives on any premises of or associated with the City of Manistee; whether such claims, suits, damages, losses, liability and expenses are based upon, or result in whole or in part from, the active or passive negligence of the City of Manistee, its officers, employees, agents and representatives whereby the City of Manistee might be held liable: provided, however, that the foregoing shall not be construed to be any agreement to indemnify the City of Manistee against liability for damage caused by or resulting from the sole gross negligence of the Manistee, its officers, employees, agents, or representatives, under circumstances where said agreement would be in violation of Michigan Public Act 1966 No. 165 Section 1.

26. INSURANCE

The selected consultant(s) will be responsible for providing certificates of insurance to the City which prove the firm has:

- A. COMPREHENSIVE GENERAL LIABILITY and PROPERTY DAMAGE insurance coverage of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The City, its officers, employees, agents and representatives shall be named as "Additional Insured and Certificate Holder" in the Comprehensive General Liability and property Damage insurance certificate.

- B. WORKER'S COMPENSATION insurance coverage in the amount of no less than the following limits: Workers Compensation (Statutory Limits), Employer Liability Each Accident \$500,000, Employer Liability Each Disease – policy limit \$500,000, Employer Liability Each Accident – each employee \$500,000.

- C. AUTOMOBILE LIABILITY insurance coverage shall be as follows:
 - 1. Coverage that complies with the requirements of the Michigan No-Fault Law.
 - 2. Coverage for Owned, Hired, and Non-owned vehicles.
 - 3. Residual liability coverage with a combined single limit of at least \$1,000,000 for both Bodily Injury and Property Damage.

- D. PROFESSIONAL LIABILITY insurance (Errors and Omissions) which shall insure against acts which are in the nature of professional services performed by environmental professionals. If a contract is entered into, the consultant shall maintain such during the life of the contract. Professional Liability Coverage shall be provided in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

- E. POLLUTION LIABILITY insurance coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

Insurance coverage shall be maintained for the entire duration of the contract without exceptions, and shall carry a thirty (30) day Notice of Cancellation. Proof of insurance as stipulated above shall be provided to the City within ten (10) business days of a firm receiving notice from the City of intent to enter into a contract. If the selected consultant neglects or refuses to provide any insurance required herein, or if any insurance is canceled, the City may, at its option, terminate its contract with the consultant or procure such insurance and adjust the contract payments downward by the reasonable amount of premiums paid or to be paid.

SECTION II - REQUEST FOR QUALIFICATIONS

1. BACKGROUND

A petroleum product release was reported in 1994 following removal of underground fuel storage tanks (UST) located at, and used by the City' DPW garage. Numerous Initial Abatement, Free Product Recovery, Groundwater Sampling and Phase I and II Hydrogeologic Study & Assessment reports and work plans were prepared in the mid to late 1990s and mid-2000s. While a Final Assessment report was not prepared and submitted to the Michigan Department of Environmental Quality ("MDEQ"), updated data on the groundwater conditions at the site were generated in late 2012. An Expanded Triage Assessment of the site was performed by the MDEQ in August 2013.

Data generated on behalf of the City in 2012, and by MDEQ in 2013, indicate the continuing presence of fuel components in the source area where the former tanks and contaminated soils were excavated and removed in the mid-1990s; the excavated area was backfilled with clean soils at that time. It appears that contaminants remaining outside the removal area may have migrated into the backfill soils, and are present at elevated concentrations. Additionally, groundwater contamination originating from the source area has migrated to at least the DPW property lines and presumably beyond the property.

Based on the 2012 and 2013 data, the MDEQ has requested that a Final Assessment report on the release be submitted. Additionally, the current groundwater conditions on and off the DPW property must be assessed as needed for the MDEQ to consider a City ordinance to formally restrict the use of the groundwater in the portion of the City affected by the contaminant plume originating from the DPW property.

The purpose of this Request for Qualifications and Cost Proposals is to procure the services of a qualified environmental consulting firm to perform the required assessments and provided associated consulting services. The selected consultant must demonstrate technical competency and the ability to perform the specified work efficiently and cost-effectively. The City will select a consultant who has a proven client satisfaction record. Additionally, the selected consultant must demonstrate that they have a thorough familiarity with MDEQ rules, policies and requirements.

2. CONSULTANT SELECTION PROCESS

The City will implement the following process to select and approve the consultant:

- Advertise and distribute the RFQ/P.
- Obtain qualifications statements and proposals from consultants.
- Review proposals.
- Select the consultant.
- Enter into contract with the selected consultant.

3. REQUIRED TIME FOR RECEIPT OF QUALIFICATIONS / PROPOSALS

Qualifications/Proposals shall be received by the City no later than **September 26, 2017, by 2:00 p.m.** Any qualifications/proposals received after this time, at the City's sole discretion, may not be reviewed or considered by the City.

Questions on any of the proposal terms, conditions or requirements of this RFQ/P must be submitted in writing (mail or e-mail) to the Contract Manager no later than **September 13, 2017 by 2:00 pm.** A list of questions from respondents with responses will be compiled by the Contract Manager and will be forwarded by mail, e-mail or fax to all firms receiving the RFQ/P.

It is the respondent's responsibility to insure that they are familiar with all applicable MDEQ requirements for work performed under this contract and to adequately demonstrate their level of understanding via their response to the RFQ/P. It is the respondent's responsibility to be familiar with the site and all documentation regarding the site. The selected consultant will be required to assist the City with the implementation of all requirements and work identified by this document and comply with any further revisions to the MDEQ rules and guidance materials.

4. GENERAL PROJECT DESCRIPTION

Respondents must review all information included in this RFQ/P package to formulate their response, but the project will generally involve the following:

- Task 1. Compiling and reviewing all relevant information on the release and subsequent environmental assessments and reports, and develop a Work Plan for a Final Assessment report.
- Task 2. Conducting an updated assessment of on-site "source" soil and groundwater conditions.
- Task 3. Conducting a one or two-phase assessment of off-site groundwater conditions.
- Task 4. Assist the City with site closure and implementation of Groundwater Use Restriction ordinance or similar controls.

While the scope of work and quantities for Tasks 2 and 3 will be based on the approved Work Plan generated as part of Task 1, assumptions required to provide cost estimates for Tasks 2 and 3 are provided in SECTION III - REQUEST FOR COST PROPOSAL of this RFP/Q.

5. QUALIFICATION REQUIREMENTS

The City considers qualified consultants to be those that demonstrate the appropriate experience, capability, knowledge and financial ability to implement the program.

As part of the City's determination regarding a consultant's qualifications, the City will review and analyze the experience and qualifications of the respondent as a whole, and also of the individual team members who will be assigned to the project.

Each statement of qualifications should include the following:

- A. **Firm Information.** Full name and address of the company with a short description of the firm. Include a description of the business organization, year established, federal ID number, Michigan tax ID number, the firm's legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable. List the company's officers. Provide list of company's primary services. Page limit for this section is three (3) pages.
- B. **Firm Location(s).** List the location(s) and address(es) of your the company's office(s) in Michigan. Show the number of staff in the Michigan office that will provide services to the City. Identify the office where the project manager is currently located and the office where he/she may be located during the contract period. Page limit for this section is one (1) page.
- C. **Project Team and Resources.** Please provide the following information on your proposed project team:
 1. Identify only key personnel that will be assigned to the project for its entire duration; limit key personnel to not more than five (5). As a minimum, identify the Project Manager AND the Geologist or Engineer or Scientist who will oversee in person the field work under Task 3 (Section III.4 above). Provide the title and one-line description of the proposed role of each key person in this project, and the percentage/amount of time you anticipate each key person will allocate to this project. Page limit for this section is one (1) page.
 2. Provide resumes for the key personnel. Resumes shall provide, as a minimum, education degree(s), institution(s) issuing the degrees, and year(s) received; certifications and registrations including

HAZWOPER training certification dates; years and position(s) with the company; years with other firms and firm names; types of services staff member is qualified to perform; demonstration of the familiarity of staff member with environmental assessments and other services required for this project; recent experience of staff member and his/her roles in similar projects. Resumes shall be limited to not more than two (2) pages per person.

3. Provide a project specific organization chart that clearly delineates the reporting relationships of the staff members you propose to assign to this project. Do not provide charts of your entire organization or of departments/business segments that will not be involved in this project. Page limit for this section is one (1) page.
4. In tabular form provide the information listed below on the subcontractors you propose involving in this project. As a minimum, provide the requested information on firms that will provide: (a) analytical service, (b) material or soil testing, (c) drilling & well installation, (d) earthprobe services, (e) geophysical services, and (f) site/topographic surveying. Indicate if any of these listed services will be provided by your company. The City reserves the right to consider as unqualified to perform the contract any respondent who does not perform with its own forces all of the work involved (other than those subcontracted services listed herein). Page limit for this section is one (1) page.
 - o Subcontractor firm name.
 - o Address of subcontractor's office that will provide services to this project.
 - o Type(s) of service.
 - o Number of years your firm has worked with this subcontractor.

D. Relevant Experience. Demonstrate your company's previous experience with no more than four (4) similar projects completed or in progress with governmental entities within the past five (5) years. For each such project provide a one (1) page summary that includes the following:

1. Project name and location.
2. Client name; specify entity or department.
3. Short project description.
4. List of services provided.
5. Total project fees and your firm's final fee.
6. Project start and completion dates.
7. Client contact information (name, title, phone number, e-mail address).

City reviewers may solicit references from some or all client contacts.

6. SUBMISSION

One original and one electronic copy of the qualifications and proposal shall be submitted. The original shall be submitted in a three-ring binder^[3]. Glued or otherwise bound documents are not acceptable. The electronic copy shall be submitted in a CD. The qualifications and proposal shall be prepared on white paper, using type size 12 point, 1.5 line spacing, and 1 inch margins. Plastic laminated pages, covers or dividers are not acceptable.

Clearly label all qualifications and proposals with your firm's name and "QUALIFICATIONS AND COST PROPOSAL FOR ENVIRONMENTAL ASSESSMENT AND CONSULTING SERVICES – DPW LUST" on the outside of the envelope.

Submit qualifications and cost proposal to:

Jeff Mikula, Director
City of Manistee Department of Public Works
70 Maple Street.
Manistee, MI 49660

Qualifications and proposals must be received in the City of Manistee office no later than 2:00 pm, September 26, 2017, to be considered. Submittals by e-mail or fax are not acceptable.

SECTION III - REQUEST FOR COST PROPOSAL

Since the RFQ/P is requesting proposals for some services that will be determined following approval of the Work Plan generated as part of Task 1, a method of pricing must be determined. Therefore, assumptions for the scope of services associated with Tasks 2 and 3 are provided below to assist responders with providing pricing estimates.

Please follow the format provided below for submitting pricing information. Information not submitted as requested may result in disqualification for receiving a contract.

1. Scope of Services.

TASK 1. WORK PLAN

The consultant will compile and review documents related to the 1994 UST release^[4] generated to date by consultants on behalf of the City and MDEQ. Based on the available data, MDEQ statutory requirements, site closure and use restriction objectives the consultant will generate a Work Plan of its proposed approach. The draft Work Plan will be reviewed by, and discussed with City representatives and will be provided to MDEQ District Office personnel for informal review and comment; MDEQ will not provide formal approval of the Work Plan. Following MDEQ review and comment, the Work Plan will be finalized in consultation with the City.

TASK 2. UPDATED ON-SITE ASSESSMENT

The consultant will perform the following on-site assessments to update the status of the on-site soil and groundwater conditions:

- a. Advance Earthprobe borings at seven (7) locations on-site. Collect two (2) unsaturated soil samples per boring, one saturated soil sample per boring and one groundwater sample per boring; groundwater is expected to be encountered at approximately 20 feet below grade.
- b. Collect groundwater samples from six (6) existing on-site monitoring wells, including one cluster of two monitoring wells, and one off-site cluster of three monitoring points (located on City property). Record groundwater levels in all sampled monitoring wells.
- c. Analyze all samples for leaded gasoline components and chloride.
- d. Prepare a letter report summarizing the findings of the assessment, including summary data table, sampling locations figure, groundwater

potentiometric surface figure(s), boring logs and data collection field records. Anticipate providing one draft for City review and comment, and one final letter report. The findings of Task 2 will be eventually incorporated in the Final Assessment Report (see Task 3 below).

- e. Assume access to all sampling locations, and a staging area will be provided by the City.
- f. The consultant will have been expected to be familiar with the site and ground condition of the site where sampling will occur.

TASK 3. OFF-SITE GROUNDWATER ASSESSMENT

The consultant will perform the following assessment of the groundwater conditions to evaluate the presence of off-site contamination potentially originating at the DPW Garage property. The actual locations of the off-site borings and monitoring wells as well as the boring depths will be determined based on the findings of Task 2 above. For the purpose of this proposal, assume performing the following work activities:

- a. Advance two borings to depths of 100 and 150 feet below grade, respectively. Assume a drilling rig capable of reaching the maximum depth will be utilized^[5].
- b. Collect groundwater samples upon reaching the water table and at 15 foot intervals to the terminus of the boring.
- c. Analyze the groundwater samples for gasoline components and chloride; on-site analysis and/or quick analytical turnaround will be preferable.
- d. Construct one permanent monitoring well at each of the two locations at a depth to be determined based on the vertical aquifer sampling data. For proposal pricing purposes, assume the well screen will be set at 75 feet below grade. Please specify well construction material, disposal of soil cuttings & purge fluids, and decontamination approach.
- e. Collect one set of groundwater samples from the two new monitoring wells approximately two weeks following installation.
- f. Analyze the groundwater samples for gasoline components and chlorides.
- g. Survey top-of-casing elevations of the two new wells and tie to existing monitoring wells.
- h. Prepare a report summarizing the methodology and findings of the assessment, including data tables, sampling locations figure, contaminant occurrence figure(s), potentiometric surface figure(s), boring logs and data collection field records. Anticipate providing one draft for City review and comment, and one final letter report. Assume this report will serve as the Final Assessment Report for submittal to MDEQ.

