MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, JANUARY 2, 2018 – 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.) Cash Balances.
b.) Revenue & Expense.
VII. a.) Consideration of Proposed City Ordinance 18-1, Adding Chapter 866 – Medical Marihuana Facilities to the City of Manistee Codified Ordinance.
b.) Consideration of City Ordinance 18-2 Amending Chapter 411 Michigan Vehicle Code to add a Provision Allowing the City to Charge an Individual Under the Super Drunk Driving Law.
IX. a.) Notification Regarding Next Work Session.

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

***V. Approval of Minutes.** Approval of the minutes of the December 19, 2017 regular meeting as attached.

VI. Financial Report.

*a.) CASH BALANCES.

*b.) REVENUE & EXPENSE.

VII. Unfinished Business.

*a.) CONSIDERATION OF PROPOSED CITY ORDINANCE 18-1 ADDING CHAPTER 866 – MEDICAL MARIHUANA FACILITIES TO THE CITY OF MANISTEE CODIFIED ORDINANCES.

The City Attorney, with input from the City Manager, Planning and Zoning Administrator, and Public Safety Director, has drafted Ordinance 18-1 Medical Marihuana Facilities. Ordinance 18-1 is drafted in accordance with the authorization given the City by the Michigan Medical Marihuana Facilities Licensing Act. The proposed Ordinance is intended to describe the process by which the City may decide to permit and regulate Medical Marihuana Facilities located in the City. The Ordinance does not authorize Provisioning Centers in the City.

As an Ordinance two separate readings are required. This Ordinance was introduced at the December 19, 2017 meeting and could be adopted at this time.

At this time Council could take action to adopt Ordinance 18-1 adding Chapter 866 – Medical Marihuana Facilities to the City Codified Ordinances.

*b.) CONSIDERATION OF CITY ORDINANCE 18-2 AMENDING CHAPTER 411 MICHIGAN VEHICLE CODE TO ADD A PROVISION ALLOWING THE CITY TO CHARGE AN INDIVIDUAL UNDER THE SUPER DRUNK DRIVING LAW.

Chapter 411 of the City Codified Ordinances adopts the Michigan Vehicle Code and allows criminal prosecution for violations of the Vehicle Code when the offense has a maximum imprisonment of 93 days or less. The State of Michigan enacted a drunk driving law, commonly called "Super Drunk Driving," which makes it a crime if an individual operates a motor vehicle with a blood alcohol content (BAC) of .17 grams per 100 milliliters of blood, or more. For a first time violation of the Super Drunk Driving provision an individual may be sentenced to jail for up to 180 days, community service of up to 360 hours and fines of not less than $200 or more than $700. An amendment to the Home Rule City Act permits cities to prosecute violations of the Super Drunk Driving statute as city ordinances violations as long as the city's ordinance reflects the higher penalty. The City Attorney has prepared an amendment to Chapter 411 allowing prosecution for the

offense as an ordinance violation.

As an Ordinance two separate readings are required. This Ordinance was introduced at the December 19, 2017 meeting and could be adopted at this time.

At this time Council could take action to adopt Ordinance 18-2 amending Chapter 411 Michigan Vehicle Code by adding as an offense that may be prosecuted, an individual operating a motor vehicle in the City of Manistee with a high BAC.

VIII. New Business.

a.) CONSIDERATION OF ADMINISTERING THE CITY CLERK OATH OF OFFICE.

At the September 19, 2017 City Council meeting Council appointed Heather Pefley as the City Clerk effective January 5, 2018 after the retirement of the current City Clerk Michelle Wright. According to Section 13-14 of the City Charter an oath of office must be taken before assuming the duties of the office.

At this time the Mayor will administer the oath of office for the new City Clerk.

b.) CONSIDERATION OF APPROVING PROFESSIONAL SERVICES TO BE PERFORMED BY SPICER GROUP TO COMPLETE PORTIONS OF THE CITY WET WEATHER CORRECTIVE ACTION PROGRAM.

The current NPDES Permit includes requirements to complete a Wet Weather Corrective Action Program (WWCAP). The ultimate goal of the program is to eliminate Combined Sewer Overflows. The scope of work includes creation of the MDEQ approved WWCAP, submitting status reports, and all work required to complete a basis of design for the final capital projects.

At this time Council could take action to approve professional services to be performed by the Spicer Group in the amount of $772,000 to complete portions of the City of Manistee's Wet Weather Corrective Action Program.

c.) CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.

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

Mayoral appointments require a motion, second and Council voted support. Nominations for Council appointments do not require a second. After all nominations are made, Council votes on the nominees until one nominee receives majority support.

The following applications have been received: *Incumbent

BOARD OF REVIEW. One vacancy, alternate member, term ending 12/31/20. Applicants must be City taxpaying, registered voters; Council appointment.

Gerald R. Haw, 421 Cedar Street

TREE COMMISSION. One vacancy, term ending 12/31/19; Mayoral appointment.

Gerald R. Haw, 421 Cedar Street

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

IX. Notices, Communications, Announcements.

*a.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for Tuesday, January 9, 2018 at 7:00 p.m. A discussion will be conducted on the Quarterly Strategic Plan update, State of the Streets Report, Curbside Recycling; and such business as may come before the Council.

No action is required on this item.

X. Concerns and Comments.

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

b.) OFFICIALS AND STAFF.

c.) COUNCILMEMBERS.

d.) CONSIDERATION OF A CLOSED SESSION, UNION CONTRACT NEGOTIATIONS.

City Manager Thad Taylor has requested a Closed Session this evening as permitted by the Michigan Open Meetings Act, Section 8 (c) to discuss contract negotiations with the Police Officers Association of Michigan and the Command Officers Association of Michigan.

At this time Council could take action to proceed to Closed Session under Section 8 (c) of the Michigan Open Meetings Act.

XI. Adjourn.

TNT:cl

COUNCIL AGENDA ATTACHMENTS:

1. Council Meeting Minutes – December 19, 2017
2. Cash Balances Report
3. Revenue & Expense Report
4. Clerk Oath of Office
5. WWCAP Engineering Services
6. Board & Commission Applications

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – December 19, 2017

A regular meeting of the Manistee City Council was called to order by his honor, Mayor James Smith on Tuesday, December 19, 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, James Grabowski, and Erin Pontiac.

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Michelle Wright, DPW Director – Jeff Mikula, Finance Director – Ed Bradford, Planning & Zoning Director – Denise Blakeslee, Public Safety Director – Tim Kozal, and City Engineer – Shawn Middleton / Spicer Group.

CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

Bob Grabowski - 341 Fourth Street stated he is against the mandatory recycling; the 96 gallon size container is too much; he would rather have the two bag limit remain as is.

CONSENT AGENDA.

- Minutes - December 5, 2017 - Regular Meeting
  - December 12, 2017 - Work Session

- Financial Reports
  - Payroll - November 2017
  - Invoices - November 2017

- Notification Regarding Next Work Session – January 9, 2018
  A discussion will be conducted on the Quarterly Strategic Plan Update, State of the Streets Report; and such business as may come before the Council.

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

With a roll call vote this motion passed unanimously.

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

CONSIDERATION OF PROPOSED CITY ORDINANCE 18-1 ADDING CHAPTER 866 – MEDICAL MARIHUANA FACILITIES TO THE CITY OF MANISTEE CODIFIED ORDINANCES.

The City Attorney, with input from the City Manager, Planning and Zoning Administrator, and Public Safety Director, has drafted Ordinance 18-1 Medical Marihuana Facilities. Ordinance 18-1 is drafted in accordance with the authorization given the City by the Michigan Medical Marihuana Facilities Licensing Act. The proposed Ordinance is intended to describe the process by which the City may decide to permit and regulate Medical Marihuana Facilities located in the City. The Ordinance does not

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authorize Provisioning Centers in the City.

As an Ordinance two separate readings are required. If this Ordinance is introduced at this time it could be adopted at the next regular meeting.

MOTION by Zielinski, second by Cooper to introduce Ordinance 18-1 adding Chapter 866 – Medical Marihuana Facilities to the City Codified Ordinances.

With a roll call vote this motion passed unanimously.

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

CONSIDERATION OF CITY ORDINANCE 18-2 AMENDING CHAPTER 411 MICHIGAN VEHICLE CODE TO ADD A PROVISION ALLOWING THE CITY TO CHARGE AN INDIVIDUAL UNDER THE SUPER DRUNK DRIVING LAW.

Chapter 411 of the City Codified Ordinances adopts the Michigan Vehicle Code and allows criminal prosecution for violations of the Vehicle Code when the offense has a maximum imprisonment of 93 days or less. The State of Michigan enacted a drunk driving law, commonly called "Super Drunk Driving," which makes it a crime if an individual operates a motor vehicle with a blood alcohol content (BAC) of .17 grams per 100 milliliters of blood, or more. For a first time violation of the Super Drunk Driving provision an individual may be sentenced to jail for up to 180 days, community service of up to 360 hours and fines of not less than $200 or more than $700. An amendment to the Home Rule City Act permits cities to prosecute violations of the Super Drunk Driving statute as city ordinances violations as long as the city's ordinance reflects the higher penalty. The City Attorney has prepared an amendment to Chapter 411 allowing prosecution for the offense as an ordinance violation.

As an Ordinance two separate readings are required. If this Ordinance is introduced at this time it could be adopted at the next regular meeting.

MOTION by Zielinski, second by Beaton to introduce Ordinance 18-2 amending Chapter 411 Michigan Vehicle Code by adding as an offense that may be prosecuted, an individual operating a motor vehicle in the City of Manistee with a high BAC. Saylor gave a brief explanation of the ordinance.

With a roll call vote this motion passed unanimously.

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

CONSIDERATION OF A CONTRACT TO RECONSTRUCT A SEWER MAIN ON TWELFTH STREET.

A sanitary sewer along Twelfth Street from Ramsdell to Kosciusko Street is sloped backward and creates maintenance issues. The replacement of the sewer line is required as part of the Filer Township collection system tie-in. The project was publicly bid, with two bids being received:

Contractor	Base Bid	Alternate A	Alternate B
Elmer's	$216,353.00	($2,000.00)	($15,000.00)
Swidorski Brothers	$175,392.00	($4,800.00)	($25,500.00)

Staff recommends awarding a contract to the low bidder and accepting both alternates. The City Attorney has reviewed and approved the contract.

MOTION by Goodspeed, second by Zielinski to approve a contract with Swidorski Brothers Excavating for the base bid minus Alternates A and B, in the amount of $145,092.00; and authorize the Mayor and City Clerk to execute the agreement.

With a roll call vote this motion passed unanimously.

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

CONSIDERATION OF APPROVING A CONTRACT AMENDMENT WITH REPUBLIC WASTE FOR FIBER RECYCLING.

The 2015 refuse contract with Republic Services did not include fees for Fiber Recycling. At that time, the commodity markets' value for fiber material covered the cost for collection and processing. The market value of the material has dropped and therefore Republic has requested a contract amendment to include monthly container rental and disposal of fiber materials $207.84 per container with an annual escalator of 2%. The City currently utilizes five containers.

MOTION by Goodspeed, second by Zielinski to approve a contract amendment with Republic Services to include a fee schedule for Fiber Recycling and authorize the Mayor and City Clerk to execute the documents. Brief discussion followed.

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

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

CONSIDERATION OF APPROVING AN AMENDMENT TO REPUBLIC SERVICES CONTRACT TO INCLUDE CURBSIDE RECYCLING.

The City of Manistee offers recycling at a drop off site in the Industrial Park. City Council has asked Republic Services for a proposal to close the drop off site and move to curbside recycling. Each refuse customer would be supplied with a 96 gallon cart to be emptied two times each month. The estimated new cost of this service would be $2.76 a month for each customer. If approved, the program switch would have a July 2018 estimated start date.

MOTION by Pontiac, second by Zielinski to approve the contract amendment with Republic Services to institute a curbside recycling program and authorize the Mayor and City Clerk to execute the documents. It was explained the proposed contract language needs to be clarified; need Council's approval to proceed, but not approve the contract at this time; if approved the previous contract for fiber recycling would go away after July 1st. Further discussion followed.

MOTION by Zielinski, second by Beaton to table this item to the second meeting in January 2018 and add further discussion on recycling to the work session agenda.

With a roll call vote this motion passed unanimously.

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

CONSIDERATION OF CRIMINAL ORDINANCE PROSECUTION AGREEMENT WITH MIKA MEYERS, PLC.

The City's Prosecuting Service Agreement ends on December 31, 2017. The agreement authorizes the County Prosecutor to prosecute the City's misdemeanor ordinance violations. We experienced problems in the prosecutor providing timely information and recommend Council allow the agreement to terminate. The City Attorney currently represents the City on civil infraction ordinance violations. He is interested in representing the City on criminal misdemeanor ordinance violations. The City Attorney is proposing a one year agreement, January 1, 2018 through December 31, 2018, at an hourly rate of $215 with a not to exceed amount of $12,387.90.

MOTION by Zielinski, second by Goodspeed to approve the Criminal Ordinance Prosecution Agreement with Mika Myers, PLC to prosecute misdemeanor ordinance violations. Saylor briefly explained the difference between civil infractions and misdemeanor violations.

With a roll call vote this motion passed unanimously.

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

CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.

The City Clerk has taken action to advertise vacancies on the Board of Review, Compensation Commission, Downtown Development Authority, Historic District Commission, Parks Commission, PEG Commission, Planning Commission, Tree Commission and the Zoning Board of Appeals.

Mayoral appointments require a motion, second and Council voted support. Nominations for Council appointments do not require a second. After all nominations are made, Council votes on the nominees until one nominee receives majority support.

The following applications have been received:

DOWNTOWN DEVELOPMENT AUTHORITY. One vacancy, term ending 6/30/19. Applicants must have an interest in property in the downtown district; Mayoral appointment.

Shari Wild, 7700 Milarch Road, Onekama MI

Mayor Smith appointed Ms. Shari Wild, 7700 Milarch Rd., Onekama to the Downtown Development Authority for a term expiring 6/30/19. MOTION by Zielinski, second by Grabowski to support the Mayor's appointment.

With a roll call vote this motion passed unanimously.

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

PARKS COMMISSION. Two vacancies, terms ending 6/30/18. Applicants may be non-residents but must own real estate or a business/profession having a licensed business location in the City or have a child attending school within the City; Mayoral appointment.

David LaPoint, 8675 8 Mile Road, Kaleva MI

Mayor Smith appointed Mr. David LaPoint, 8675 8 Mile Rd., Kaleva to the Parks Commission for a term expiring 6/30/18. MOTION by Zielinski, second by Beaton to support the Mayor's appointment.

With a roll call vote this motion passed unanimously.

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

A REPORT FROM THE CITY MANAGER.

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

CITIZEN COMMENT.

Bob Grabowski asked where the 6% increase in water and sewer came from that was mentioned on one of the PowerPoint slides of the Manager's report.

OFFICIALS AND STAFF.

Mikula stated the run water notices will be going out as a precautionary measure to those normally affected residences and businesses, *it is not city-wide run water*; they will also start flooding the ice skating rink this week.

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COUNCILMEMBERS.

Councilmembers wished all a Merry Christmas and a healthy, happy New Year.

Beaton asked if we could get input from State Police Lt. Andrew Ambrose on the proposed Medical Marihuana Ordinance, he has spoken to a lot of organizations on Medical Marihuana, it would be good to get feedback that we are doing the right thing. She also stated the County received grant money for recreational use and asked if the Senior Center could possibly get some funding from them; it was stated that they are not set up yet to receive grant requests.

Goodspeed read a thank you note from the family councilmembers adopted for the holidays, thanked them for their participation.

Smith thanked Public Safety Director Kozal for his red box efforts, it will be used; he also asked councilmembers to pick up the annual City Manager evaluation forms and return them by the first meeting in January, a closed session for the evaluation will be scheduled for the second meeting in January.

ADJOURN.

MOTION to adjourn was made by Goodspeed, second by Zielinski. Meeting adjourned at 8:08 p.m.

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

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CASH SUMMARY BY ACCOUNT FOR MANISTEE CITY
FROM 11/01/2017 TO 11/30/2017
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 11/01/2017	Total Debits	Total Credits	Ending Balance 11/30/2017
Fund 100 A\P PAYING FUND					
001.000	CASH - CHECKING	4,071.37	1,231,905.72	1,231,905.72	4,071.37
Fund 101 GENERAL FUND					
001.000	CASH - CHECKING	500,724.31	186,292.85	586,921.49	100,095.67
001.001	CASH - RESTRICTED	27,102.00	0.00	0.00	27,102.00
001.002	CASH - ESCROW	72,425.79	26,124.35	2,702.61	95,847.53
003.000	CASH - CERTIFICATES OF DEPOSI	50,000.00	0.00	0.00	50,000.00
004.000	CASH - PETTY	600.00	224.00	24.00	800.00
017.000	CASH - MI CLASS	2,107,443.81	2,141.31	0.00	2,109,585.12
	GENERAL FUND	2,758,295.91	214,782.51	589,648.10	2,383,430.32
Fund 202 MAJOR STREET FUND					
001.000	CASH - CHECKING	123,787.75	147,828.23	190,931.39	80,684.59
017.000	CASH - MI CLASS	152,429.14	154.85	0.00	152,583.99
	MAJOR STREET FUND	276,216.89	147,983.08	190,931.39	233,268.58
Fund 203 LOCAL STREET FUND					
001.000	CASH - CHECKING	245,075.07	16,613.69	119,000.91	142,687.85
Fund 204 MUNICIPAL STREET FUND					
001.000	CASH - CHECKING	64,013.91	0.00	0.00	64,013.91
Fund 226 CITY REFUSE FUND					
001.000	CASH - CHECKING	171,305.55	32,191.61	50,901.12	152,596.04
001.004	CASH - REFUSE UB RECEIPT	0.00	4,670.95	52.62	4,618.33
	CITY REFUSE FUND	171,305.55	36,862.56	50,953.74	157,214.37
Fund 243 BROWNFIELD REDEVELOPMENT AUTHO					
001.000	CASH - CHECKING	23,887.79	0.00	0.00	23,887.79
Fund 245 OIL & GAS FUND					
001.000	CASH - CHECKING	54,631.58	0.00	0.00	54,631.58
001.020	CASH - MONEY MARKET	334,497.62	0.00	0.00	334,497.62
	OIL & GAS FUND	389,129.20	0.00	0.00	389,129.20
Fund 272 PEG COMMISSION					
001.000	CASH - CHECKING	2,791.11	1,345.74	833.33	3,303.52
Fund 275 GRANT MANAGEMENT FUND					
001.000	CASH - CHECKING	10,364.95	236.60	0.00	10,601.55
Fund 297 RAMSDELL REGIONAL CENTER/ARTS					
001.000	CASH - CHECKING	73,075.70	28,491.35	34,203.78	67,363.27
001.002	CASH - ESCROW	2,080.00	0.00	0.00	2,080.00
004.000	CASH - PETTY	800.00	0.00	0.00	800.00
	RAMSDELL REGIONAL CENTER/ARTS	75,955.70	28,491.35	34,203.78	70,243.27
Fund 430 CAPITAL IMPROVEMENT FUND					
001.000	CASH - CHECKING	252,675.85	0.00	2,222.57	250,453.28
Fund 496 RENAISSANCE PARK					
001.000	CASH - CHECKING	1,101.19	0.00	0.00	1,101.19
Fund 501 BOAT LAUNCH FUND					
001.000	CASH - CHECKING	42,902.74	1,360.25	25,122.44	19,140.55
004.000	CASH - PETTY	1,000.00	0.00	1,000.00	0.00
	BOAT LAUNCH FUND	43,902.74	1,360.25	26,122.44	19,140.55
Fund 592 WATER & SEWER UTILITY					
001.000	CASH - CHECKING	513,395.70	629,553.94	864,651.37	278,298.27

CASH SUMMARY BY ACCOUNT FOR MANISTEE CITY
FROM 11/01/2017 TO 11/30/2017
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 11/01/2017	Total Debits	Total Credits	Ending Balance 11/30/2017
001.002	CASH - ESCROW	57,400.00	600.00	1,200.00	56,800.00
003.000	CASH - CERTIFICATES OF DEPOSI	50,000.00	0.00	0.00	50,000.00
004.000	CASH - PETTY	300.00	0.00	300.00	0.00
017.000	CASH - MI CLASS	496,942.40	504.90	0.00	497,447.30
017.001	CASH - MI CLASS 2015 W&S RVBD	232,426.48	236.18	0.00	232,662.66
	WATER & SEWER UTILITY	1,350,464.58	630,895.02	866,151.37	1,115,208.23
Fund 594 MARINA FUND					
001.000	CASH - CHECKING	25,762.70	710.00	4,404.04	22,068.66
001.002	CASH - ESCROW	400.00	300.00	0.00	700.00
	MARINA FUND	26,162.70	1,010.00	4,404.04	22,768.66
Fund 661 MOTOR POOL FUND					
001.000	CASH - CHECKING	114,188.45	26,284.25	0.00	140,472.70
017.000	CASH - MI CLASS	353,686.47	359.37	0.00	354,045.84
	MOTOR POOL FUND	467,874.92	26,643.62	0.00	494,518.54
Fund 703 CURRENT TAX COLLECTION					
001.000	CASH - CHECKING	60,696.34	21,776.41	68,871.67	13,601.08
Fund 704 PAYROLL CLEARING FUND					
001.000	CASH - CHECKING	35,485.01	347,657.94	287,645.27	95,497.68
Fund 705 DELINQUENT TAX COLLECTION					
001.000	CASH - CHECKING	2,176.88	0.00	2,176.87	0.01
	TOTAL - ALL FUNDS	6,261,647.66	2,707,564.49	3,475,071.20	5,494,140.95

REVENUE AND EXPENDITURE REPORT FOR MANISTEE CITY

PERIOD ENDING 11/30/2017

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	TAXES - REAL/PERSONAL PROPERT	2,956,946.00	2,909,611.40	30,126.00	47,334.60	98.40
101-000-411.000	TAXES - DELINQ REAL PROPERTY	176,693.00	0.00	0.00	176,693.00	0.00
101-000-412.000	TAXES - DELINQ PERSONAL PROP	5,838.00	2,903.65	1,060.76	2,934.35	49.74
101-000-432.000	TAXES - PAYMENT IN LIEU OF	180,821.00	129,768.70	1,609.00	51,052.30	71.77
101-000-445.000	TAXES - PENALTIES & INTEREST	17,235.00	10,750.64	2,567.96	6,484.36	62.38
101-000-447.000	TAXES - ADMINISTRATION FEE	86,175.00	61,352.84	581.76	24,822.16	71.20
101-000-476.000	PERMIT - BUSINESS REGISTRATIO	1,500.00	450.00	0.00	1,050.00	30.00
101-000-477.000	PERMIT - FRANCHISE FEES	119,000.00	0.00	0.00	119,000.00	0.00
101-000-490.000	PERMIT - NON-BUSINESS	7,000.00	960.00	75.00	6,040.00	13.71
101-000-540.000	STATE GRANT - OTHER	10,000.00	8,259.12	8,259.12	1,740.88	82.59
101-000-543.001	STATE GRANT - UNDERAGE DRINKING	0.00	1,694.00	1,694.00	(1,694.00)	100.00
101-000-543.002	STATE GRANT - CRIMINAL JUSTIC	2,300.00	1,245.53	0.00	1,054.47	54.15
101-000-573.000	STATE GRANT - LOCAL COMM STAB	97,050.00	0.00	0.00	97,050.00	0.00
101-000-574.000	STATE GRANT - REVENUE SHARING	488,813.00	94,618.00	0.00	394,195.00	19.36
101-000-574.001	STATE GRANT - CVTRS	165,337.00	28,398.00	0.00	136,939.00	17.18
101-000-577.000	STATE GRANT - LIQUOR LICENSE	8,400.00	7,179.70	0.00	1,220.30	85.47
101-000-626.000	CHARGE FOR SERVICE	60,000.00	9,185.15	1,696.58	50,814.85	15.31
101-000-628.000	CHARGE FOR SERVICE - BOAT LAU	2,660.00	2,660.00	0.00	0.00	100.00
101-000-630.000	CHARGE FOR SERVICE - LOCAL ST	147,000.00	61,250.00	12,250.00	85,750.00	41.67
101-000-631.000	CHARGE FOR SERVICE - MAJOR ST	332,500.00	138,541.65	27,708.33	193,958.35	41.67
101-000-632.000	CHARGE FOR SERVICE - MARINA	11,084.00	5,542.00	0.00	5,542.00	50.00
101-000-634.000	CHARGE FOR SERVICE - REFUSE	118,347.00	52,279.90	6,893.58	66,067.10	44.18
101-000-635.000	CHARGE FOR SERVICE - W&S	367,519.00	153,132.90	30,626.58	214,386.10	41.67
101-000-636.000	CHARGE FOR SERVICE - TRANSPOR	290,000.00	120,017.12	18,121.59	169,982.88	41.39
101-000-637.000	UTILITY OWNERSHIP FEE	199,760.00	83,233.35	16,646.67	116,526.65	41.67
101-000-642.000	SALES	3,500.00	3,221.85	90.34	278.15	92.05
101-000-655.000	FINES & FORFEITS	30,000.00	6,353.75	310.00	23,646.25	21.18
101-000-665.000	INVESTMENT - INTEREST	8,001.00	6,598.79	2,141.31	1,402.21	82.47
101-000-667.000	RENTAL INCOME	5,650.00	1,950.00	0.00	3,700.00	34.51
101-000-667.030	RIVERFRONT LEASE INCOME	22,112.00	0.00	0.00	22,112.00	0.00
101-000-672.000	OTHER REVENUE	500.00	44.79	26.98	455.21	8.96
101-000-674.000	CONTRIBUTIONS / DONATIONS	2,000.00	2,385.66	1,984.16	(385.66)	119.28
101-000-676.000	REIMBURSEMENT	153,475.00	150,442.73	0.00	3,032.27	98.02
101-000-687.000	REFUNDS	16,214.00	16,301.50	0.00	(87.50)	100.54
101-000-688.000	REFUNDS - WORK/COMP PREMIUM	0.00	575.00	0.00	(575.00)	100.00
101-000-698.000	INSURANCE SETTLEMENT	0.00	18,399.98	0.00	(18,399.98)	100.00
101-000-699.000	TRANSFERS IN	429,272.00	338,973.75	0.00	90,298.25	78.96
Total Dept 000		6,522,702.00	4,428,281.45	164,469.72	2,094,420.55	67.89
TOTAL REVENUES		6,522,702.00	4,428,281.45	164,469.72	2,094,420.55	67.89
Expenditures						
Dept 101-LEGISLATIVE						
101-101-702.000	WAGES - FULL TIME	27,052.00	11,271.75	2,254.35	15,780.25	41.67
101-101-709.000	COSTS - SOCIAL SECURITY	1,677.00	698.94	139.94	978.06	41.68
101-101-711.000	COSTS - MEDICARE	392.00	163.29	32.45	228.71	41.66
101-101-726.000	COSTS - WORKERS COMPENSATION	87.00	31.91	4.96	55.09	36.68
101-101-752.000	SUPPLIES - OPERATING	2,225.00	92.80	92.80	2,132.20	4.17
101-101-913.000	TRAVEL & TRAINING	4,350.00	455.70	95.00	3,894.30	10.48
101-101-915.000	MEMBERSHIPS & DUES	5,400.00	5,069.00	547.00	331.00	93.87

