

MANISTEE CITY COUNCIL

WORK SESSION AGENDA

Tuesday, June 11, 2019 - 7:00 p.m. - Council Chambers, City Hall

I. Call to Order.

II. Work Session Items.

- a.) PUBLIC COMMENTS ON WORK SESSION RELATED ITEMS.
- b.) DISCUSSION ON CURBSIDE RECYCLING – Matt Biolette, Republic Waste.
- c.) STRATEGIC PLAN UPDATE – Thad Taylor, City Manager.
- d.) DISCUSSION ON OPEN BURNING ORDINANCE, ORDINANCE 19-18 AMENDING CHAPTER 1610 INTERNATIONAL FIRE CODE – Tim Kozal, Public Safety Director.
- e.) OTHER.

III. Adjourn.

TNT:cl

Quarterly Update – June 2019
City of Manistee City Council Strategic Plan Implementation 2017-18-19

	Timeframe / Status	Champion
Goal - Economic Development and Jobs		
<i>Strategy - 1.1 Manistee County Economic Development</i>		
<p>1.1.1 County-Wide Strategic Plan:</p> <ul style="list-style-type: none"> ➤ Using existing master plans, strategies, DDA plans and other pertinent plans, will develop an initial County Wide Economic Development Strategy, much as we have participated in developing for recreation. This plan will include an identification of: <ul style="list-style-type: none"> • Significant assets that can be leveraged for development, including vacant buildings. • Development gaps that must be filled to support development (infrastructure, housing, etc.) along with an identification of how those gaps can be filled if known. • Zones within the county that are prime for industrial, commercial, agricultural and other uses. • An identification of economic development priorities by type throughout the County. • Incentives that are available to support attainment of economic development priorities. • An action plan for addressing gaps and achieving priorities. ➤ Develop and broadly distribute a one-stop process for businesses of any size to address issues or opportunities beginning with a single point of contact. This will include the network of agencies, programs and services available to provide site selection assistance, capital financing, regulatory program support, employee recruiting and training and others. ➤ Through Project Rising Tide, Joe Borgstrom from Place+Main advisors is currently drafting a detailed economic development strategy focused in the key economic development area of the community and committing the different community organizations such as the Chamber of Commerce, DDA, City, and others. ➤ An Economic Development Summit was held on February 25, 2019 to identify with the community the priorities for economic development. ➤ Place+Main advisors assisted the Manistee Area Chamber of Commerce in the development of the position description for the Economic Development Director who will also serve the City. ➤ Facilitated by MEDC, a training session was held at City Hall to discuss all funding and programs available through MEDC for development projects. ➤ Joe Borgstrom has met with members of the DDA Board to discuss options and needs for economic development. ➤ Several meetings with community stakeholders and largest employers to identify priority areas. ➤ Joe Borgstrom is planning to present the final strategy to the City by the end of May. ➤ The City recently contracted with the Chamber to provide economic development services. In combination with the new economic development strategy through PRT there is a new contact email address for economic development to have a single channel for communication for ED inquiries: ManisteeDevelopment@gmail.com. ➤ As part of revitalizing the community, the City is also participating in a re-branding and marketing process with Arnett & Muldrow Associates for PRT. With this initiative the City will receive a new brand that will help refresh the image in the community to attract investment. 	<p>Ongoing</p> <p>To Council 9/19/17</p> <p>Ongoing</p> <p>To Council 9/19/17</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Thad</p>
<i>Strategy - 1.2 Industrial Park</i>		
<p>1.2.1 SET</p> <ul style="list-style-type: none"> ➤ Present the SET Economic Development Strategy which will underscore the three emerging growth opportunities that have the greatest competitive and comparative economic potential: Agribusinesses, Energy, and Advanced Materials. ➤ Present to Council, for their decision, to participate in SET:PRIME (Powering Rural Investment by Mapping Energy) as the second community to look towards creating jobs within the Energy Industrial Sector. ➤ Provide the City with data sheets so that staff (Planning/Zoning) has an understanding of the economic potential of the targeted industrial sectors. ➤ Joe Borgstrom, consultant through PRT recently assessed the industrial park to identify key project ideas and business attraction to the area as part of the ED strategy. 	<p>Ongoing</p> <p>To Council 9/19/17</p>	
<p>1.2.2 Manufacturing Strategy</p> <ul style="list-style-type: none"> ➤ Present the Manufacturing Plan with a focus on the recommendations about the port. ➤ Develop a port marketing strategy based on Manufacturing Plan recommendations. 	<p>Ongoing</p>	
<p>1.2.3 Enter/Exit Survey for Permit Applications:</p> <ul style="list-style-type: none"> ➤ Component of RRC certification was that customer service surveys for site plan review be developed. These surveys are given to applicants for commercial properties. 	<p>Completed</p>	<p>Thad</p>
<p>1.2.4 “Packaging” the Industrial Park</p> <ul style="list-style-type: none"> ➤ Identify all vacant parcels in both industrial parks. 	<p>Completed</p>	<p>Thad</p>