NOTE: Upon evaluation of the findings of this work (Task 3), subsequent groundwater assessments may be required to fully define the extent of off-site groundwater contamination, if present. No pricing for such assessments is required for this proposal.

2. Pricing.

Please provide Lump Sum pricing for Tasks 1, 2 and 3 based on the task descriptions and assumptions provided in Section III.1 above.

TASK 1: _____ Dollars (\$ _____)

TASK 2: _____ Dollars (\$ _____)

TASK 3: _____ Dollars (\$ _____)

2. Professional Billing Rates

The scope of services beyond those identified in Section III.1 above has not yet been determined. Therefore, the cost of such services cannot be accurately estimated and may vary widely. In this section of the cost proposal, please provide billing rates only for the key personnel assigned to the project (see requirements of Section II, 5.C.1 above) and other expenses. The billing rates shall be provided in a tabular format (up to two pages) that includes the following information:

- A. Key Personnel: Name, Labor Classification, Billing Rate for 2017, Certification/Registration (CP, CPG, PE). Include rate escalation factor.
- B. Non-Key Personnel: Labor Classification and Billing Rate. Provide billing rates only for labor classifications you propose utilizing for the project.
- C. Expenses: Standard rates for internal or external expenses not included in the labor billing rates, which will be charged to the project.
- D. Mark-up: Percentage markup on expenses and subcontractor charges.

MEMO TO: Prospective Bidders
FROM: Jeffrey W. Mikula, Public Works Director
DATE: October 10, 2017
SUBJECT: LUST ADDENDUM #1



Public Works
231-723-7132

We received the following questions and are providing responses in bold.

1. During the installation of the borings for the vertical aquifer sampling (VAS) is soil sampling required for lithology determination. Has past work generated sufficient lithological information available in this area to identify potential confining layers?

TO OUR KNOWLEDGE THERE IS NO SOIL TYPE INFORMATION BEYOND THE DEPTH OF THE BORINGS/WELLS INSTALLED AT THE SITE AS DESCRIBED IN THE PREVIOUS ASSESSMENT REPORTS. IT IS THE EXPECTATION THAT THE BORINGS WILL BE ADVANCED WITH HOLLOW STEM AUGERS, ALLOWING THE COLLECTION OF SOIL SAMPLES FOR CHARACTERIZATION AND IDENTIFICATION OF CONFINING AND POTENTIALLY HIGH PERMEABILITY LAYERS. WE WILL CONSIDER AND EVALUATE ALTERNATIVE DRILLING METHOD(S) COUPLED WITH DOWNHOLE GEOPHYSICS TO OBTAIN INDIRECT SOIL TYPE IDENTIFICATION.

2. Can the VAS be conducted from the bottom up (i.e. sample the deepest zone first and obtain shallower samples as a temporary well is being raised through the aquifer)?

YES, AS LONG AS THE SMEAR ZONE AROUND THE BORING ANNULUS IS NOT "PLUGGED" BY CEMENT OR OTHER DRILLING FLUID IF A METHOD OTHER THAN HOLLOW STEM AUGERING IS EMPLOYED, AND THE TEMPORARY WELL IS PURGED ADEQUATELY AT EACH SAMPLING INTERVAL TO PROVIDE CLEAR SAMPLE AND TO MINIMIZE CROSS CONTAMINATION ACROSS SAMPLING INTERVALS, AND ADEQUATE TIME IS ALLOWED BETWEEN ADVANCING THE DRILLING STRING TO THE DEEPEST INTERVALS AND THE START OF THE SAMPLING AND EACH SUBSEQUENT SAMPLING EVENT, TO ENSURE COLLECTION OF SAMPLES REPRESENTATIVE OF EACH SAMPLING DEPTH.

3. A question was submitted after the deadline regarding contract language and the City Attorney was out of the Country until today.

We waited to see if a response could be formulated today, however he is not available. Concerns regarding Contract Language can be included in your submittal.

**QUALIFICATIONS AND
COST PROPOSAL
FOR
ENVIRONMENTAL ASSESSMENT
AND CONSULTING SERVICES
DPW LUST**

Submitted To:

City of Manistee
Department of Public Works

Submitted By:

Compliance, Inc.
223 Lake Avenue
Traverse City, MI 49684

September 25, 2017



Environmental Engineering & Regulatory Consulting

**QUALIFICATIONS AND
COST PROPOSAL
FOR
ENVIRONMENTAL ASSESSMENT AND CONSULTING
SERVICES
DPW LUST**

FIRM INFORMATION

Compliance, Inc.

223 Lake Avenue, Traverse City, MI 49684

Telephone and Fax: (231) 922-7400 (231) 922-0360 (fax)

Website: www.complianceinc.com

E-Mail: andrasi@complianceinc.com

Federal I.D. number: 38-3146790

Corporate Status: Compliance, Inc. is an S Corporation, incorporated in the State of Michigan

FIRM OFFICERS

- President/Treasurer: Jim Rossi
- Vice President/Secretary: Ray Andrasi

FIRM HISTORY

Compliance, Inc. was established in 1993 as a full service environmental consulting firm by a team of professionals with expertise and prior consulting experience in environmental and engineering sciences. Compliance, Inc.'s current staff includes five project managers who average more than twenty-five years of relevant, hands-on experience in environmental investigation and remediation. Each of these project managers and all of Compliance, Inc.'s technical and field personnel have worked with Compliance, Inc. for more than fourteen years. This staff has completed over 2,000 separate environmental projects under Michigan Part 201 and Part 213 regulatory programs as well as other state and federal regulatory programs. Compliance, Inc. completes most of its work in the State of Michigan and has successfully completed and closed projects in every DEQ District.

ENVIRONMENTAL SERVICES

- Phase I Environmental Site Assessments
- Phase II Environmental Investigations
- Baseline Environmental Site Assessments
- Hydrogeological Investigation and Contaminant Delineation
- Soil and Groundwater Remediation Feasibility Studies and Pilot Tests
- Remediation Systems Design/Construction/Installation/O&M/Decommissioning
- Underground/Aboveground Storage Tank Removal/Demolition/Soil Excavation Oversight
- Ground Penetrating Radar (GPR)/Laser-Induced Fluorescence (LIF) Field Screening
- Indoor Air Evaluation and Exposure Mitigation
- Human Health and Ecological Risk Assessment
- Brownfield Development
- Environmental Regulatory Compliance Permitting

Compliance, Inc. provides all of the above services within an established framework for quality assurance and quality control to ensure reliable and useable data is collected, reported and utilized in its project work. Methods to ensure field quality assurance include completing work in accordance with approved work plans and standard operating procedures, the collection of representative samples, and verification of representativeness through the collection of field duplicates and equipment and trip blanks. All technical reports submitted to a client or regulatory agency by Compliance, Inc. are reviewed first by the project manager and then by at least one additional senior staff member. The reviews include data compilation accuracy, mathematical calculations, and data interpretation. As necessary, specific methods for project organization, quality objectives, training requirements, sampling methods, sample handling, analytical methods, quality control, instrument calibration, data management, data review and validation, and project oversight are included in our reports.

CLIENT RESPONSIVENESS

Compliance, Inc.'s interactions with the client focus primarily on ensuring that the project goals are established and understood, that contracting and administrative aspects of the project are completed according to the client's requirements and the work is completed timely and in the most cost efficient manner. The technical aspects of the specific project are directed by both the Client's and Compliance, Inc.'s project managers as a team to ensure that the project is completed in a manner that best achieves the project goals. Compliance, Inc.'s relationship with its Clients is built on: 1) providing cost effective services within approved proposed amounts, 2) tailoring our services to meet the project goals established by the client, 3) consulting with the client on the best manner of completing work to meet the project goals, and 4) recommending revisions to improve the project outcome if changed conditions are encountered during the work.

Compliance, Inc staff use both formal communication mechanisms (e.g., monthly project updates and weekly field reports for investigation and construction projects) and more frequent communications via phone and e-mail to keep our clients informed of project activities. Our clients know that our staff are always available to discuss a project in an informed manner and our project managers are decision makers who are able to respond immediately to changes or suggestions. A significant advantage provided by Compliance, Inc. is that we always have senior level staff leading work, including field investigations and field oversight of contractors, and these staff can provide direct and immediate answers to our clients as the project progresses and as an unusual situation may arise. We do not rely on junior staff to perform field work or contractor oversight and there is not a second tier of communication running through junior staff on our projects when field conditions are communicated either from or to our client personnel.

FIRM LOCATIONS:

Compliance, Inc. has offices in Traverse City and Brighton, Michigan.

Individuals from the Traverse City office will work on the Manistee DPW Environmental Services project.

PROJECT TEAM AND RESOURCES

KEY PERSONNEL

➤ **Project Manager, Ray Andrasi**

College Degree(s): BS Geologic Engineering, Michigan Technological University, 1982;
Professional Engineer: Michigan and Colorado

Mr. Andrasi will be responsible for the review of all existing reports and data, the development of the final work plan for the site investigation, the coordination of the investigation and all project reporting and management activities. Anticipated Percent of Project Time: 45%

➤ **Project Geologist, Douglas Hull**

College Degree(s): M.S. Hydrogeology, Western Michigan University; M.S. Geology, Bowling Green State University, B.S. Geology, Grand Valley State University

Mr. Hull will oversee the completion of the GeoProbe and vertical sampling investigations, be responsible for the collection of soil and groundwater samples, and complete the hydrogeological evaluation of the collected environmental data including the preparation of soil delineation and plume diagrams. Anticipated Percent of Project Time: 40%

➤ **Project Scientist, Jim Rossi**

College Degree(s): MS Environmental and Industrial Health, University of Michigan; BS Chemistry, University of Michigan

Mr. Rossi will be responsible for completing the Risk-Based Corrective Action evaluation of the site data and will provide project quality control and health and safety oversight. Anticipated Percent of Project Time: 15%

RAYMOND ANDRASI P.E.

EDUCATION: B.S. Geological Engineering 1982,
Michigan Technological University

CERTIFICATIONS: Professional Engineer, Michigan
Professional Engineer, Colorado

PROFESSIONAL SUMMARY

Mr. Andrasi's professional experience spans 31 years and includes the management of environmental investigation and remediation projects throughout the Midwest and Southwestern United States. For the past 25 years, Mr. Andrasi's career focus has been on the evaluation and remediation of sites under Michigan's Part 201 and Part 213 programs. Throughout his career, Mr. Andrasi has successfully overseen the completion of projects requiring a diverse mix of geological and engineering expertise. He provides his clients with consulting services that are succinct, meet regulatory requirements, and are within project budgets. These solutions consist of the implementation of State of the Art technologies or the unique application of simple but proven investigation and remediation methods.

Mr. Andrasi scope of services has included remedial investigations, groundwater monitoring, remedial design, bid specification preparation, project bidding and contractor selection and oversight and remediation system construction, installation and operation. Mr. Andrasi uses his geological engineering expertise to ensure that site investigations and selected remedies meet specified goals within established budgets. He is experienced in state and municipal project management methods and has successfully managed projects through both private and public funding mechanisms.

Mr. Andrasi has proven his ability to provide technical guidance during project strategy development and regulatory negotiation phases, developing project objectives suitable to the needs of the client and meeting regulatory requirements. He leads the design of projects ranging from multi-phase delineation, the rehabilitation of purge well systems to the installation of soil vapor extraction and free product recovery systems. He has utilized existing technology for the innovative construction of remediation systems, creating significant savings for his clients.

PREVIOUS EXPERIENCE

Prior to joining Compliance, Inc., Mr. Andrasi held the following positions:

- **Project Manager, WW Engineering & Science (now Earth Tech)**

Grand Rapids, Michigan; 1991 - 1994

Mr. Andrasi's responsibilities included the technical and administrative management of a wide variety of environmental projects. Mr. Andrasi directed project teams during the implementation of remedies ranging from small soil excavation and disposal projects to \$500,000 soil vapor extraction projects.

- **Associate Engineer, EnecoTech Midwest, Incorporated,**

Denver, Colorado and Farmington Hills; Michigan 1989 - 1991

Mr. Andrasi was employed as a manager/engineer of environmental investigation/remedial design projects. Among his other duties, Mr. Andrasi was assistant project manager on a property transfer project that consisted of over 110 sites in five southwestern States. His activities included the coordination of field crews, laboratory analysis, and the preparation of the summary reports.

- **Geological Engineer, Deuel & Associates, Inc.**

Arvada, Colorado; 1989

While working for this firm, Mr. Andrasi was the project manager for the on-going permit compliance operations during the startup of the first permitted hazardous waste TSD in Colorado. The client relied on Mr. Andrasi for assistance on a wide variety of issues, and to act as a representative of the client during meetings with state regulatory personnel.