PERIOD ENDING 11/30/2017

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 101-LEGISLATIVE		41,183.00	17,783.39	3,166.50	23,399.61	43.18
Dept 172-MANAGER						
101-172-702.000	WAGES - FULL TIME	152,641.00	57,630.60	11,926.12	95,010.40	37.76
101-172-708.000	COSTS - SUTA	475.00	0.00	0.00	475.00	0.00
101-172-709.000	COSTS - SOCIAL SECURITY	10,044.00	4,006.56	731.53	6,037.44	39.89
101-172-711.000	COSTS - MEDICARE	2,349.00	937.00	171.14	1,412.00	39.89
101-172-712.000	COSTS - IN LIEU OF BC/BS	4,066.00	2,032.35	338.70	2,033.65	49.98
101-172-717.000	COSTS - MERS CONTRIBUTION	19,920.00	8,528.66	1,556.36	11,391.34	42.81
101-172-718.000	COSTS - BLUE CROSS INSURANCE	11,014.00	5,535.30	922.55	5,478.70	50.26
101-172-718.001	COSTS - HSA CONTRIBUTION	3,000.00	3,000.00	0.00	0.00	100.00
101-172-718.002	COSTS - DENTAL INSURANCE	1,398.00	700.08	116.68	697.92	50.08
101-172-718.003	COSTS - VISION / ANCILLIARY	389.00	162.25	32.45	226.75	41.71
101-172-724.000	COSTS - VEHICLE ALLOWANCE	4,800.00	1,600.00	0.00	3,200.00	33.33
101-172-725.000	COSTS - LIFE INSURANCE	504.00	245.60	41.13	258.40	48.73
101-172-726.000	COSTS - WORKERS COMPENSATION	687.00	334.08	49.37	352.92	48.63
101-172-752.000	SUPPLIES - OPERATING	2,000.00	9.63	26.79	1,990.37	0.48
101-172-791.000	SUBSCRIPTIONS & PUBLICATIONS	155.00	0.00	0.00	155.00	0.00
101-172-801.000	PROFESSIONAL & CONSULTING SER	500.00	0.00	0.00	500.00	0.00
101-172-913.000	TRAVEL & TRAINING	3,550.00	128.00	0.00	3,422.00	3.61
101-172-915.000	MEMBERSHIPS & DUES	1,200.00	1,060.74	130.00	139.26	88.40
101-172-933.000	SOFTWARE AGREE / COPIER MAINT	1,300.00	229.74	47.74	1,070.26	17.67
101-172-983.000	LEASE PURCHASE	2,000.00	826.30	165.26	1,173.70	41.32
Total Dept 172-MANAGER		221,992.00	86,966.89	16,255.82	135,025.11	39.18
Dept 215-CLERK						
101-215-702.000	WAGES - FULL TIME	123,716.00	47,577.21	9,515.44	76,138.79	38.46
101-215-708.000	COSTS - SUTA	475.00	0.01	0.01	474.99	0.00
101-215-709.000	COSTS - SOCIAL SECURITY	7,763.00	3,022.58	548.95	4,740.42	38.94
101-215-711.000	COSTS - MEDICARE	1,816.00	706.93	128.42	1,109.07	38.93
101-215-712.000	COSTS - IN LIEU OF BC/BS	400.00	400.00	0.00	0.00	100.00
101-215-713.000	OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
101-215-717.000	COSTS - MERS CONTRIBUTION	16,275.00	6,817.59	1,241.76	9,457.41	41.89
101-215-718.000	COSTS - BLUE CROSS INSURANCE	10,614.00	5,535.30	922.55	5,078.70	52.15
101-215-718.001	COSTS - HSA CONTRIBUTION	3,000.00	3,000.00	0.00	0.00	100.00
101-215-718.002	COSTS - DENTAL INSURANCE	699.00	350.04	58.34	348.96	50.08
101-215-718.003	COSTS - VISION / ANCILLIARY	354.00	147.50	29.50	206.50	41.67
101-215-723.000	COSTS - RETIREE HEALTH CARE	1,500.00	0.00	0.00	1,500.00	0.00
101-215-725.000	COSTS - LIFE INSURANCE	407.00	203.77	34.08	203.23	50.07
101-215-726.000	COSTS - WORKERS COMPENSATION	561.00	270.84	39.39	290.16	48.28
101-215-752.000	SUPPLIES - OPERATING	3,400.00	444.38	15.72	2,955.62	13.07
101-215-791.000	SUBSCRIPTIONS & PUBLICATIONS	160.00	0.00	0.00	160.00	0.00
101-215-801.000	PROFESSIONAL & CONSULTING SER	1,000.00	0.00	0.00	1,000.00	0.00
101-215-900.000	PRINTING & PUBLISHING	5,000.00	1,353.22	745.39	3,646.78	27.06
101-215-913.000	TRAVEL & TRAINING	4,400.00	1,193.92	680.84	3,206.08	27.13
101-215-915.000	MEMBERSHIPS & DUES	670.00	320.00	120.00	350.00	47.76
101-215-931.000	REPAIRS/MAINT - EQUIPMENT	500.00	0.00	0.00	500.00	0.00
101-215-933.000	SOFTWARE AGREE / COPIER MAINT	7,210.00	6,011.50	63.80	1,198.50	83.38
101-215-983.000	LEASE PURCHASE	3,000.00	745.56	0.00	2,254.44	24.85

PERIOD ENDING 11/30/2017

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 215-CLERK		193,920.00	78,100.35	14,144.19	115,819.65	40.27
Dept 247-BOARD OF REVIEW						
101-247-704.000	WAGES - PART-TIME	750.00	160.00	0.00	590.00	21.33
101-247-709.000	COSTS - SOCIAL SECURITY	75.00	9.92	0.00	65.08	13.23
101-247-711.000	COSTS - MEDICARE	20.00	2.33	0.00	17.67	11.65
101-247-726.000	COSTS - WORKERS COMPENSATION	5.00	0.73	0.00	4.27	14.60
101-247-900.000	PRINTING & PUBLISHING	500.00	26.88	0.00	473.12	5.38
101-247-913.000	TRAVEL & TRAINING	750.00	0.00	0.00	750.00	0.00
Total Dept 247-BOARD OF REVIEW		2,100.00	199.86	0.00	1,900.14	9.52
Dept 253-FINANCE / TREASURER						
101-253-702.000	WAGES - FULL TIME	166,020.00	63,847.61	12,769.52	102,172.39	38.46
101-253-708.000	COSTS - SUTA	713.00	0.00	0.00	713.00	0.00
101-253-709.000	COSTS - SOCIAL SECURITY	11,012.00	4,480.33	820.52	6,531.67	40.69
101-253-711.000	COSTS - MEDICARE	2,575.00	1,047.77	191.81	1,527.23	40.69
101-253-712.000	COSTS - IN LIEU OF BC/BS	9,600.00	4,400.00	800.00	5,200.00	45.83
101-253-713.000	OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
101-253-717.000	COSTS - MERS CONTRIBUTION	21,796.00	9,127.32	1,666.42	12,668.68	41.88
101-253-718.000	COSTS - BLUE CROSS INSURANCE	13,861.00	6,968.64	1,161.44	6,892.36	50.28
101-253-718.001	COSTS - HSA CONTRIBUTION	3,000.00	3,000.00	0.00	0.00	100.00
101-253-718.002	COSTS - DENTAL INSURANCE	873.00	437.58	72.93	435.42	50.12
101-253-718.003	COSTS - VISION / ANCILLIARY	354.00	147.50	29.50	206.50	41.67
101-253-723.000	COSTS - RETIREE HEALTH CARE	0.00	28.85	28.85	(28.85)	100.00
101-253-725.000	COSTS - LIFE INSURANCE	539.00	269.31	45.12	269.69	49.96
101-253-726.000	COSTS - WORKERS COMPENSATION	752.00	367.74	52.86	384.26	48.90
101-253-752.000	SUPPLIES - OPERATING	4,200.00	1,786.39	166.73	2,413.61	42.53
101-253-791.000	SUBSCRIPTIONS & PUBLICATIONS	835.00	0.00	0.00	835.00	0.00
101-253-801.000	PROFESSIONAL & CONSULTING SER	29,116.00	10,540.25	0.00	18,575.75	36.20
101-253-900.000	PRINTING & PUBLISHING	700.00	848.21	848.21	(148.21)	121.17
101-253-913.000	TRAVEL & TRAINING	4,600.00	3,061.36	382.70	1,538.64	66.55
101-253-915.000	MEMBERSHIPS & DUES	735.00	315.00	50.00	420.00	42.86
101-253-933.000	SOFTWARE AGREE / COPIER MAINT	9,520.00	8,023.03	52.99	1,496.97	84.28
101-253-983.000	LEASE PURCHASE	1,740.00	575.52	143.88	1,164.48	33.08
101-253-985.000	CAPITAL OUTLAY - UNDER $5,000	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 253-FINANCE / TREASURER		284,541.00	119,272.41	19,283.48	165,268.59	41.92
Dept 257-ASSESSOR						
101-257-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	1,500.01	250.01	1,499.99	50.00
101-257-752.000	SUPPLIES - OPERATING	400.00	160.50	45.00	239.50	40.13
101-257-801.000	PROFESSIONAL & CONSULTING SER	78,940.00	31,850.00	6,370.00	47,090.00	40.35
101-257-931.000	REPAIRS/MAINT - EQUIPMENT	0.00	44.99	0.00	(44.99)	100.00
101-257-933.000	SOFTWARE AGREE / COPIER MAINT	3,525.00	3,176.31	0.00	348.69	90.11
Total Dept 257-ASSESSOR		85,865.00	36,731.81	6,665.01	49,133.19	42.78
Dept 262-ELECTIONS						
101-262-704.000	WAGES - PART-TIME	4,000.00	1,739.50	1,739.50	2,260.50	43.49

PERIOD ENDING 11/30/2017

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Fund 101 - GENERAL FUND						
Expenditures						
101-262-709.000	COSTS - SOCIAL SECURITY	248.00	4.81	4.81	243.19	1.94
101-262-711.000	COSTS - MEDICARE	58.00	1.11	1.11	56.89	1.91
101-262-726.000	COSTS - WORKERS COMPENSATION	18.00	7.15	7.15	10.85	39.72
101-262-752.000	SUPPLIES - OPERATING	2,250.00	553.86	272.47	1,696.14	24.62
101-262-801.000	PROFESSIONAL & CONSULTING SER	2,090.00	681.40	681.40	1,408.60	32.60
101-262-900.000	PRINTING & PUBLISHING	1,500.00	1,679.31	1,169.64	(179.31)	111.95
Total Dept 262-ELECTIONS		10,164.00	4,667.14	3,876.08	5,496.86	45.92
Dept 265-CITY HALL BUILDINGS & GROUNDS						
101-265-702.000	WAGES - FULL TIME	48,879.00	18,800.00	3,960.00	30,079.00	38.46
101-265-708.000	COSTS - SUTA	238.00	0.00	0.00	238.00	0.00
101-265-709.000	COSTS - SOCIAL SECURITY	3,142.00	1,204.90	219.40	1,937.10	38.35
101-265-711.000	COSTS - MEDICARE	735.00	281.79	51.34	453.21	38.34
101-265-713.000	OVERTIME	0.00	35.25	0.00	(35.25)	100.00
101-265-717.000	COSTS - MERS CONTRIBUTION	6,379.00	2,821.42	516.78	3,557.58	44.23
101-265-718.000	COSTS - BLUE CROSS INSURANCE	11,014.00	5,535.30	922.55	5,478.70	50.26
101-265-718.001	COSTS - HSA CONTRIBUTION	3,000.00	3,000.00	0.00	0.00	100.00
101-265-718.002	COSTS - DENTAL INSURANCE	699.00	350.04	58.34	348.96	50.08
101-265-718.003	COSTS - VISION / ANCILLIARY	354.00	147.50	29.50	206.50	41.67
101-265-724.000	COSTS - VEHICLE ALLOWANCE	1,800.00	800.00	0.00	1,000.00	44.44
101-265-725.000	COSTS - LIFE INSURANCE	85.00	42.30	7.05	42.70	49.76
101-265-726.000	COSTS - WORKERS COMPENSATION	2,014.00	1,017.95	154.83	996.05	50.54
101-265-752.000	SUPPLIES - OPERATING	7,000.00	1,995.26	296.28	5,004.74	28.50
101-265-801.000	PROFESSIONAL & CONSULTING SER	2,500.00	0.00	0.00	2,500.00	0.00
101-265-831.000	CONTRACTUAL SERVICE	0.00	225.00	0.00	(225.00)	100.00
101-265-850.000	COMMUNICATIONS - PHONE	10,000.00	3,185.51	159.96	6,814.49	31.86
101-265-918.000	UTILITIES - WATER	2,300.00	1,148.03	323.26	1,151.97	49.91
101-265-920.000	UTILITIES - ELECTRIC	22,000.00	9,376.04	3,348.48	12,623.96	42.62
101-265-921.000	UTILITIES - NATURAL GAS	5,700.00	343.69	181.84	5,356.31	6.03
101-265-930.000	REPAIRS/MAINT - BUILDINGS/LAN	13,500.00	14,513.94	4,943.28	(1,013.94)	107.51
101-265-931.000	REPAIRS/MAINT - EQUIPMENT	8,500.00	114.90	57.45	8,385.10	1.35
101-265-985.000	CAPITAL OUTLAY - UNDER $5,000	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 265-CITY HALL BUILDINGS & GROUNDS		152,839.00	64,938.82	15,230.34	87,900.18	42.49
Dept 275-GENERAL						
101-275-752.000	SUPPLIES - OPERATING	664.00	45.53	45.53	618.47	6.86
101-275-801.000	PROFESSIONAL & CONSULTING SER	29,400.00	15,342.33	182.24	14,057.67	52.18
101-275-802.000	ATTORNEY	50,000.00	12,150.00	0.00	37,850.00	24.30
101-275-804.000	ATTORNEY - LABOR	10,000.00	250.00	0.00	9,750.00	2.50
101-275-805.000	ATTORNEY - TAX APPEALS	8,000.00	150.00	0.00	7,850.00	1.88
101-275-806.000	ATTORNEY - PROSECUTING ATTY	12,500.00	6,193.95	0.00	6,306.05	49.55
101-275-807.000	ATTORNEY - LITIGATION\PROJECTS	5,500.00	0.00	0.00	5,500.00	0.00
101-275-851.000	POSTAGE	27,000.00	10,274.19	1,352.55	16,725.81	38.05
101-275-852.000	COMMUNICATIONS - DATA\INTERNE	6,036.00	580.00	0.00	5,456.00	9.61
101-275-853.000	COMMUNICATIONS - CELL PHONES	12,000.00	3,870.75	922.85	8,129.25	32.26
101-275-920.001	UTILITIES - ELECTRIC STR LIGH	109,000.00	36,891.89	9,849.46	72,108.11	33.85
101-275-935.000	INSURANCE	88,000.00	90,904.75	0.00	(2,904.75)	103.30
101-275-940.000	RENT	1,700.00	976.30	0.00	723.70	57.43
101-275-946.000	ENGINEERING SERVICES	12,000.00	5,000.00	1,000.00	7,000.00	41.67

PERIOD ENDING 11/30/2017

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Fund 101 - GENERAL FUND						
Expenditures						
101-275-959.000	BAD DEBT	500.00	0.00	0.00	500.00	0.00
101-275-960.000	BANK CHARGES	5,500.00	2,735.62	212.85	2,764.38	49.74
101-275-964.000	REFUNDS	500.00	0.00	0.00	500.00	0.00
101-275-984.000	COMPUTER HARDWARE & SOFTWARE	14,500.00	3,617.34	0.00	10,882.66	24.95
101-275-995.000	TRANSFERS OUT	80,616.00	0.00	0.00	80,616.00	0.00
Total Dept 275-GENERAL		473,416.00	188,982.65	13,565.48	284,433.35	39.92
Dept 301-POLICE						
101-301-702.000	WAGES - FULL TIME	649,404.00	250,870.87	50,753.99	398,533.13	38.63
101-301-704.000	WAGES - PART-TIME	14,070.00	4,305.00	1,290.00	9,765.00	30.60
101-301-708.000	COSTS - SUTA	2,326.00	29.99	13.85	2,296.01	1.29
101-301-709.000	COSTS - SOCIAL SECURITY	934.00	439.67	79.98	494.33	47.07
101-301-711.000	COSTS - MEDICARE	10,693.00	4,284.92	792.73	6,408.08	40.07
101-301-712.000	COSTS - IN LIEU OF BC/BS	16,433.00	8,222.34	1,366.07	8,210.66	50.04
101-301-713.000	OVERTIME	29,000.00	19,840.42	4,594.67	9,159.58	68.42
101-301-713.003	SPOTLIGHT GRANT	5,000.00	890.94	0.00	4,109.06	17.82
101-301-717.000	COSTS - MERS CONTRIBUTION	138,193.00	57,744.91	11,434.77	80,448.09	41.79
101-301-718.000	COSTS - BLUE CROSS INSURANCE	103,253.00	51,904.98	8,650.83	51,348.02	50.27
101-301-718.001	COSTS - HSA CONTRIBUTION	24,000.00	24,000.00	0.00	0.00	100.00
101-301-718.002	COSTS - DENTAL INSURANCE	6,871.00	3,465.26	584.63	3,405.74	50.43
101-301-718.003	COSTS - VISION / ANCILLIARY	3,204.00	1,335.52	267.12	1,868.48	41.68
101-301-721.000	COSTS - UNIFORM/CLEANING ALLO	11,700.00	2,527.73	728.96	9,172.27	21.60
101-301-723.000	COSTS - RETIREE HEALTH CARE	6,000.00	2,500.00	500.00	3,500.00	41.67
101-301-725.000	COSTS - LIFE INSURANCE	2,195.00	1,103.67	184.33	1,091.33	50.28
101-301-726.000	COSTS - WORKERS COMPENSATION	19,300.00	9,463.02	1,374.67	9,836.98	49.03
101-301-727.000	HOLIDAY/VACATION/SICK SELLBAC	20,000.00	2,619.60	0.00	17,380.40	13.10
101-301-752.000	SUPPLIES - OPERATING	14,100.00	6,533.02	541.13	7,566.98	46.33
101-301-770.000	VEHICLE GAS / DIESEL	13,900.00	6,221.40	1,397.48	7,678.60	44.76
101-301-791.000	SUBSCRIPTIONS & PUBLICATIONS	100.00	0.00	0.00	100.00	0.00
101-301-801.000	PROFESSIONAL & CONSULTING SER	1,250.00	5,390.00	180.00	(4,140.00)	431.20
101-301-900.000	PRINTING & PUBLISHING	1,000.00	238.55	55.00	761.45	23.86
101-301-913.000	TRAVEL & TRAINING	9,600.00	3,354.26	800.75	6,245.74	34.94
101-301-915.000	MEMBERSHIPS & DUES	500.00	162.00	162.00	338.00	32.40
101-301-931.000	REPAIRS/MAINT - EQUIPMENT	3,855.00	543.49	144.50	3,311.51	14.10
101-301-932.000	REPAIRS/MAINT - VEHICLES	9,000.00	3,500.85	1,160.10	5,499.15	38.90
101-301-933.000	SOFTWARE AGREE / COPIER MAINT	4,115.00	2,955.21	0.00	1,159.79	71.82
101-301-957.000	MOTOR POOL	31,465.00	13,110.40	2,622.08	18,354.60	41.67
101-301-983.000	LEASE PURCHASE	1,420.00	589.90	117.98	830.10	41.54
101-301-985.000	CAPITAL OUTLAY - UNDER $5,000	5,500.00	2,116.30	1,137.30	3,383.70	38.48
Total Dept 301-POLICE		1,158,381.00	490,264.22	90,934.92	668,116.78	42.32
Dept 336-FIRE						
101-336-702.000	WAGES - FULL TIME	453,347.00	163,926.20	35,168.59	289,420.80	36.16
101-336-704.000	WAGES - PART-TIME	7,000.00	600.00	120.00	6,400.00	8.57
101-336-708.000	COSTS - SUTA	2,324.00	106.59	11.04	2,217.41	4.59
101-336-709.000	COSTS - SOCIAL SECURITY	434.00	59.52	7.44	374.48	13.71
101-336-711.000	COSTS - MEDICARE	6,835.00	2,617.99	448.39	4,217.01	38.30
101-336-712.000	COSTS - IN LIEU OF BC/BS	2,033.00	922.45	153.95	1,110.55	45.37
101-336-713.000	OVERTIME	30,000.00	24,050.73	2,204.39	5,949.27	80.17

PERIOD ENDING 11/30/2017

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-336-713.005	OVERTIME - PA 604	0.00	1,599.00	325.94	(1,599.00)	100.00
101-336-717.000	COSTS - MERS CONTRIBUTION	127,631.00	56,354.73	9,991.61	71,276.27	44.15
101-336-718.000	COSTS - BLUE CROSS INSURANCE	110,887.00	53,426.24	9,291.52	57,460.76	48.18
101-336-718.001	COSTS - HSA CONTRIBUTION	24,000.00	23,500.00	0.00	500.00	97.92
101-336-718.002	COSTS - DENTAL INSURANCE	7,336.00	3,404.59	616.26	3,931.41	46.41
101-336-718.003	COSTS - VISION / ANCILLIARY	2,850.00	1,127.73	237.33	1,722.27	39.57
101-336-721.000	COSTS - UNIFORM/CLEANING ALLO	6,000.00	4,767.68	815.65	1,232.32	79.46
101-336-722.000	COSTS - FOOD ALLOWANCE	6,560.00	5,193.33	0.00	1,366.67	79.17
101-336-723.000	COSTS - RETIREE HEALTH CARE	12,000.00	5,000.00	1,000.00	7,000.00	41.67
101-336-725.000	COSTS - LIFE INSURANCE	1,519.00	725.13	125.17	793.87	47.74
101-336-726.000	COSTS - WORKERS COMPENSATION	20,248.00	10,011.70	1,451.30	10,236.30	49.45
101-336-727.000	HOLIDAY/VACATION/SICK SELLBAC	26,000.00	450.24	0.00	25,549.76	1.73
101-336-752.000	SUPPLIES - OPERATING	9,800.00	2,316.88	325.22	7,483.12	23.64
101-336-770.000	VEHICLE GAS / DIESEL	6,500.00	2,448.22	400.08	4,051.78	37.66
101-336-777.000	SUPPLIES - MEDICAL	16,600.00	8,103.09	1,036.60	8,496.91	48.81
101-336-780.000	FIRE PREVENTION	2,200.00	184.43	0.00	2,015.57	8.38
101-336-791.000	SUBSCRIPTIONS & PUBLICATIONS	350.00	0.00	0.00	350.00	0.00
101-336-801.000	PROFESSIONAL & CONSULTING SER	23,325.00	10,301.97	1,801.21	13,023.03	44.17
101-336-873.000	EDUCATION/TUITION REIMBURSE.	7,500.00	2,500.00	0.00	5,000.00	33.33
101-336-900.000	PRINTING & PUBLISHING	400.00	218.08	0.00	181.92	54.52
101-336-913.000	TRAVEL & TRAINING	7,300.00	3,133.98	1,000.00	4,166.02	42.93
101-336-915.000	MEMBERSHIPS & DUES	600.00	535.00	535.00	65.00	89.17
101-336-918.000	UTILITIES - WATER	1,550.00	530.00	201.04	1,020.00	34.19
101-336-920.000	UTILITIES - ELECTRIC	5,200.00	1,835.17	376.80	3,364.83	35.29
101-336-921.000	UTILITIES - NATURAL GAS	3,800.00	360.43	166.93	3,439.57	9.49
101-336-930.000	REPAIRS/MAINT - BUILDINGS/LAN	2,800.00	890.71	72.39	1,909.29	31.81
101-336-931.000	REPAIRS/MAINT - EQUIPMENT	5,700.00	1,400.33	545.98	4,299.67	24.57
101-336-932.000	REPAIRS/MAINT - VEHICLES	6,450.00	4,009.64	83.00	2,440.36	62.16
101-336-933.000	SOFTWARE AGREE / COPIER MAINT	2,550.00	2,395.00	2,275.00	155.00	93.92
101-336-942.000	HYDRANT RENTAL	21,600.00	10,800.00	0.00	10,800.00	50.00
101-336-956.000	MUTUAL AID	200.00	0.00	0.00	200.00	0.00
101-336-957.000	MOTOR POOL	62,930.00	26,220.85	5,244.17	36,709.15	41.67
101-336-983.000	LEASE PURCHASE	480.00	196.60	39.32	283.40	40.96
101-336-985.000	CAPITAL OUTLAY - UNDER $5,000	10,100.00	3,786.04	0.00	6,313.96	37.49
Total Dept 336-FIRE		1,044,939.00	440,010.27	76,071.32	604,928.73	42.11
Dept 441-PUBLIC WORKS						
101-441-702.000	WAGES - FULL TIME	634,687.00	232,467.59	49,090.88	402,219.41	36.63
101-441-704.000	WAGES - PART-TIME	11,700.00	17,614.70	291.38	(5,914.70)	150.55
101-441-708.000	COSTS - SUTA	3,635.00	418.09	7.13	3,216.91	11.50
101-441-709.000	COSTS - SOCIAL SECURITY	44,064.00	16,867.73	2,960.67	27,196.27	38.28
101-441-711.000	COSTS - MEDICARE	10,305.00	3,945.03	692.57	6,359.97	38.28
101-441-712.000	COSTS - IN LIEU OF BC/BS	4,800.00	2,440.68	400.00	2,359.32	50.85
101-441-713.000	OVERTIME	27,000.00	10,394.03	1,083.44	16,605.97	38.50
101-441-713.001	2E - STANDBY PAY	15,936.00	6,776.00	1,250.48	9,160.00	42.52
101-441-716.000	COSTS - ICMA CONTRIBUTION	2,587.00	1,131.83	208.37	1,455.17	43.75
101-441-717.000	COSTS - MERS CONTRIBUTION	39,766.00	16,584.75	3,355.26	23,181.25	41.71
101-441-718.000	COSTS - BLUE CROSS INSURANCE	158,696.00	70,107.13	12,579.92	88,588.87	44.18
101-441-718.001	COSTS - HSA CONTRIBUTION	36,000.00	32,250.00	0.00	3,750.00	89.58
101-441-718.002	COSTS - DENTAL INSURANCE	9,665.00	4,414.52	792.47	5,250.48	45.68
101-441-718.003	COSTS - VISION / ANCILLIARY	4,602.00	1,740.50	383.50	2,861.50	37.82
101-441-721.000	COSTS - UNIFORM/CLEANING ALLO	6,803.00	4,145.79	452.08	2,657.21	60.94