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<ul style="list-style-type: none"> ➤ Develop a standardized form to catalog specific traits of each vacant parcel, i.e. utilities available, size, location, parcel number, etc. ➤ Populate the standardized form for each vacant parcel. ➤ Develop a packet that has the standardized form, map of parcel, contact information for interested parties. ➤ Make the packet available on the City’s website and give information to MEDC for their marketing use. On City’s website. ➤ Compiled data, prepared maps and individual parcel information pages for both Lake Michigan and Renaissance Park properties. City webpage under Developers Resource Guide provides a brief narrative for the Lake Michigan Industrial Park and site map has been updated. Renaissance Park information is also listed on the City webpage. ➤ Need to review Lot 6 of Lake Michigan Industrial Park (recycling center) to determine if the entire parcel is needed for future expansion of the recycling center. The property could be split to create a new parcel for sale. Working on alternate locations for the recycling center, which could free up the land for future sale and reduce recycling program costs. ➤ Determine what additional information is needed for marketing the industrial parks. What information should be updated on the City’s webpage. Need to determine if a realtor/broker should be marketing the site on behalf of the City. Determine if this requires City Council input / approval. ➤ Aggressively work to respond to MEDC New Site Search notifications by utilizing the Industrial Parks directory. ➤ Provide the City with critical information to include in the Industrial park pro forma produced by the Planning/Zoning Department. Critical information needed includes capacity specifications on: infrastructure, utilities, water, broadband as well as quality of life information. ➤ Prepared a Marketing Packet for Renaissance Park and adjoining industrial properties. Have the marketing information for the two industrial properties in the industrial park in the city completed. Drafted RFP to contract with a realtor/broker to sell the properties. ➤ RFPs for broker services for Renaissance Park and adjacent properties mailed to realtors, ad in newspaper, and posted on website 1/16/18. ➤ Coldwell Banker Commercial Premier selected as Broker for marketing of properties. ➤ Marketing packets are on web page and Coldwell Banker Commercial Premier have copies for interested buyers. 	<p>Completed Completed Completed Ongoing Completed</p> <p>Ongoing</p> <p>Completed</p> <p>Completed Completed</p>	
1.2.5 Survey Existing Industrial Park Occupants		
<ul style="list-style-type: none"> ➤ Compiled mailing list, drafted survey and cover letter prepared. ➤ Compiled mailing list, drafted survey, and cover letter prepared. ➤ Mailed out surveys 1/18/18 – two responses received, second request mailed out 4/4/18. 	<p>Completed Completed</p> <p>Completed</p>	
1.2.6 New Industrial Park Occupants		
<ul style="list-style-type: none"> ➤ Identify appropriate uses for each parcel based on zoning allowances. ➤ Research businesses/industries that are consistent with appropriate uses. ➤ Send packet developed for strategy 1.2.4 to targeted businesses/industries. ➤ Follow-up contacts with targeted businesses/industries. ➤ Staff has spoken with three separate parties about Lots 11 & 12 in the Lake Michigan Industrial Park this past year. Two expressed interest but decided not to proceed. One party stated the minimum 4,000 sq. ft. building requirement as a reason not to move forward with their project. Review Zoning requirements with Planning Commission to determine if the building size requirement should be reduced. ➤ Work with partners (City Planning/Zoning) to populate ZoomProspector and Opp sites. ➤ Work with partners to understand the target emerging growth opportunities within the region. ➤ Begin a discussion about economic gardening: an entrepreneur orientated, growing the economy from within, strategy that targets state 2 (businesses with 10 or more employees) companies by helping them with strategic issues and providing them with customized help and data. ➤ On 9/12/17 spoke with a developer who is looking at marihuana cultivation grow facility that may be interested in the industrial park properties. Drafted RFP for a broker/realtor to market the sites. ➤ Last two lots in City industrial park have sold / RFPs for real estate broker mailed for industrial properties in Manistee Township. ➤ Coldwell Banker Commercial Premier selected as Broker for marketing of properties in Manistee Township 3/6/18; working with owner of Lot 12 & 13 on special use permit. ➤ Manistee Township properties are listed for sale through Coldwell Banker Commercial Premier. Owner of Lot 12 & 13 is in the process of selling the property to another potential marihuana grower, working with new developers on the special use permit process. 	<p>Completed Not started Not started</p> <p>Sold 12/29/2017</p> <p>Ongoing Ongoing</p> <p>Completed Completed</p> <p>Completed Completed</p>	<p>Thad</p>
Strategy - 1.3 Transportation of Goods		
1.3.1 Port Strategy		
1.3.2 Rail Relocation		
<ul style="list-style-type: none"> ➤ Review Manistee Area Rail Relocation Feasibility Study from April, 2008. ➤ Attend meetings with the railroad(s) and other interested parties as facilitated by the Alliance for Economic Success. Met with railroad representatives on 8/23/18. No substantial progress made. Scheduling meeting with Senator Peters and Stabenow staff to discuss funding opportunities. ➤ Coordinate City resources as appropriate. ➤ Identified a senior railroad official that may be of assistance moving forward. 	<p>Ongoing Completed One meeting held Met 10/22/18</p> <p>Completed</p>	<p>Thad</p>