- **Staff Geological Engineer, Fox & Associates of Colorado, Inc.**

Wheat Ridge, Colorado; 1986 - 1989

Mr. Andrasi developed his skills in field investigation data generation during his three years with this firm. He oversaw and implemented field service activities for environmental geoscience evaluations, conducted geotechnical evaluations, and completed report preparation.

MEMBERSHIPS

National Groundwater Association

PROFESSIONAL TRAINING

40 - Hour Hazardous Waste Operator Training, 1991, 8 - Hour Refresher Training 1992 - 2017

DOUGLAS A. HULL

EDUCATION M.S. Hydrogeology 1991, Western Michigan University
M.S. Geology 1980, Bowling Green State University
B.S. Geology 1977, Grand Valley State University

CERTIFICATIONS AAPG Certified Professional Geologist #9567
MDEQ Certified Underground Storage Tank Professional #943

PROFESSIONAL SUMMARY

Mr. Hull is a Senior Hydrogeologist with Compliance, Inc. and has over 27 years of experience in the environmental consulting industry. His areas of expertise include the development and implementation of remedial investigations; groundwater flow and contaminant transport modeling; the design, operation, and interpretation of aquifer performance tests; and the design, construction and operation of groundwater and soil remediation systems. Mr. Hull develops and completes remedial investigations to fully delineate environmental contamination to support corrective actions pursuant to Parts 201 and 213 of Michigan's Natural Resources and Environmental Protection Act. He has designed, installed and operated a wide variety of soil and groundwater remediation systems, focusing on the geological and hydrogeological aspects of contaminant recovery and treatment.

Throughout his career, Mr. Hull has successfully completed projects requiring technical expertise and regulatory compliance, while meeting budgetary constraints. His attention to detail and ability to concisely interpret data are main factors in his successful completion of environmental projects. He has utilized these skills on a variety of assignments for the Michigan Department of Environmental quality including full implementation of MDEQ-approved investigation work plans and fast-tracked site assessments to guide remediation selection. Mr. Hull oversees the development and implementation of Compliance, Inc.'s standard site assessment protocols and evaluates new investigation techniques for field implementability and quality control.

PREVIOUS EXPERIENCE

- **Project Manager, Environmental Solutions, Inc.**

Traverse City, Michigan; 1991 - 1994

Mr. Hull's responsibilities included the management of a wide variety of environmental projects including hydrogeological investigations and soil and groundwater remediation. Mr. Hull's major technical focus was the delineation of environmental impact at industrial and commercial sites and the design and implementation of soil and groundwater remediation systems.

- **Hydrogeologist, Environmental Science & Engineering, Inc.**

Williamston, Michigan; 1991

Mr. Hull was responsible for the management and completion of hydrogeological investigations at sites in Michigan and Vermont. A significant portion of this work focused on a landfill investigation regulated by the Comprehensive Environmental Response, Compensation and Liability Act (Superfund).

- **Senior Teaching Assistant, Western Michigan University**

Kalamazoo, Michigan; 1989 - 1991

Mr. Hull was a part-time faculty member in the Department of Geology at Western Michigan University. Mr. Hull instructed physical geology and oceanography courses and coordinated field geology courses.

- **Petroleum Exploration Geologist, T.D. Exploration Company**

Onkama, Michigan; 1986 -1987

Mr. Hull was responsible for the evaluation and investigation of oil and gas prospects within the Silurian aged Niagaran Reef Trend of Northern Michigan.

MEMBERSHIPS

American Institute of Professional Geologists

Association of Ground Water Scientists and Engineers

PROFESSIONAL TRAINING

Visual MODFLOW™ (Ground Water Modeling) / Waterloo Hydrogeologic, Inc., 1996 & 2000

40 - Hour Hazardous Waste Operator Training, 1991, 8 - Hour Refresher Training 1992 – 2017

JAMES E. ROSSI

EDUCATION B.S. Chemistry, University of Michigan, 1985
M.S. Environmental and Industrial Health, University of Michigan, 1987

CERTIFICATIONS MDEQ Certified Underground Storage Tank Professional #765

PROFESSIONAL SUMMARY

Mr. Rossi has over 30 years of experience completing environmental investigations, risk assessments and remediation at sites of environmental contamination. Mr. Rossi has particular expertise in ASTM's Risk-Based Corrective Action (RBCA) process and coordinates RBCA evaluations with Compliance, Inc.'s engineering and hydrogeological staff. He leads these coordinated efforts to develop final remedial action plans that are both protective of human health and the environment and cost effective. Mr. Rossi employs risk assessment tools to more accurately characterize the potential site-specific risks associated with the presence of contamination. When these evaluations demonstrate that human health and the environment can best be protected through the application of land use restriction or other exposure controls, Mr. Rossi has expertise in emplacing those controls through regulatory approved documents.

Mr. Rossi has completed remedial investigations, feasibility studies, remedial design, treatment system construction and installation, and treatment system operation and maintenance on more than 100 sites including fifteen sites working for the Michigan Department of Environmental Quality. Remedies employed at these sites have included multi-phase extraction, air sparging, soil vapor extraction, ozone injection and targeted source removal through excavation.

In addition to providing environmental investigation, remediation and risk assessment services, Mr. Rossi also has lead environmental site assessments at over 150 properties involved in real estate transactions. These evaluations are designed to identify potential sources of environmental impact and financial liability for prospective buyers and financiers. His expertise in chemical risk assessment allows him to provide clients the information they need to make informed decisions concerning the potential environmental liabilities of these properties.

PREVIOUS EXPERIENCE

- **Manager, Environmental Risk Assessment Services, WW Engineering and Science (now Earth Tech)**

Grand Rapids, Michigan, 1991 - 1994.

As Manager of Environmental Risk Assessment Services at WWES, Mr. Rossi managed the completion of risk assessment projects completed by a staff of environmental scientists and toxicologists. He successfully completed Type C risk assessments at numerous sites listed as sites of environmental contamination under the Michigan Environmental Response Act. In addition, he completed and/or provided technical oversight for the completion of, risk assessments at several Superfund sites within U.S. EPA Region V.

- **Senior Scientist, ENVIRON Corporation**

Washington, DC, 1987 - 1991.

Mr. Rossi completed a variety of human health and ecological risk assessments including the evaluation of risks presented by contaminants at numerous uncontrolled hazardous waste sites. Many of these sites were or are currently listed as National Priority Listed sites in the Midwest and Eastern United States. Contaminants of concern at these sites included volatile organic compounds, semi-volatile organic compounds, PCBs, dioxins and furans, lead and other heavy metals. These risk assessments successfully met the risk evaluation requirements of potentially responsible parties as well as State and Federal regulatory agencies.

MEMBERSHIPS

Society of Environmental Toxicology and Chemistry

ASTM E-50 Committee on Environmental Assessment (15-year member 1994 - 2009)

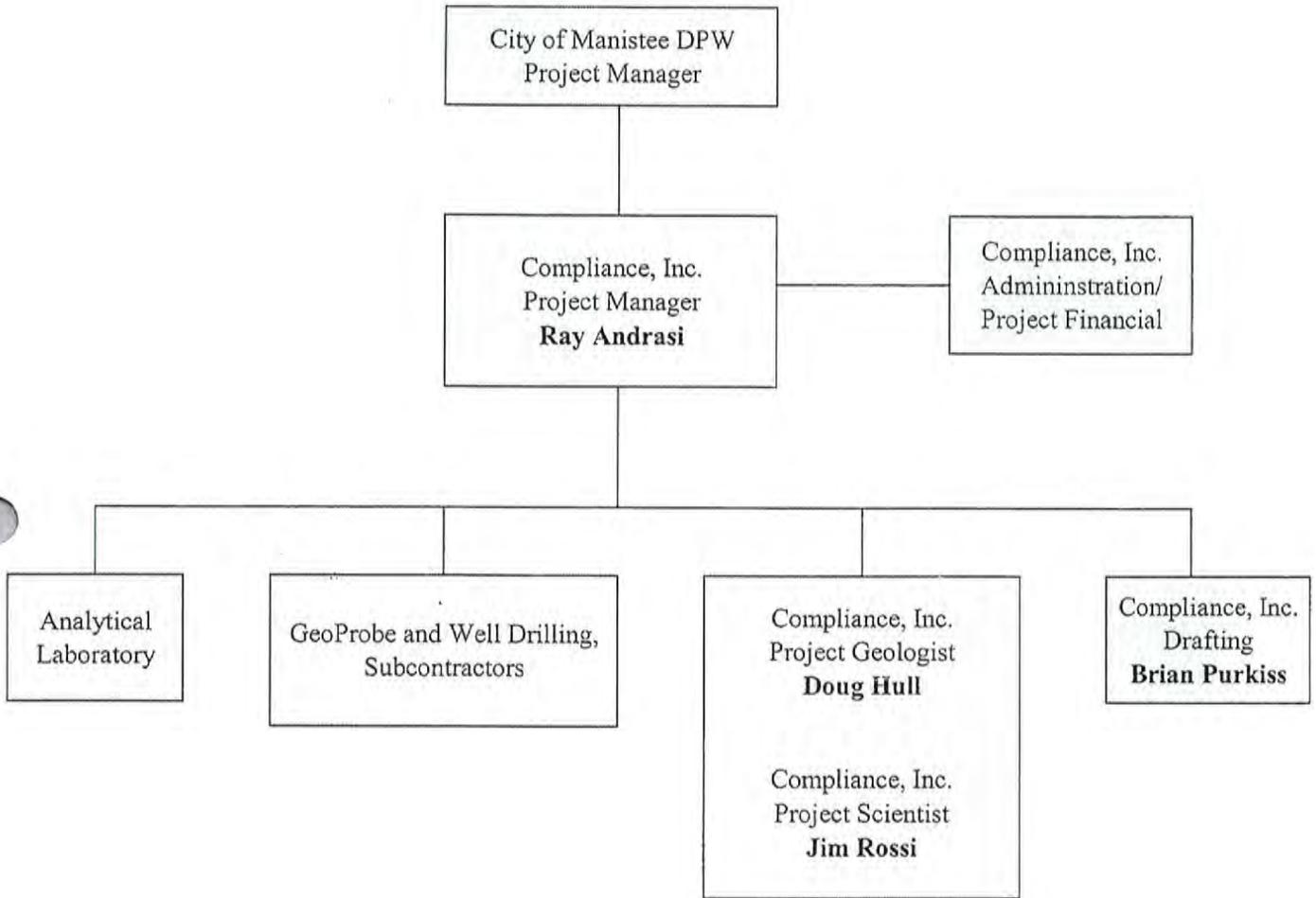
PROFESSIONAL TRAINING

MDEQ Remediation and Redevelopment Division – Cleanup Criteria Training - 2007

ASTM Risk Based Corrective Action Applied at Petroleum Release Sites, 1999

40 - Hour Hazardous Waste Operator Training, 1992, 8–Hour Refresher Training 1993 – 2017

**Manistee DPW Environmental Services
Organizational Chart
Compliance, Inc.**



SUBCONTRACTORS

Subcontractor Name	Address	Services Provided	Years Working Subcontractor
Grand Traverse Analytical	830 Robinwood Court, Traverse City, MI 49686	Analytical Laboratory Services	14 Years
Alluvial Earth	4433 S Huron Rd Standish, Michigan 48658	GeoProbe Soil and Groundwater Sampling	12 Years
E&G Drilling	410 East Dowland Street Ludington, MI 49431	Vertical Profile Sampling and Monitoring Well Installation	18 years

RELEVANT EXPERIENCE

Project Name: Darwin's Truck and Auto Service

Location: Brooklyn, Michigan

Client: State of Michigan, Department of Environmental Quality

Description: Compliance, Inc. completed a multi-phase soil and groundwater investigation at the site including: 1) the completion of a site conditions assessment to confirm the number and location of existing monitoring wells, 2) the completion of a ground penetrating radar survey and the completion of exploratory backhoe test pits to locate three previously unidentified USTs, 3) the completion of a passive soil gas survey, 4) the completion of an investigation to determine the nature and extent of light non-aqueous phase liquids on- and off-site, 5) the completion of a GeoProbe Investigation to delineate on-site and off-site soil and groundwater contamination, and 6) the installation and sampling of additional permanent monitoring wells and useable pre-existing monitoring wells on the DTAS property.

Subsequent to the definition of contamination, a Feasibility Analysis was completed to evaluate potential remedial options. The selected remedy was removal of the identified USTs and the excavation and off-site disposal of highly impacted soil at the site. Compliance, Inc prepared UST removal and soil excavation contract specifications, provided contractor procurement assistance, and oversaw the UST removal and soil excavation by the selected contractor. The excavation included the removal and off-site disposal of approximately 2,600 tons of contaminated soil. Compliance, Inc. is currently directing a targeted excavation to remove additional contaminated soils from the site and is completing post removal groundwater monitoring.