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-441-723.000	COSTS - RETIREE HEALTH CARE	7,500.00	3,000.02	500.02	4,499.98	40.00
101-441-725.000	COSTS - LIFE INSURANCE	1,829.00	828.87	149.23	1,000.13	45.32
101-441-726.000	COSTS - WORKERS COMPENSATION	46,385.00	21,797.61	3,112.85	24,587.39	46.99
101-441-727.000	HOLIDAY/VACATION/SICK SELLBAC	13,000.00	0.00	0.00	13,000.00	0.00
101-441-752.000	SUPPLIES - OPERATING	15,300.00	6,009.81	1,391.68	9,290.19	39.28
101-441-770.000	VEHICLE GAS / DIESEL	53,800.00	12,829.17	2,081.61	40,970.83	23.85
101-441-791.000	SUBSCRIPTIONS & PUBLICATIONS	200.00	0.00	0.00	200.00	0.00
101-441-801.000	PROFESSIONAL & CONSULTING SER	3,000.00	1,327.50	1,327.50	1,672.50	44.25
101-441-888.000	TREE COMMISSION	500.00	212.15	0.00	287.85	42.43
101-441-900.000	PRINTING & PUBLISHING	400.00	528.00	168.00	(128.00)	132.00
101-441-913.000	TRAVEL & TRAINING	3,500.00	298.08	298.08	3,201.92	8.52
101-441-915.000	MEMBERSHIPS & DUES	300.00	70.00	0.00	230.00	23.33
101-441-918.000	UTILITIES - WATER	2,750.00	1,304.92	123.64	1,445.08	47.45
101-441-920.000	UTILITIES - ELECTRIC	14,500.00	4,858.13	1,378.64	9,641.87	33.50
101-441-920.446	UTILITIES - ELECTRIC BRIDGE	0.00	175.29	0.00	(175.29)	100.00
101-441-921.000	UTILITIES - NATURAL GAS	20,900.00	565.99	295.88	20,334.01	2.71
101-441-930.000	REPAIRS/MAINT - BUILDINGS/LAN	17,700.00	8,254.55	2,172.60	9,445.45	46.64
101-441-931.000	REPAIRS/MAINT - EQUIPMENT	5,000.00	5,633.41	1,097.61	(633.41)	112.67
101-441-932.000	REPAIRS/MAINT - VEHICLES	69,500.00	13,803.83	6,666.87	55,696.17	19.86
101-441-933.000	SOFTWARE AGREE / COPIER MAINT	1,750.00	1,154.30	414.00	595.70	65.96
101-441-954.000	CHRISTMAS DECORATIONS	8,000.00	823.76	386.48	7,176.24	10.30
101-441-957.000	MOTOR POOL	73,080.00	30,450.00	6,090.00	42,630.00	41.67
101-441-983.000	LEASE PURCHASE	1,560.00	0.00	0.00	1,560.00	0.00
101-441-985.000	CAPITAL OUTLAY - UNDER $5,000	5,500.00	1,624.97	0.00	3,875.03	29.54
Total Dept 441-PUBLIC WORKS		1,376,200.00	536,848.73	101,202.84	839,351.27	39.01
Dept 701-PLANNING & ZONING						
101-701-702.000	WAGES - FULL TIME	59,583.00	23,474.60	4,824.92	36,108.40	39.40
101-701-708.000	COSTS - SUTA	238.00	0.01	0.01	237.99	0.00
101-701-709.000	COSTS - SOCIAL SECURITY	4,231.00	1,502.62	273.95	2,728.38	35.51
101-701-711.000	COSTS - MEDICARE	989.00	351.45	64.12	637.55	35.54
101-701-713.000	OVERTIME	250.00	0.00	0.00	250.00	0.00
101-701-717.000	COSTS - MERS CONTRIBUTION	7,808.00	3,436.50	629.65	4,371.50	44.01
101-701-718.000	COSTS - BLUE CROSS INSURANCE	11,014.00	5,535.30	922.55	5,478.70	50.26
101-701-718.001	COSTS - HSA CONTRIBUTION	3,000.00	3,000.00	0.00	0.00	100.00
101-701-718.002	COSTS - DENTAL INSURANCE	699.00	350.04	58.34	348.96	50.08
101-701-718.003	COSTS - VISION / ANCILLIARY	354.00	147.50	29.50	206.50	41.67
101-701-724.000	COSTS - VEHICLE ALLOWANCE	1,800.00	600.00	0.00	1,200.00	33.33
101-701-725.000	COSTS - LIFE INSURANCE	85.00	129.72	21.62	(44.72)	152.61
101-701-726.000	COSTS - WORKERS COMPENSATION	586.00	281.55	41.73	304.45	48.05
101-701-752.000	SUPPLIES - OPERATING	2,950.00	65.32	7.86	2,884.68	2.21
101-701-791.000	SUBSCRIPTIONS & PUBLICATIONS	200.00	31.00	0.00	169.00	15.50
101-701-884.000	HISTORIC DISTRICT COMMISSION	3,000.00	1,200.00	0.00	1,800.00	40.00
101-701-887.000	PLANNING COMMISSION	2,550.00	504.41	0.00	2,045.59	19.78
101-701-889.000	ZONING BOARD OF APPEALS	1,000.00	116.00	0.00	884.00	11.60
101-701-900.000	PRINTING & PUBLISHING	200.00	39.42	0.00	160.58	19.71
101-701-913.000	TRAVEL & TRAINING	2,200.00	731.98	378.98	1,468.02	33.27
101-701-915.000	MEMBERSHIPS & DUES	60.00	0.00	0.00	60.00	0.00
101-701-931.000	REPAIRS/MAINT - EQUIPMENT	250.00	0.00	0.00	250.00	0.00
101-701-933.000	SOFTWARE AGREE / COPIER MAINT	2,850.00	987.03	63.80	1,862.97	34.63

PERIOD ENDING 11/30/2017

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Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 701-PLANNING & ZONING		105,897.00	42,484.45	7,317.03	63,412.55	40.12
Dept 751-PARKS & RECREATION						
101-751-702.000	WAGES - FULL TIME	89,555.00	34,327.45	6,919.93	55,227.55	38.33
101-751-704.000	WAGES - PART-TIME	54,600.00	24,394.02	522.38	30,205.98	44.68
101-751-708.000	COSTS - SUTA	1,917.00	306.44	2.32	1,610.56	15.99
101-751-709.000	COSTS - SOCIAL SECURITY	9,558.00	4,286.72	424.95	5,271.28	44.85
101-751-711.000	COSTS - MEDICARE	2,221.00	1,002.60	99.43	1,218.40	45.14
101-751-713.000	OVERTIME	8,500.00	4,795.64	0.00	3,704.36	56.42
101-751-713.001	2E - STANDBY PAY	0.00	89.32	0.00	(89.32)	100.00
101-751-717.000	COSTS - MERS CONTRIBUTION	5,342.00	2,596.80	519.36	2,745.20	48.61
101-751-718.000	COSTS - BLUE CROSS INSURANCE	24,875.00	12,503.94	2,083.99	12,371.06	50.27
101-751-718.001	COSTS - HSA CONTRIBUTION	6,000.00	6,000.00	0.00	0.00	100.00
101-751-718.002	COSTS - DENTAL INSURANCE	1,572.00	787.62	131.27	784.38	50.10
101-751-718.003	COSTS - VISION / ANCILLIARY	708.00	295.00	59.00	413.00	41.67
101-751-721.000	COSTS - UNIFORM/CLEANING ALLO	1,161.00	160.00	0.00	1,001.00	13.78
101-751-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	1,500.01	250.01	1,499.99	50.00
101-751-725.000	COSTS - LIFE INSURANCE	226.00	112.80	18.80	113.20	49.91
101-751-726.000	COSTS - WORKERS COMPENSATION	4,595.00	2,661.81	207.45	1,933.19	57.93
101-751-727.000	HOLIDAY/VACATION/SICK SELLBAC	1,000.00	0.00	0.00	1,000.00	0.00
101-751-752.000	SUPPLIES - OPERATING	18,000.00	8,263.97	578.49	9,736.03	45.91
101-751-770.000	VEHICLE GAS / DIESEL	8,400.00	4,159.61	291.46	4,240.39	49.52
101-751-801.000	PROFESSIONAL & CONSULTING SER	500.00	0.00	0.00	500.00	0.00
101-751-850.000	COMMUNICATIONS - PHONE	720.00	408.31	79.98	311.69	56.71
101-751-873.000	EDUCATION/TUITION REIMBURSE.	0.00	1,200.00	0.00	(1,200.00)	100.00
101-751-883.000	HARBOR COMMISSION	200.00	0.00	0.00	200.00	0.00
101-751-886.000	PARKS COMMISSION	800.00	395.70	60.71	404.30	49.46
101-751-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00	500.00	0.00
101-751-913.000	TRAVEL & TRAINING	500.00	0.00	0.00	500.00	0.00
101-751-915.000	MEMBERSHIPS & DUES	160.00	0.00	0.00	160.00	0.00
101-751-918.000	UTILITIES - WATER	21,000.00	6,048.81	1,342.41	14,951.19	28.80
101-751-920.000	UTILITIES - ELECTRIC	21,000.00	9,659.22	2,798.95	11,340.78	46.00
101-751-921.000	UTILITIES - NATURAL GAS	1,000.00	166.17	37.33	833.83	16.62
101-751-930.000	REPAIRS/MAINT - BUILDINGS/LAN	27,300.00	20,059.36	14,551.22	7,240.64	73.48
101-751-931.000	REPAIRS/MAINT - EQUIPMENT	39,000.00	6,698.81	84.91	32,301.19	17.18
101-751-932.000	REPAIRS/MAINT - VEHICLES	0.00	102.64	18.47	(102.64)	100.00
101-751-957.000	MOTOR POOL	36,540.00	15,225.00	3,045.00	21,315.00	41.67
Total Dept 751-PARKS & RECREATION		390,450.00	168,207.77	34,127.82	222,242.23	43.08
Dept 801-APPROPRIATIONS						
101-801-890.000	ALTERNATIVES FOR AREA YOUTH	13,000.00	6,500.00	0.00	6,500.00	50.00
101-801-892.000	ALLIANCE FOR ECONOMIC SUCCESS	23,259.00	23,259.00	0.00	0.00	100.00
101-801-893.500	MAPS PAINE POOL	40,000.00	20,000.00	0.00	20,000.00	50.00
101-801-894.000	MANISTEE RECREATION ASSOC.	27,000.00	13,500.00	0.00	13,500.00	50.00
101-801-894.500	MANISTEE SAINTS	3,000.00	3,000.00	0.00	0.00	100.00
101-801-895.000	MAN. CO. HISTORICAL MUSEUM	9,000.00	4,500.00	0.00	4,500.00	50.00
101-801-897.000	RAMSDELL REGIONAL CENTER FOR	60,000.00	30,000.00	0.00	30,000.00	50.00
101-801-899.000	VETERAN'S MEMORIAL DAY	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 801-APPROPRIATIONS		176,259.00	100,759.00	0.00	75,500.00	57.17

PERIOD ENDING 11/30/2017

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 905-DEBT SERVICE						
101-905-991.006	2010 DDA REFUNDING - PRINCIPA	125,000.00	125,000.00	0.00	0.00	100.00
101-905-991.007	2010 CAP IMP PRINCIPAL	245,000.00	245,000.00	0.00	0.00	100.00
101-905-991.008	2013 CI REFUNDING - PRINCIPAL	185,000.00	185,000.00	0.00	0.00	100.00
101-905-992.106	2010 DDA REFUNDING - INTEREST	12,475.00	7,175.00	0.00	5,300.00	57.52
101-905-992.107	2010 CAP IMP INTEREST	184,273.00	93,973.75	0.00	90,299.25	51.00
101-905-992.108	2013 CI REFUNDING - INTEREST	33,550.00	17,700.00	0.00	15,850.00	52.76
Total Dept 905-DEBT SERVICE		785,298.00	673,848.75	0.00	111,449.25	85.81
TOTAL EXPENDITURES		6,503,444.00	3,050,066.51	401,840.83	3,453,377.49	46.90
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,522,702.00	4,428,281.45	164,469.72	2,094,420.55	67.89
TOTAL EXPENDITURES		6,503,444.00	3,050,066.51	401,840.83	3,453,377.49	46.90
NET OF REVENUES & EXPENDITURES		19,258.00	1,378,214.94	(237,371.11)	(1,358,956.94)	7,156.58
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-546.001	STATE GRANT - ACT 51 REVENUE	538,577.00	147,411.66	47,828.23	391,165.34	27.37
202-000-626.000	CHARGE FOR SERVICE	289,500.00	102,507.91	0.00	186,992.09	35.41
202-000-665.000	INVESTMENT - INTEREST	500.00	933.86	154.85	(433.86)	186.77
202-000-699.000	TRANSFERS IN	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000		838,577.00	250,853.43	47,983.08	587,723.57	29.91
TOTAL REVENUES		838,577.00	250,853.43	47,983.08	587,723.57	29.91
Expenditures						
Dept 000						
202-000-752.000	SUPPLIES - OPERATING	500.00	0.00	0.00	500.00	0.00
202-000-863.000	TRAFFIC SERVICES	9,500.00	4,855.31	1,116.32	4,644.69	51.11
202-000-864.000	PRESERVATION STREETS	118,500.00	43,952.10	6,806.98	74,547.90	37.09
202-000-864.001	PRESERVATION STREETS -PROJECT	57,500.00	201,947.49	158,541.69	(144,447.49)	351.21
202-000-865.000	ROUTINE MAINTENANCE BRIDGES	124,500.00	45,782.53	10,282.53	78,717.47	36.77
202-000-866.000	WINTER MAINTENANCE STREETS	173,500.00	60,416.65	12,083.33	113,083.35	34.82
202-000-870.000	SIDEWALKS	0.00	7,707.15	6,750.90	(7,707.15)	100.00
202-000-918.000	UTILITIES - WATER	1,100.00	423.99	156.50	676.01	38.54
202-000-920.000	UTILITIES - ELECTRIC	0.00	976.97	422.56	(976.97)	100.00
202-000-921.000	UTILITIES - NATURAL GAS	1,000.00	97.93	0.00	902.07	9.79
202-000-995.000	TRANSFERS OUT	131,414.00	64,321.01	0.00	67,092.99	48.95
Total Dept 000		617,514.00	430,481.13	196,160.81	187,032.87	69.71
TOTAL EXPENDITURES		617,514.00	430,481.13	196,160.81	187,032.87	69.71

PERIOD ENDING 11/30/2017

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		838,577.00	250,853.43	47,983.08	587,723.57	29.91
TOTAL EXPENDITURES		617,514.00	430,481.13	196,160.81	187,032.87	69.71
NET OF REVENUES & EXPENDITURES		221,063.00	(179,627.70)	(148,177.73)	400,690.70	81.26
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-546.001	STATE GRANT - ACT 51 REVENUE	187,278.00	51,205.15	16,613.69	136,072.85	27.34
203-000-665.000	INVESTMENT - INTEREST	200.00	0.00	0.00	200.00	0.00
203-000-699.000	TRANSFERS IN	329,414.00	64,321.01	0.00	265,092.99	19.53
Total Dept 000		516,892.00	115,526.16	16,613.69	401,365.84	22.35
TOTAL REVENUES		516,892.00	115,526.16	16,613.69	401,365.84	22.35
Expenditures						
Dept 000						
203-000-752.000	SUPPLIES - OPERATING	500.00	0.00	0.00	500.00	0.00
203-000-863.000	TRAFFIC SERVICES	4,000.00	0.00	0.00	4,000.00	0.00
203-000-864.000	PRESERVATION STREETS	431,700.00	29,365.94	5,666.67	402,334.06	6.80
203-000-866.000	WINTER MAINTENANCE STREETS	109,500.00	32,916.65	6,583.33	76,583.35	30.06
203-000-870.000	SIDEWALKS	0.00	6,750.91	6,750.91	(6,750.91)	100.00
203-000-995.000	TRANSFERS OUT	81,414.00	64,321.01	0.00	17,092.99	79.00
Total Dept 000		627,114.00	133,354.51	19,000.91	493,759.49	21.26
TOTAL EXPENDITURES		627,114.00	133,354.51	19,000.91	493,759.49	21.26
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		516,892.00	115,526.16	16,613.69	401,365.84	22.35
TOTAL EXPENDITURES		627,114.00	133,354.51	19,000.91	493,759.49	21.26
NET OF REVENUES & EXPENDITURES		(110,222.00)	(17,828.35)	(2,387.22)	(92,393.65)	16.17
Fund 204 - MUNICIPAL STREET FUND						
Revenues						
Dept 000						
204-000-450.000	SPECIAL ASSESSMENT REVENUE	1,535.00	1,148.91	0.00	386.09	74.85
204-000-546.002	STATE GRANT - ROW FEE	25,000.00	0.00	0.00	25,000.00	0.00
204-000-665.000	INVESTMENT - INTEREST	70.00	51.63	0.00	18.37	73.76
Total Dept 000		26,605.00	1,200.54	0.00	25,404.46	4.51
TOTAL REVENUES		26,605.00	1,200.54	0.00	25,404.46	4.51

PERIOD ENDING 11/30/2017

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 204 - MUNICIPAL STREET FUND						
Expenditures						
Dept 000						
204-000-801.000	PROFESSIONAL & CONSULTING SER	1,500.00	0.00	0.00	1,500.00	0.00
204-000-950.000	TREES	8,000.00	0.00	0.00	8,000.00	0.00
204-000-995.000	TRANSFERS OUT	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000		29,500.00	0.00	0.00	29,500.00	0.00
TOTAL EXPENDITURES		29,500.00	0.00	0.00	29,500.00	0.00
Fund 204 - MUNICIPAL STREET FUND:						
TOTAL REVENUES		26,605.00	1,200.54	0.00	25,404.46	4.51
TOTAL EXPENDITURES		29,500.00	0.00	0.00	29,500.00	0.00
NET OF REVENUES & EXPENDITURES		(2,895.00)	1,200.54	0.00	(4,095.54)	41.47
Fund 226 - CITY REFUSE FUND						
Revenues						
Dept 000						
226-000-402.000	TAXES - REAL/PERSONAL PROPERT	194,335.00	188,379.38	1,950.34	5,955.62	96.94
226-000-411.000	TAXES - DELINQ REAL PROPERTY	11,624.00	0.00	0.00	11,624.00	0.00
226-000-412.000	TAXES - DELINQ PERSONAL PROP	378.00	149.66	53.13	228.34	39.59
226-000-626.000	CHARGE FOR SERVICE	291,429.00	127,512.46	25,349.26	163,916.54	43.75
226-000-643.000	SALES - YARD BAGS	10,000.00	3,700.00	501.50	6,300.00	37.00
226-000-644.000	SALES - TRASH BAGS	1,000.00	241.50	0.00	758.50	24.15
226-000-665.000	INVESTMENT - INTEREST	150.00	0.00	0.00	150.00	0.00
Total Dept 000		508,916.00	319,983.00	27,854.23	188,933.00	62.88
TOTAL REVENUES		508,916.00	319,983.00	27,854.23	188,933.00	62.88
Expenditures						
Dept 000						
226-000-752.000	SUPPLIES - OPERATING	2,500.00	86.18	86.18	2,413.82	3.45
226-000-755.000	SUPPLIES - YARD BAGS	15,000.00	5,003.80	5,003.80	9,996.20	33.36
226-000-803.000	ADMINISTRATION	35,624.00	17,812.00	0.00	17,812.00	50.00
226-000-826.000	RESIDENTIAL CONTRACT FEES	368,302.00	125,202.00	30,607.17	243,100.00	33.99
226-000-827.000	MUNICIPAL CONTRACT FEES	19,000.00	11,389.80	7,112.20	7,610.20	59.95
226-000-830.001	YARD WASTE CITY	82,723.00	36,457.90	6,893.58	46,265.10	44.07
226-000-920.000	UTILITIES - ELECTRIC	0.00	154.99	33.83	(154.99)	100.00
Total Dept 000		523,149.00	196,106.67	49,736.76	327,042.33	37.49
TOTAL EXPENDITURES		523,149.00	196,106.67	49,736.76	327,042.33	37.49
Fund 226 - CITY REFUSE FUND:						

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 226 - CITY REFUSE FUND						
TOTAL REVENUES		508,916.00	319,983.00	27,854.23	188,933.00	62.88
TOTAL EXPENDITURES		523,149.00	196,106.67	49,736.76	327,042.33	37.49
NET OF REVENUES & EXPENDITURES		(14,233.00)	123,876.33	(21,882.53)	(138,109.33)	870.35
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHO						
Revenues						
Dept 000						
243-000-402.000	TAXES - REAL/PERSONAL PROPERT	14,000.00	9,171.66	0.00	4,828.34	65.51
243-000-626.000	CHARGE FOR SERVICE	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 000		18,000.00	9,171.66	0.00	8,828.34	50.95
TOTAL REVENUES		18,000.00	9,171.66	0.00	8,828.34	50.95
Expenditures						
Dept 000						
243-000-801.000	PROFESSIONAL & CONSULTING SER	3,000.00	562.50	0.00	2,437.50	18.75
Total Dept 000		3,000.00	562.50	0.00	2,437.50	18.75
TOTAL EXPENDITURES		3,000.00	562.50	0.00	2,437.50	18.75
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHO:						
TOTAL REVENUES		18,000.00	9,171.66	0.00	8,828.34	50.95
TOTAL EXPENDITURES		3,000.00	562.50	0.00	2,437.50	18.75
NET OF REVENUES & EXPENDITURES		15,000.00	8,609.16	0.00	6,390.84	57.39
Fund 245 - OIL & GAS FUND						
Revenues						
Dept 000						
245-000-665.000	INVESTMENT - INTEREST	200,000.00	59,585.21	0.00	140,414.79	29.79
245-000-668.000	INVESTMENT - OIL ROYALTIES	30,000.00	8,080.28	0.00	21,919.72	26.93
245-000-669.000	INVESTMENT - GAINS & LOSSES	400,000.00	275,290.44	0.00	124,709.56	68.82
Total Dept 000		630,000.00	342,955.93	0.00	287,044.07	54.44
TOTAL REVENUES		630,000.00	342,955.93	0.00	287,044.07	54.44
Expenditures						
Dept 000						
245-000-752.000	SUPPLIES - OPERATING	2,500.00	0.00	0.00	2,500.00	0.00
245-000-801.000	PROFESSIONAL & CONSULTING SER	52,000.00	13,418.98	0.00	38,581.02	25.81
245-000-995.000	TRANSFERS OUT	390,928.00	390,928.00	0.00	0.00	100.00
Total Dept 000		445,428.00	404,346.98	0.00	41,081.02	90.78

PERIOD ENDING 11/30/2017

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Fund 245 - OIL & GAS FUND						
Expenditures						
TOTAL EXPENDITURES		445,428.00	404,346.98	0.00	41,081.02	90.78
Fund 245 - OIL & GAS FUND:						
TOTAL REVENUES		630,000.00	342,955.93	0.00	287,044.07	54.44
TOTAL EXPENDITURES		445,428.00	404,346.98	0.00	41,081.02	90.78
NET OF REVENUES & EXPENDITURES		184,572.00	(61,391.05)	0.00	245,963.05	33.26
Fund 272 - PEG COMMISSION						
Revenues						
Dept 000						
272-000-581.000	CONTRIBUTION FROM LOCAL UNITS	8,800.00	950.00	0.00	7,850.00	10.80
272-000-679.000	CABLE GRANT	6,600.00	1,293.24	1,345.74	5,306.76	19.59
Total Dept 000		15,400.00	2,243.24	1,345.74	13,156.76	14.57
TOTAL REVENUES		15,400.00	2,243.24	1,345.74	13,156.76	14.57
Expenditures						
Dept 000						
272-000-752.000	SUPPLIES - OPERATING	1,175.00	0.00	0.00	1,175.00	0.00
272-000-801.000	PROFESSIONAL & CONSULTING SER	10,000.00	4,166.65	833.33	5,833.35	41.67
272-000-880.000	MARKETING & PROMOTION	2,000.00	0.00	0.00	2,000.00	0.00
272-000-915.000	MEMBERSHIPS & DUES	979.00	949.00	0.00	30.00	96.94
272-000-985.000	CAPITAL OUTLAY - UNDER $5,000	1,246.00	0.00	0.00	1,246.00	0.00
Total Dept 000		15,400.00	5,115.65	833.33	10,284.35	33.22
TOTAL EXPENDITURES		15,400.00	5,115.65	833.33	10,284.35	33.22
Fund 272 - PEG COMMISSION:						
TOTAL REVENUES		15,400.00	2,243.24	1,345.74	13,156.76	14.57
TOTAL EXPENDITURES		15,400.00	5,115.65	833.33	10,284.35	33.22
NET OF REVENUES & EXPENDITURES		0.00	(2,872.41)	512.41	2,872.41	100.00
Fund 275 - GRANT MANAGEMENT FUND						
Revenues						
Dept 000						
275-000-502.000	FEDERAL GRANT - GENERAL GOVT	970,000.00	0.00	0.00	970,000.00	0.00
275-000-522.000	FEDERAL GRANT - CDBG	0.00	13,737.50	0.00	(13,737.50)	100.00
275-000-581.000	CONTRIBUTION FROM LOCAL UNITS	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 000		1,020,000.00	13,737.50	0.00	1,006,262.50	1.35
TOTAL REVENUES		1,020,000.00	13,737.50	0.00	1,006,262.50	1.35

PERIOD ENDING 11/30/2017

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Fund 275 - GRANT MANAGEMENT FUND						
Expenditures						
Dept 901-LOCAL REVENUE SHARING GRANTS						
275-901-955.000	MISCELLANEOUS EXPENSE	81,474.00	0.00	0.00	81,474.00	0.00
275-901-965.071	2016 CYCLE 2 - FIRE TRAINTRLR	0.00	163.39	0.00	(163.39)	100.00
275-901-965.073	2017 CYCLE 1 - POL RADAR UNIT	0.00	8,940.00	0.00	(8,940.00)	100.00
275-901-965.074	2017 CYCLE 1 - FIRE EMS EQUIP	0.00	4,000.00	(236.60)	(4,000.00)	100.00
Total Dept 901-LOCAL REVENUE SHARING GRANTS		81,474.00	13,103.39	(236.60)	68,370.61	16.08
Dept 902-OTHER GRANTS						
275-902-986.105	CDBG - NORTH CHANNEL OUTLET	970,000.00	8,337.50	0.00	961,662.50	0.86
Total Dept 902-OTHER GRANTS		970,000.00	8,337.50	0.00	961,662.50	0.86
TOTAL EXPENDITURES		1,051,474.00	21,440.89	(236.60)	1,030,033.11	2.04
Fund 275 - GRANT MANAGEMENT FUND:						
TOTAL REVENUES		1,020,000.00	13,737.50	0.00	1,006,262.50	1.35
TOTAL EXPENDITURES		1,051,474.00	21,440.89	(236.60)	1,030,033.11	2.04
NET OF REVENUES & EXPENDITURES		(31,474.00)	(7,703.39)	236.60	(23,770.61)	24.48
Fund 297 - RAMSDELL REGIONAL CENTER/ARTS						
Revenues						
Dept 000						
297-000-540.000	STATE GRANT - OTHER	17,000.00	0.00	0.00	17,000.00	0.00
297-000-581.000	CONTRIBUTION FROM LOCAL UNITS	60,000.00	30,000.00	0.00	30,000.00	50.00
297-000-647.000	SALES - CONCESSIONS	8,000.00	2,859.25	1,312.40	5,140.75	35.74
297-000-647.001	SALES - ADVERTISING	1,000.00	0.00	0.00	1,000.00	0.00
297-000-651.001	ADMIT FEE - MOVIES/OPERA	6,000.00	1,335.30	180.00	4,664.70	22.26
297-000-651.002	ADMIT FEE - PRESENTING	28,400.00	36,862.94	11,212.63	(8,462.94)	129.80
297-000-651.003	ADMIT FEE - WORKSHOPS/CLASSES	1,200.00	1,055.00	0.00	145.00	87.92
297-000-651.004	ADMIT FEE - COMMUNITY THEATRE	18,000.00	2,229.00	0.00	15,771.00	12.38
297-000-651.005	ADMIT FEE - EXHIBITS	22,450.00	1,800.00	1,800.00	20,650.00	8.02
297-000-651.006	ADMIT FEE - TOURS	1,000.00	70.00	20.00	930.00	7.00
297-000-665.000	INVESTMENT - INTEREST	100.00	0.00	0.00	100.00	0.00
297-000-667.000	RENTAL INCOME	10,000.00	0.00	0.00	10,000.00	0.00
297-000-667.001	RENTAL - BALLROOM	31,000.00	12,720.50	425.00	18,279.50	41.03
297-000-667.002	RENTAL - THEATRE	8,000.00	10,202.50	1,450.00	(2,202.50)	127.53
297-000-667.003	RENTAL - HARDY HALL	5,250.00	1,707.50	70.00	3,542.50	32.52
297-000-667.004	RENTAL - CLASSROOMS	1,600.00	100.00	0.00	1,500.00	6.25
297-000-667.005	RENTAL - WORKSHOPS	500.00	500.00	0.00	0.00	100.00
297-000-674.000	CONTRIBUTIONS / DONATIONS	60,000.00	12,939.84	10,245.32	47,060.16	21.57
297-000-674.001	SPONSORSHIPS	14,000.00	2,500.00	1,000.00	11,500.00	17.86
Total Dept 000		293,500.00	116,881.83	27,715.35	176,618.17	39.82
TOTAL REVENUES		293,500.00	116,881.83	27,715.35	176,618.17	39.82