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<ul style="list-style-type: none"> ➤ Conference call with CSX Railroad to gauge interest in rail relocation. ➤ Meeting with State Legislators to discuss and update progress on railroad relocation. ➤ Meeting scheduled for July 24, 2019 with railroads, manufacturers and staff. 	<p>Completed 1/23/19 Completed 2/11/19 Completed</p>	
<p>1.3.3 Rail Infrastructure</p> <ul style="list-style-type: none"> ➤ Initiated discussion with the rail line about the location, status and options for rail infrastructure. Marquette Rail is collaborating with owner CSX to further these discussions. ➤ County Board Chair met with Manufacturer’s Council to determine their level of interest/support for project. 	<p>Completed</p> <p>5/15/19</p>	
<p><i>Strategy - 1.4 Linking Training and Jobs</i></p>		
<p><i>Strategy - 1.5 Downtown Revitalization</i></p>		
<p>1.5.1 Support of Plans/Ideas</p> <ul style="list-style-type: none"> ➤ Review the Downtown Development Authority (DDA) 2017-2020 Strategic Plan. ➤ Identify specific focus areas and strategies of the Strategic Plan that the City can provide assistance and/or partner with the DDA. ➤ Assign City staff and/or City boards and commissions to provide the necessary assistance. ➤ The Community Development Fellow assigned to the City has assisted the DDA in: submitting a grant application through AAR to implement recommendations from the MSU School of Design to revitalize the downtown area; responded to an MEDC RFI requesting data and information to receive additional funds and support for façade grants on behalf of the Manistee DDA; City has met with numerous developers and investors interested in the downtown area; and routinely communicates with the current interim director. ➤ Through PRT consultant Joe Borgstrom the new ED strategy will provide specific instructions and priorities to attract business and fill the vacant storefronts in the DDA district. 	<p>Ongoing – all topics</p>	<p>DDA / Thad</p>
<p>1.5.2 Support Collaboration</p> <ul style="list-style-type: none"> ➤ Continue regularly scheduled meetings with the DDA Executive and Economic Development Director. ➤ Continue to provide support to the DDA Executive and Economic Development Director in efforts associated with economic development efforts in the DDA District. ➤ Continue to include the DDA Executive and Economic Development Director in economic development efforts within the City, outside of the DDA District, that may have an impact on the DDA District. ➤ Communications / support now through the DDA Board Chair and Interim DDA Director. ➤ DPW Director attending monthly DDA Design Committee meetings. ➤ Community Development Fellow attends DDA meetings and serves as a prime point of contact for any additional support or assistance. 	<p>Meeting as needed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>DDA / Thad</p>
<p>1.5.3 Support the TIF Renewal</p> <ul style="list-style-type: none"> ➤ Review the City and DDA strategic plans to determine common goals. ➤ Use the common goals to structure a draft TIF renewal strategy. ➤ Develop a draft TIF plan and seek input and support from the DDA Board and City Council. Met with DDA TIF Committee for initial discussion. DDA Board and City Council had a joint meeting on 8-14-18 to discuss draft TIF plan. ➤ Make changes if/as necessary to the draft TIF plan and develop the final plan. ➤ Submit the final TIF plan to the required agencies/boards for approval. ➤ Once the required agencies/boards have approved, begin implementation of the plan. ➤ Reviewed plan with Interim Director and DDA is reviewing suggested recommendations. ➤ Received revised TIF Plan from DDA on June 4, 2019. 	<p>Ongoing</p> <p>Initial staff meeting 9/28/17 1/9/18</p> <p>Ongoing</p> <p>Pending</p> <p>Pending</p>	<p>DDA / Thad</p>
<p><i>Strategy - 1.6 Redevelopment Ready Implementation</i></p>		
<p>1.6.1 Implementation</p> <ul style="list-style-type: none"> ➤ How do we measure achievement? April 27, 2017 staff went to Lansing for a meeting with RRC and MML staff for the communities that have received RRC Certification. Discussed technical assistance that is available and spoke with the new Real Estate Development Specialist about marketing sites. Meetings are proposed quarterly or semi-annually, will continue to attend and utilize resources available. ➤ Continue to use best practices for development. Biannual progress report sent to RRC on 8/2/17. Meeting held 8/29/17 with Pablo Majano (new RRC contact) and Dan Leonard with our development team. As a RRC certified community we will have access to Zoom Prospector for marketing sites. Will contact Jim Davis, Real Estate Development Specialist at MEDC who will provide information on how many sites we are allowed to place on Zoom Prospector and their procedure for updating information. Tyler Leppanen will be included in the conference call so he can oversee properties in the DDA. ➤ Continue to use Best Practices for development. Biannual progress report sent to RRC on 1/11/18. Continue to work with contacts at RRC; several meetings and conference calls last quarter with the RRC Team. The contact information in Opportunity Michigan to be updated with the new email address for 	<p>Ongoing</p> <p>1/11/18</p>	