List of Services: UST location, soil and groundwater contamination delineation, remediation design, bid specification preparation, contractor selection, oversight of soil removal remedy, and ongoing groundwater monitoring

Project Fees: 107,250

Project Start and Completion Dates: October 2015 to Present

Contact: Sheryl Doxtader, Geologist, 517-612-9171, doxstaders@michigan.gov

RELEVANT EXPERIENCE, CONTINUED

Project Name: Hersey Party Store Groundwater Investigation and Remediation

Location: Hersey, Michigan

Client: State of Michigan, Department of Environmental Quality

Description: Compliance, Inc. was selected to complete a remedial investigation (RI) and to design, install and operate an air sparge/soil vapor extraction (AS/SVE) system to address a migrating groundwater plume at the site. The RI required the installation of fifteen soil borings, thirteen permanent and temporary wells, and two vertical profile wells. The RI was completed in two phases and defined the vertical and horizontal extent of an area of groundwater contamination at and off of the site. Groundwater contamination was determined to be migrating towards a shallow residential drinking water well.

Compliance, Inc. designed and installed the in ground components of an AS/SVE remedy at the site. The system included ten sparge wells and four SVE wells. Compliance, Inc. then installed the aboveground portions of the site remedy and, by mobilizing an existing state-owned, treatment system, Compliance, Inc. was able to nearly double the originally planned remediation area while still reducing the overall project costs by 4%. System startup and operation occurred in August 2013 and the system operated until September 2014 after which time a post-remediation monitoring program was completed. The system effectively reduced concentrations of target petroleum analytes to non-detect in all off-site locations and to below Part 213 criteria in on-site locations. System decommissioning and monitoring well/recovery well abandonment was completed in 2016.

List of Services: Soil and groundwater contamination delineation, remediation system design, remediation system installation, remediation system operation and maintenance, groundwater monitoring, and treatment system removal/decommissioning.

Project Fees: 113,250

Project Start and Completion Dates: March 2013 to June 2016

Client Contact: Ann Emington, Geologist, 231-775-3960, emingtona@michigan.gov

RELEVANT EXPERIENCE, CONTINUED

Project Name: Environmental Triage Multi-Site Assessment

Location: More Than 100 Sites Throughout Michigan Including Five in Manistee County

Client: State of Michigan, Department of Environmental Quality

Description:

Compliance, Inc. was selected to complete a three year multi-site investigation project for the state of Michigan for the purpose of characterizing soil and groundwater contamination at underground storage tank (UST) release sites where little recent investigation or monitoring had been completed. The assessments initially consisted of the completion of ground penetrating radar surveys to located evidence of current or past site features and to scope areas for additional investigation. The site investigations included the completion of GeoProbe or hollow stem auger soil and groundwater sampling, the field screening of soils for the selection of samples for laboratory analysis, submittal of soil and groundwater samples to the DEQ environmental laboratory, the management of investigation derived waste soils and groundwater, and the preparation of reports summarizing the methods and findings of each individual site investigation. The project included the completion of investigations at five sites within Manistee County, three of which were located within the City of Manistee.

List of Services: Ground penetrating radar surveys, sampling location selection, soil and groundwater contamination delineation via GeoProbe or hollow stem auger, investigation waste management, and report preparation.

Project Fees: Project total: \$578,000 (\$4,300 to \$9,100 per site)

Project Start and Completion Dates: March 2013 to October 2015

Client Contact: Jim Ferritto, Geologist, (Manistee County Sites), 231-775-3960,

ferrittoj@michigan.gov

Certification

The undersigned, having become thoroughly familiar with and understanding all of the qualifications documents attached hereto, agrees to provide the services as specified herein.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Manistee. I hereby state that this proposal will remain valid for not less than six (6) months from this certification date.

I hereby state that I have read, understand, and agree to be bound by all of the terms of this RFQ/P document.

Raymond Andras
Signed:

Raymond Andras
Type or Print Name

Vice President
Title:

9-25-17
Date:

Company Name: Compliance, Inc.

Address: 223 Lake Avenue, Traverse City, MI 49684

Contact Name: Ray Andras

Contact Phones:

Office: (231) 922-7400

Cell: (231) 392-3210

Contact E-mail: andras@complianceinc.com

**Manistee DPW Environmental Services RFQ/P
Pricing from Compliance, Inc.**

2. Pricing.

Please provide Lump Sum pricing for Tasks 1, 2 and 3 based on the task descriptions and assumptions provided in Section 111.1 above.

TASK 1: One Thousand seven hundred eighty dollars	(\$1,780.00)
TASK 2: Ten Thousand six hundred fifty dollars	(\$10,650.00)
TASK 3: Twenty three Thousand Five hundred fifteen dollars *	(\$23,515.00)

* see attached Vertical Aquifer Sampling Discussion

2. Professional Billing Rates

The scope of services beyond those identified in Section 111.1 above has not yet been determined. Therefore, the cost of such services cannot be accurately estimated and may vary widely. In this section of the cost proposal, please provide billing rates only for the key personnel assigned to the project (see requirements of Section II, 5.C.1 above) and other expenses. The billing rates shall be provided in a tabular format (up to two pages) that includes the following information:

A. Key Personnel: Name, Labor Classification, Billing Rate for 2017, Certification/ Registration (CP, CPG, PE). Include rate escalation factor.

B. Non-Key Personnel: Labor Classification and Billing Rate. Provide billing rates only for labor classifications you propose utilizing for the project.

C. Expenses: Standard rates for internal or external expenses not included in the labor billing rates, which will be charged to the project.

D. Mark-up: Percentage markup on expenses and subcontractor charges.

See attached for Compliance, Inc. Professional Billing Rates for this project.

Addendum #1 was received on September 25, 2017.

Professional Billing Rates - Compliance, Inc.

Manistee DPW project - September 25, 2017

LABOR

<i>Name</i>	<i>Classification</i>	<i>Billing Rate/hr.</i>	<i>Annual Rate Escalation</i>
Ray Andradi P.E.	Senior Project Manager	\$95.00	2%
	Field Engineer	\$80.00	2%
Doug Hull	Project Geologist	\$85.00	2%
	Field Geologist	\$75.00	2%
Jim Rossi	Project Scientist	\$85.00	2%
	Field Scientist	\$75.00	2%
Brian Purkiss	Drafting	\$65.00	2%

Mark-Up and Expenses

All subcontractor invoices paid by Compliance, Inc. are marked up 10%

Other direct costs paid by Compliance, Inc. are marked up 10%

Equipment

	<i>\$/Day</i>
Photo-ionization detector	\$75.00
water level meter	\$25.00
low flow sample pump	\$50.00
low flow sample meter	\$75.00
disposable field supplies	\$25.00
truck	\$25.00
mileage	0.48/mile

TASK 3 - Vertical Aquifer Sampling Discussion– Manistee DPW

Vertical aquifer sampling (VAS) in a thick saturated zone can be completed using various investigation techniques including geoprobe, hollow stem auger (HSA) and sonic drilling methods. The selection of the most appropriate method for any project will depend upon the project goals, site conditions and lithology and site-specific data needs.

Due to the required depth of the VAS boring the geoprobe technique is eliminated as a possible technique.

HSA drilling turns a flighted hollow auger (typically five feet in length) into the soil while cuttings accumulate at the surface allowing inspection of the lithology encountered. The internal hollow cavity of the auger allows the use of sampling tools to collect soil and/or groundwater samples from various depths. HSA drilling can achieve the required depth of 150 feet in most overburden materials (the presence of tight clay or heavy gravel would limit the advancement of the HSA as increased depths are encountered). VAS samples can be collected using screened lead augers, or with the use of temporary well casing and well screen placed in the HSA. The use of drilling water within the HSA will be necessary during auger advancement to reduce/control heaving of aquifer soils up the HSA. Identification of soils is typically conducted through periodic sample collection using split spoon (or other) sampling device. An experienced operator can “feel” lithologic changes that are encountered by the differences in resistance to auger advancement transmitted through the rig, allowing for a significant reduction in the number of soil sample intervals necessary to identify any confining or highly permeably lithologic zones.

Sonic Drilling utilizes a dual core system that is advanced using vibration and downward pressure. The smaller diameter core is advanced and is used to collect the soils encountered. The outer core is advanced before the inner core is recovered and the soil sample extracted. The process is repeated using cores of 10 to 20 feet in length. A continuous soil core is recovered using this technique at a much quicker rate than HSA drilling. The tooling is 10-20 feet in length providing greater efficiency during tooling advancement. The use of drilling

water is also required to minimize heave as well as to provide cooling on the tooling. VAS samples can be collected directly from the tooling or with the use of temporary well.

Both techniques will generate soil and water waste that will have to be managed.

The Compliance, Inc. submittal is based upon using HSA drilling techniques for the VAS with periodic soil sampling. VAS samples will be submitted for RUSH analysis to allow selection of final monitoring well screen interval.

AGREEMENT

This agreement is made this ____ day of _____, 2017, by and between Compliance, Inc., (hereinafter “Contractor”) of Traverse City, Michigan and the **City of Manistee**, a Michigan municipal corporation (hereinafter “City”) of 70 Maple Street, Manistee, Michigan;

WHEREAS, the City did conduct a bidding process and Request for Qualifications and Cost Proposal regarding environmental assessment and consulting services in connection with impacts associated with a former Leaking Underground Storage Tank (“LUST”) located on the grounds of the Department of Public Works (“DPW”) Garage, 280 Washington Street, Manistee, Michigan, as described in that certain Request for Qualifications and Cost Proposal, a copy of which is attached hereto and made a part hereof as Exhibit A; and

WHEREAS, Contractor was the low-qualified bidder for such project in its bid dated September 26, 2017, a copy of which is attached hereto and made a part hereof as Exhibit B; and

WHEREAS, the City and the Contractor desire to specify and define the scope of work to be completed, timing of the construction project and other matters related thereto;

NOW, THEREFORE, for the mutual promises and considerations contained herein, the City and Contractor agree as follows:

1. **Site Locations and Conditions.**

a. **Site.** The Contractor shall complete environmental assessment and consulting for the City, in accordance with the specifications and plans described in the Request for Qualifications and Cost Proposal attached as Exhibit A, which is incorporated herein by reference.

b. **Site Conditions.** The Contractor represents and warrants that (i) it has examined the general condition of the property which is the subject of this Agreement; and (ii) the site is suitable for the work contemplated. Any extra costs incurred or required to be incurred due to the unsuitability of the property shall be borne by the Contractor, if such condition could have reasonably been discovered by the Contractor prior to commencing the work contemplated by this Agreement.

2. **The Facilities.** The Contractor shall complete the work in accordance with this Agreement and in accordance with the specifications included in the Request for Qualifications and Cost Proposal provided to the Contractor, which is included and

incorporated herein by reference as Exhibit A. The Contractor shall further complete the work in accordance with the standards and requirements set by the Michigan Department of Environmental Quality.

3. **Price and Terms.** The Contractor agrees to furnish all work, material and labor in accordance with the plans as outlined above for the total contract amount of Thirty Five Thousand, nine hundred forty five Dollars (\$35,945.00). The contract price shall be paid at the completion of each Task as outlined below:

TASK 1: Work Plan _____ Dollars (\$1,780.00 _____)

TASK 2: Updated On-Site Assessment _____ Dollars (\$10,650.00 _____)

TASK 3: Off-Site Groundwater Assessment _____ Dollars (\$23,128.00 _____)

4. **Conditions for Progress Payments and Final Payments.** Payments shall be made by the City or its designee within forty-five (45) days after the presentation of a proper certification and request for payment. The City shall not be obligated to make any payment to or on behalf of Contractor under this Agreement unless Contractor first shall have furnished to the City sufficient information for the City, through its Contract or Technical Manager to confirm that the Task has been completed as required by this Agreement.

5. **Commencement and Completion of Work.** Contractor shall not commence work under this Agreement until the City sends Contractor a Notice to Proceed to Work with respect to the work to be performed. Contractor must begin work within fifteen (15) calendar days after the City's delivery of a Notice to Proceed to Work. The work shall be fully and satisfactorily completed not later than _____, 2017.

6. **Modifications.** No alteration, variation, modification or waiver of the provisions of this Agreement shall be valid unless it has been reduced to a writing signed by an authorized representative of both the City and the Contractor and attached to this Agreement. No requests for extras or change orders shall be binding upon either party unless they are evidenced by a written change order which the City and Contractor have signed and which sets forth a detailed description of the change, addition, or deletion and the cost, or credit, thereof.

7. **Comprehensive Hold Harmless.** Contractor shall indemnify, hold harmless and defend the City and its Council, officers, employees, agents, attorney's, legal representatives, successors, and assigns, hereinafter from all loss, cost, liability and claims for damages arising from bodily injury, death, property damage, sickness, disease, or loss of expense resulting from or alleged to result from Contractor's operations under this Agreement. This indemnity shall include, but not be limited to, a reimbursement of

all legal fees and other reasonable expenses connected with the proper defense of any party indemnified hereunder.

8. **Indemnification Regarding Liens and Related Matters.** Contractor shall further indemnify the City against and hold it harmless from any lien, claim of unpaid work, labor, or material, or other claim or suit of or by any employee of Contractor, subcontractor, supplier or other construction lien claimant if said lien, claim, or suit is asserted by a claimant whose compensation for services or materials furnished was, or should have been, received, whether directly or indirectly, out of funds paid pursuant to this Agreement. This indemnity shall include, but not be limited to, a reimbursement of all legal fees and other reasonable expenses connected with the proper defense of the City against claims of construction liens

9. **Independent Contractor Status.** In performing its obligations hereunder, Contractor shall be deemed and shall act as an independent contractor and not an agent or employee of the City. Contractor shall have exclusive authority to manage, direct, and control the City's employees. Contractor shall have no authority to bind the City in any way and shall not purport to exercise any such authority. Contractor shall be exclusively and solely responsible for any and all state and federal wage, withholding and other employment taxes related to persons performing services for the Contractor and will hold the City harmless and indemnify the City therefrom.