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Fund 297 - RAMSDELL REGIONAL CENTER/ARTS						
Expenditures						
Dept 000						
297-000-702.000	WAGES - FULL TIME	58,254.00	24,327.60	4,481.40	33,926.40	41.76
297-000-704.000	WAGES - PART-TIME	16,720.00	9,063.33	1,128.76	7,656.67	54.21
297-000-708.000	COSTS - SUTA	137.00	701.56	276.60	(564.56)	512.09
297-000-709.000	COSTS - SOCIAL SECURITY	4,648.00	2,070.24	347.83	2,577.76	44.54
297-000-710.000	COSTS - FUTA	0.00	49.58	2.45	(49.58)	100.00
297-000-711.000	COSTS - MEDICARE	1,087.00	484.16	81.34	602.84	44.54
297-000-726.000	COSTS - WORKERS COMPENSATION	775.00	0.00	0.00	775.00	0.00
297-000-752.000	SUPPLIES - OPERATING	8,000.00	4,099.27	757.41	3,900.73	51.24
297-000-801.000	PROFESSIONAL & CONSULTING SER	3,400.00	1,140.00	445.00	2,260.00	33.53
297-000-831.000	CONTRACTUAL SERVICE	0.00	150.00	0.00	(150.00)	100.00
297-000-850.000	COMMUNICATIONS - PHONE	750.00	306.27	59.98	443.73	40.84
297-000-851.000	POSTAGE	100.00	0.00	0.00	100.00	0.00
297-000-880.000	MARKETING & PROMOTION	18,800.00	4,094.45	1,838.99	14,705.55	21.78
297-000-881.000	RAMSDELL - CONCESSION EXPENSE	4,800.00	2,015.42	704.91	2,784.58	41.99
297-000-881.001	RAMSDELL - MOVIE / OPERA EXPE	2,500.00	1,086.28	704.50	1,413.72	43.45
297-000-881.002	RAMSDELL - PRESENTING EXPENSE	31,500.00	36,476.99	2,404.64	(4,976.99)	115.80
297-000-881.003	RAMSDELL - WORKSHOPS & CLASSE	600.00	1,365.00	0.00	(765.00)	227.50
297-000-881.004	RAMSDELL - COMMUNITY THEATRE	16,200.00	3,443.30	2,577.22	12,756.70	21.25
297-000-881.005	RAMSDELL - EXHIBITS	1,800.00	1,620.88	1,280.14	179.12	90.05
297-000-881.006	RAMSDELL - MISC. EVENTS	0.00	358.21	0.00	(358.21)	100.00
297-000-882.000	FUNDRAISING EXPENSE	15,800.00	2,132.67	772.62	13,667.33	13.50
297-000-900.000	PRINTING & PUBLISHING	18,400.00	2,072.76	346.00	16,327.24	11.27
297-000-913.000	TRAVEL & TRAINING	6,000.00	302.84	0.00	5,697.16	5.05
297-000-915.000	MEMBERSHIPS & DUES	825.00	25.00	25.00	800.00	3.03
297-000-918.000	UTILITIES - WATER	1,000.00	234.08	102.40	765.92	23.41
297-000-920.000	UTILITIES - ELECTRIC	16,000.00	8,308.39	1,120.74	7,691.61	51.93
297-000-921.000	UTILITIES - NATURAL GAS	14,000.00	1,681.83	612.10	12,318.17	12.01
297-000-930.000	REPAIRS/MAINT - BUILDINGS/LAN	23,000.00	9,498.51	2,740.24	13,501.49	41.30
297-000-931.000	REPAIRS/MAINT - EQUIPMENT	5,000.00	596.16	456.16	4,403.84	11.92
297-000-935.000	INSURANCE	6,100.00	4,354.16	150.00	1,745.84	71.38
297-000-940.000	RENT	1,000.00	0.00	0.00	1,000.00	0.00
297-000-985.000	CAPITAL OUTLAY - UNDER $5,000	6,000.00	2,792.21	545.00	3,207.79	46.54
Total Dept 000		283,196.00	124,851.15	23,961.43	158,344.85	44.09
TOTAL EXPENDITURES		283,196.00	124,851.15	23,961.43	158,344.85	44.09
Fund 297 - RAMSDELL REGIONAL CENTER/ARTS:						
TOTAL REVENUES		293,500.00	116,881.83	27,715.35	176,618.17	39.82
TOTAL EXPENDITURES		283,196.00	124,851.15	23,961.43	158,344.85	44.09
NET OF REVENUES & EXPENDITURES		10,304.00	(7,969.32)	3,753.92	18,273.32	77.34
Fund 430 - CAPITAL IMPROVEMENT FUND						
Revenues						
Dept 000						
430-000-699.000	TRANSFERS IN	390,928.00	390,928.00	0.00	0.00	100.00
Total Dept 000		390,928.00	390,928.00	0.00	0.00	100.00

PERIOD ENDING 11/30/2017

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GL NUMBER	DESCRIPTION		2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 430 - CAPITAL IMPROVEMENT FUND							
Revenues							
TOTAL REVENUES			390,928.00	390,928.00	0.00	0.00	100.00
Expenditures							
Dept 000							
430-000-986.004	RAMSDELL - HVAC NOTE		108,950.00	54,475.00	0.00	54,475.00	50.00
430-000-986.013	BS&A SOFTWARE UPGRADE		0.00	750.00	0.00	(750.00)	100.00
430-000-986.019	MARINA BLDG NOTE SUPPORT		65,000.00	32,500.00	0.00	32,500.00	50.00
430-000-986.020	FIRST ST BOND		72,680.00	0.00	0.00	72,680.00	0.00
430-000-986.029	LOCAL STREETS	FY1	113,000.00	0.00	0.00	113,000.00	0.00
430-000-986.033	FINANCIAL MGMT SOFTWARE	FY1	25,000.00	0.00	0.00	25,000.00	0.00
430-000-986.034	CC CHAMBER VIDEO EQUIP	FY1	15,000.00	15,121.52	0.00	(121.52)	100.81
430-000-995.000	TRANSFERS OUT		0.00	57,456.54	0.00	(57,456.54)	100.00
Total Dept 000			399,630.00	160,303.06	0.00	239,326.94	40.11
TOTAL EXPENDITURES			399,630.00	160,303.06	0.00	239,326.94	40.11
Fund 430 - CAPITAL IMPROVEMENT FUND:							
TOTAL REVENUES			390,928.00	390,928.00	0.00	0.00	100.00
TOTAL EXPENDITURES			399,630.00	160,303.06	0.00	239,326.94	40.11
NET OF REVENUES & EXPENDITURES			(8,702.00)	230,624.94	0.00	(239,326.94)	2,650.25
Fund 496 - RENAISSANCE PARK							
Revenues							
Dept 000							
496-000-699.000	TRANSFERS IN		5,616.00	0.00	0.00	5,616.00	0.00
Total Dept 000			5,616.00	0.00	0.00	5,616.00	0.00
TOTAL REVENUES			5,616.00	0.00	0.00	5,616.00	0.00
Expenditures							
Dept 000							
496-000-991.002	RENAISSANCE PARK - PRINCIPAL		5,616.00	1,871.96	0.00	3,744.04	33.33
Total Dept 000			5,616.00	1,871.96	0.00	3,744.04	33.33
TOTAL EXPENDITURES			5,616.00	1,871.96	0.00	3,744.04	33.33
Fund 496 - RENAISSANCE PARK:							
TOTAL REVENUES			5,616.00	0.00	0.00	5,616.00	0.00
TOTAL EXPENDITURES			5,616.00	1,871.96	0.00	3,744.04	33.33

PERIOD ENDING 11/30/2017

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 496 - RENAISSANCE PARK						
NET OF REVENUES & EXPENDITURES		0.00	(1,871.96)	0.00	1,871.96	100.00
Fund 501 - BOAT LAUNCH FUND						
Revenues						
Dept 000						
501-000-642.000	SALES	38,000.00	23,712.70	360.25	14,287.30	62.40
Total Dept 000		38,000.00	23,712.70	360.25	14,287.30	62.40
TOTAL REVENUES		38,000.00	23,712.70	360.25	14,287.30	62.40
Expenditures						
Dept 000						
501-000-752.000	SUPPLIES - OPERATING	2,800.00	7.97	0.00	2,792.03	0.28
501-000-801.000	PROFESSIONAL & CONSULTING SER	500.00	0.00	0.00	500.00	0.00
501-000-803.000	ADMINISTRATION	2,660.00	2,660.00	0.00	0.00	100.00
501-000-850.000	COMMUNICATIONS - PHONE	500.00	199.95	39.99	300.05	39.99
501-000-880.000	MARKETING & PROMOTION	500.00	0.00	0.00	500.00	0.00
501-000-918.000	UTILITIES - WATER	2,360.00	1,223.23	388.32	1,136.77	51.83
501-000-920.000	UTILITIES - ELECTRIC	3,800.00	1,691.76	395.87	2,108.24	44.52
501-000-930.000	REPAIRS/MAINT - BUILDINGS/LAN	1,000.00	24,500.00	24,500.00	(23,500.00)	2,450.00
501-000-960.000	BANK CHARGES	650.00	492.10	112.23	157.90	75.71
Total Dept 000		14,770.00	30,775.01	25,436.41	(16,005.01)	208.36
Dept 905-DEBT SERVICE						
501-905-992.203	INTEREST - INTERNAL LOAN	1,382.00	1,382.15	0.00	(0.15)	100.01
Total Dept 905-DEBT SERVICE		1,382.00	1,382.15	0.00	(0.15)	100.01
TOTAL EXPENDITURES		16,152.00	32,157.16	25,436.41	(16,005.16)	199.09
Fund 501 - BOAT LAUNCH FUND:						
TOTAL REVENUES		38,000.00	23,712.70	360.25	14,287.30	62.40
TOTAL EXPENDITURES		16,152.00	32,157.16	25,436.41	(16,005.16)	199.09
NET OF REVENUES & EXPENDITURES		21,848.00	(8,444.46)	(25,076.16)	30,292.46	38.65
Fund 592 - WATER & SEWER UTILITY						
Revenues						
Dept 000						
592-000-540.000	STATE GRANT - OTHER	931,132.00	148,831.87	30,885.63	782,300.13	15.98
592-000-613.000	PENALTIES	43,509.00	19,671.81	4,057.66	23,837.19	45.21
592-000-614.000	WATER READY TO SERVE	204,019.00	82,054.30	18,138.19	121,964.70	40.22
592-000-615.000	SEWER READY TO SERVE	589,001.00	233,234.31	51,429.81	355,766.69	39.60
592-000-616.000	NEW SERVICE	425,000.00	9,540.00	0.00	415,460.00	2.24
592-000-626.000	CHARGE FOR SERVICE	500.00	50.00	0.00	450.00	10.00
592-000-648.000	SALES - WATER	939,731.00	393,460.05	81,831.31	546,270.95	41.87
592-000-649.000	SALES - SEWER	2,222,568.00	758,333.79	118,718.41	1,464,234.21	34.12

PERIOD ENDING 11/30/2017

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 592 - WATER & SEWER UTILITY						
Revenues						
592-000-650.000	SALES - METERS	7,000.00	2,131.60	136.00	4,868.40	30.45
592-000-665.000	INVESTMENT - INTEREST	7,000.00	3,579.05	741.08	3,420.95	51.13
592-000-667.000	RENTAL INCOME	102,781.00	25,701.42	19,617.90	77,079.58	25.01
592-000-667.020	RENTAL - HYDRANT & TUNNEL	21,600.00	10,800.00	0.00	10,800.00	50.00
592-000-672.000	OTHER REVENUE	7,500.00	3,685.00	800.00	3,815.00	49.13
592-000-676.000	REIMBURSEMENT	5,000.00	5,795.97	703.07	(795.97)	115.92
592-000-680.000	CAPITAL COST RECOVERY	23,856.00	9,012.04	1,987.95	14,843.96	37.78
592-000-687.000	REFUNDS	4,000.00	0.00	0.00	4,000.00	0.00
592-000-699.000	TRANSFERS IN	390,928.00	390,928.00	0.00	0.00	100.00
Total Dept 000		5,925,125.00	2,096,809.21	329,047.01	3,828,315.79	35.39
TOTAL REVENUES		5,925,125.00	2,096,809.21	329,047.01	3,828,315.79	35.39
Expenditures						
Dept 275-GENERAL						
592-275-955.000	MISCELLANEOUS EXPENSE	500.00	0.00	0.00	500.00	0.00
592-275-961.000	UTILITY OWNERSHIP FEE	199,760.00	83,233.35	16,646.67	116,526.65	41.67
592-275-995.000	TRANSFERS OUT	390,928.00	390,928.00	0.00	0.00	100.00
Total Dept 275-GENERAL		591,188.00	474,161.35	16,646.67	117,026.65	80.20
Dept 541-ADMINISTRATION						
592-541-702.000	WAGES - FULL TIME	118,199.00	45,315.65	9,091.97	72,883.35	38.34
592-541-708.000	COSTS - SUTA	475.00	0.01	0.01	474.99	0.00
592-541-709.000	COSTS - SOCIAL SECURITY	7,400.00	2,847.43	516.15	4,552.57	38.48
592-541-711.000	COSTS - MEDICARE	1,731.00	666.00	120.77	1,065.00	38.47
592-541-713.000	OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
592-541-717.000	COSTS - MERS CONTRIBUTION	15,555.00	6,503.28	1,186.50	9,051.72	41.81
592-541-718.000	COSTS - BLUE CROSS INSURANCE	24,875.00	12,503.94	2,083.99	12,371.06	50.27
592-541-718.001	COSTS - HSA CONTRIBUTION	6,000.00	6,000.00	0.00	0.00	100.00
592-541-718.002	COSTS - DENTAL INSURANCE	1,572.00	787.62	131.27	784.38	50.10
592-541-718.003	COSTS - VISION / ANCILLIARY	708.00	295.00	59.00	413.00	41.67
592-541-725.000	COSTS - LIFE INSURANCE	197.00	98.70	16.45	98.30	50.10
592-541-726.000	COSTS - WORKERS COMPENSATION	1,897.00	893.99	128.71	1,003.01	47.13
592-541-752.000	SUPPLIES - OPERATING	10,900.00	1,953.27	1,096.12	8,946.73	17.92
592-541-801.000	PROFESSIONAL & CONSULTING SER	3,000.00	0.00	0.00	3,000.00	0.00
592-541-802.000	ATTORNEY	5,000.00	228.00	228.00	4,772.00	4.56
592-541-803.000	ADMINISTRATION	367,519.00	153,132.90	30,626.58	214,386.10	41.67
592-541-850.000	COMMUNICATIONS - PHONE	10,800.00	3,208.66	660.04	7,591.34	29.71
592-541-900.000	PRINTING & PUBLISHING	6,500.00	3,802.14	2,171.44	2,697.86	58.49
592-541-913.000	TRAVEL & TRAINING	2,000.00	144.19	0.00	1,855.81	7.21
592-541-915.000	MEMBERSHIPS & DUES	150.00	0.00	0.00	150.00	0.00
592-541-933.000	SOFTWARE AGREE / COPIER MAINT	3,600.00	236.28	0.00	3,363.72	6.56
592-541-960.000	BANK CHARGES	4,000.00	727.37	270.78	3,272.63	18.18
592-541-983.000	LEASE PURCHASE	7,000.00	0.00	0.00	7,000.00	0.00
Total Dept 541-ADMINISTRATION		600,078.00	239,344.43	48,387.78	360,733.57	39.89
Dept 542-WATER OPERATION						

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Fund 592 - WATER & SEWER UTILITY						
Expenditures						
592-542-702.000	WAGES - FULL TIME	134,980.00	51,905.48	10,531.20	83,074.52	38.45
592-542-708.000	COSTS - SUTA	713.00	0.00	0.00	713.00	0.00
592-542-709.000	COSTS - SOCIAL SECURITY	9,012.00	3,828.76	687.07	5,183.24	42.49
592-542-711.000	COSTS - MEDICARE	2,108.00	895.40	160.68	1,212.60	42.48
592-542-713.000	OVERTIME	22,742.00	3,692.07	674.18	19,049.93	16.23
592-542-713.001	2E - STANDBY PAY	0.00	6,522.40	1,042.68	(6,522.40)	100.00
592-542-717.000	COSTS - MERS CONTRIBUTION	6,948.00	2,831.71	585.38	4,116.29	40.76
592-542-718.000	COSTS - BLUE CROSS INSURANCE	41,583.00	24,097.92	4,016.32	17,485.08	57.95
592-542-718.001	COSTS - HSA CONTRIBUTION	9,000.00	3,000.00	0.00	6,000.00	33.33
592-542-718.002	COSTS - DENTAL INSURANCE	2,620.00	1,312.74	218.79	1,307.26	50.10
592-542-718.003	COSTS - VISION / ANCILLIARY	1,062.00	442.50	88.50	619.50	41.67
592-542-721.000	COSTS - UNIFORM/CLEANING ALLO	3,330.00	607.88	205.68	2,722.12	18.25
592-542-722.000	COSTS - FOOD ALLOWANCE	0.00	5.00	0.00	(5.00)	100.00
592-542-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	0.01	0.01	2,999.99	0.00
592-542-725.000	COSTS - LIFE INSURANCE	338.00	169.20	28.20	168.80	50.06
592-542-726.000	COSTS - WORKERS COMPENSATION	5,291.00	2,960.20	423.10	2,330.80	55.95
592-542-727.000	HOLIDAY/VACATION/SICK SELLBAC	3,000.00	0.00	0.00	3,000.00	0.00
592-542-752.000	SUPPLIES - OPERATING	4,500.00	2,689.06	977.15	1,810.94	59.76
592-542-753.000	SUPPLIES - CHEMICALS	25,500.00	9,830.09	0.00	15,669.91	38.55
592-542-754.000	SUPPLIES - METERS	60,000.00	2,813.42	1,841.78	57,186.58	4.69
592-542-770.000	VEHICLE GAS / DIESEL	7,500.00	2,239.25	446.92	5,260.75	29.86
592-542-801.000	PROFESSIONAL & CONSULTING SER	21,500.00	2,500.00	1,000.00	19,000.00	11.63
592-542-824.000	LAB TESTING	14,500.00	3,089.04	1,587.20	11,410.96	21.30
592-542-913.000	TRAVEL & TRAINING	4,000.00	1,957.74	962.74	2,042.26	48.94
592-542-915.000	MEMBERSHIPS & DUES	600.00	0.00	0.00	600.00	0.00
592-542-920.000	UTILITIES - ELECTRIC	72,000.00	27,440.04	5,175.81	44,559.96	38.11
592-542-930.000	REPAIRS/MAINT - BUILDINGS/LAN	2,000.00	0.00	0.00	2,000.00	0.00
592-542-931.000	REPAIRS/MAINT - EQUIPMENT	121,250.00	8,272.86	684.43	112,977.14	6.82
592-542-932.000	REPAIRS/MAINT - VEHICLES	1,500.00	42.50	0.00	1,457.50	2.83
592-542-933.000	SOFTWARE AGREE / COPIER MAINT	5,000.00	1,312.50	0.00	3,687.50	26.25
592-542-935.000	INSURANCE	6,000.00	4,249.33	0.00	1,750.67	70.82
592-542-957.000	MOTOR POOL	37,132.00	15,471.65	3,094.33	21,660.35	41.67
592-542-985.000	CAPITAL OUTLAY - UNDER $5,000	12,500.00	0.00	0.00	12,500.00	0.00
Total Dept 542-WATER OPERATION		641,209.00	184,178.75	34,432.15	457,030.25	28.72
Dept 543-SEWER - WWTP						
592-543-702.000	WAGES - FULL TIME	125,179.00	54,151.80	12,633.60	71,027.20	43.26
592-543-708.000	COSTS - SUTA	713.00	96.32	0.04	616.68	13.51
592-543-709.000	COSTS - SOCIAL SECURITY	8,279.00	3,527.61	743.80	4,751.39	42.61
592-543-711.000	COSTS - MEDICARE	1,936.00	825.03	173.99	1,110.97	42.62
592-543-713.000	OVERTIME	5,250.00	2,200.22	358.28	3,049.78	41.91
592-543-713.001	2E - STANDBY PAY	0.00	837.56	0.00	(837.56)	100.00
592-543-717.000	COSTS - MERS CONTRIBUTION	5,717.00	2,746.33	571.26	2,970.67	48.04
592-543-718.000	COSTS - BLUE CROSS INSURANCE	32,258.00	15,542.50	2,843.63	16,715.50	48.18
592-543-718.001	COSTS - HSA CONTRIBUTION	7,500.00	8,750.00	0.00	(1,250.00)	116.67
592-543-718.002	COSTS - DENTAL INSURANCE	2,445.00	982.02	179.87	1,462.98	40.16
592-543-718.003	COSTS - VISION / ANCILLIARY	1,062.00	472.00	118.00	590.00	44.44
592-543-721.000	COSTS - UNIFORM/CLEANING ALLO	2,940.00	1,283.19	258.94	1,656.81	43.65
592-543-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	1,500.01	250.01	1,499.99	50.00
592-543-725.000	COSTS - LIFE INSURANCE	338.00	222.98	72.58	115.02	65.97
592-543-726.000	COSTS - WORKERS COMPENSATION	2,987.00	1,622.52	259.98	1,364.48	54.32
592-543-727.000	HOLIDAY/VACATION/SICK SELLBAC	2,000.00	0.00	0.00	2,000.00	0.00

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Fund 592 - WATER & SEWER UTILITY						
Expenditures						
592-543-752.000	SUPPLIES - OPERATING	25,540.00	11,719.25	2,855.66	13,820.75	45.89
592-543-753.000	SUPPLIES - CHEMICALS	26,500.00	10,360.16	0.00	16,139.84	39.09
592-543-770.000	VEHICLE GAS / DIESEL	4,250.00	646.55	111.37	3,603.45	15.21
592-543-801.000	PROFESSIONAL & CONSULTING SER	11,000.00	4,379.50	1,880.00	6,620.50	39.81
592-543-824.000	LAB TESTING	8,250.00	923.62	275.00	7,326.38	11.20
592-543-913.000	TRAVEL & TRAINING	6,000.00	1,329.49	302.99	4,670.51	22.16
592-543-915.000	MEMBERSHIPS & DUES	400.00	70.00	0.00	330.00	17.50
592-543-920.000	UTILITIES - ELECTRIC	130,000.00	52,462.13	10,759.34	77,537.87	40.36
592-543-921.000	UTILITIES - NATURAL GAS	16,000.00	3,831.22	787.06	12,168.78	23.95
592-543-930.000	REPAIRS/MAINT - BUILDINGS/LAN	37,000.00	1,317.37	411.05	35,682.63	3.56
592-543-931.000	REPAIRS/MAINT - EQUIPMENT	167,500.00	21,614.50	1,097.74	145,885.50	12.90
592-543-932.000	REPAIRS/MAINT - VEHICLES	2,000.00	1,169.30	692.72	830.70	58.47
592-543-933.000	SOFTWARE AGREE / COPIER MAINT	950.00	1,270.00	0.00	(320.00)	133.68
592-543-935.000	INSURANCE	21,000.00	14,669.17	0.00	6,330.83	69.85
592-543-957.000	MOTOR POOL	37,132.00	15,471.70	3,094.34	21,660.30	41.67
Total Dept 543-SEWER - WWTP		695,126.00	235,994.05	40,731.25	459,131.95	33.95
Dept 544-SEWER COLLECTION (STREETS)						
592-544-702.000	WAGES - FULL TIME	84,146.00	28,644.87	3,164.81	55,501.13	34.04
592-544-708.000	COSTS - SUTA	475.00	0.01	0.01	474.99	0.00
592-544-709.000	COSTS - SOCIAL SECURITY	5,691.00	1,828.94	176.18	3,862.06	32.14
592-544-711.000	COSTS - MEDICARE	1,331.00	427.73	41.22	903.27	32.14
592-544-713.000	OVERTIME	5,000.00	226.95	0.00	4,773.05	4.54
592-544-717.000	COSTS - MERS CONTRIBUTION	4,221.00	1,470.81	105.08	2,750.19	34.85
592-544-718.000	COSTS - BLUE CROSS INSURANCE	27,722.00	10,495.93	1,161.44	17,226.07	37.86
592-544-718.001	COSTS - HSA CONTRIBUTION	6,000.00	6,000.00	0.00	0.00	100.00
592-544-718.002	COSTS - DENTAL INSURANCE	1,747.00	661.20	72.93	1,085.80	37.85
592-544-718.003	COSTS - VISION / ANCILLIARY	708.00	265.50	29.50	442.50	37.50
592-544-721.000	COSTS - UNIFORM/CLEANING ALLO	1,620.00	693.86	131.53	926.14	42.83
592-544-725.000	COSTS - LIFE INSURANCE	226.00	103.40	9.40	122.60	45.75
592-544-726.000	COSTS - WORKERS COMPENSATION	2,041.00	832.56	63.76	1,208.44	40.79
592-544-727.000	HOLIDAY/VACATION/SICK SELLBAC	2,000.00	0.00	0.00	2,000.00	0.00
592-544-752.000	SUPPLIES - OPERATING	3,500.00	339.17	87.35	3,160.83	9.69
592-544-753.000	SUPPLIES - CHEMICALS	1,000.00	0.00	0.00	1,000.00	0.00
592-544-801.000	PROFESSIONAL & CONSULTING SER	35,000.00	3,026.00	0.00	31,974.00	8.65
592-544-913.000	TRAVEL & TRAINING	750.00	0.00	0.00	750.00	0.00
592-544-931.000	REPAIRS/MAINT - EQUIPMENT	31,000.00	3,159.31	1,309.50	27,840.69	10.19
592-544-932.000	REPAIRS/MAINT - VEHICLES	5,000.00	1,417.42	476.04	3,582.58	28.35
592-544-957.000	MOTOR POOL	37,132.00	15,471.65	3,094.33	21,660.35	41.67
592-544-985.000	CAPITAL OUTLAY - UNDER $5,000	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 544-SEWER COLLECTION (STREETS)		258,810.00	75,065.31	9,923.08	183,744.69	29.00
Dept 902-OTHER GRANTS						
592-902-947.000	SAW GRANT EXPENSE	980,139.00	327,184.76	33,877.50	652,954.24	33.38
Total Dept 902-OTHER GRANTS		980,139.00	327,184.76	33,877.50	652,954.24	33.38
Dept 903-CAPITAL OUTLAY - OVER $5,000						