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<p>economic development: ManisteeDevelopment@gmail.com.</p> <ul style="list-style-type: none"> ➤ Continue best practices, marketing information for publication in Opportunity Michigan publication was sent in July. MEDC/RRC assisted with renderings for three properties in the downtown and participated in the Chamber of Commerce Developer Day on August 10. RRC Certification assisted with being selected for the Project Rising Tide program; kickoff August 10. ➤ County Planner attended online RRC training. ➤ Preparing new property cards for properties added during annual joint meeting. Will be provided to the State for inclusion on Zoom Prospector. Currently updating all RRC sites in collaboration with the County Planning and Zoning and the Chamber of Commerce; preparing packages of all potential redevelopment properties in the community. 	Completed	
Goal - City Infrastructure and Facilities		
<i>Strategy - 2.1 City Owned Assets</i>		
<p>2.1.1 Building Asset Management Plan</p> <ul style="list-style-type: none"> ➤ The draft building asset management plan (BAMP) is largely complete. It has been in process for some time and needs to be reviewed by City staff and our electrical, mechanical and plumbing vendors of record to make sure the information is current and as complete as possible. Project is moving forward with additional metrics to be measured. Spicer and vendors of record will assist with evaluations. ➤ Presenting to council at March work session. ➤ Plan presented in March, ahead of budget. ➤ Evaluations will be completed over the spring and summer with a report in late fall. 	09/2019 03/2019 11/2019	Ed / Mark/ Jeff/Spicer
<i>Strategy - 2.2 Ramsdell Theatre</i>		
<p>2.2.1 Management Evaluation</p> <ul style="list-style-type: none"> ➤ The Ramsdell Regional Center for the Arts (RRCA) is reporting to the City Council quarterly or as requested. The RRCA Board has met its fundraising goal for FY 2017 and FY 2018. It is actively pursuing an annual giving campaign for the current fiscal year. The RRCA has hired part-time administrative assistant to free up time for the Executive Director to continue and increase fundraising. Fundraising strategy is being refined. ➤ The board will be updating the master building plan over the next several months. ➤ The RRCA received its permanent liquor license in December 2018. ➤ The RRCA has completed the transition away from active City management and is functioning as a non-profit with City allocation and ancillary support. The allocation to the City was reduced to \$50,000 for FY 2020. 	Ongoing Completed Completed Completed	Ed / RRCA
<i>Strategy - 2.3 Infrastructure Development/Property Acquisition</i>		
<ul style="list-style-type: none"> ➤ Identify gaps in infrastructure that are impediments to redevelopment and economic growth, overall and site specific. ➤ Identify target property(s) that should be the focus for redevelopment purposes as economic development drivers. ➤ Develop a matrix that will prioritize and focus efforts to close the identified infrastructure gaps and target property(s) based on project complexity, community needs and other similar criteria. ➤ Research available funding opportunities to address the identified infrastructure gaps and acquisition of target property(s). ➤ Identify private development groups that the City can partner with to share redevelopment costs for infrastructure needs and property acquisition costs at target property(s). ➤ When City and private development group(s) reach accord on a partnership for infrastructure, move forward on the redevelopment/economic development projects(s). ➤ Completed draft plan reviews for Dunes Subdivision in Manistee Township. Plans include extension of City water and sewer. 	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	Thad
<i>Strategy - 2.4 Technology</i>		
<p>2.4.1 Electronic Payments</p> <ul style="list-style-type: none"> ➤ The City currently offers auto-debit for water and sewer bills and may expand that for tax bills. The City currently accepts credit cards at the boat launch auto-attendant, Ramsdell Theatre, Marina and online for water payments. The recent procurement of a new financial management suite will allow for better online payment experience and credit card payments at the counter for a variety of items. The City is working with Point & Pay which is fully integrated with BS&A. 	Completed	Ed
<p>2.4.2 Broadband</p> <ul style="list-style-type: none"> ➤ Working with Michigan Connect who is compiling data from the survey conducted late 2016 to understand demand. The report generated will direct next steps. We will continue to work with USDA-RD, MEDC and others to understand the availability of financial resources to attain this strategic goal. 	Ongoing	
<i>Strategy - 2.5 Energy Efficiencies</i>		
2.5.1 Opportunity Evaluation	Ongoing	Ed/Mark/Jeff