10. **Subcontractors; Assignments.** Contractor shall not assign this Agreement in whole or in part or enter into any subcontract without the prior written consent of the City. Contractor shall submit the names of all subcontractors that Contractor proposes to use for the Project to the City for its review and written approval hereunder. All subcontractors must meet all State of Michigan licensing requirements as well as any additional licensing requirements of the City of Manistee

11. **Permits, Laws, Ordinances and Regulations.** Contractor shall secure all necessary permits and licenses required to perform the work called for by this Agreement, and all such work shall be in compliance with all building code regulations and ordinances whether or not covered by the specifications for the work. The work and all materials, parts or products which become a part of it, shall meet and comply with all applicable laws, ordinances, and regulations.

12. **Contractor's Warranties and Agreements.** The Contractor hereby makes the following additional representations, warranties and covenants to the City, which shall survive this Agreement and final payment of the purchase price hereunder:

- a. All materials incorporated into the work shall be new and of approved quality. Upon request(s) of the City from time to time, Contractor shall promptly provide copies of all invoices and bills showing the price and quality of material used;

- b. Contractor warrants, for a period of eighteen (18) months after the date of final payment that (i) the work was performed in a good and workmanlike manner, and (ii) all materials incorporated in the renovations are free from defects. Contractor shall promptly remedy any fault or defective work on or materials incorporated into the work that shall appear or be discovered within the 18-month warranty period. The City shall give Contractor written notice of any such faulty condition or defect in the work and/or materials within a reasonable time after discovery.

13. **Insurance.** Contractor shall maintain a policy of insurance fully insuring the renovations facility from the date construction is commenced until the date of substantial completion. The level of insurance required is as set forth in Section 26 of the Request for Qualifications and Cost Proposal attached as Exhibit A.

All such policies shall name the City as additional named insured. Contractor shall provide the City with evidence of such insurance before the date of commencement of any work to be performed under this Agreement and, thereafter, from time to time upon City's request.

14. **Cost Included.** The Construction Price shall include all sales, consumer, use, and similar taxes with respect to the renovations and the materials, which become a part of it. The Construction Price set forth above shall also include any and all other costs whatsoever, whether direct or indirect, associated with the construction of the renovations, such as utility bills and heating costs, if any, and building and other permits.

15. **Equal Opportunity.** The Contractor agrees, that during the performance of this Agreement, not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, or nation origin, and furthermore will include this statement in solicitations or advertisements for employees. This provision shall apply to all subcontractors.

16. **Diligent Pursuit.** Contractor shall diligently pursue its obligations under this Agreement. If it fails to do so, and such failure continues for a period of fifteen (15) days following written notice from the City, the City may, in addition to any other remedies to which it may be entitled, replace Contractor with another Contractor of the City's choosing to complete the work contemplated and deduct from the Price specified in Paragraph 3 hereof the total amount paid by the City to any and all third parties to complete the work in accordance with this Agreement. Contractor shall be responsible for any additional sum expended beyond the funds available as specified in Paragraph 3.

17. **Applicable Law, Jurisdiction and Waiver of Jury Trial.** This Agreement shall be construed and interpreted in accordance with the laws of the State of Michigan and any dispute over the terms or interpretation of this Agreement shall be subject to the jurisdiction of the Courts for the County of Manistee. Further, Contractor and the City each acknowledge that they may have a right to trial by jury of any dispute

concerning this Agreement, but that such right to jury trial may be waived. Each Party, after consulting with, or having the opportunity to consult with counsel of their respective choice, knowingly and voluntarily WAIVE ANY RIGHT TO TRIAL BY JURY.

18. **Entire Agreement.** This Agreement, and its attachment, include all of the understandings, discussions and negotiations of the Parties. There are no other agreements, express or implied that have not been incorporated into this written contract. This Agreement may be modified or changed only upon written, signed agreement of the Parties.

19. **Binding Effect.** This Agreement is binding upon the Parties and their respective heirs, successors and assigns.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their authorized officers on the date and year set forth on the first page of this document.

Contractor

City of Manistee

By _____
James Smith, Mayor

By _____
Michelle Wright, City Clerk

CITY OF MANISTEE

Deputy Finance Director \ Deputy Treasurer

Position Announcement

The City of Manistee is seeking an experienced, versatile and hands-on financial professional to serve as Deputy Finance Director \ Deputy Treasurer.

Primary responsibilities include general ledger maintenance and reconciliation, financial statements, audit & budget preparation, property tax administration, banking liaison, functional support and customer service. Activities include a full range of office duties including assisting the public, accounting, reconciliations, scheduling, filing, records management, application and transaction processing.

The successful applicant will possess excellent written and oral communication, exemplary computer ability, organization and office management skills, initiative and adaptability. They will have attention to detail, willingness to learn new skills and tasks and a proven track record of improving organizational efficiency and effectiveness. Experience with BS&A software is a plus.

Associate's Degree in finance, accounting or related with five to seven years of progressively responsible financial experience and a demonstrated ability to perform the job functions required. Bachelor's Degree, CPA license and municipal finance experience preferred.

Wage range \$58,578 to \$76,152 commensurate with experience and background. Full and competitive benefits including health insurance and pension.

Interested applicants should submit an application, cover letter, resume and references by October 23, 2017. Position start date is January 2, 2018.

Materials shall be delivered to the City Clerk's office at 70 Maple St. Manistee MI 49660 or emailed to ebradford@manisteemi.gov with **Deputy Director** as the subject line.

The City of Manistee is an Equal Opportunity Employer.

Quarterly Update – October 2017
City of Manistee City Council Strategic Plan Implementation 2017

	Timeframe / Status	Champion
Goal - Economic Development and Jobs		
<i>Strategy - 1.1 Manistee County Economic Development</i>		
1.1.1 County-Wide Strategic Plan: <ul style="list-style-type: none"> ➤ Using existing master plans, strategies, DDA plans and other pertinent plans, the AES will develop an initial County-Wide Economic Development Strategy, much as we have participated in developing for recreation. This plan will include an identification of: <ul style="list-style-type: none"> • Significant assets that can be leveraged for development, including vacant buildings. • Development gaps that must be filled to support development (infrastructure, housing, etc.) along with an identification of how those gaps can be filled if known. • Zones within the county that are prime for industrial, commercial, agricultural and other uses. • An identification of economic development priorities by type throughout the County. • Incentives that are available to support attainment of economic development priorities. • An action plan for addressing gaps and achieving priorities. ➤ AES will develop and broadly distribute a one-stop process for businesses of any size to address issues or opportunities beginning with a single point of contact. This will include the network of agencies, programs and services available to provide site selection assistance, capital financing, regulatory program support, employee recruiting and training and others. 	Ongoing <i>To Council 9/19/17</i> Ongoing <i>To Council 9/19/17</i> Ongoing Ongoing Ongoing	AES / Thad
<i>Strategy - 1.2 Industrial Park</i>		
1.2.1 SET <ul style="list-style-type: none"> ➤ Present the SET Economic Development Strategy which will underscore the three emerging growth opportunities that have the greatest competitive and comparative economic potential: Agribusinesses, Energy, and Advanced Materials. ➤ Present to Council, for their decision, to participate in SET:PRIME (Powering Rural Investment by Mapping Energy) as the second community to look towards creating jobs within the Energy Industrial Sector. ➤ Provide the City with data sheets so that staff (Planning/Zoning) has an understanding of the economic potential of the targeted industrial sectors. 	Ongoing <i>To Council 9/19/17</i>	Denise / AES
1.2.2 Manufacturing Strategy <ul style="list-style-type: none"> ➤ Present the Manufacturing Plan with a focus on the recommendations about the port. ➤ Develop a port marketing strategy based on Manufacturing Plan recommendations. 	Ongoing	Denise / AES
1.2.3 Enter/Exit Survey for Permit Applications: <ul style="list-style-type: none"> ➤ Component of RRC certification was that customer service surveys for site plan review be developed. These surveys are given to applicants for commercial properties. 	Completed	Denise / Thad
1.2.4 “Packaging” the Industrial Park <ul style="list-style-type: none"> ➤ Identify all vacant parcels in both industrial parks. ➤ Develop a standardized form to catalog specific traits of each vacant parcel, i.e. utilities available, size, location, parcel number, etc. ➤ Populate the standardized form for each vacant parcel. ➤ Develop a packet that has the standardized form, map of parcel, contact information for interested parties. ➤ Make the packet available on the City’s and AES’s website and give information to MEDC for their marketing use. ➤ Compiled data, prepared maps and individual parcel information pages for both Lake Michigan and Renaissance Park properties. City webpage under Developers Resource Guide provides a brief narrative for the Lake Michigan Industrial Park and site map has been updated. Renaissance Park information is also listed on the City webpage. ➤ Need to review Lot 6 of Lake Michigan Industrial Park (recycling center) to determine if the entire parcel is needed for future expansion of the recycling center. The property could be split to create a new parcel for sale. ➤ Determine what additional information is needed for marketing the industrial parks. What information should be updated on the City’s webpage. Need to determine if a realtor/broker should be marketing the site on behalf of the City. Determine if this requires City Council input / approval. ➤ Aggressively work to respond to MEDC New Site Search notifications by utilizing the Industrial Parks directory. ➤ Provide the City with critical information to include in the Industrial park pro forma produced by the Planning/Zoning Department. Critical information needed includes capacity specifications on: infrastructure, utilities, water, broadband as well as quality of life information. ➤ <i>Prepared a Marketing Packet for Renaissance Park and adjoining industrial properties. Have the marketing information for the two industrial properties in the industrial park in the city completed. Gave copies to Tamara at AES in June, reached out on 9/20/17 and asked for response following week. Drafted RFP to contract with a realtor/broker to sell the properties.</i> 	Completed Completed Completed Completed	Denise / AES / Thad

Quarterly Update – October 2017
City of Manistee City Council Strategic Plan Implementation 2017

1.2.5 Survey Existing Industrial Park Occupants		
<ul style="list-style-type: none"> ➤ Compiled mailing list, drafted survey and cover letter prepared. Pending, provided information to AES to review. ➤ <i>Compiled mailing list, drafted survey, and cover letter prepared. Gave copies to Tamara at AES in June, reached out 9/20/17 asked for a response following week.</i> 		Denise / AES
1.2.6 New Industrial Park Occupants		
<ul style="list-style-type: none"> ➤ Identify appropriate uses for each parcel based on zoning allowances. ➤ Research businesses/industries that are consistent with appropriate uses. ➤ Send packet developed for strategy 1.2.4 to targeted businesses/industries. ➤ Follow-up contacts with targeted businesses/industries. ➤ Staff has spoken with three separate parties about Lots 11 & 12 in the Lake Michigan Industrial Park this past year. Two expressed interest but decided not to proceed. One party stated the minimum 4,000 sq. ft. building requirement as a reason not to move forward with their project. Review Zoning requirements with Planning Commission to determine if the building size requirement should be reduced. ➤ Work with partners (City Planning/Zoning) to populate ZoomProspector and Opp sites. ➤ Work with partners to understand the target emerging growth opportunities within the region. ➤ Begin a discussion about economic gardening: an entrepreneur orientated, growing the economy from within, strategy that targets state 2 (businesses with 10 or more employees) companies by helping them with strategic issues and providing them with customized help and data. ➤ <i>On 9/12/17 spoke with a developer who is looking at a marijuana cultivation grow facility that may be interested in the industrial park properties. Drafted RFP for a broker/realtor to market the sites.</i> 	Ongoing	Denise / Thad / AES
Strategy - 1.3 Transportation of Goods		
1.3.1 Port Strategy		
<ul style="list-style-type: none"> ➤ 		AES
1.3.2 Rail Relocation		
<ul style="list-style-type: none"> ➤ Review Manistee Area Rail Relocation Feasibility Study from April, 2008. ➤ Attend meetings with the railroad(s) and other interested parties as facilitated by the Alliance for Economic Success. ➤ Coordinate City resources as appropriate. 	Ongoing <i>Completed</i> <i>One meeting held</i> <i>Ongoing</i>	Thad / AES
1.3.3 Rail Infrastructure		
<ul style="list-style-type: none"> ➤ AES has initiated discussion with the rail line about the location, status and options for rail infrastructure. Marquette Rail is collaborating with owner CSX to further these discussions. 	<i>Completed</i>	AES
Strategy - 1.4 Linking Training and Jobs		
➤		
Strategy - 1.5 Downtown Revitalization		
1.5.1 Support of Plans/Ideas		
<ul style="list-style-type: none"> ➤ Review the Downtown Development Authority (DDA) 2017-2020 Strategic Plan. ➤ Identify specific focus areas and strategies of the Strategic Plan that the City can provide assistance and/or partner with the DDA. ➤ Assign City staff and/or City boards and commissions to provide the necessary assistance. 	Ongoing	DDA / Thad / AES
1.5.2 Support Collaboration		
<ul style="list-style-type: none"> ➤ Continue regularly scheduled meetings with the DDA Executive and Economic Development Director. ➤ Continue to provide support to the DDA Executive and Economic Development Director in efforts associated with economic development efforts in the DDA District. ➤ Continue to include the DDA Executive and Economic Development Director in economic development efforts within the City, outside of the DDA District, that may have an impact on the DDA District. 	<i>Meeting as needed</i> <i>Ongoing</i> <i>Ongoing</i>	DDA / Thad
1.5.3 Support the TIF Renewal		
<ul style="list-style-type: none"> ➤ Review the City and DDA strategic plans to determine common goals. ➤ Use the common goals to structure a draft TIF renewal strategy. ➤ Develop a draft TIF plan and seek input and support from the DDA Board and City Council. ➤ Make changes if/as necessary to the draft TIF plan and develop the final plan. ➤ Submit the final TIF plan to the required agencies/boards for approval. ➤ Once the required agencies/boards have approved, begin implementation of the plan. 	Ongoing <i>Initial staff meeting</i> <i>9/28/17</i>	DDA / Thad