PERIOD ENDING 11/30/2017

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 592 - WATER & SEWER UTILITY						
Expenditures						
592-903-987.005	2015 RETURN ACTIVATED SLUDGE	0.00	31,950.00	0.00	(31,950.00)	100.00
592-903-987.006	2015 RIVERBANK SEWER LINE	0.00	12,000.02	0.00	(12,000.02)	100.00
592-903-987.014	2018 STORAGE DIGESTER LID REF	100,000.00	0.00	0.00	100,000.00	0.00
592-903-987.015	2018 CHERRY ST PUMP STATION	40,000.00	0.00	0.00	40,000.00	0.00
592-903-987.016	2018 TWELFTH ST SEWER MAIN	140,000.00	0.00	0.00	140,000.00	0.00
Total Dept 903-CAPITAL OUTLAY - OVER $5,000		280,000.00	43,950.02	0.00	236,049.98	15.70
Dept 905-DEBT SERVICE						
592-905-960.000	BANK CHARGES	1,600.00	0.00	0.00	1,600.00	0.00
592-905-992.005	1998 B SRF BOND INTEREST	5,513.00	3,656.25	0.00	1,856.75	66.32
592-905-992.007	1999 B SRF BOND INTEREST	8,563.00	6,937.50	0.00	1,625.50	81.02
592-905-992.008	2005 W/S REFUNDING INTEREST	91,435.00	51,421.25	0.00	40,013.75	56.24
592-905-992.009	2006 SRF BOND INTEREST	23,924.00	11,962.19	0.00	11,961.81	50.00
592-905-992.010	2010 SRF BOND INTEREST	11,902.00	6,138.44	0.00	5,763.56	51.57
592-905-992.011	2010 DWRF BOND INTEREST	8,375.00	4,312.50	0.00	4,062.50	51.49
592-905-992.013	2011 SRF BOND INTEREST	24,769.00	12,384.68	0.00	12,384.32	50.00
592-905-992.014	2011 DWRF BOND INTEREST	8,314.00	4,156.94	0.00	4,157.06	50.00
592-905-992.015	2015 W/S REVENUE BOND - INT	86,750.00	43,375.00	0.00	43,375.00	50.00
592-905-995.000	TRANSFERS OUT	275,178.00	217,196.20	0.00	57,981.80	78.93
Total Dept 905-DEBT SERVICE		546,323.00	361,540.95	0.00	184,782.05	66.18
TOTAL EXPENDITURES		4,592,873.00	1,941,419.62	183,998.43	2,651,453.38	42.27
Fund 592 - WATER & SEWER UTILITY:						
TOTAL REVENUES		5,925,125.00	2,096,809.21	329,047.01	3,828,315.79	35.39
TOTAL EXPENDITURES		4,592,873.00	1,941,419.62	183,998.43	2,651,453.38	42.27
NET OF REVENUES & EXPENDITURES		1,332,252.00	155,389.59	145,048.58	1,176,862.41	11.66
Fund 594 - MARINA FUND						
Revenues						
Dept 000						
594-000-642.000	SALES	4,000.00	2,245.00	0.00	1,755.00	56.13
594-000-645.000	SALES - FUEL	80,625.00	86,036.54	0.00	(5,411.54)	106.71
594-000-646.000	SALES - DOCKAGE	68,000.00	44,028.37	0.00	23,971.63	64.75
594-000-665.000	INVESTMENT - INTEREST	50.00	0.00	0.00	50.00	0.00
594-000-667.000	RENTAL INCOME	4,000.00	2,950.00	510.00	1,050.00	73.75
594-000-699.000	TRANSFERS IN	65,000.00	32,500.00	0.00	32,500.00	50.00
Total Dept 000		221,675.00	167,759.91	510.00	53,915.09	75.68
TOTAL REVENUES		221,675.00	167,759.91	510.00	53,915.09	75.68
Expenditures						
Dept 000						
594-000-704.000	WAGES - PART-TIME	22,500.00	13,870.73	0.00	8,629.27	61.65

PERIOD ENDING 11/30/2017

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GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 594 - MARINA FUND						
Expenditures						
594-000-708.000	COSTS - SUTA	599.00	178.34	0.00	420.66	29.77
594-000-709.000	COSTS - SOCIAL SECURITY	1,407.00	1,056.97	0.00	350.03	75.12
594-000-711.000	COSTS - MEDICARE	329.00	247.19	0.00	81.81	75.13
594-000-713.000	OVERTIME	200.00	497.97	0.00	(297.97)	248.99
594-000-726.000	COSTS - WORKERS COMPENSATION	810.00	765.97	0.00	44.03	94.56
594-000-752.000	SUPPLIES - OPERATING	5,500.00	2,709.99	355.02	2,790.01	49.27
594-000-760.000	SUPPLIES - GASOLINE	52,800.00	55,833.43	0.00	(3,033.43)	105.75
594-000-761.000	SUPPLIES - DIESEL FUEL	18,375.00	20,387.68	0.00	(2,012.68)	110.95
594-000-801.000	PROFESSIONAL & CONSULTING SER	500.00	0.00	0.00	500.00	0.00
594-000-803.000	ADMINISTRATION	11,084.00	5,542.00	0.00	5,542.00	50.00
594-000-880.000	MARKETING & PROMOTION	4,000.00	1,023.30	0.00	2,976.70	25.58
594-000-918.000	UTILITIES - WATER	7,000.00	4,752.24	337.15	2,247.76	67.89
594-000-920.000	UTILITIES - ELECTRIC	11,000.00	4,684.90	1,492.82	6,315.10	42.59
594-000-921.000	UTILITIES - NATURAL GAS	4,200.00	414.50	166.64	3,785.50	9.87
594-000-930.000	REPAIRS/MAINT - BUILDINGS/LAN	8,500.00	311.19	0.00	8,188.81	3.66
594-000-931.000	REPAIRS/MAINT - EQUIPMENT	1,000.00	183.04	0.00	816.96	18.30
594-000-935.000	INSURANCE	1,750.00	694.84	0.00	1,055.16	39.71
594-000-958.000	SALES TAX	4,000.00	5,567.88	0.00	(1,567.88)	139.20
594-000-960.000	BANK CHARGES	6,000.00	4,354.92	0.00	1,645.08	72.58
Total Dept 000		161,554.00	123,077.08	2,351.63	38,476.92	76.18
Dept 905-DEBT SERVICE						
594-905-992.201	MARINA BLDG - INTEREST	8,079.00	0.00	0.00	8,079.00	0.00
594-905-992.203	INTEREST - INTERNAL LOAN	4,519.00	4,518.94	0.00	0.06	100.00
Total Dept 905-DEBT SERVICE		12,598.00	4,518.94	0.00	8,079.06	35.87
TOTAL EXPENDITURES		174,152.00	127,596.02	2,351.63	46,555.98	73.27
Fund 594 - MARINA FUND:						
TOTAL REVENUES		221,675.00	167,759.91	510.00	53,915.09	75.68
TOTAL EXPENDITURES		174,152.00	127,596.02	2,351.63	46,555.98	73.27
NET OF REVENUES & EXPENDITURES		47,523.00	40,163.89	(1,841.63)	7,359.11	84.51
Fund 661 - MOTOR POOL FUND						
Revenues						
Dept 000						
661-000-665.000	INVESTMENT - INTEREST	1,200.00	1,735.65	359.37	(535.65)	144.64
661-000-670.003	EQUIPMENT RENTAL - FIRE	62,930.00	26,220.85	5,244.17	36,709.15	41.67
661-000-670.004	EQUIPMENT RENTAL - PARKS	36,540.00	15,225.00	3,045.00	21,315.00	41.67
661-000-670.005	EQUIPMENT RENTAL - POLICE	31,465.00	13,110.40	2,622.08	18,354.60	41.67
661-000-670.006	EQUIPMENT RENTAL - PUBLIC WOR	73,080.00	30,450.00	6,090.00	42,630.00	41.67
661-000-670.007	EQUIPMENT RENTAL - STREETSEWE	37,132.00	15,471.65	3,094.33	21,660.35	41.67
661-000-670.008	EQUIPMENT RENTAL - WATER	37,132.00	15,471.65	3,094.33	21,660.35	41.67
661-000-670.009	EQUIPMENT RENTAL - WWTP	37,132.00	15,471.70	3,094.34	21,660.30	41.67
661-000-675.000	SALE OF ASSET	5,000.00	0.00	0.00	5,000.00	0.00

PERIOD ENDING 11/30/2017

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Fund 661 - MOTOR POOL FUND						
Revenues						
Total Dept 000		321,611.00	133,156.90	26,643.62	188,454.10	41.40
TOTAL REVENUES		321,611.00	133,156.90	26,643.62	188,454.10	41.40
Expenditures						
Dept 000						
661-000-935.000	INSURANCE	34,000.00	33,195.33	0.00	804.67	97.63
661-000-981.101	DPW - PLOW TRUCKS	146,650.00	0.00	0.00	146,650.00	0.00
661-000-981.104	DPW - PICKUP	0.00	5,384.30	0.00	(5,384.30)	100.00
661-000-981.106	DPW - LOADER (SMALL)	34,338.00	34,338.30	0.00	(0.30)	100.00
661-000-981.108	DPW - AERIAL LIFT	30,000.00	0.00	0.00	30,000.00	0.00
661-000-981.116	DPW - GARAGE EQUIPMENT	3,500.00	3,209.95	0.00	290.05	91.71
661-000-981.201	PARKS - MOWERS	7,000.00	0.00	0.00	7,000.00	0.00
661-000-981.301	POLICE - PATROL CAR	44,000.00	0.00	0.00	44,000.00	0.00
661-000-981.402	FIRE - RESCUE AMBULANCE	29,000.00	29,000.00	0.00	0.00	100.00
661-000-981.501	WATER - PICKUP	43,000.00	0.00	0.00	43,000.00	0.00
661-000-981.504	WS - VACTOR	28,000.00	0.00	0.00	28,000.00	0.00
Total Dept 000		399,488.00	105,127.88	0.00	294,360.12	26.32
TOTAL EXPENDITURES		399,488.00	105,127.88	0.00	294,360.12	26.32
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		321,611.00	133,156.90	26,643.62	188,454.10	41.40
TOTAL EXPENDITURES		399,488.00	105,127.88	0.00	294,360.12	26.32
NET OF REVENUES & EXPENDITURES		(77,877.00)	28,029.02	26,643.62	(105,906.02)	35.99
TOTAL REVENUES - ALL FUNDS		17,293,547.00	8,413,201.46	642,542.69	8,880,345.54	48.65
TOTAL EXPENDITURES - ALL FUNDS		15,687,130.00	6,734,801.69	903,083.94	8,952,328.31	42.93
NET OF REVENUES & EXPENDITURES		1,606,417.00	1,678,399.77	(260,541.25)	(71,982.77)	104.48

CITY CLERK
OATH OF OFFICE

State of Michigan
County of Manistee
City of Manistee

I, Heather S. Pefley do solemnly swear that I will support the Constitution of the United States, the Constitution of this State, and that I will faithfully perform the duties of the office of CITY CLERK of the City of Manistee, State of Michigan, to the best of my ability.

I also certify that I have not violated any of the provisions governing municipal elections in the State of Michigan, as provided in Section 13-14 of the Charter of the City of Manistee, Michigan.

_____
Heather S. Pefley

Sworn to and subscribed before me in the City of Manistee, this 2nd day of January, 2018.

_____
James W. Smith, Mayor

MEMO TO: Thad Taylor, City Manager

FROM: Jeffrey W. Mikula, Public Works Director

DATE: December 22, 2017

SUBJECT: Spicer Group Professional Services
NPDES Wet Weather Corrective Action Program

City of Manistee

Public Works
231-723-7132

MANAGER'S OFFICE DEC 27 2017 MANISTEE

The current NPDES permit issued by the MDEQ, includes a Wet Weather Corrective Action Program (WWCAP). The WWCAP requires the ultimate elimination of Combined Sewer Overflows. Spicer Group has previously prepared the various steps and tasks the City intends to undertake to complete the WWCAP. The program has been approved by MDEQ.

The City has recently sold Utility Revenue Bonds to fund the Engineering, Studies and initial capital improvement programs which are included in the WWCAP. With funding in place, we are requesting City Council to consider approving the Engineering components of the WWCAP. These components include:

1. Submittal of WWCAP plan to MDEQ	$5,000
2. Submit Status Report to MDEQ	$2,000
3. Completion of Basis of Design	
A. Current System Condition	$260,000
B. Quantify WWTP Flows	$120,000
C. Smoke Testing	$120,000
D. I/I Analysis	$110,000
E. Private Connections Analysis (not included)	$0
F. I/I Removal Alternatives	$60,000
G. Submit Basis of Design	$40,000
H. Preliminary Engineering Report App #1	$25,000
I. Preliminary Engineering Report App #2	$30,000
TOTAL:	$772,000

Additional components of the WWCAP will include engineering and construction administration for the future capital projects.

December 11, 2017

Thad Taylor, City Manager
City of Manistee
70 Maple Street
Manistee, MI 49660

RE: Professional Services Letter
NDPES Corrective Action Plan (CAP) Basis of Design (BOD) and Rural Development Applications

Mr. Taylor,

This document contains Spicer Group's proposal for the preparation of the CAP as well as coordination and approval with the MDEQ. This scope includes Engineering and contracted services to implement the CAP BOD and prepare an approvable report satisfactory to the MDEQ. See attached NPDES CAP Detailed Task List.

In addition to the preparation of an approvable BOD report, we will also prepare and coordinate loan applications for submittal to Rural Development. At this time, we believe two loan applications will be submitted to Rural Development. The first application will be for the design and construction of a collection system rehabilitation project to mitigate I&I at its source. The second application will be for the design, permitting and construction of a project to convey, treat and store excess I&I, meeting the MDEQ remedial design storm (RDS) standard.

Project Background

The City of Manistee constructed a Combined Sewer System in the 1890's to the 1920's. Over time, the system deteriorated, resulting in Combined Sewer Overflows (CSOs). Below is a timeline of events leading up to the MDEQ issuing a Notice of Violation to the City of its NPDES permit, and the steps taken to correct the problems.

- 1890's -1920's — Combined Sewer System Constructed to Replace Ditches
  - Combined Sanitary and Storm Sewer System
  - Direct Discharge to River/Lake (Multiple Locations)
- 1930's — WWTP and Interceptor Sewers Construction (1939)
  - Resulted in Combined Sewer Overflows (CSO's) 20+
  - Interceptor and WWTP too small to handle all of combined flows
- 1940's -1970's — Continued Expansion of Sewer Collection System
- 1970's — Initial Sewer Separation Efforts Performed on portions of system
- 1980's – 1990's — Continued Expansion of Sanitary Sewer System
- 1996 — Fixed Date Schedule Established by MDEQ and City
- 1997-2001 — Sewer Separation Projects – SRF Funding ($20M)
- August 2011 — SSES/ SRF Project Plan Agreement with Abonmarche
- 2011-2014 — SSES Smoke/ Dye Testing and Field Investigations of Sewer System
- December 2011 — NPDES Permit Takes Effect (Deadlines for CSO 018 Closure)
- 2011-2012 — Final Districts of known combined sewers separated

- May 2013 — Notice of Violation Issued, CSO 008 Discharge
- Fall 2014 — CSO 008 Elimination Finalized (Raised Weir)
- Fall 2013 — SAW Grant Submitted on Behalf of City of Manistee
- Fall 2015 — SAW Grant Awarded to City ($1.9M), Start Work in January 2016
- Fall 2014 — Purchased and Installed Transducer at CSO 018
- Fall 2014 — Weather Station Purchased and Installed at WWTP
- 2015 — Flow Monitoring (12 meters placed throughout the City)
- 2015-2017 — Monitor/ Analyze WWTP Flows vs Water Billings
  - Determine Estimated I/I totals on a Monthly Basis at the WWTP
  - Summarize I/I Data for 5 year period (2012-2017)
- 2015-2017 — Collected CSO Data from Transducer – Summarized Events
  - Summarized CSO events using Data from Transducer
- Fall 2018 — SAW Grant Required Completion
- Spring, 2017 — NPDES Permit Issued– Including Correction Action Plan (CAP)

Attached please find the following documents, which further define the project:

- MDEQ CAP approval letter with detailed tasks and schedule, dated May 11, 2017
- Plummer's Environmental Services, Inc. proposal with unit costs
- NPDES Permit Section 4-Wet Weather Correction Program
- MDEQ Water Resource Division SSO Policy with Clarification

Scope of Work and Fees

Spicer Group's scope of professional services, including subconsultant work, for this project follows. Our services are organized to reflect the requirements of the approved MDEQ CAP and to ensure orderly and reasonable progress of the project.

PREPARE AND IMPLEMENT MDEQ WET WEATHER CORRECTIVE ACTION PROGRAM (CAP)

I. SUBMIT APPROVABLE CAP WORK PLAN TO MDEQ (JAN 3, 2017)

A.	Meet/ Phone Conference with MDEQ Regarding NPDES Schedule/ CAP	$500
B.	Prepare Draft CAP Outline	$1,000
C.	Meet with City to Review Draft CAP Outline	$500
D.	Revise Draft CAP Outline and submit to MDEQ for review	$1,000
E.	Prepare Final CAP with detailed tasks and projected schedule to meet MDEQ timeline milestones	$1,000
F.	Submit CAP to MDEQ	$500
G.	Coordinate with MDEQ on CAP Revisions	$500
		$5,000

II. SUBMIT CAP STATUS REPORT - DETAILING IMPLEMENTATION OF THE WORK PLAN (BEFORE JAN 2, 2018)

A.	Prepare CAP Status Report Based on Work Completed to Date for Basis of Design, SSO Control Measures, Etc.	$1,500
B.	Submit CAP Status Report	$500
		$2,000

III. SUBMIT A COMPLETE BASIS OF DESIGN REPORT FOR REVIEW AND APPROVAL (BEFORE JUL 1, 2018)

A. Document Current Sewer System Condition, Size, Age, and Carrying Capacity & Determine Frequency of SSO

1	Scan Existing As Built Drawings and Link to GIS System	Funded by SAW
2	2016 SAW Televise Sanitary Sewer System (Estimated 13 Miles of 42 Miles)	Funded by SAW
3	2017 SAW Televise Sanitary Sewer System (Estimated 12 Miles (25 Total) of 42 Miles within the system)	Funded by SAW
4	Televise Remaining Sanitary Sewer System (Estimated 18 Miles of 42 Miles within the system)	$240,000
5	2017 SAW Televise Storm Sewer System (Estimated 7 Miles of 27 Miles within the system)	Funded by SAW
6	Determine Condition of Existing Sanitary Sewers (Televising Data and PACP Scoring) Prioritize Districts	Funded by SAW
7	Determine Condition of Existing Storm Sewers (Televising Data, Estimate Non Televised, PACP Scoring)	Funded by SAW
8	Perform Inspections (Manhole Scanning and Manual Inspections) of Sanitary Sewer MHs (Up to 1,000)	Funded by SAW
9	Perform Inspections (Manhole Scanning and Manual Inspections) of Storm Sewer MHs (Up to 700)	Funded by SAW
10	Determine Condition of Existing Sanitary Manholes (MH Scanning Data and MACP Scoring)	Funded by SAW
11	Determine Condition of Existing Storm Manholes (MH Scanning Data and MACP Scoring)	Funded by SAW
12	Determine connectivity of sanitary sewer collection system using MH Scanning Data, As built drawings, televising data	Funded by SAW
13	Determine connectivity of storm sewer collection system using MH Scanning Data, As built drawings, televising data	Funded by SAW
14	Develop Baseline Hydraulic Model of Primary Sanitary Sewer System	Funded by SAW
15	Verify and Validate Hydraulic Sanitary Sewer Model with WWTP and Flow Meter Flow Data	Funded by SAW
16	Determine Carrying Capacity of Interceptor and Primary Collection Sewers	Funded by SAW
17	Identify Storm Sewer Outfalls and infiltration basins/drains and Contributing Subwatersheds to them	Funded by SAW
18	Develop Baseline Hydraulic Model or Spreadsheet Calculations for Storm Sewer System and/or Infiltration Basins	Funded by SAW
19	Verify and Validate Hydraulic Storm Sewer Model with available data	Funded by SAW

20	Determine Carrying and Infiltration Capacity of key Storm Sewers and Infiltration Structures	Funded by SAW
21	Summarize Size, Age, Condition, and Carrying Capacity of System in GIS/ Tables/ Report	Funded by SAW
22	Review the frequency & volume of SSO discharges (CSO 018 Transducer) Growing and Non-growing Season	$10,000
23	Summarize the frequency & volume of SSO discharges in Tables and Graphs	$10,000
		$260,000

B. Quantify Existing Dry and Wet Weather Flows at the WWTP and for identified Sub-Districts

1	Perform Flow Monitoring of Sanitary Sewer System (SAW 2015 = 12 meters, 2016/17= 3 meters)	$20,000
2	Download flow monitoring data on a monthly basis and record for analysis	$10,000
4	Review 2015 Flow Monitoring Data (12 meters) and recent flow monitoring (3 meters)	$10,000
3	Summarize Monthly WWTP & CSO Flows, Sewer Billings, Rainfall, Lake Levels, Estimated I/I for 5 yrs (Table/Graphs) **NOTE: Lake Michigan and Manistee Lake have been monitored over a three-year period as an indicator of ground water tables in low lying portions of the City. Due to the shortened winter monitoring period to collect data and the availability of the lake level data, it has been determined unnecessary to collect the piezometer readings.**	$5,000
~~5~~	~~As determined necessary, Install piezometers in Manholes in known high groundwater regions~~	~~$10,000~~
~~6~~	~~As determined, necessary take piezometer readings on a monthly basis and record for analysis~~	~~$10,000~~
~~7~~	~~As determined necessary, summarize piezometer readings and relate to I/I at the WWTP and at Pump Stations to Lake Levels~~	~~$5,000~~
8	Summarize findings of 2015 Flow Metering in Tables and Maps identifying High I/I Districts	$5,000
9	Identify all Significant Rain Events (1/2 Inch or greater) and summarize in a table for last 5 years	$5,000
10	Obtain WWTP Inflow Hydrographs for all significant rain events and estimate I/I volumes and relate to rain events	$10,000
11	Analyze available flow data at pump stations for last 5 years & relate to rain events & estimate I/I for PS Subdistricts	$10,000
12	Update/ Revise hydraulic model to reflect I/I estimates from analysis of WWTP, Meters, and Pump Stations	$10,000
13	Utilize hydraulic model to "simulate" I/I from larger rainfall events that have not been observed or documented	$10,000
14	Estimate/Simulate the I/I and CSO volumes for the Remedial Design Standard (RDS)(3.9" in 24 Hrs, APR 1 - NOV 1)	$10,000
15	Estimate/Simulate the I/I and CSO volumes for the 25Y-24H Recurrence Storm (3.9" in 24 Hours)	$5,000
16	Prepare an I/I Report Summarizing the findings of the analysis, including quantifying dry and wet weather flows	$10,000

		~~**$145,000**~~ **$120,000**

C.	**Conduct Smoke Testing and Site Specific Dye Testing and Visual Inspections**		
	1	Coordinate with Rural Development to perform smoke testing of the sanitary sewer system	$5,000
	2	Perform Smoke testing - RD to perform testing, City staff and consultant to assist and monitor and record findings in field	$35,000
	3	Summarize smoke test results with tables, GIS mapping, and a report	$20,000
	4	Identify areas needing on site inspections and/or dye testing based on CCTV, MH Inspections, As-builts, & Smoke Test	$10,000
	5	Prepare for and perform site inspections & dye testing (Assume 100 sites)	$40,000
	6	Summarize field inspection and dye testing results in tables, GIS Mapping and/or brief report(s)	$10,000
			$120,000
D.	**Determine "Excessive" Component of I/I - Compare cost to transport/treat vs removal**		
	1	Simulate, analyze and Identify the project(s) to transport, store, and/or treat the RDS (3.9" in 24 Hours, APR 1 - NOV 1)	$10,000
	2	Simulate, analyze and Identify the required project(s) to transport, store, and/or treat the 25Y-24H Storm (3.9" in 24 Hours)	$10,000
	3	Estimate cost to transport, store, and/or treat the RDS (3.9" in 24 Hours, APR 1 - NOV 1)	$10,000
	4	Estimate cost to transport, store, and/or treat the 25Y-24H Design Storm (3.9" in 24 Hours)	$10,000
	5	Review all currently available data and reports to Prioritize Sources of I/I that can be mitigated (2016 Televising Data)	$30,000
	6	Identify and Prioritize Projects to mitigate I/I within the system, including disconnects, lining, storm sewers, etc.	$10,000
	7	Estimate I/I volume reduction for these projects and estimated costs to mitigate I/I	$10,000
	8	Compare costs of transporting, storing, and/or treating I/I versus cost to mitigate I/I in the system	$10,000
	9	Make a determination as to the volume of "Excess" I/I that needs to be stored/treated vs I/I mitigation within system	$10,000
			$110,000
E.	~~**Estimate the Contribution from Footing Drains/ Sump Pumps, If Needed to meet the Remedial Design Standard**~~ **Based on current available data and due to CAP Milestones and Deadlines and coordination with private landowners, this section is not included in the overall cost of this proposal.**		
	~~1~~	~~Review televising data to quantify number of sanitary sewer service leads/ connections (Estimated at 6,000)~~	~~$10,000~~

~~2~~	~~Review televising, flow meters, & smoke testing data to estimate I/I from footing drain connections (Estimated at 6,000)~~	~~$30,000~~
~~3~~	~~Televise a sample of service leads, provided adequate time is available in the overall CAP schedule (Assume 100 leads)~~	~~$50,000~~
~~4~~	~~Perform Survey of Property Owners to Determine if they discharge to Sanitary Sewer System~~	~~$30,000~~
~~5~~	~~Perform on-site inspections (sump pump connections, dye testing, visual inspection) (Assume 100 structures)~~	~~$50,000~~
~~6~~	~~Approximate the number of footing drain connection and estimate the contributing flow from these connections~~	~~$30,000~~
~~7~~	~~Determine potential for voluntary or mandatory disconnects~~	~~$10,000~~
~~8~~	~~Determine required storm/ sump pump conveyance system needed to properly disconnect~~	~~$30,000~~
~~9~~	~~If required, Review, update, and implement illicit connection ordinance~~	~~$10,000~~
~~10~~	~~If required, Initiate a long term footing drain disconnect program, including storm and sump pump outlet projects~~	~~$20,000~~
-	- -	~~**$270,000**~~

F. **Evaluate Alternatives and Determine the Project(s) required to remove excess I/I during RDS Storm Event**

1	Identify and summarize alternatives for conveying, storing, and treating excess I/I.	$5,000
2	Identify and summarize alternatives for mitigating I/I within the collection system (Public ROW or Property).	$5,000
3	Identify alternatives for conveying storm/groundwater & providing outlets for sump pumps, roof & footing drains	$5,000
4	Identify and summarize alternatives for disconnecting sump pumps, roof drains, and footing drains on private property	$5,000
5	Prepare Preliminary Estimates of Costs for Feasible and Practical Alternatives	$10,000
6	Complete a Cost Benefit Analysis for the identified alternatives, including Current Excess I/I treatment Costs	$10,000
7	Make a recommendation as to the overall project(s) required to allow for the closure of CSO 018, potentially including: a. Conveyance, Storage and Treatment of Excess I/I b. I/I Mitigation within Municipal System (Within ROW/ City Property) - Disconnects, Sewer Lining, MH Rehab., Etc. c. Storm Sewer collection system(s) - Provide outlet for excess groundwater, footing drains, sump pumps, roof drains, etc. d. Footing Drain Disconnects with necessary stormwater infrastructure, if determined necessary to mitigate RDS storm I/I	$20,000
		$60,000

G. **Prepare and Submit Basis of Design Report by July 1, 2018**

1	Review all available data/ reports for compilation of Basis of Design Report	$5,000

2	Prepare a Draft Basis of Design Report for Project(s) to mitigate Excess I/I for the RDS, Components may include: a. Conveyance, Storage and Treatment of Excess I/I b. I/I Mitigation within Municipal System (Within ROW/ City Property) - Disconnects, Sewer Lining, MH Rehab., Etc. c. Storm Sewer collection system(s) - Provide outlet for excess groundwater, footing drains, sump pumps, roof drains, etc. d. Footing Drain Disconnects with necessary stormwater infrastructure, if determined necessary to mitigate RDS storm I/I	$15,000
3	Coordination and review of Draft Basis of Design with the City of Manistee	$5,000
4	Coordination and review of Draft Basis of Design with the MDEQ	$10,000
5	Prepare and Submit Final Basis of Design Report to the MDEQ by July 1, 2018	$5,000
		$40,000

H. **Prepare Preliminary Engineering Report (PER) for RD App No. 1 Design and Construction of Collection System Rehabilitation Project (Using Available Data Collected to Date)**

1	Prepare Preliminary Engineering Report (PER)	$20,000
2	Review PER with RD Engineer and City Staff	$2,500
3	Revise PER per review comments	$2,500
		$25,000

I. **Prepare Preliminary Engineering Report (PER) for RD App No. 2 Design and Construction of Retention Treatment Basin (Using Available Data Collected to Date)**

1	Prepare Preliminary Engineering Report (PER)	$20,000
2	Review PER with RD Engineer and City Staff	$5,000
3	Revise PER per review comments	$5,000
		$30,000

Project Total: $772,000

Additional Services

Other additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed and rendered.

Subconsultants

To expedite the process, we will be using subconsultants for portions of the work. We have estimated the fees for this proposal assuming our staff and hourly rates, obtained preliminary quotes and/or have allotted time or budgetary costs for subconsultant work. We will coordinate with the City regarding the use of subconsultants. The following are known subconsultants that will be utilized for this project:

- Plummer's Environmental Services Inc. - Cleaning and videotaping of storm and sanitary sewers, including rating of sewers.

Any other potential subconsultants will be submitted to the City for approval before work is performed.

We look forward to working with you and for you on your project.

Sincerely,

Shawn P. Middleton, PE
Senior Project Manager
SPICER GROUP, INC
302 River Street
Manistee, MI 49660
Cell: (989) 928-8027
Email: shawnm@spicergroup.com

cc: SGI File 12092415-047

P:\proj2013\120924SG2013_CityofManisteeEOR\1_Project Work\12092417-047_NPDES CAP BOD and Rural Dev. App\Proj Mgt_EPR\20171211 Professional Services Agreement.docx

STATE OF MICHIGAN

DEPARTMENT OF ENVIRONMENTAL QUALITY

CADILLAC DISTRICT OFFICE

RICK SNYDER
GOVERNOR

C. HEIDI GRETHER
DIRECTOR

May 11, 2017

Mr. Jeffery Mikula
Public Works Director
City of Manistee
70 Maple Street
Manistee, Michigan 49660

Dear Mr. Mikula:

Subject: City of Manistee National Pollutant Discharge Elimination System (NPDES)
Permit MI0020362
Wet Weather Corrective Action Program (CAP) Work Plan

The Department of Environmental Quality, Water Resources Division, has reviewed the January 31, 2017, submittal from Spicer Group, on your behalf, for the Wet Weather CAP Work Plan for the City of Manistee sanitary sewer system with regard to its NPDES permit, and the requirements noted in Section A.4.d. The CAP Work Plan lists work items and a schedule to correct sanitary sewer overflows in the City's sanitary sewer system. **The CAP Work Plan, dated January 31, 2017, is hereby approved**. A copy of that CAP Work Plan is enclosed. The approved CAP Work Plan and schedule are now subject to implementation as noted in Section A. 4.d.1 of the NPDES permit.

Per our prior discussion, it is also understood that CAP Work Plan activities were to be performed in accordance with the schedule for any dates between the submittal last January and this approval.

Please be reminded that any associated construction projects require that a Part 41 application be submitted for review and approval, and that a Part 41 permit shall be issued prior to start of construction. Any applicable Part 41 application submittals shall be preceded with a schedule for implementation and completion of the project(s).

If you have questions, please contact me at 231-429-0982; or jankowskib@michigan.gov.

Sincerely,

Brian W. Jankowski
Cadillac District Supervisor
Water Resources Division

BWJ:sh
Enclosure
cc: Shawn Middleton, Spicer Group
Brian House, Spicer Group
Thad Taylor, City of Manistee
Rick Mohr, City of Manistee
Sylvia Heaton, DEQ
Maureen Nelson, DEQ
Charles Hill, DEQ

City of Manistee NPDES Discharge Permit MI0020362
Corrective Action Program (CAP) Detailed Task List and Schedule
Last Revised: January 31,2017

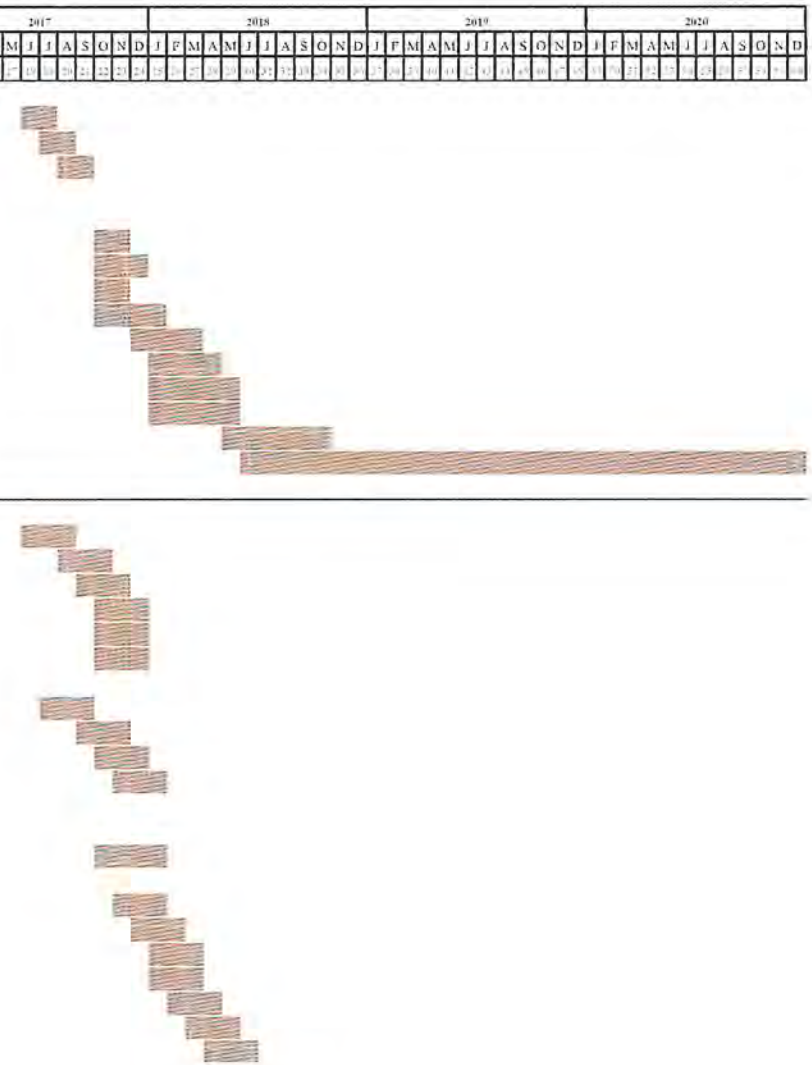
TASKS		Start Mo-Yr	Durat. (Mos.)	% Comp.
BLUE Text- Tasks from Attachment A - Short Term SSO Control Measure - MDEQ SSO Policy Statement December 27, 2002				
RED Text - MDEQ NPDES Discharge Permit No. MI0020362 Section A.4 Wet Weather Corrective Action Program (CAP) Tasks				
BLACK Text - Supplementary or Other Tasks to meet CAP Requirements				
NPDES PERMIT MI0020362				
I. NPDES Draft Permit Issued - Email/ Letter From MDEQ		Nov-16	1	100%
II. NPDES Permit Public Notice Period (Nov 7 through Dec 7, 2016)		Nov-16	2	100%
III. NPDES Permit Effective Period (Jan 1, 2017 through Oct 1, 2020)		Jan-17	48	0%
PREPARE AND IMPLEMENT MDEQ WET WEATHER CORRECTIVE ACTION PROGRAM (CAP)				
I. SUBMIT APPROVABLE CAP WORK PLAN TO MDEQ (JAN 3, 2017)				
A. Meet/ Phone Conference with MDEQ Regarding NPDES Schedule/ CAP		Sep-16	1	100%
B. Prepare Draft CAP Outline		Oct-16	2	100%
C. Meet with City to Review Draft CAP Outline		Nov-16	1	100%
D. Revise Draft CAP Outline and submit to MDEQ for review		Nov-16	2	100%
E. Prepare Final CAP with detailed tasks and projected schedule to meet MDEQ timeline milestones		Dec-16	1	100%
F. Submit CAP to MDEQ		Jan-17	1	100%
G. Coordinate with MDEQ on CAP Revisions		Jan-17	1	75%
II. SUBMIT CAP STATUS REPORT - DETAILING IMPLEMENTATION OF THE WORK PLAN (BEFORE JAN 2, 2018)				
A. Prepare CAP Status Report Based on Work Completed to Date for Basis of Design, SSO Control Measures, Etc.		Nov-17	2	0%
B. Submit CAP Status Report		Dec-17	1	0%
III. SUBMIT A COMPLETE BASIS OF DESIGN REPORT FOR REVIEW AND APPROVAL (BEFORE JUL 1, 2018)				
A. Document Current Sewer System Condition, Size, Age, and Carrying Capacity & Determine Frequency of SSO				
1 Scan Existing As Built Drawings and Link to GIS System		Jan-16	9	100%
2 2016 SAW Televise Sanitary Sewer System (Estimated 13 Miles of 42 Miles)		May-16	7	100%
3 2017 SAW Televise Sanitary Sewer System (Estimated 12 Miles (25 Total) of 42 Miles within the system)		Mar-17	4	0%
4 Televise Remaining Sanitary Sewer System (Estimated 18 Miles of 42 Miles within the system)		Jun-17	5	0%
5 2017 SAW Televise Storm Sewer System (Estimated 7 Miles of 27 Miles within the system)		Sep-17	3	0%
6 Determine Condition of Existing Sanitary Sewers (Televising Data and PACP Scoring) Prioritize Districts		Jan-17	11	0%
7 Determine Condition of Existing Storm Sewers (Televising Data, Estimate Non Televised, PACP Scoring)		Nov-17	3	0%
8 Perform Inspections (Manhole Scanning and Manual Inspections) of Sanitary Sewer MHs (Up to 1,000)		Jun-16	8	97%
9 Perform Inspections (Manhole Scanning and Manual Inspections) of Storm Sewer MHs (Up to 700)		Aug-16	6	97%
10 Determine Condition of Existing Sanitary Manholes (MH Scannig Data and MACP Scoring)		Jul-16	8	90%
11 Determine Condition of Existing Storm Manholes (MH Scannig Data and MACP Scoring)		Aug-16	7	90%
12 Determine connectivity of sanitary sewer collection system using MH Scanning Data, As built drawings, televising data		Apr-16	11	95%
13 Determine connectivity of storm sewer collection system using MH Scanning Data, As built drawings, televising data		Nov-16	6	50%
14 Develop Baseline Hydraulic Model of Primary Sanitary Sewer System		Jan-17	2	5%
15 Verify and Validate Hydraulic Sanitary Sewer Model with WWTP and Flow Meter Flow Data		Feb-17	2	0%
16 Determine Carrying Capacity of Interceptor and Primary Collection Sewers		Mar-17	2	0%

City of Manistee NPDES Discharge Permit MI0020362
Corrective Action Program (CAP) Detailed Task List and Schedule
Last Revised: January 31,2017

TASKS	Start Mo-Yr	Durat. (Mos.)	% Comp.
17 Identify Storm Sewer Outfalls and infiltration basins/drains and Contributing Subwatersheds to them	Jan-17	3	0%
18 Develop Baseline Hydraulic Model or Spreadsheet Calculations for Storm Sewer System and/or Infiltration Basins	Feb-17	3	0%
19 Verify and Validate Hydraulic Storm Sewer Model with available data	Apr-17	2	0%
20 Determine Carrying and Infiltration Capacity of key Storm Sewers and Infiltration Structures	May-17	2	0%
21 Summarize Size, Age, Condition, and Carrying Capacity of System in GIS/ Tables/ Report	Feb-17	5	0%
22 Review the frequency & volume of SSO discharges (CSO 018 Transducer) Growing and Non-growing Season	Oct-16	9	10%
23 Summarize the frequency & volume of SSO discharges in Tables and Graphs	Jan-17	12	0%
B. Quantify Existing Dry and Wet Weather Flows at the WWTP and for identified Sub-Districts			
1 Perform Flow Monitoring of Sanitary Sewer System (SAW 2015 = 12 meters, 2016/17= 3 meters)	Jan-16	18	70%
2 Download flow monitoring data on a monthly basis and record for analysis	Jan-16	18	70%
4 Review 2015 Flow Monitoring Data (12 meters) and recent flow monitoring (3 meters)	Nov-15	10	25%
3 Summarize Monthly WWTP & CSO Flows, Sewer Billings, Rainfall, Lake Levels, Estimated I/I for 5 yrs (Table/Graphs)	Jan-16	60	22%
5 As determined necessary, Install piezometers in Manholes in known high groundwater regions	Jan-17	4	0%
6 As determined, necessary take piezometer readings on a monthly basis and record for analysis	Feb-17	15	0%
7 As determined necessary, summarize piezometer readings and relate to I/I at the WWTP and at Pump Stations to Lake Levels	Apr-18	14	0%
8 Summarize findings of 2015 Flow Metering in Tables and Maps identifying High I/I Districts	Nov-15	14	95%
9 Identify all Significant Rain Events (1/2 Inch or greater) and summarize in a table for last 5 years	Feb-17	2	30%
10 Obtain WWTP Inflow Hydrographs for all significant rain events and estimae I/I volumes and relate to rain events	Mar-17	2	0%
11 Analyze available flow data at pump stations for last 5 years & relate to rain events & estimate I/I for PS Subdistricts	Feb-17	3	0%
12 Update/ Revise hydraulic model to reflect I/I estimates from analysis of WWTP, Meters, and Pump Stations	Mar-17	2	0%
13 Utilize hydraulic model to "simulate" I/I from larger rainfall events that have not been observed or documented	Apr-17	2	0%
14 Estimate/Simulate the I/I and CSO volumes for the Remedial Design Standard (RDS)(3.9" in 24 Hrs, APR 1 - NOV 1)	May-17	2	0%
15 Estimate/Simulate the I/I and CSO volumes for the 25Y-24H Recurrence Storm (3.9" in 24 Hours)	May-17	2	0%
16 Prepare an I/I Report Summarizing the findings of the analysis, including quantifying dry and wet weather flows	Jun-17	2	0%
C. Conduct Smoke Testing and Site Specific Dye Testing and Visual Inspections			
1 Coordinate with Rural Development to perform smoke testing of the sanitary sewer system	Mar-17	3	0%
2 Perform Smoke testing - RD to perform testing, City staff and consultant to assist and monitor and record findings in field	Apr-17	3	0%
3 Summarize smoke test results with tables, GIS mapping, and a report	Apr-17	4	0%
4 Identify areas needing on site inspections and/or dye testing based on CCTV, MH Inspections, As-builts, & Smoke Test	Apr-17	4	0%
4 Prepare for and perform site inspections & dye testing (Assume 100 sites)	May-17	4	0%
5 Summarize field inspection and dye testing results in tables, GIS Mapping and/or brief report(s)	Jun-17	4	0%
D. Determine "Excessive" Component of I/I - Compare cost to transport/treat vs removal			
1 Simulate, anlayze and Identify the project(s) to transport, store, and/or treat the RDS (3.9" in 24 Hours, APR 1 - NOV 1)	Jun-17	2	0%
2 Simulate, anlayze and Identify the required project(s) to transport, store, and/or treat the 25Y-24H Storm (3.9" in 24 Hours)	Jun-17	2	0%
3 Estimate cost to transport, store, and/or treat the RDS (3.9" in 24 Hours, APR 1 - NOV 1)	Jul-17	2	0%
4 Estimate cost to transport, store, and/or treat the 25Y-24H Design Storm (3.9" in 24 Hours)	Jul-17	2	0%
5 Review all currently available data and reports to Prioritize Sources of I/I that can be mitigated (2016 Televising Data)	Apr-17	2	0%
6 Identify and Prioritize Projects to mitigate I/I within the system, including disconnects, lining, storm sewers, etc.	May-17	2	0%

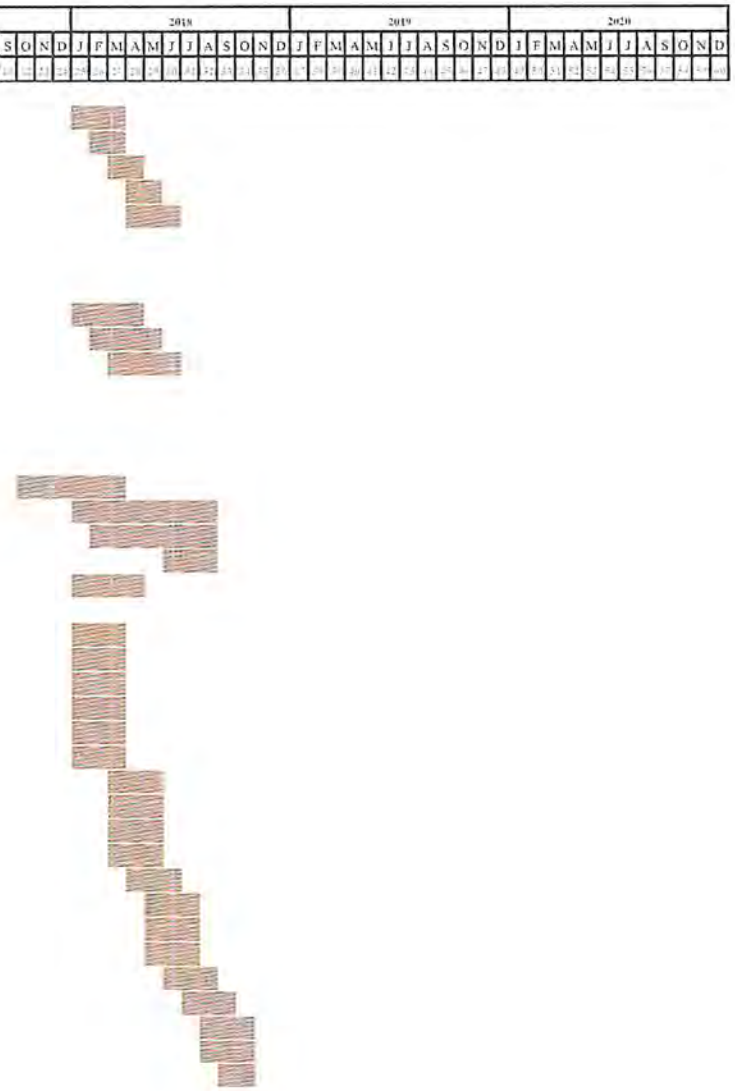
City of Manistee NPDES Discharge Permit MI0020362
Corrective Action Program (CAP) Detailed Task List and Schedule
Last Revised: January 31,2017

TASKS	Start Mo-Yr	Durat. (Mos.)	% Comp.
7 Estimate I/I volume reduction for these projects and estimated costs to mitigate I/I	Jun-17	2	0%
8 Compare costs of transporting, storing, and/or treating I/I versus cost to mitigate I/I in the system	Jul-17	2	0%
9 Make a determination as to the volume of "Excess" I/I that needs to be stored/treated vs I/I mitigation within system	Aug-17	2	0%
***E.* Estimate the Contribution from Footing Drains/ Sump Pumps, If Needed to meet the Remedial Design Standard**			
1 Review televising data to quantify number of sanitary sewer service leads/ connections (Estimated at 6,000)	Oct-17	2	0%
2 Review televising, flow meters, & smoke testing data to estimate I/I from footing drain connections (Estimated at 6,000)	Oct-17	3	0%
3 Televise a sample of service leads, provided adequate time is available in the overall CAP schedule (Assume 100 leads)	Oct-17	2	0%
4 Perform Survey of Property Owners to Determine if they discharge to Sanitary Sewer System	Oct-17	4	0%
5 Perform on site inspections (sump pump connections, dye testing, visual inspection) (Assume 100 structures)	Dec-17	4	0%
6 Approximate the number of footing drain connection and estimate the contributing flow from these connections	Jan-18	4	0%
7 Determine potential for voluntary or mandatory disconnects	Jan-18	5	0%
8 Determine required storm/ sump pump conveyance system needed to properly disconnect	Jan-18	5	0%
9 If required, Review, update, and implement illicit connection ordinance	May-18	6	0%
10 If required, Initiate a long term footing drain disconnect program, including storm and sump pump outlet projects	Jun-18	31	0%
***F.* Evaulate Alternatives and Determine the Project(s) required to remove excess I/I during RDS Storm Event**			
1 Identify and summarize alternatives for conveying, storing, and treating excess I/I.	Jun-17	3	0%
2 Identify and summarize alternatives for mitigating I/I within the collection system (Public ROW or Property).	Aug-17	3	0%
3 Identify alternatives for conveying storm/groundwater & providing outlets for sump pumps, roof & footing drains	sept 2-17	3	0%
4 Identify and summarize alternatives for disconnecting sump pumps, roof drains, and footing drains on private property	Oct-17	3	0%
5 Prepare Preliminary Estimates of Costs for Feasible and Practical Alternatives	Oct-17	3	0%
6 Complete a Cost Benefit Analysis for the identified alternatives, including Current Excess I/I treatment Costs	Oct-17	3	0%
7 Make a recommendation as to the overall project(s) required to allow for the closure of CSO 018, potentially including:			
a. Conveyance, Storage and Treatment of Excess I/I	Jul-17	3	0%
b. I/I Mitigation within Municipal System (Within ROW/ City Property) - Disconnects, Sewer Lining, MH Rehab., Etc	Nov-17	3	0%
c. Storm Sewer collection system(s) - Provide outlet for excess groundwater, footing drains, sump pumps, roof drains, etc.	Oct-17	3	0%
d. Footing Drain Disconnects with necessary stormwater infrastructure, if determined necessary to mitigate RDS storm I/I	Nov-17	3	0%
***G.* Prepare and Submit Basis of Design Report by July 1, 2018**			
1 Review all available data/ reports for compilation of Basis of Design Report	Oct-17	4	0%
2 Prepare a Draft Basis of Design Report for Project(s) to mitigate Excess I/I for the RDS. Components may include:			
a. Conveyance, Storage and Treatment of Excess I/I	Nov-17	3	0%
b. I/I Mitigation within Municipal System (Within ROW/ City Property) - Disconnects, Sewer Lining, MH Rehab., Etc	Dec-17	3	0%
c. Storm Sewer collection system(s) - Provide outlet for excess groundwater, footing drains, sump pumps, roof drains, etc.	Jan-18	3	0%
d. Footing Drain Disconnects with necessary stormwater infrastructure, if determined necessary to mitigate RDS storm I/I	Jan-18	3	0%
3 Coordination and review of Draft Basis of Design with the City of Manistee	Feb-18	3	0%
4 Coordination and review of Draft Basis of Design with the MDEQ	Mar-18	3	0%
5 Prepare and Submit Final Basis of Design Report to the MDEQ by July 1, 2018	Apr-18	3	0%
H. Revise and Update Draft SSES and SRF Project Plan, If Needed for SRF and/or SWQIF Funding (Use Available Data Collected to Date)			



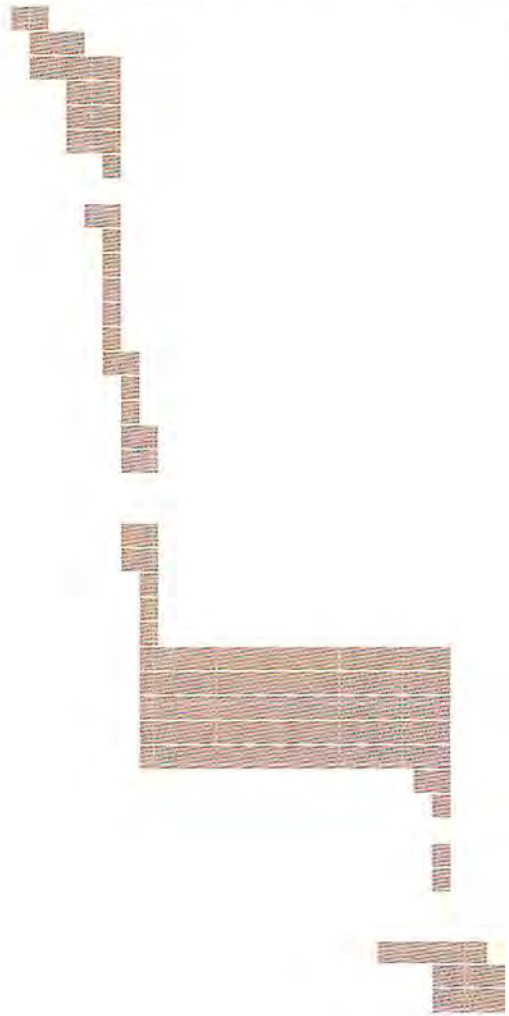
City of Manistee NPDES Discharge Permit MI0020362
Corrective Action Program (CAP) Detailed Task List and Schedule
Last Revised: January 31,2017