Quarterly Update – October 2017
City of Manistee City Council Strategic Plan Implementation 2017

Strategy - 1.6 Redevelopment Ready Implementation		
1.6.1 Implementation <ul style="list-style-type: none"> ➤ How do we measure achievement? April 27, 2017 staff went to Lansing for a meeting with RRC and MML staff for the communities that have received RRC Certification. Discussed technical assistance that is available and spoke with the new Real Estate Development Specialist about marketing sites. Meetings are proposed quarterly or semi-annually, will continue to attend and utilize resources available. ➤ <i>Continue to use best practices for development. Biannual progress report sent to RRC on 8/2/17. Meeting held 8/29/17 with Pablo Majano (new RRC contact) and Dan Leonard with our development team. As a RRC certified community we will have access to Zoom Prospector for marketing sites. Will contact Jim Davis, Real Estate Development Specialist at MEDC who will provide information on how many sites we are allowed to place on Zoom Prospector and their procedure for updating information. Tyler Leppanen will be included in the conference call so he can oversee properties in the DDA.</i> 	Ongoing	Denise
Goal - City Infrastructure and Facilities		
Strategy - 2.1 City Owned Assets		
2.1.1 Building Asset Management Plan <ul style="list-style-type: none"> ➤ The draft building asset management plan (BAMP) is largely complete. It has been in process for some time and needs to be reviewed by City staff and our electrical, mechanical and plumbing vendors of record to make sure the information is current and as complete as possible. 	Est Comp 11/2017 <i>Est Comp 12/2017</i>	Ed / Mark
Strategy - 2.2 Ramsdell Theatre		
2.2.1 Management Evaluation <ul style="list-style-type: none"> ➤ The Ramsdell Regional Center for the Arts (RRCA) is reporting to the City Council quarterly or as requested. Their monthly financial statements are included in City Council packets. The RRCA Board has met its fundraising goal for FY 2017. <i>It is actively pursuing an annual giving campaign for the current fiscal year. The first annual report will be presented in October.</i> 	Ongoing	Ed / RRCA
Strategy - 2.3 Infrastructure Development/Property Acquisition		
<ul style="list-style-type: none"> ➤ Identify gaps in infrastructure that are impediments to redevelopment and economic growth, overall and site specific. ➤ Identify target property(s) that should be the focus for redevelopment purposes as economic development drivers. ➤ Develop a matrix that will prioritize and focus efforts to close the identified infrastructure gaps and target property(s) based on project complexity, community needs and other similar criteria. ➤ Research available funding opportunities to address the identified infrastructure gaps and acquisition of target property(s). ➤ Identify private development groups that the City can partner with to share redevelopment costs for infrastructure needs and property acquisition costs at target property(s). ➤ When City and private development group(s) reach accord on a partnership for infrastructure, move forward on the redevelopment/economic development projects (s). 		Thad / AES
Strategy - 2.4 Technology		
2.4.1 Electronic Payments <ul style="list-style-type: none"> ➤ <i>The City currently offers auto-debit for water and sewer bills and may expand that for tax bills.</i> The City currently accepts credit cards at the boat launch auto-attendant, Ramsdell Theatre, Marina and online for water payments. The recent procurement of a new financial management suite will allow for <i>better online payment experience and</i> credit card payments at the counter for a variety of items. <i>The City is working with Point & Pay which is fully integrated with BS&A.</i> 	Est Comp <i>12/2017</i>	Ed
2.4.2 Broadband <ul style="list-style-type: none"> ➤ AES has been working with Michigan Connect who is compiling data from the survey conducted late 2016 to understand demand. The report generated will direct next steps. We will continue to work with USDA-RD, MEDC and others to understand the availability of financial resources to attain this strategic goal. 	Ongoing	AES
Strategy - 2.5 Energy Efficiencies		
2.5.1 Opportunity Evaluation <ul style="list-style-type: none"> ➤ The City continually looks for opportunities to save energy. We have been switching existing lighting to LED as opportunities arise (for example, some Council Chamber lights <i>were replaced with LED</i> and we are exploring LED options for the Ramsdell Theatre). As utility incentives present themselves, they are looked at to see if they are a good fit for the City. 	Ongoing	Ed / Mark
2.5.2 Energy Efficiency Plan Evaluation <ul style="list-style-type: none"> ➤ City staff will review the previous report(s) and compile a list of what has or has not been completed. Much has been accomplished. 	Est Comp <i>1/2018</i>	Ed / Mark

Quarterly Update – October 2017
City of Manistee City Council Strategic Plan Implementation 2017

Strategy - 2.6 Streets		
<p>2.6.1 Funding</p> <ul style="list-style-type: none"> ➤ Currently use Act 51 funds and Small Urban. ➤ Leverage new developments/projects for grant applications. ➤ Council has prioritized Capital Improvement funds and money from the general fund. ➤ <i>Awarded \$375,000 Small Urban Funds to reconstruct Twelfth Street from Maple to US-31 in 2019.</i> ➤ Our five-year Transportation Improvement Plan (TIP) identifies funding for streets from a variety of sources including the State, general fund, capital improvement fund and grants. The increased Act 51 funding from the State resulting from tax changes the legislature enacted has helped street funding significantly. However, there still exists a funding gap that must be closed to make meaningful progress on our overall network. The street ad-hoc committee recommended exploring a Headlee override millage to help fix streets once the TIP had been in place for a few years and progress was shown. <i>The TIP was discussed at the August 8, 2017 Council work session and the consensus was to "bring back dollars needed to address street problems and options for an expanded street improvement plan for Council."</i> 	<p>Ongoing</p> <p><i>Costs & Options 2/2018</i></p> <p>Headlee TBD</p>	<p>Ed / Jeff / Spicer</p>
<p>2.6.2 Evaluation</p> <ul style="list-style-type: none"> ➤ Street network is evaluated annually utilizing a PASER analysis. Network is then updated from collected data. ➤ TIP updated annually on a rolling 5 year projection. Candidates are visually inspected, core sample taken to evaluate base conditions. ➤ <i>Budgeted Local Street mill and fill projects are scheduled for spring of 2018.</i> 	<p>Ongoing</p>	<p>Jeff / Spicer</p>
<p>2.6.3 Maintenance/Repair/Upgrade</p> <ul style="list-style-type: none"> ➤ Streets are swept through the summer. ➤ Catch basins are cleaned on a three-year revolving basis. <i>MDOT contracted DPW to clean catch basins along US-31 this year.</i> ➤ Winter maintenance includes plowing and salting. Sand applications have been reduced to hard pack areas when temps drop below 10° Fahrenheit. ➤ Annual crack sealing program <i>began in September</i> with rented equipment and labor from DPW. ➤ Asset management plan recommends light maintenance before rehab or reconstruction. TIP includes a blended approach to spread work out around town and capitalize on funding opportunities. 	<p>Ongoing</p>	<p>Jeff / Spicer</p>
Strategy - 2.7 Safety at Public Facilities		
<p>2.7.1 Protocols</p> <ul style="list-style-type: none"> ➤ Evaluate current safety protocols. ➤ Utilize resources and technology effectively and carefully to ensure ongoing safety – identify short and long term goals to effectively meet the needs of the community and City employees. <i>Established several new cameras outside of City Hall that are recorded to assist the community with the "Safe Exchange Zone." It will also serve as an extra level of security for the building.</i> ➤ Develop proactive measures and re-evaluate annually to include site assessment. ➤ Establish methodology and supportive training for City employees. <i>Researching defensive training for paramedics.</i> 	<p>Ongoing</p> <p>Completed Summer 2017</p>	<p>Tim</p>
<p>2.7.2 Policies/Procedures</p> <ul style="list-style-type: none"> ➤ Evaluation of current City and departmental safety policies. Partnering with all departments to create service delivery policies that are reflective of the City's mission and values while providing efficient and effective services. <i>Updated and implemented several policies within the Police Department and Fire Department to better protect and serve the citizens. These include Police Use of Force and Fire Department vehicular emergency response.</i> 	<p>Winter 2017</p>	<p>Tim</p>
<p>2.7.3 Leading Practices</p> <ul style="list-style-type: none"> ➤ Assess techniques and leading practice in safety measures for public safety facilities. ➤ Promote ongoing efforts for proactive and reactive activities that will assist in preventing, educating, enforcing and reducing loss from criminal activity and job injuries. <i>Developed a county-wide Law Advisory group established to meet monthly to discuss methods, trends and training that will assist the City, their facilities and the County as a whole.</i> ➤ Update the City's emergency preparedness plan to include a comprehensive strategy that focuses on risk reduction. 	<p>Ongoing</p> <p>Winter 2017</p>	<p>Tim</p>
Goal - City Beaches, Parks and Recreation Areas		
Strategy - 3.1 Cleanliness and Universal Accessibility		
<p>3.1.2 Parks Maintenance Management Plan</p> <ul style="list-style-type: none"> ➤ Public restrooms are cleaned Monday-Friday. Concessionaires, fish cleaning are responsible. Overtime used on weekends <i>between Memorial Day and Labor Day.</i> ➤ Parks mowed as necessary. <i>Collected</i> leaves in the fall. Repairs made as soon as possible, as detected, or reported by public. 	<p>Ongoing</p>	<p>Jeff</p>

Quarterly Update – October 2017
City of Manistee City Council Strategic Plan Implementation 2017

<ul style="list-style-type: none"> ➤ Adopt-a-Park has assisted in trash pickup, small projects. ➤ Parks Department identifies an upgrade and completes each year with staff and utilizing budgeted funds. 		
<p>3.1.3 Enforcement/Safety</p> <ul style="list-style-type: none"> ➤ Video surveillance has been a useful tool. ➤ <i>Vandalism reported to Police and complaints are created. Repairs submitted to insurance.</i> ➤ Maintain signage and foot patrols to ensure compliance and enforcement with laws and ordinances governing City beaches and provide necessary safety devices on both Lake Michigan beaches which may include the use of cameras. <ul style="list-style-type: none"> • Proactive patrols to continue with documentation of time spent and enforcement activities if warranted. Unmarked patrols to assist with enforcement as time permits. <i>Foot patrols continue on the Riverwalk, First Street and Fifth Avenue beach pavilion areas.</i> ➤ Parks Commission to develop safety plan for City beaches. 	Ongoing	Jeff / Tim / Parks Comm
<i>Strategy - 3.2 Boating Facilities</i>		
<p>3.2.1 Boat Launches</p> <ul style="list-style-type: none"> ➤ Arthur Street was rehabbed and in very good condition. Pay tube has added <i>some</i> revenue. Erosion repairs <i>completed in August.</i> ➤ First Street docks are in good condition, ramp surface will need to be repaired 5-10 years. ➤ Ninth Street received two grants for a major overhaul. City match not available. DPW rehabbed in-house. No launch fees charged. ➤ The parking lot at First Street Beach requires resurfacing and a new curb cut along the west side. 	Ongoing	Jeff / Tim
<p>3.2.2 Explore the Shores</p> <ul style="list-style-type: none"> ➤ Very successful in the past in receiving grants for upgrades. ➤ If match money identified, could look at capital upgrades along the Riverwalk. ➤ Staff will continue to work with the Explore the Shores county-wide initiative. ➤ <i>Forwarded list of sites to Tim Ervin on 6/5/17 that included installation of a stage at First Street Beach (Rock & Blues fundraiser), Fifth Avenue parking lots, and Consumers Property by WWTP.</i> 	Ongoing	Denise / Jeff
<p>3.2.3 Fee Based Boating Program</p> <ul style="list-style-type: none"> ➤ The boat launch raised its rates a few years ago and a pay tube was installed at Arthur Street boat launch. The State of Michigan controls the fees that can be charged for slips at the Marina. The key to stability at the Marina is to drive more boater traffic through marketing. <i>Harbormaster Tim Kozal is exploring raising the rates at the Marina one level higher on the State-approved rate schedule.</i> ➤ Evaluate our fee based boating program in order to understand how to make them more effective. <ul style="list-style-type: none"> ➤ Proactive patrol ensuring the use of the fee based system. Enforcement administered as necessary. <i>Since inception over 20 tickets issued for failure to purchase parking pass.</i> ➤ Market through technology the fee based system – Facebook. 	Ongoing Ongoing Ongoing	Ed / Jeff / Tim
<i>Strategy - 3.3 Park Facilities and Amenities</i>		
<p>3.3.1 Budgeted Prioritization</p> <ul style="list-style-type: none"> ➤ Currently this is completed in-house with suggestions from the Parks Commission. 	Completed	Jeff
<p>3.3.2 Tennis Courts</p> <ul style="list-style-type: none"> ➤ Sands Park courts require reconstruction. We have sought out USTA grants. Match money is an issue. MAPS responsible for 50% of maintenance and capital costs. <i>Held initial meeting Sands Park Control Board. Will submit for grants in the future.</i> ➤ First Street <i>courts</i> in fair condition. <i>DPW completed sand removal and regraded this spring.</i> ➤ Fifth Avenue <i>courts</i> are concrete and seldom used. Sand migration is an ongoing concern. 	Ongoing	Jeff
<p>3.3.3 Beach Parking Lots</p> <ul style="list-style-type: none"> ➤ First Street parking lots at the softball fields and Lions Pavilion were rebuilt approximately 20 years ago and are in good shape. Additional parking additions are recommended. ➤ The First Street pier parking lot is in poor condition and requires measures to reduce sand migration. ➤ Fifth Avenue upper lot is in poor condition (west side) and is under sized. A concept plan has been drafted to reduce sand migration and increase parking spaces by 30%. <i>Berm removed this spring by DPW.</i> 		Jeff
<p>3.3.4 Food Service</p> <ul style="list-style-type: none"> ➤ First Street concessions have been run very well the past two seasons. <i>Entered into a three-year contract to continue.</i> 	Ongoing	Jeff