TASKS	Start Mo-Yr	Durat. (Mos.)	% Comp.
1 Review and Update Draft SSES Study and SRF Project Plan prepared by Abonmarche, including additional field data, analysis, etc.	Jan-18	3	0%
2 Review Updated SSES and SRF Project Plan with MDEQ and City staff and revise/update as needed	Feb-18	2	0%
3 Revise SSES and SRF Project Plan based on comments from the MDEQ and City staff	Mar-18	2	0%
4 Present SSES, SRF Project Plan, and findings to City Council and Stakeholders (Public Hearing, if needed)	Apr-18	2	0%
5 Incorporate comments, finalize document and submit SRF Project Plan to MDEQ by July 1, 2018	Apr-18	3	0%
I. Prepare Preliminary Engineering Report (PER) for RD App No. 2 Design and Construction (Usen Available Data Collected to Date)			
1 Prepare Preliminary Engineering Report (PER)	Jan-18	4	0%
2 Review PER with RD Engineer and City Staff	Feb-18	4	0%
3 Revise PER per review comments	Mar-18	4	0%
IV. SUBMIT COMPLETE PLANS & SPECS FOR MDEQ REVIEW AND APPROVAL (BEFORE JAN 2, 2019)			
A. Property/ Right of Way Identification and Acquisition Needed for Identified Projects			
1 Meet with Property Owner(s) of Potential Project Sites	Oct-17	6	0%
2 Environmental Assessments, if Required	Jan-17	8	0%
2 Negotiate Purchase Agreements, ROW Acquisition, Etc	Feb-17	7	0%
3 Close on Identified Property(ies)	Oct-18	3	0%
B. Conduct Visual Site Inspections of Project Area(s)	Jan-18	4	0%
C. Review Project Areas Restrictions			
1 Utility Easements/ Deed Restrictions	Jan-18	3	0%
2 Permitting Issues - Floodplain, Inland Lakes & Streams, Etc.	Jan-18	3	0%
3 Environmental/ Contamination Concerns	Jan-18	3	0%
4 High Groundwater/ Drainage	Jan-18	3	0%
5 SHPO Concerns	Jan-18	3	0%
6 Other Concersns	Jan-18	3	0%
D. Perform wetland delineation(s) if required	Mar-18	3	0%
E. Perform Field boundary, toppographic and utility (BTU) Surveys of Proposed project sites	Mar-18	3	0%
F. Geotechnical Investigations	Mar-18	3	0%
G. Utility Coordination	Mar-18	3	0%
H. Prepare Base Drawings Depicting Existing Conditions	Apr-18	3	0%
I. Prepare Conceptual Plans of Proposed Improvements	May-18	3	0%
O. Prepare 2D or 3D renderings if determined necessary for stakeholders, etc.	May-18	3	0%
J. Prepare preliminary estimates of cost based on concepetual plans	May-18	3	0%
K. Review Conceptual Plans with the City, MDEQ., funding sources, or other stakeholders	Jun-18	3	0%
L. Evaluate site conditions, drainage, underground utilities, groundwater, etc. for preparing preliminary drawings	Jul-18	3	0%
M. Prepare Preliminary Plans for Utility review, permitting, owner, regulatory agencies, and stakeholder reviews	Aug-18	3	0%
N. Prepare Preliminary Project Specifications for permitting, owner, regulatory agencies, and stakeholder reviews.	Aug-18	3	0%
P. Revise/ Update Preliminary Estimates of Costs based on preliminary drawings	Sep-18	2	0%
Q. Submit applications and obtain necessary permits for I/I conveyance, storage, treatment, and removal projects			



City of Manistee NPDES Discharge Permit MI0020362
Corrective Action Program (CAP) Detailed Task List and Schedule
Last Revised: January 31,2017

TASKS	Start Mo-Yr	Durat. (Mos.)	% Comp.
1 Coordinate with Regulatory agencies - Pre Application Meeting, if needed	Sep-18	2	0%
2 Submit Required Applications for Review (Part 41, Inland Lakes & Streams, Floodplain, Wetland, Soil Erosion, ..)	Oct-18	3	0%
3 Regulatory Review - Answer questions, provide information, drawings, specifications as required until permit is issued	Oct-18	5	0%
R. Revise plans per owner reviews, permitting reviews, utility reviews, etc.	Dec-18	3	0%
S. Prepare Final Specifications including front End Documents for Bidding of the project	Dec-18	3	0%
T. Prepare Final Plans for Bidding of the Project	Dec-18	3	0%
U. Submit final plans and specifications to MDEQ for Part 41 Permitting	Feb-19	1	
V. Assist City with the Bidding of the project including:			
1 Prepare advertisement and coordinate with newspaper	Jan-19	2	0%
2 Provide bidding documents to bidders	Feb-19	1	0%
3 Post bidding information on website	Feb-19	1	0%
4 Answer bidding questions	Feb-19	1	0%
5 Issue Addenda	Feb-19	1	0%
6 Conduct prebid meeting	Feb-19	1	0%
7 Attend Bid Opening(s)	Feb-19	2	0%
8 Tabulate and analyze bids	Mar-19	1	0%
9 Prepare Letter of Recommendation	Mar-19	1	0%
10 Prepare City Council Agenda Item/ Present Recommended Contractor(s) to City Council for Approval	Mar-19	2	0%
11 Issue Notice of Award Upon Approval by City Council	Mar-19	2	0%
V. COMMENCE CONSTRUCTION OF ALL APPROVED PROJECT(S) (BEFORE MAY 1, 2019)			
A. Prepare Contract Documents	Mar-19	2	0%
B. Review Insurances and Bonds	Mar-19	2	0%
C. Issue Notice to Proceed	Apr-19	1	0%
D. Conduct Preconstrucion Meeting	Apr-19	1	0%
E. Notify the MDEQ of "Start of Construction"	Apr-19	1	
F. Project Construction - Provide Construction Administration Services During Construction, including:	Apr-19	17	0%
1 Construction Adminstration - Answer questions, review shop drawings, progress payments, change orders, etc.	Apr-19	17	0%
2 Construction staking	Apr-19	17	0%
3 Project Inspection	Apr-19	17	0%
4 Material Testing	Apr-19	17	0%
G. Substantial Completion	Jul-20	2	0%
H. Final Completion	Aug-20	1	0%
VI. COMPLETE CONSTRUCTION OF ALL PROJECTS/ CEASE DISCHARGES FROM CSO 018 (BEFORE SEP 1, 2020)	Aug-20	1	0%
A. Notify the MDEQ of "Completion of Construction"	Aug-20	1	
VII. SUBMIT A REPORT DOCUMENTING POSITIVE CERTIFCIATION OF CAP REQUIREMENTS (BEFORE DEC 1, 2020)			
A. Perform Flow Monitoring at the completion of the project to verify performance and to calibrate the "As Built" Hydraulic Model	Mar-20	6	0%
B. Review Post Construction WWTP Flow Data and Post Construction Flow Meter Data	Aug-20	4	0%
C. Review simulated results of "As Built" Hydraulic Model	Aug-20	4	0%

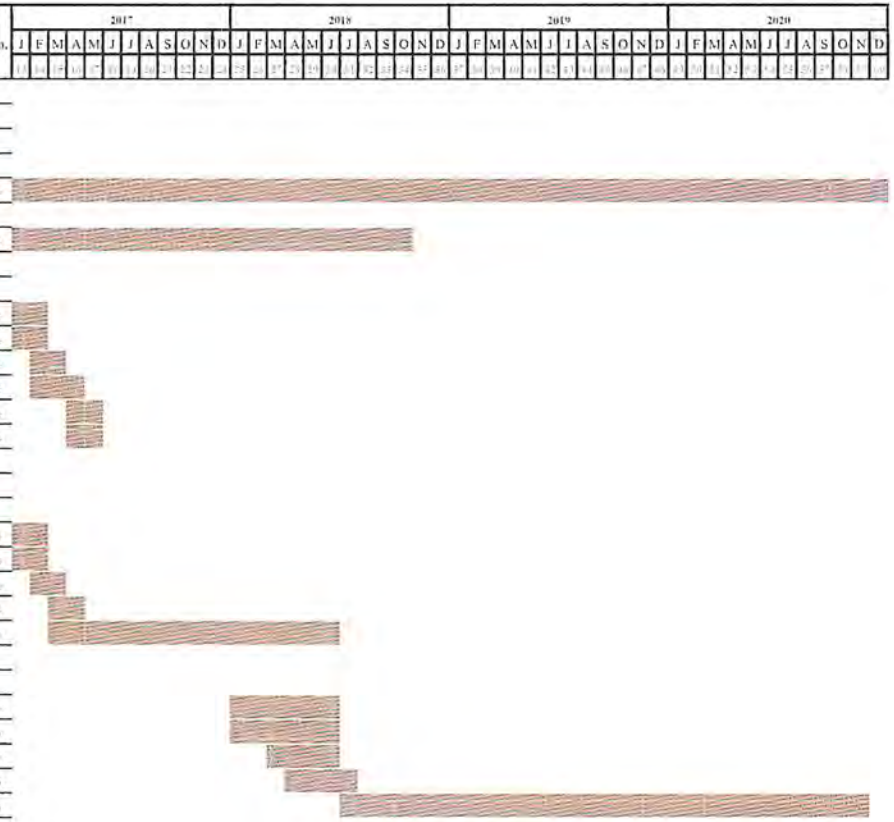


City of Manistee NPDES Discharge Permit MI0020362
Corrective Action Program (CAP) Detailed Task List and Schedule
Last Revised: January 31,2017

TASKS	Start Mo-Yr	Durat. (Mos.)	% Comp.
D. Summarize results of post construction WWTP flow data, flow meter data, and hydraulic model simulations to support PPC	Aug-20	4	0%
E. Prepare Positive Certification Report/ Project Performance Certification (PPC) with Supporting Documentation	Aug-20	3	0%
F. Submit Report to the MDEQ	Nov-20	1	0%

City of Manistee NPDES Discharge Permit MI0020362
Corrective Action Program (CAP) Detailed Task List and Schedule
Last Revised: January 31,2017

TASKS	Start Mo-Yr	Durat. (Mos.)	% Comp.
POTENTIAL FUNDING SOURCES			
I. City of Manistee Water and Sewer Fund, Potential Interim Borrowing by The City	**Jan-17**	**48**	**0%**
II. MDEQ Sanitary Sewer, Asset Management, and Stormwater (SAW)	**Jan-16**	**34**	**0%**
III. USDA RD PreDevelopment Planning (PPG) or SEARCH Grant- Optional Grant to assist with RD Application Prep ($20K Max. 25% Match)			
A. Work with Alliance for Economic Success (AES) to Prepare PPG Application once CAP is approved by MDEQ -	**Jan-17**	**2**	**0%**
B. Meet with RD and AES to Review PPG and Future Funding Requests	**Jan-17**	**2**	**0%**
C. Submit PPG Grant Applicaiton to RD	**Feb-17**	**2**	**0%**
D. Application Review and Grant Award by RD	**Feb-17**	**3**	**0%**
E. AES - Prepare RD Grant Application No. 1 utilizing PPG Grant	**May-17**	**2**	**0%**
F. Prepare Preliminary Engineering Report (PER) for RD App No. 1 based on Available Data Collected to Date	**May-17**	**2**	**0%**
IV. USDA RD Funding Application No. 1 (Televising, Investigations, Data Collection, Inventory, Modeling, Analysis and Basis of Design)			
OR City to fund with Interim Borrowing that would be rolled into RD funding for Design and Construction			
A. AES - Prepare Application No. 1/ Coordination with City and RD, Include Pre Application Meeting with RD	**Jan-17**	**2**	**0%**
B. Prepare Preliminary Engineering Report (PER) for App No. 1	**Jan-17**	**2**	**0%**
C. Application Submittal/ Revisions/ Coordination	**Feb-17**	**2**	**0%**
D. Application Review and Grant Award by RD	**Mar-17**	**2**	**0%**
E. Grant Implementation and Administration	**Mar-17**	**16**	**0%**
V. USDA RD Funding Application No.2 (Design, Permitting, Construction (I/I Mitigationm and Sewage Storage/Treatment/Conveyance)			
A. AES - Prepare Application No 2/ Coordination with City and RD	**Jan-18**	**6**	**0%**
B. Prepare Preliminary Engineering Report (PER) for App No. 2, Including drafts, reviews, revisions.	**Jan-18**	**6**	**0%**
C. Application Submittal/ Revisions/ Coordination	**Mar-18**	**4**	**0%**
D. Application Review and Grant Award by RD	**Apr-18**	**4**	**0%**
E. Grant Implementation and Administration	**Jul-18**	**29**	**0%**



PLUMMER'S
Environmental Services Inc.

Plummer's Environmental Services, Inc.
10075 Sedroc Industrial Drive Byron Center, MI 49315
1-800-878-3996
www.plummersenv.com

Contact Name:	John Bradley	**Quote #:**	Q-98A-FB8-601E
Customer Name:	Spicer Group	**Date:**	03/03/2017
Customer Address:	1400 Zeeb Dr. St. Johns, MI 48879	**Prepared By:**	Dave Van Dyken
Office Phone:	(989) 224-2355	**Office Phone:**	(616) 877-3930
Mobile Phone:	(517) 719-5503	**Mobile Phone:**	(616) 366-8548
Customer Email:	johnbradley@spicergroup.com	**Email:**	davidv@plummersenv.com

Statement of Work:

WE HERBY SUBMIT a proposal to PACP video inspect approximately 200,000 Linear feet of 8"- 36" Sanitary Sewer and 50,000' Storm Sewer for the City of Manistee CAP project.

All pipeline video inspections will be performed by one of our NASSCO certified PACP inspectors. All sewers will be inspected utilizing one of our IBAK mainline tractor cameras. Inspections will be recorded and PACP coded through Pipe Logix, a NASSCO certified software. We will provide you with a digital copy of the video inspections along with the PACP database.

Sewer cleaning will be completed by high pressure water jetting and vacuuming the debris from the sewer. We will provide you with one of our Vactor 2100+ combination jet/vacuum machines and operators to clean each section of sewer that has been approved by Spicer Group to be cleaned. All solid waste removed from the sewer will be disposed of at The City of Manistee WWTP.

GIS integration can also be accomplished with our sewer inspections to accurately map defects and codes to a pipe section, link pipe videos and manhole scans to the database to provide a multidimensional analysis of the current assets in the collections system. A Geo-Database with unique pipe ids along with manhole numbers will be all that is required for us to gather all of the field information and provide an accurate updated Geo-Database. We have the ability to integrate this database with Pipelogix to give you a new Geo-Database with layers that show where each defect and code is on your map.

Services:

Description	Est Qty	Price	UOM	Ext Amt
8"- 48" Sanitary Sewer Inspection	0.00	$0.980000	LF	$0.00
Re-Video Inspection Setup	0.00	$200.000000	EA	$0.00
8"- 12" Sanitary Sewer LIGHT Cleaning	0.00	$0.930000	LF	$0.00
8"- 12" Sanitary Sewer HEAVY Cleaning	0.00	$3.000000	LF	$0.00
15"- 21" Sanitary Sewer LIGHT Cleaning	0.00	$1.600000	LF	$0.00
15"- 21" Sanitary Sewer HEAVY Cleaning	0.00	$7.000000	LF	$0.00
24"- 36" Sanitary Sewer LIGHT Cleaning	0.00	$2.370000	LF	$0.00
24"- 36" Sanitary Sewer HEAVY Cleaning	0.00	$12.000000	LF	$0.00
			Sub-Total:	**$0.00**

Summary of Estimated Charges

Category	Est Total
Services	$0.00
Total Estimated Charges	**$0.00**

STANDARD TERMS AND CONDITIONS

In this agreement "you", "your" and the "Customer" refer to the person signing this Contract ("Contract") with Plummer's Environmental Services Inc. ("Company").

1. You agree to purchase the material and services described in this Contract from the Company at the price and according to the terms stated in this Contract.

2. A service charge of 1 1/2% per month (18% per year) will be paid on past due amounts starting thirty (30) days after the invoice date. If Customer desires to pay invoice by credit card, an additional 3% credit card processing fee will be added to Customer's invoice.

3. All material is guaranteed to be as specified. All work to be completed in a good, workmanlike manner according to standard practices and using the standard of care commonly used by environmental professionals and by-product transporters practicing in the State of Michigan. Company's workers are fully covered by Worker's Compensation insurance. In the event of cancellation of a job in progress by Customer, Customer will reimburse Company for all labor and/or material costs. Company shall have the right to stop work if payments are not made when due. Company shall be held harmless from all liabilities related to the hold up during such period.

4. All terms and conditions in this Contract supersede any other terms and conditions, prior proposals or prior bids. This written Contract constitutes the complete integration of all statements and agreements relating to the Contract and there are no representations or warranties other than those expressly incorporated herein nor is this Contract dependent upon or subject to any conditions or approvals precedent or subsequent not herein stated. No subsequent agreement relating hereto shall be binding upon Customer or Company unless in writing and signed by the party being bound.

5. If Customer requests changes, alteration or deviation from specifications involving extra cost, such work will only be performed upon written change orders, and will become an extra charge over and above the Contract price. Company may, by giving written notice to Customer, terminate this Contract if Customer breaches this Contract and such breach is not cured within a reasonable period (in any event such period not to exceed thirty days) or such breach is not capable of being cured within a reasonable period.

6. The actual completion time is contingent upon access to Customer's facility, labor strikes, material shortages, accidents, weather, acts of God, changes caused by a body of government, and the like. Change orders will affect the time necessary for completion. Company shall not be liable for any damages suffered by Customer as a result of any delay occasioned by these contingencies.

7. **EXCEPT AS EXPRESSLY STATED HEREIN, THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, BY OPERATIONS OF LAW OR OTHERWISE, OF THE MATERIALS OR SERVICES FURNISHED UNDER THIS CONTRACT BY COMPANY. COMPANY SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OF FITNESS FOR A PARTICULAR**

PURPOSE OR ARISING FROM A COURSE OF DEALING OR USAGE OR TRADE. COMPANY SHALL HAVE NO OTHER LIABILITY TO CUSTOMER IN CONNECTION WITH THE MATERIALS OR SERVICES FURNISHED UNDER THIS CONTRACT, INCLUDING WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY LIABILITY FOR DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES OR ANY INJURY OR DAMAGES TO PERSONS AND PROPERTY.

8. Customer shall maintain at its sole cost and expense insurance policies meeting the minimum insurance levels set forth below and shall provide certificates of such insurance evidencing the limits and expiration dates upon request;

a. Worker's Compensations - in accordance with applicable statutory requirements;

b. Commercial General Liability - not less than $1,000,000 per occurrence, $2,000,000 general aggregate;

c. Automobile Liability - not less than $1,000,000 per occurrence;

All policies of insurance shall name Plummer's Environmental Services, Inc. as an additional insured and will provide Plummer's thirty (30) days prior written notice of cancellation.

9. All issues concerning the construction, validity, enforcement and interpretation of this Contract shall be governed by and construed in accordance with the laws of the State of Michigan. The parties agree that venue is hereby exclusively established in the County of Kent, State of Michigan for any dispute or claim arising out of this Contract. Company, if it prevails in any action shall be entitled to all reasonable attorneys' fees, costs and other expenses incurred in such action and in any subsequent efforts to collect the amount awarded.

10. Any portion of this Contract found to be not enforceable by a court of competent jurisdiction will not invalidate the remaining portions of this Contract. Any term of this Contract which is found to be ambiguous shall not be construed against the Company. Nothing herein shall exclude any other rights or remedies to which Company is entitled by law or equity.

11. Customer agrees to indemnify and hold Company harmless, and assume any legal liability to defend Company, its agents, employees, officers and members from any claim or action by any third party arising out of the performance of work pursuant to this Contract except those claims or actions arising out of incidents caused by employees or agents of the Company.

12. All the terms and provisions of this Contract shall be binding upon, shall inure to the benefit of, and shall be enforceable by the respective heirs, beneficiaries, personal representatives, successors and assigns of the parties to this Contract. This Contract is for the benefit of the parties, their successors and assigns, and is not for the benefit of any third party.

13. Plummer's Environmental Services is not responsible for any sewer back up on private or commercial properties while cleaning sewer lines due to inadequate ventilation on the owners sewer.

Name: John Bradley **Signature:** X_____ **Date:**

On or before March 31 of each year, the permittee shall submit a status report for the previous calendar year to the Department that includes 1) the monitoring results for the previous year, 2) an updated list of potential mercury sources, and 3) a summary of all actions taken to reduce or eliminate identified sources of mercury.

Any information generated as a result of the Pollutant Minimization Program set forth in this permit may be used to support a request to modify the approved program or to demonstrate that the Pollutant Minimization Program requirement has been completed satisfactorily.

A request for modification of the approved program and supporting documentation shall be submitted in writing to the Department for review and approval. The Department may approve modifications to the approved program (approval of a program modification does not require a permit modification), including a reduction in the frequency of the requirements under items a. and b.

This permit may be modified in accordance with applicable laws and rules to include additional mercury conditions and/or limitations as necessary.

4. Wet Weather Correction Program

a. Interim Control Program

1) The permittee shall place the wastewater collection system under the supervision of a qualified Operations and Maintenance manager who shall serve as the contact person for the Department regarding combined sewer discharges. The permittee may replace the manager at any time and shall notify the Department within ten (10) days after the replacement.

2) The permittee shall address any rehabilitation and maintenance needs to ensure adequate sewer capacity and functionality. This may be accomplished through continued implementation of the approved Interim Combined Sewer Overflow Report.

3) The permittee shall:

a) document the rainfall, the frequency and the duration of discharge events,

b) estimate the volume and quality of discharges as measured pursuant to procedures and analytical methods approved by the department, and

c) determine the potential discharge of pollutants from significant industrial users. The data collected shall be submitted monthly to the Department.

This may be accomplished through continued implementation of the approved Long Term Monitoring Program.

b. Direct connections of eaves troughs and roof downspouts to the sewer system throughout the service area tributary to the combined sewer outfalls are prohibited. This requirement does not apply if the permittee has demonstrated that the disconnection of eaves troughs and roof downspouts is not a cost-effective means of reducing the frequency or duration of overflows or of maintaining compliance with this permit. Such a demonstration and supporting documentation shall be submitted to the Department for approval.

c. New Wastewater Flows
Increased levels of discharge of sanitary sewage from former CSO Outfall 018 are prohibited unless:

1) these increased discharges are the result of new sanitary wastewater flows which, on the basis of sound professional judgment, are within design peak dry weather transportation capacity; or

2) the permittee has officially adopted and is timely implementing a definite program, satisfactory to the Department, leading to the construction and operation of necessary collection, transportation or treatment devices.

d. The permittee has completed all combined sewer separation projects in conjunction with its Long-term CSO Control Program. However, there continue to be wet weather discharges containing raw sewage from former CSO Outfall 018 (5th Street at Ramsdell to Manistee Lake). There have been 14 recorded

discharges from Outfall 018 since the flow monitoring transducer was installed in November of 2014. Therefore, the separation project cannot be certified as meeting all correction requirements.

The permittee shall develop and implement a Wet Weather Correction Action Program (CAP) for former CSO Outfall 018 (5th Street at Ramsdell) with the goal of certifying that the entire system meets the December 27, 2002 DEQ Sanitary Sewer Overflow (SSO) Policy, 2003 SSO Clarification Statement, and other applicable State and Federal requirements (collectively termed, SSO requirements). This includes demonstrating that the transport and total system storage and secondary treatment capacity of the Manistee collection system and Wastewater Treatment Plant (WWTP) can adequately handle wet weather flows generated as the result of the DEQ defined remedial design standard (RDS), equivalent to a 25-year, 24-hour storm (3.9" in 24 hours) event using growth conditions (April 1 – November 1) normal soil moisture, and acceptable rainfall distribution (SCS Type II, Brater-Sherrill, or equivalent).

1) On or before January 3, 2017, the permittee shall submit an approvable CAP work plan which evaluates, recommends, and implements activities associated with removing excess infiltration and inflow (I/I) from the collection system, and adds needed storage to meet the CAP certification requirements listed above. The work plan shall also include a schedule for implementation and completion of all associated work. The work plan shall be implemented upon approval by the Department.

2) On or before January 2, 2018, the permittee shall submit a status report that details the status of implementation of the approved work plan.

3) On or before July 1, 2018, the permittee shall submit a complete basis of design report for Department review and approval, for needed I/I removal and/or construction of storage to meet the CAP certification requirements listed above.

4) On or before March 1, 2019, the permittee shall submit complete plans and specifications for Department review and approval, for all storage projects consistent with the approved Basis of Design Report. The Department may approve later dates for submittal of complete plans and specifications, for Department review and approval, for excess flow removal projects, provided they will still be completed as required by item 6 below. Any approval shall be in writing.

5) On or before July 1, 2019, the permittee shall commence construction of all storage projects consistent with the approved plans and specifications.

6) On or before November 1, 2020, the permittee shall complete construction of all projects consistent with the approved plans and specifications.

7) On or before February 1, 2021, the permittee shall submit a report that documents positive certification of the CAP requirements listed above. All discharges from former CSO 018 shall be prohibited.

The Department may determine that additional corrective actions are needed to meet all correction requirements outlined above, in the event that the permittee cannot positively certify that all CAP requirements have been met by December 1, 2020.

5. Untreated or Partially Treated Sewage Discharge Reporting and Testing Requirements

In accordance with Section 324.3112a of the NREPA, if untreated sewage, including sanitary sewer overflows (SSO) and combined sewer overflows (CSO), or partially treated sewage is directly or indirectly discharged from a sewer system onto land or into the waters of the state, the entity responsible for the sewer system shall immediately, but not more than 24 hours after the discharge begins, notify, by telephone, the Department, local health departments, a daily newspaper of general circulation in the county in which the permittee is located, and a daily newspaper of general circulation in the county or counties in which the municipalities whose waters may be affected by the discharge are located that the discharge is occurring.

The permittee shall also annually contact municipalities, including the superintendent of a public drinking water supply with potentially affected intakes, whose waters may be affected by the permittee's discharge of combined sewage, and if those municipalities wish to be notified in the same manner as specified above, the permittee

Michigan Department of Environmental Quality
Sanitary Sewer Overflow
Policy Statement
December 27, 2002

The Michigan Department of Environmental Quality (MDEQ) has consulted with a stakeholder group to develop guidance for implementing the May 2000 "Strategy for the Regulatory Control and Correction of Illegal Overflows from Separate Sanitary Sewer Systems in Michigan." The MDEQ and the stakeholder group recognize that Sanitary Sewer Overflows (SSOs) are a result of many different circumstances. The parties also recognize that there may be many different approaches to correcting SSOs. Given these considerations the SSO Guidance Document identifies the following as core elements of the program.

- State and Federal Regulations for SSOs require either the elimination of all SSOs or treatment of SSOs to the Federal categorical secondary wastewater treatment standard. The MDEQ acknowledges that total elimination or secondary treatment of all SSOs is not practical or economically feasible.

- The MDEQ does not authorize the discharge of raw or partially treated SSOs. However, enforcement discretion will be considered for communities experiencing SSOs that are implementing a corrective action program which is equivalent to the remedial design standard of the 25-year/24-hour storm, using growth conditions and normal soil moisture. An analysis of available data indicates that communities implementing corrective action programs to this remedial design standard will have on average less than one overflow per ten years.

- Corrective Action Programs (CAPs) to achieve the remedial design standard shall be contained in a legally enforceable document.
    a. CAPs shall be phased and contain progress reports, decision points, milestones, and time frames.
    b. Generally a CAP shall be completed within a 10 to 20 year timeframe.
    c. The Initial Phase, if not already completed previously, shall at a minimum include implementation of the Short-Term SSO Control Measures.
    d. The Implementation Phase shall detail the program to achieve the remedial design standard.

- Flexibility in establishing milestones and timeframes during the implementation phase will be considered on a case-by-case basis and will consider such information as:
    a. Cost of the corrective program,

b. The economic burden on the community and its ability to fund additional projects,
c. The type of corrective program implemented,
d. The complexity of implementing the corrective program,
e. The environmental gain the program will create, and
f. The relation the program has with other planned or ongoing programs.

Programs that focus on drying up separate sanitary sewer systems will be given consideration for longer timeframes to complete the implementation phase.

- Communities should plan and design future infrastructure operations and improvements with the goal of eventual elimination or treatment to the secondary wastewater treatment standards for all SSOs.

Michigan Department of Environmental Quality
Clarification Statement
Sanitary Sewer Overflow Policy Statement
Water Consortium Comments on SSO Policy

This correspondence is intended to provide clarification of the Michigan Department of Environmental Quality's (MDEQ) Sanitary Sewer Overflow (SSO) Policy Statement, dated December 27, 2002, with regard to the policy comments provided at the Water Consortium meeting of June 4, 2003. Clarification is provided to articulate MDEQ's position and interpretation of the SSO Policy Statement for the benefit of the local units of government. Responses are provided below to each of the bulleted comments received and discussed at the June 4 meeting.

1st Bullet

- **The policy does not state that the overall objective is to eliminate "preventable" SSO's. The advantage of focusing on the elimination of preventable events was the implicit recognition that all SSOs could not really be eliminated. Plus, it moved us toward trying to identify some remedial standard. The purpose and advantage of such a standard was that it would distinguish what can be eliminated from what cannot. This distinction is important for the regulatory agency, the community, and the public.**

  Importantly, the policy recognizes that total elimination is not feasible. But other language refers to the goal as eventual elimination of all SSOs, thus obfuscating the actual intent of the policy. The perception is that after achieving whatever is determined to be the remedial standard, the goal will not have been achieved, and that, in and of itself, will trigger other regulatory action. Instead, further regulatory action should be driven by environmental impact.

The SSO Policy Statement explicitly states that (1st page, first bullet): "The MDEQ acknowledges that total elimination or secondary treatment of all SSOs is not practical or economically feasible." Clearly, this is an affirmation on the agency's part that, despite compliance with the applicable remedial design standard, some SSOs will occur. The Policy Statement thus is intended to be a flexible instrument, with recognition that some communities may nonetheless continue to experience SSOs despite implementing a corrective action program equivalent to the remedial design standard of the 25-year/24-hour storm, using growth conditions and normal soil moisture. By defining the threshold of the extreme natural event as equivalent to the remedial design standard, the Policy Statement, does, in fact, distinguish SSOs that can be practicably and economically eliminated from those that cannot.

The SSO Policy Statement also states that (2nd page, last bullet): "Communities should plan and design future infrastructure operations and improvements with the goal of eventual elimination or treatment to the secondary wastewater treatment standards for all SSOs." This sentence apparently has caused some consternation for certain readers of the policy. This closing goal statement, however, should not be viewed or interpreted as being in conflict with the other provisions of the Policy Statement. The goal statement merely articulates what must be the goal of *any* SSO corrective action program, i.e., that in striving to achieve compliance with the Michigan Natural Resources and Environmental Protection Act (NREPA) and the federal Clean Water Act (CWA), it is essential that sewer system operators have ongoing improvement as part of a long-term goal of eliminating SSOs and minimizing the residual risk of events adversely impacting public health and the environment.

2nd and 7th Bullets

- **The communities and the Consortium are advocating programs and policies that result in maximum use of existing infrastructure if the environment can be protected. This is entirely consistent with several state initiatives, including several that focus on urban revitalization.**

Some of the opportunities for implementing this policy of maximizing use of existing infrastructure can be made manifest in guidance the agency issues defining acceptable corrective actions in an enforceable order. Some include preferential treatment of sanitary flows and treating limited quantities of SSO's at CSO treatment facilities (if the incremental increased flow will not create adverse environmental impacts in the receiving water, etc.).

These opportunities are not mentioned in the guidance. It could be that is because MDEQ disapproves (which is the popular perception.) Or, it could be that MDEQ intends to consider those items in case specific circumstances.

- **Regional approaches to infrastructure issues, whether water, sewer, or transportation, are increasingly viewed as favorable for a variety of reasons. That is why we suggest the policy explicitly promote regional SSO remedial strategies where existing infrastructure can be maximized, the environment can be protected and cost savings can be achieved. This is appropriate even if it lengthens the timeframe needed to complete the Corrective Action Program.**

Where consistent with state and federal law, the MDEQ encourages maximizing the use of existing infrastructure, and using regional approaches, where appropriate, for corrective action programs. The MDEQ will entertain case specific circumstances to utilize preferential treatment concepts on an interim and permanent basis for corrective action programs, and has approved such concepts in the past. The MDEQ may also consider on a case by case basis, as part of an SSO corrective action program, the implementation of an offset program of incremental reductions in wet weather infiltration/inflow or other needed sewer system improvement in consideration of the issuance of construction permits for new sewers to accommodate growth and development.

Lastly, the MDEQ looks favorably on regional approaches to SSO corrective programs where shown to be appropriate, cost effective and accepted by the local units of government involved. The MDEQ recognizes that the correction to SSOs may be complex, and there may be many approaches to their correction. The SSO Policy Statement takes these factors into consideration and allows for the flexibility to establish corrective programs for the different circumstances encountered.

3rd Bullet

- **During the discussions, there seemed to be a prevailing preference for extensive reduction in wet weather inflow. Some even saw this as an acceptable end in a corrective action. Providing more incentives (financial and technical) to encourage the elimination of wet weather inflow sources (such as footing drains wherever feasible) would improve the policy. One such incentive would be to allow communities that commit to extensive inflow reduction to base any further action on the effectiveness of the program after implementation. Of course, this would be subject to some demonstration that the inflow reduction would be effective in reducing SSOs.**

In developing corrective programs for SSOs, the Policy Statement provides flexibility for establishing phasing of projects, milestones, timeframes and decision points. The Policy Statement does *not* discourage extensive wet weather inflow reduction programs as a means of SSO correction. As long as the proposed corrective action program will comply with state and federal law, the program can be tailored to allow the specific community to seek financial aid (SRLF funding) or technical assistance (pilot footing drain removal projects). Phasing, milestones, and decision points can be set up in the corrective action program to allow the community to demonstrate the effectiveness of the program and any further implementation requirements if needed.

The City of Auburn Hills provides an example of an approved extensive wet weather inflow reduction program (footing drain removal project) as a means of SSO corrective action. The City of Auburn Hills chose to correct their SSO problem by utilizing complete footing drain removal. The program included in their administrative order allowed footing drain removal as a way to correct the problem, with milestones set in the order to evaluate the effectiveness of the program. If the footing drain removal project proved to be ineffective in removing the necessary

excess flows, then the City committed to additional structural improvements necessary to correct the SSO problem and comply with state and federal law. In the case of Auburn Hills, the footing drain removal project thus far has been effective, and although the project has not yet been completed, the MDEQ has agreed that no further structural improvements will be necessary to correct the SSO problem and comply with appropriate requirements.

The MDEQ has also provided considerable flexibility in its most recent administrative consent orders for SSO corrective action programs by allowing for reasonable milestones, timeframes and decision points for phasing in corrective projects, and the flexibility to explore various means of achieving compliance. Examples would be recently issued administrative consent orders for the City of Center Line, City of Fraser and Clinton Township.

4th Bullet

- **Financial impacts and "ability to pay" are key considerations when developing Corrective Action Programs and compliance schedules. For some communities, reaching the design standard in 10-20 years will be difficult to impossible. Should the acceptability of longer time frames be clearer or the remedial standard be different in some communities?**

By defining the extreme natural event as equivalent to the remedial design standard, the SSO Policy Statement distinguishes between SSOs that can be practicably and economically eliminated and those that cannot. In the opinion of the MDEQ, the remedial design standard comports with state and federal law and, thus, must be the same for all communities with correctable SSO problems. At the end of the day, the affirmative obligation of all regulated communities is to comply with NREPA and the CWA.

The SSO Policy Statement does provide the flexibility to consider on a case by case basis the cost of the corrective program and the economic burden on the community and its ability to fund additional projects. As outlined in the policy, completion timeframes will take into consideration the ability to pay, if justified. Moreover, schedules in administrative consent orders are set to take advantage of the low interest State Revolving Loan Fund Program.

Lastly, the SSO Policy Statement does take into account the economic burden imposed on SSO communities by relaxing the time frame to complete the corrective program to a period of generally 10-20 years. Historically, SSO corrective program schedules contained in MDEQ orders required completion in a 5-10 year period of time.

5th Bullet

- **We need to consider the extent and severity of SSO impact on the receiving water when developing Corrective Action Programs, priorities and compliance schedules. A key mechanism for guiding such decisions could be watershed plans. Making that explicit in the policy would help promote the attractiveness of comprehensive watershed plans and careful evaluation of impacts and priorities focused on water quality and environmental benefits. It would also dovetail with the ongoing stormwater management effort which is being implemented across the region.**

When considering the development of SSO corrective action programs, the SSO Policy Statement does provide the flexibility for consideration of the type of corrective program to be implemented, the complexity of implementing the corrective program, the environmental benefits of the program, and the relation the program has with other planned or ongoing programs. A watershed approach could be a mechanism for guiding such decisions as long as the proposed watershed plan acknowledges that SSOs are violations of state and federal law and cannot be authorized under the NPDES permit program.

6th Bullet

- **MDEQ already distributed the agreed upon short-term measures. It seems they should be delineated in the policy or included as an attachment.**

A listing of the Short-Term SSO Control Measures, as outlined in the SSO Policy Statement for initial phase SSO corrective action program implementation, are attached to this statement of clarification (Attachment A).

8th Bullet

- **The guidance indicates that enforcement discretion will be considered for parties doing what is required in a corrective action program. The language adds nothing to the guidance since a regulatory agency always "considers" whether and when to exercise its enforcement authority before undertaking some action. It does not provide any assurance to a party who is undertaking corrective action measures (which have presumably been accepted by the state as an appropriate program). MDEQ has indicated that an affirmative defense policy is not acceptable, even though such a provision is being considered for inclusion in the new federal regulations. Something more than "consideration" of enforcement discretion is needed.**

The MDEQ disagrees that reference in the SSO Policy Statement to "enforcement discretion" is of little value. There are few instances in which MDEQ policy pronouncements explicitly assert that the agency will exercise its enforcement discretion in a given context or under certain conditions. Far from being a hollow gesture, inclusion of such language in the policy is a clear commitment to the regulated communities that the MDEQ will genuinely consider the exercise of enforcement discretion where a community continues to experience SSO problems but is acting in good faith to implement an approved corrective action program. Simply put, for the MDEQ to agree to an "affirmative defense" would be contrary to NREPA and the CWA. It would place our NPDES delegation from the USEPA at risk, and could encourage citizen suit actions to enforce federal law in those instances in which the "affirmative defense" applied. It is doubtful that this is not an outcome the regulated communities would find desirable.

9th Bullet

- **Acknowledge, and to the extent possible, accept prior agency approvals of recent capital improvement programs to correct system deficiencies where these may be to a lesser design standard (which was previously satisfactory to MDEQ).**

The MDEQ accepts and acknowledges, to the extent that these systems are in compliance with NREPA and the CWA, recent SSO improvement programs to correct system deficiencies to a lesser design criteria than the 25 year/24 hour remedial design standard. However, the agency will continue to consider its compliance and enforcement options with respect to areas that either have an existing SSO, or are contributing excess wastewater flows to an existing downstream SSO.

10th Bullet

- **The policy proposes that the 25 year- 24 hour summer storm be established as the remedial design standard for SSOs. This is an extremely complex and controversial issue. A recent review of other state SSO programs indicates that the Michigan proposal is far more restrictive than what is considered acceptable elsewhere (see attachment). Furthermore, cost estimates for SSO control programs sized to meet this standard have recently been revised to reflect the additional expense likely to be needed to upgrade the internal sewer transport capacity to convey these flows. Based on this information, it is questionable whether the 25 year – 24 hour storm is cost effective. The acceptability of the proposed design storm will, to some extent, be tied to the willingness to accept lesser design standards for recently upgraded sewer systems (per the above bullet item). Nevertheless, some discussion of the reasonableness and appropriateness of this issue is warranted.**

The SSO policy statement defines the remedial design standard for SSO corrective action programs as equivalent to the 25-year/24-hour storm, using growth conditions and normal soil moisture. The remedial design standard further can be defined as comparable to the extreme natural event. To say MDEQ's remedial design standard is far more restrictive than what is considered acceptable in other state SSO programs is inaccurate. Most other states have not adopted a remedial design standard for SSO corrective programs, and appear to rely on case by case determinations to insure compliance with their respective state laws and the CWA. Also, the data we have reviewed for states with design criteria for controlling SSOs doesn't show the MDEQ's remedial design standard to be far more restrictive than what is considered acceptable elsewhere. In fact, the MDEQ's remedial design standard appears to be somewhere in the middle to top third bracket (Attachment B).

Regardless, the remedial design standard referenced in the SSO Policy Statement is not a new design standard for controlling SSO problems in the State of Michigan. The standard has been applied to over 60 communities statewide to correct SSO problems. Notably, many of these community projects have received either Federal grant funding or SRLF loan funding for their projects. One criteria to receive such funding, is that the project must be cost effective and affordable for the local unit of government involved.

During the discussions held by the SSO workgroup, one of the main topics of discussion was the remedial design standard for SSO control. The issue of an appropriate remedial design standard was scrutinized, analyzed, hydraulically modeled and studied for cost effectiveness. The conclusion from that examination was that the 25 year/24-hour remedial design standard was at the knee of the curve cost effective breakpoint for all design criteria studied. The MDEQ thus believes that the 25 year/24 hour remedial design standard set forth in the SSO Policy Statement is appropriate, reasonable, cost effective and affordable and, based on past historical records, provides the measure of protection needed for public health and the environment.

However, the MDEQ will consider alternative remedial design standards on a case by case basis, if a community can demonstrate that a remedial design standard equivalent to a storm less than the 25-year/24-hour storm would result in the same or lower frequency of SSO discharge as that assumed by the MDEQ in this policy (i.e., less than one SSO discharge per ten years on average) by general application of the 25-year/24-hour storm as the remedial design standard.

Attachment A
Short-Term SSO Control Measures

1. Document current sewer system conditions including the size, age, and condition of sanitary sewers, and the carrying capacity of existing sewers that are likely to contribute to the creation of sewer surcharges or SSO conditions; determine the estimated frequency, volume, location, and receiving water of SSO discharges; perform staff training in monitoring and reporting of untreated or partially treated sewage discharges onto land or into the waters of the state to assure that required notifications and reports are submitted accurately and timely; develop a data system for reporting of sewage backup into basements; determine the impact of any requests for new sewage loading to sewers in areas subject to basement backups, SSOs, or treatment facility bypassing; identify areas that may have inadequate storm sewer systems that may contribute to the problems within the sanitary sewer system.

2. Quantify existing flows (average and peak for dry and wet weather conditions) through a flow monitoring program; determine infiltration and inflow (I/I) contributions for logical sub sections of the sewer system; collect rainfall measurements with recording rain gauges for further flow monitoring data analysis; collect groundwater table level measurements for flow monitoring analysis.

3. Determine the "excessive" component of I/I based on a comparison of the estimated cost required to remove the flow versus the cost to transport and adequately treat wet weather flows. This assessment may need to be carried out on a phased basis, with elimination of readily removable I/I sources being completed before attempting a more rigorous cost comparison addressing more difficult sources.

4. Estimate or measure the contribution from footing drains (if footing drains are connected to the system or if footing drain flow is discharged to the sewerage system by sump pumps) and determine what potential methods are available to remove/reduce this flow component; undertake pilot projects to assess the feasibility of voluntary or mandatory footing drain removal; provide public education of the economic and capacity benefits of footing drain removal.

5. Prepare and implement a detailed operation and maintenance plan to consolidate, prevent or minimize SSOs to the maximum extent possible; perform staff training, or training updates, on issues of wet weather flow exclusion from sanitary sewers and SSO prevention.

6. Provide power reliability equipment for pump stations using emergency generators, portable pumps, or dual power supplies; provide modifications to pumping stations for generator hookup or force main pump around flanges.

7. Evaluate and institute sewer use ordinances to assure that clear water from new footing drains, roof downspouts, or other inflow sources are not authorized to be connected to sanitary sewers. Train building inspectors, meter readers, water and wastewater utility staff on ordinance compliance; conduct sewer system assessments to determine compliance with footing drain, downspout and yard drain prohibitions; compile and analyze data to identify priority areas for ordinance compliance initiatives.

8. Conduct physical surveys and smoke/dye testing in suspect areas to ensure that inflow sources are not connected.

9. Develop and design the project(s) needed to remove excess I/I (including footing drain flows, if feasible) based on a schedule that includes completion of a Sanitary Sewer Evaluation Survey to specifically identify the sources of excess I/I, followed by construction of needed short-term sewer rehabilitation projects; coordinate implementation of storm sewer system improvements in areas with poor drainage.

10. Identify, obtain permits where necessary, and implement beneficial short-term SSO and basement backup control measures.

11. Identify measures and schedules necessary to assure timely funding availability for necessary short- and long-term projects.

12. Evaluate additional long-term SSO control measures that may be necessary including the removal of excess I/I, provision of storage facilities and/or transport to treatment facilities and expansion of treatment facilities.

13. Conduct public education outreach programs throughout the investigation and program development period to assure public understanding of the issues involved and support for the needed improvement actions being taken.

Attachment B
PROJECTED PERFORMANCE OBJECTIVES OF SANITARY SEWER REHABILITATION PROJECTS

	Community	Population	Ave. Annual Wet Weather Overflows	Annual Frequency of Return Storm	Return Storm Period (years)	Return Storm Duration (hours)	Rainfall Depth (inches)	Rainfall Intensity (in/hr)
1	Baytown, Texas	70,000		0.025@	>100			
2	Bentonville, Arkansas	17,000		0.025@	>100			
3	Cincinnati, OH	22,724		0.025@	100			
4	Commerce, Texas	10,000		0.025@	>100			
5	Eureka Springs, Arkansas	1,890		0.025@	>100			
6	Friendswood, Texas	31,000		0.025@	>100			
7	Hamilton, Ohio	65,000		0.025@	>100			
8	Honolulu, HI	687,475		0.025@	100			
9	Jackson, Tennessee	50,000		0.025@	>100			
10	Little Rock, Arkansas	185,000		0.025@	>100			
11	Ponca City, Oklahoma	25,000		0.025@	>100			
12	Wayne County, MI	167,939	0.2	0.025@	100			
13	Buena Vista, Michigan	11,000	2	0.04	25	24	3.8	0.16
14	Enid, Oklahoma	47,000	2	0.04	25	24	6.5	0.27
15	Frankenmuth, Michigan	4,400		0.04	25	24	4	0.17
16	Lancaster, Texas	22,400		0.04	25	24	6	0.25
17	Lansing, Michigan	155,000		0.04	25			
18	Marlette, Michigan	1,900		0.04	25	24		
19	Midland, Michigan	42,000	3	0.04	25	24		
20	Pine Bluff, Arkansas	63,000		0.04	25	24	7	0.29
21	King County, Washington	1,100,000		0.05	20			
22	Covington, Louisiana	10,000	<1	0.1	10	24	8	0.33
23	Fairfield, Ohio	43,000	<1	0.1	10	24		
24	Johnson County, Kansas	340,000		0.1	10			
25	Kerrville, Texas	18,000	<1	0.1	10	24	6	0.25
26	Monmouth, Oregon	7,700		0.1	10*			
27	The Dalles, Oregon	14,000		0.1	10*			
28	Waldport, Oregon	1,750		0.1	10*			
29	Addison, IL	17,138		0.2	5			
30	Belvidere, IL	15,193		0.2	5			
31	Benton, Arkansas	17,000		0.2	5			
32	Crowley, Louisiana	16,000	1	0.2	5			
33	Fayetteville, Arkansas	58,000		0.2	5			
34	Haltom, Texas	35,000		0.2	5	1	2.6	2.60
35	Henryetta, Oklahoma	1,100		0.2	5	24	5	0.21
36	Indian Creek, KS	72,000		0.2	5			
37	Mission Township, KS	45,309		0.2	5			
38	Nashville Tennessee	400,000		0.2	5	24	4.5	0.19
39	Saint Charles, IL	16,935		0.2	5			
40	Tulsa, Oklahoma	360,000		0.2	5	1		
41	Turkey Creek, KS	50,404		0.2	5			
42	Elmhurst, IL	42,029		0.33	3			
43	Galveston, Texas	59,000		0.5	2	4	3.5	0.88
44	Greenville, Texas	25,000	1	0.5	2	0.5	1.3	2.60
45	Houston, Texas	1,700,000		0.5	2			
46	New London, CT	40,000		0.5	2			
47	Norman, Oklahoma	80,000	3	0.5	2	24	3.5	0.15
48	South Houston, Texas	15,000		0.5	2	24	6	0.25
49	Witchita Falls, Texas	103,000		0.5	2	24	4	0.17
50	Bellingham, Washington	60,000		1	1			
51	Charlotte, NC	338,854		1	1			

	Community	Population	Ave. Annual Wet Weather Overflows	Annual Frequency of Return Storm	Return Storm Period (years)	Return Storm Duration (hours)	Rainfall Depth (inches)	Rainfall Intensity (av. in/hr)
52	Edmond, Oklahoma	67,000		1	1	24	3	0.13
53	Fort Scott, Kansas	8,500		1	1	24	3	0.13
54	Fort Smith, Arkansas	86,000		1	1	24	3.5	0.15
55	Greenville, SC	125,884		1	1			
56	Idabel, Oklahoma	10,000		1	1	1	1.5	1.50
57	Jewett City, CT	3,500		1	1			
58	Lexington, Kentucky	240,000		1	1			
59	Vinita, Oklahoma	4,800		1	1	1	1.5	1.50
60	Hot Springs, Arkansas	35,000		1.25	0.8	1	1	1.00

City of Manistee

APPLICANTS NEEDED
BOARDS and COMMISSIONS VACANCIES

* **BOARD OF REVIEW.** One vacancy – alternate member, term ending 12/31/20. *Applicants must be City taxpaying, registered voters.* Purpose: Hears property valuation appeals

COMPENSATION COMMISSION. One vacancy – term ending 9/30/22. *Applicants musts be registered voters in the City.* Purpose: Establish compensation for City Council Members.

DOWNTOWN DEVELOPMENT AUTHORITY. One vacancy – term ending 6/30/19. *Applicants must have an interest in property in the downtown district.* Purpose: Central business district and tax increment financing authority.

HISTORIC DISTRICT COMMISSION. One vacancy – term ending 2/28/20. *Applicants must be City residents.* Purpose: Historic preservation.

PARKS COMMISSION. Two vacancies – terms ending 6/30/18. *Applicants may be non-residents but must own real estate or a business/profession having a licensed business location in the City or have a child attending school within the City.* Purpose: Advisory on parks development, maintenance, improvements.

PEG COMMISSION. Three vacancies – (1) term ending 12/31/18, (1) term ending 12/31/19 and (1) terms ending 12/31/20. *Applicants must be Manistee County residents.* Purpose: Oversees operation of Manistee Public Access Television.

PLANNING COMMISSION. One vacancy – term ending 10/31/20. *Applicants must be City residents.* Purpose: Reviews master plan, zoning, site plans, development issues.

* **TREE COMMISSION:** One vacancy – term ending 12/31/19. Purpose: Oversees public (parks/boulevards) tree program.

ZONING BOARD OF APPEALS. One vacancy (regular member) – three year term ending 5/31/20. Purpose: Hears appeals on zoning and building issues.

Application forms are available at the City Clerk's office, 70 Maple Street or on the City website at http://www.manisteemi.gov. Applications must be returned by Tuesday, December 12, 2017 to be considered for appointment at the December 19, 2017 City Council meeting.

City of Manistee

MANAGER'S OFFICE
DEC 13 2017
CITY OF MANISTEE

APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: BOARD OF REVIEW

NAME: GERALD R. HALL
ADDRESS: 421 CEDAR ST
MANISTEE, MI 49660

PHONE: (Home) 231-723-9821 (~~Work~~) RETIRED

E-MAIL: MARYHALL2@GMAIL.COM (X) personal or (__) work

I want to volunteer for this position because:
LIVING COSTS MONEY. I BELIEVE EVERYONE SHOULD PAY THEIR FAIR SHARE BASED ON THE ACCURACY OF RECORDS AND THEIR SINCERE ABILITY TO PAY. I WOULD LIKE TO BE "HANDS-ON" TO HELP SEE THAT THIS HAPPENS.

Please add any particular education, experience or background you think appropriate to include:
UNDERGRADUATE AND GRADUATE DEGREES. DURING MY CAREER, I HAVE BEEN IN MANY DIFFERENT MANAGEMENT POSITIONS AND HAVE HAD TO MAKE NUMEROUS DECISIONS. ACCURATE, UNIFORM DATA WAS ABSOLUTELY NECESSARY TO MAKE THESE DECISIONS.

Feel free to attach any additional information.

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

RECEIVED
DEC 13 2017
CITY OF MANISTEE

Gerald R. Hall 13 DEC 2017
Signature Dated

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

City of Manistee

MANAGER'S OFFICE
DEC 13 2017
CITY OF MANISTEE

APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: TREE COMMISSION

NAME: GERALD R. HAW
ADDRESS: 421 CEDAR ST
MANISTEE, MI 49660

PHONE: (Home) 231-723-9821 (~~Work~~) RETIRED

E-MAIL: MARYHAW2@GMAIL.COM (X) personal or ( ) work

I want to volunteer for this position because:
TREES ARE THING OF BEAUTY, BUT THEY PASS WITH TIME AS DOES ALL THINGS. TREES MUST BE MANAGED IN ORDER TO MAINTAIN THERE BEAUTY AND USEFULNESS, I WANT TO BE A PART OF THIS.

Please add any particular education, experience or background you think appropriate to include:
I HAVE AN UNDERGRADUATE AND GRADUATE DEGREE IN PULP AND PAPER SCIENCE AND ENGINEERING. I ~~STRONG~~ STRONGLY RECOGNIZE THE NEED TO MANAGE TREES. TREES ARE A VERY SUSTAINABLE RESOURCE.

Feel free to attach any additional information.

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

RECEIVED
DEC 13 2017
CITY OF MANISTEE

Gerald R. Haw 13 DEC 2017
Signature Dated

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