Quarterly Update – October 2017
City of Manistee City Council Strategic Plan Implementation 2017

<ul style="list-style-type: none"> ➤ <i>New three-year contract with North Country Concessions for Fifth Avenue Beach. Began operations in early July. Slow season, vendor plans to add equipment and expand menu.</i> 		
Strategy - 3.4 City Recreation Plan		
<p>3.4.1 City Parks Commission</p> <ul style="list-style-type: none"> ➤ <i>Parks Commission had two members move outside of the City and hasn't had a quorum in three months. Ordinance amendment to address membership is in process.</i> ➤ <i>When meetings resume, they will be working to update the Parks brochure, prioritize capital projects for future grant applications, research beach safety items, and discuss private events within the parks.</i> 	Ongoing	Jeff
<p>3.4.2 Review and Update</p> <ul style="list-style-type: none"> ➤ The plan is reviewed on a five-year basis to meet MDNR requirements for grants. Plan was last updated in 2016. ➤ Will assist the Parks Commission with any proposed changes/amendments to the Parks and Recreation Plan. 	Ongoing	Jeff / Denise
Strategy - 3.5 Leveraging Beach Facilities for Events		
<p>3.5.1 Event Ideas</p> <ul style="list-style-type: none"> ➤ Establish a working group comprised of City staff, parks Commission members, Chamber of Commerce staff/volunteers and DDA staff/members. ➤ Group to meet and brainstorm ideas for events and/or activities that lend themselves to the City's beaches. ➤ Identify feasible events/activities and an organization(s)/business(s) that is capable of organizing each specific event/activity. ➤ Prioritize the events/activities and target 1-2 for implementation. ➤ Identify a specific location for the targeted event/activity and select a timeframe that does not conflict with any other scheduled use of the area. ➤ Support the event with appropriate advertising and staffing if/as necessary. ➤ Working group to meet after the initial event(s) to constructively review the event to determine strengths/weaknesses for the specific event and lessons learned for future events. ➤ At the conclusion of the constructive review determine if the specific event should continue. ➤ At the conclusion of the constructive review determine if the concept of using the beaches for events should continue. ➤ Increased interest in holding weddings, etc. at our facilities. <i>This summer we assisted in a wedding held at First Street Beach. It did not utilize City services and was well received. We also assisted the Catamaran Racing Association on their weekend event. DPW services were minimal and positive comments were received from the group. We will look for additional opportunities to bring people to the community.</i> ➤ Need a system to reserve and make public aware of status. 		Thad/Chamber/ DDA/Jeff
Goal - Financial Stability and Continuous Improvement		
Strategy - 4.1 Financial Stability		
<p>4.1.1 Forecasting</p> <ul style="list-style-type: none"> ➤ The annual budget incorporates three-year financial projections. The annual capital improvement plan looks out six years for required or desired capital improvement projects. Forecasting methodology and presentation continues to evolve. <i>The new financial management system will give us some additional reporting capabilities that may be useful in this process and will allow Department Heads real-time access to their financial data.</i> 	Ongoing In Place	Ed
<p>4.1.2 Oil and Gas Revenue</p> <ul style="list-style-type: none"> ➤ The Oil and Gas Board meets quarterly and reviews the portfolio with the investment advisor. Performance has been satisfactory. <i>Additional benchmarking has been added.</i> The CFO receives all transaction notices and communicates with the investment advisor as needed. 	Ongoing In place	Ed
<p>4.1.3 Budget Structure</p> <ul style="list-style-type: none"> ➤ City Manager and CFO to review existing budget format and structure to identify any areas that could improve. ➤ If areas are identified research how other communities structure their budgets in those particular areas. ➤ Incorporate changes as appropriate. ➤ <i>The budget structure was altered significantly two years ago. Administration is constantly evaluating the document to enhance it and improve readability and understandability. The new financial management software will add additional automation to the budget process and will impact the preparation and appearance of the budget.</i> 	<i>Ongoing</i>	Ed / Thad
Strategy – 4.2 Service Efficacy		
<p>4.2.1 Benefits</p> <ul style="list-style-type: none"> ➤ City Manager and CFO to review City's existing benefit package. ➤ Provide each Department Director details on their department's specific benefit package and task them with researching benefit packages of departments in comparable municipalities. 	<i>Ongoing</i>	Thad / Ed

Quarterly Update – October 2017

City of Manistee City Council Strategic Plan Implementation 2017

<ul style="list-style-type: none"> ➤ Department Directors to develop a document detailing how the City’s benefit package compares/contrasts with comparable municipalities. ➤ Department Directors will provide a recommendation on whether or not the benefits package is competitive. ➤ City Manager and CFO will review the information and recommendations of the Department Directors and evaluate. <i>Met with CFO & PSD to discuss upcoming police & fire contract negotiations. Developing list of comparable communities & will obtain their labor agreements to review benefit packages.</i> ➤ Concurrent with the research of the Department Directors the City Manager and CFO will perform an internal review of the benefits based solely on sustainability. ➤ Based on the information provided relative to compatibility and sustainability, the City Manager and CFO will make recommendations for change. ➤ Recommended changes will be instituted consistent with current labor agreements and opportunities. ➤ <i>The City routinely communicates with peers regarding benefit structure and levels. This is also reviewed as union contracts come up for negotiation. The city also internally evaluates its benefit structure and recommends changes as needed to respond to fiscal challenges. The City is also updating its Employee Policies and Procedures Manual which may result in some benefit changes once adopted.</i> 	<p><i>Personnel Manual 12/2018</i></p>	
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Goal - Intergovernmental Relationships

Strategy - 5.1 Collaboration

<p>5.1.1 Intergovernmental Relationships</p> <ul style="list-style-type: none"> ➤ Develop a list of appropriate counties and cities for collaborative efforts. ➤ Reach out to the identified counties and municipalities to determine if they are interested in participating in a meeting to discuss possible collaborative efforts.. ➤ If there is interest, schedule a meeting or meetings. 	<p>Ongoing</p>	<p>Thad</p>
<p>5.1.2 Service Sharing</p> <ul style="list-style-type: none"> ➤ Identify areas in which the City might share services with other units of government. ➤ Develop a priority list of service sharing opportunities. ➤ Determine which specific unit of government represents an appropriate service sharing opportunity. ➤ Present the information to Council to determine if there is interest in moving forward. ➤ If Council expresses interest, contact the appropriate units of government to determine if they are interested in meeting to discuss service sharing opportunities. ➤ Conduct meetings as appropriate to explore opportunity(s). <i>Meeting with Manistee Township and Filer Township representatives to discuss strengthening and expanding current collaborative efforts.</i> ➤ If there is agreement that service sharing is an opportunity and appropriate, move forward toward implementation. 	<p>Ongoing</p>	<p>Thad</p>
<p>5.1.3 County Wide Discussions</p> <ul style="list-style-type: none"> ➤ Work with AES to determine format, agenda, audience and appropriate venue for discussion. ➤ AES will convene meetings involving the City and neighboring townships and facilitate those meetings toward building a common agenda that reflects opportunities for economy of scale and service sharing. 	<p>9/2017</p>	<p>AES / Thad</p>
<p>5.1.4 Reaching Out</p> <ul style="list-style-type: none"> ➤ 	<p>Ongoing</p>	<p>City Council</p>

Goal - Housing, Homelessness and Senior Citizens

Strategy - 6.1 Housing

<p>6.1.1 Manistee Housing Commission</p> <ul style="list-style-type: none"> ➤ 	<p>Ongoing</p>	<p>AES</p>
<p>6.1.2 Housing Strategy</p> <ul style="list-style-type: none"> ➤ AES will seek funding (approximately \$6,000) to enable completion of a housing assessment of the type that is customarily done for developers and financial institutions to quantify the type of housing that can be reliably developed to support workforce and other needs. Based on our work in other counties and the region, the analysis provided through this kind of work is needed to provide the evidence investors/developers need to justify allocation of their resources. 		<p>AES</p>
<p>6.1.3 Homelessness</p> <ul style="list-style-type: none"> ➤ Research ongoing efforts in the County to address homelessness. ➤ Reach out to involved organizations to determine how the City can assist. ➤ Provide assistance where/as appropriate. 	<p>Ongoing</p>	<p>Thad</p>
<p>6.1.4 Century Terrace</p>		<p>Thad / Dept</p>

Quarterly Update – October 2017

City of Manistee City Council Strategic Plan Implementation 2017

<ul style="list-style-type: none"> ➤ Meet with the City of Manistee Housing Commission Executive Director to discuss establishing a working group of City staff, Housing Commission management and residents of Century Terrace to discuss any ongoing issues the City might be able to address. <i>Met with Housing Commission Executive Director and it was agreed to expand working group to include a resident from each of their housing groups. Waiting for Executive Director to identify the individuals and then a meeting will be scheduled.</i> ➤ Meet with the working group and develop a prioritized list of issues appropriate for City involvement. ➤ Assign City staff to each issue and task them with developing an action plan. ➤ Once action plans are developed meet with the working group to discuss and/or refine the action plans. ➤ Once there is consensus on the action plans, implement the plans. 		Director
<p><i>Strategy - 6.2 Blight</i></p>		
<p>6.2.1 Ordinance Enforcement</p> <ul style="list-style-type: none"> ➤ Work cooperatively with the City Police, Blight Officer, City Attorney and other code enforcement departments to proactively identify and address blighted properties with the intent on bringing each property into compliance with ordinance and neighborhood standards. <ul style="list-style-type: none"> • Develop a reporting system that is informative and effective. <i>Blight now a team approach with administrative oversight. Data now imputed in spreadsheet for team policing approach.</i> • Maintain living spreadsheets to accurately document initial contact, follow-up, action plan and possible enforcement. <i>New methodology and oversight implanted for quick access and reporting.</i> • Communicate with City Attorney’s Office regularly on reoccurring blight situations. <i>Aforementioned proactive enforcement has allowed for remediation prior to judicial citation.</i> • Budget for seasonal part-time ordinance enforcement priorities. 	<p>Ongoing</p> <p>Completed Summer 2017</p> <p>Ongoing 3/2018</p>	<p>Tim / City Attorney</p>



City of Manistee Police Department

70 Maple Street, Manistee, MI 49660-0358 · www.manisteemi.gov



Memo: Thad Taylor
From: Timothy E. Kozal
Re: Council Agenda item

Sir:

The Salvation Army is requesting approval for their annual Red Kettle Campaign. The financial donations collected during this campaign are used in the Manistee community. The Red Kettles and bell ringers will be at various businesses in Manistee City to include House of Flavors, Goody's, The Ramsdell, NU2U, TJ's and at the Northwest Corner of River at Maple. The campaign runs November 3 through December 23, 2017.

There are no objections to this event and present no special problems for the city.

Timothy E. Kozal
Manistee Director of Public Safety
70 Maple Street
Manistee, Michigan 49660
Office: 231-398-2810



Tim Kozal, Director of Public Safety
 Police Department
 70 Maple Street
 Manistee, MI 49660
 231.723-2533 (phone)
 tkozal@manisteemi.gov

SPECIAL EVENT REQUEST

Please Print

NARRATIVE		
You are requested to submit a letter that includes any special requests (i.e. barricades, closing of streets, picnic tables, extra garbage containers etc.) and details your Special Event		
Name Event: Red Kettle Campaign		
Date Event: November 3 - December 23, 2017 (excluding Sundays and Thanksgiving Day)		
Time of Event: 10am - 8pm		
NUMBER OF UNITS PARTICIPATING		
Marching/Walking:	Driven:	Other:
Assembly Starting Location:		
Destination/Finishing Point:		
Route that the special event will follow (attach map if available): <input type="checkbox"/> map attached		
Person(s)/Organization(s) making request:		
Main Contact Person: Sharon Gardner		
Address: 471 Water Street, Manistee, Michigan 49660		
Phone: 231.723.6243	Cell:	Email: →
INSURANCE		
The City of Manistee has been advised by our insurance carrier that when an event is held on City Properties we need to require an insurance certificate naming the City of Manistee as co-insured. An insurance certificate must be on file prior to your event. The minimum amount that our insurance company will accept is \$1 million dollars of Liability Insurance. The Insurance Certificate should be sent to the attention of Kelly McColl. Ms. McColl can be reached at 231.723-2559 her fax # is 231.723.5410.		
<i>Insurance Certificates must be received within 7 days of Council Approval or prior to event whichever comes first.</i>		
Signature: <u>Sharon Gardner</u>		Date: <u>10/4/17</u>
Office Use Only		
<input type="checkbox"/> Recommendation/Forward to City Council for Approval		
Notes:		
<input type="checkbox"/> Event does not utilize City Services/Property – Does not require Council Approval		
Notes:		
Signature: _____		Date: _____

Sharon-gardner @ usc.salvationarmy.org



DOING
THE MOST
GOOD™

October 4, 2017

Dear Chief;

This year's Salvation Army's Red Kettle Campaign runs November 3-December 23. Our goal is to raise \$25,000. Financial donations collected during this campaign are used in this community (Manistee and Benzie Counties) by assisting the residents who are struggling financially throughout the year.

We provide the following services:

- Utility Assistance
- Emergency Food Pantry Assistance
- Household Pantry Assistance
- Misc items: dish soap, laundry detergents, bathroom tissue, personal hygiene items, and pet food (the pet food is donated by Hearts for Critters)
- Seasonal Assistance (Easter & Christmas Food Baskets, Winter Coats, School Supplies)

Our office is open Monday-Friday (8:30a-4:30p) and is located at 471 Water Street (Spruce Street entrance) in Manistee.

Each kettle site has a secured kettle. All of our outdoor kettles are emptied throughout the day and are picked up at the end of the day, so donations are not left unattended overnight.

This campaign is vital to bring in the needed funds to continue to provide quality services to our residents.

Thank you,


Sharon Gardner
Administrative Assistant

CENTRAL TERRITORIAL HEADQUARTERS
10 West Algonquin Road
Des Plaines, IL 60016
phone 847.294.2000
www.salvationarmyusa.org

André Cox, *General*
Paul R. Seiler, *Territorial Commander*

MANISTEE & BENZIE COUNTIES SOCIAL SERVICE EXTENSION
PO Box 249
Manistee, MI 49660
phone 231.723.6243 • fax 231.723.9355
www.facebook.com/samanistee

Glen Caddy, *Divisional Commander*

"...THERE IS NO REWARD EQUAL TO THAT OF DOING THE MOST GOOD TO THE MOST PEOPLE IN THE MOST NEED." - EVANGELINE BOOTH

THE SALVATION ARMY
2017 MANISTEE KETTLE SITES

(CITY OF MANISTEE)

Family Fare - has been approved by AJ
November 3-December 23

House of Flavors - **TENTATIVE - We need to make contact with manager**
November 3-December 23
Fridays & Saturdays (2p-8p)

Goody's - has been approved by Dr. Antal (Rita, manager of Goody's has been contacted)
November 3-December 23
Fridays & Saturdays (10a-2p)

The Ramsdell - has been approved by Xavier
Sleighbell Week (during Festival of Trees & before/after stage productions)

NU2U (Corner of Greenbush & River) - has been approved by Stacy (Manager)
We need to make contact with DDA
December 2 (10a-8p)
(Mascots)

TJ's - has been approved by Lindsay
December 2
(University of Michigan)

NW Corner of Maple & River (no business, building for lease)
December 2
(Michigan State)

(COUNTY)

Dublin Store - has been approved by Dean
November 3-December 23 (may not always have a ringer)

Kaleva Meats - has been approved by Beth
Saturdays - (Coordinated with Benzie)

(BENZIE)

Benize Save A Lot - has been approved by Scott
Saturdays - (Coordinated with Kaleva Meats)



City of Manistee Police Department

70 Maple Street, Manistee, MI 49660-0358 · www.manisteemi.gov

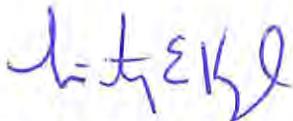


Memo: Thad Taylor
From: Timothy E. Kozal
Re: Council Agenda item

Sir:

The Manistee DDA is requesting approval for their annual Boos, Brews and Brats Event to be held Saturday October 28, 2017 from 10 a.m. until midnight. The event will take place in front of the City Marina. Request has been made to close River Street from Pine to Spruce Street. The event includes activities for children, music and food. The DDA will be responsible for taking down temporary fencing and clean up.

There are no objections to this event and present no special problems for the city.



Timothy E. Kozal
Manistee Director of Public Safety
70 Maple Street
Manistee, Michigan 49660
Office: 231-398-2810



Tim Kozal, Director of Public Safety
 Police Department
 70 Maple Street
 Manistee, MI 49660
 231.723-2533 (phone)
 tkozal@manisteemi.gov

SPECIAL EVENT REQUEST

Please Print

NARRATIVE		
You are requested to submit a letter that includes any special requests (i.e. barricades, closing of streets, picnic tables, extra garbage containers etc.) and details your Special Event		
Name Event: Boos, Brews & Brats		
Date Event: Saturday October 28, 2017		
Time of Event: 10am - 12am		
NUMBER OF UNITS PARTICIPATING		
Marching/Walking:	Driven:	Other:
Assembly Starting Location:		
Destination/Finishing Point:		
Route that the special event will follow (attach map if available): <input checked="" type="checkbox"/> map attached		
Person(s)/Organization(s) making request:		
Manistee Downtown Development Authority		
Main Contact Person: Jacquelyn Gielczyk		
Address: 70 Maple St		
Phone: 231-510-8147	Cell:	Email: jacquelyn.gielczyk@pnc.c
INSURANCE		
The City of Manistee has been advised by our insurance carrier that when an event is held on City Properties we need to require an insurance certificate naming the City of Manistee as co-insured. An insurance certificate must be on file prior to your event. The minimum amount that our insurance company will accept is \$1 million dollars of Liability Insurance. The Insurance Certificate should be sent to the attention of Kelly McColl. Ms. McColl can be reached at 231.723-2559 her fax # is 231.723.5410.		
<i>Insurance Certificates must be received within 7 days of Council Approval or prior to event whichever comes first.</i>		
Signature: _____ Date: _____		
Office Use Only		
<input type="checkbox"/> Recommendation/Forward to City Council for Approval		
Notes:		
<input type="checkbox"/> Event does not utilize City Services/Property – Does not require Council Approval		
Notes:		
Signature: _____ Date: _____		

Boos Brews & Brats == BBB

BBB event will be held on River Street between Pine and Spruce (map included)

The event tent footprint will be in front of City Marina

BBB committee is responsible for all set up and tear down of fencing, tents and staging.

Upper Tent Rental will set up tents 10/27 approximately 6pm and take down on 10/29 approximately by noon.

BBB committee & Volunteers to set up fencing on 10/27 starting at 6pm and take down 10/29 approximately after the event. (midnight)

BBB committee & volunteers will roll up fencing and power cords and put them on the lawn of the city marina.

City Staff assistance required:

- DPW drop off of concrete blocks and wood posts and orange fencing for beer garden perimeter

- DPW drop off of 4x garbage cans and some spare liners

- Borrow 2x long extension power cords from DPW

- DPW pick up said materials on Monday morning

Periodic monitoring by Police Dept. a few times during the event, especially evening of 10/28 if possible.

Street closures requested:

River Street starting at Pine all the way to Spruce: beginning Friday 3pm (Barricades to make sure street is clear) monster bash tent will be in the middle of the road. Upper Tent Rental will be setting up the tent on Friday night after 6pm.

Google Maps · Boos, Brews, & Brats



Imagery ©2017 Google, Map data ©2017 Google United States 50 ft

-  = fencing around tents (2) x 30x40
-  = Stage
-  = entrance
-  = beer trailer

City of Manistee Police Department

70 Maple Street, Manistee, MI 49660-0358 · www.manisteemi.gov



Memo: Thad Taylor
From: Timothy E. Kozal
Re: Council Agenda item

Sir:

The Manistee DDA is requesting approval for the 29th Annual Victorian Sleighbell Parade and Old Christmas Weekend. The event will take place from November 30 through December 3, 2017. The event will include closing of several streets in the City to accommodate the parade to include River Street from US 31 to Spruce Street, Division Street from River to Clay and Oak Street from River to Water Street. There is also a need for assistance with assistance with "no parking" signage, crowd and traffic control, closure of the parking lot at the SW corner of Division and River Street and swinging of the traffic signals at River and Maple.

There are no objections to this event and present no special problems for the city.



Timothy E. Kozal
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Office: 231-398-2810



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 231.723-2533 (phone)
 tkozal@manisteemi.gov

SPECIAL EVENT REQUEST

Please Print

NARRATIVE		
You are requested to submit a letter that includes any special requests (i.e. barricades, closing of streets, picnic tables, extra garbage containers etc.) and details your Special Event		
Name Event: Sleighbell and Old Christmas Weekend		
Date Event: <i>Dec 2, 2017</i>		
Time of Event: <i>5:30 pm</i>		
NUMBER OF UNITS PARTICIPATING		
Marching/Walking: <i>50 Units</i>	Driven: <i>None</i>	Other:
Assembly Starting Location: <i>River + Division St.</i>		
Destination/Finishing Point: <i>City Marina</i>		
Route that the special event will follow (attach map if available): <input type="checkbox"/> map attached		
Person(s)/Organization(s) making request: <i>Rachel Brooks</i>		
Main Contact Person: <i>Rachel Brooks</i>		
Address: <i>70 Maple St</i>		
Phone: <i>231-799-3005</i>	Cell: <i>989-992-5512</i>	Email:
INSURANCE		
The City of Manistee has been advised by our insurance carrier that when an event is held on City Properties we need to require an insurance certificate naming the City of Manistee as co-insured. An insurance certificate must be on file prior to your event. The minimum amount that our insurance company will accept is \$1 million dollars of Liability Insurance. The Insurance Certificate should be sent to the attention of Kelly McColl. Ms. McColl can be reached at 231.723-2559 her fax # is 231.723.5410.		
<i>Insurance Certificates must be received within 7 days of Council Approval or prior to event whichever comes first.</i>		
Signature: <i>Rachel Brooks</i>		Date: <i>Oct 4, 2017</i>
Office Use Only		
<input type="checkbox"/> Recommendation/Forward to City Council for Approval		
Notes:		
<input type="checkbox"/> Event does not utilize City Services/Property – Does not require Council Approval		
Notes:		
Signature: _____		Date: _____

DOWNTOWN MANISTEE

— michigan —

Date: October 4, 2017

To: Mr. Thad Taylor and Manistee City Council

From: Manistee DDA Attn: Rachel Brooks

RE: 2017 Victorian Sleighbell Parade & Old Christmas Weekend

The 29th Annual Victorian Sleighbell Parade & Old Christmas Weekend will be held November 30 -December 3, 2017. The Manistee DDA requests your permission to have the following streets closed and vehicles removed for the festival:

Saturday, December 2, 2017 from 11 a.m. until 7 p.m. for the Sleighbell Parade

- 1) Division Street, from River to Clay
- 2) River Street from U.S. 31 to Spruce Street
- 3) Side streets coming down the hill to River Street need to be closed at top except Poplar Street to allow access to the Manistee Inn and Marina.
- 4) Oak Street, from River to Water for Maxwell Town Brass
- 5) Surry wagon rides will take place on Saturday, December 2 from Noon – 4 p.m.

We also request the following:

- 1) “No parking” signs placed up in advance that state no parking rules, also hours for the event so that the street is clear of cars for the parade.
- 2) River Street surface to be evaluated and made safe from ice as close to parade time as possible for the safety of both pedestrians and horses.
- 3) River Street sidewalks to be evaluated and made safe from ice as close to parade time as possible for the safety for pedestrians.
- 4) Side streets and sidewalks coming down the hills to be evaluated and made safe from ice as close to parade time as possible for the safety for pedestrians.
- 5) Closure of the parking lot at the SW corner of Division and River Streets. We would like to use the lot for parade staging.
- 6) Assistance with crowd and traffic control right before, during and after the parade on Saturday, December 2, 2017.

-more-

- 7) Assistance from DPW including securing, mounting, decorating and lighting the large trees, placing the chestnut grills out, setup and teardown of judging stand. To be arranged directly with DPW Director Jeff Mikula.

DOWNTOWNMANISTEE

— michigan —

- 8) Barricades and signage for ADA parking lot between Division & Greenbush Street North of River.
- 9) Swing the traffic signals at River and Maple Friday and back on Monday. Place stop signs over the weekend.

The parade is funded by generous corporate and small business sponsorships.

Thank you for your outstanding support and cooperation of this event. The Department of Public Works and Public Safety Department are extremely helpful with this event. It is an excellent example of community spirit and those departments should be commended.

Sincerely,



Rachel Brooks, Chair

Victorian Sleighbell Parade & Old Christmas Weekend