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<ul style="list-style-type: none"> ➤ The City continually looks for opportunities to save energy. We have been switching existing lighting to LED as opportunities arise (for example, Council Chamber lights were replaced with LED and we are exploring LED options for the Ramsdell Theatre). As utility incentives present themselves, they are looked at to see if they are a good fit for the City. Options to replace fluorescent lights at City Hall with LED are being explored. City Hall boilers have been replaced. ➤ Consumers Energy is doing a review of all city accounts/meters. ➤ Exploring grant opportunities to perform an energy audit. Met with Consumers Energy Municipal Account Rep to seek out assistance with energy reduction efforts. ➤ Awarded a \$25,000 grant from Michigan Energy Office to complete a City facilities energy audit. 		
<p>2.5.2 Energy Efficiency Plan Evaluation</p> <ul style="list-style-type: none"> ➤ City staff will review the previous report(s) and compile a list of what has or has not been completed. Much has been accomplished. ➤ Reports have been gathered and will be reviewed to see what has been accomplished. Estimated completion is now July after Mark returns from medical leave as his involvement is needed. ➤ Completed and published. 	<p>Est Comp 7/2018</p> <p>Completed</p>	<p>Ed / Mark</p>
<p><i>Strategy - 2.6 Streets</i></p>		
<p>2.6.1 Funding</p> <ul style="list-style-type: none"> ➤ Currently use Act 51 funds and Small Urban. ➤ Leverage new developments/projects for grant applications. ➤ Council has prioritized Capital Improvement funds and money from the general fund. Contributed additional dollars from oil and gas for local street reconstruction. ➤ Local street mill and fill projects to be bid in February with spring construction. Under construction. Property proceeds will be used to add segments this summer. ➤ Awarded \$375,000 Small Urban Funds to reconstruct Twelfth Street from Maple to US-31 in 2019. Design efforts will begin. Design in process. Contract Bid by MDOT in March, construction summer 2019. Contract awarded to low bidder, project to begin early June 2019. ➤ Our five-year Transportation Improvement Plan (TIP) which is updated annually identifies funding for streets from a variety of sources including the State, general fund, capital improvement fund and grants. The Street Asset Management Plan is also due for its five-year update. The increased Act 51 funding from the State resulting from tax changes the legislature enacted has and will help street funding significantly. However, there still exists a funding gap that must be closed to make meaningful progress on our overall network. The street ad-hoc committee recommended exploring a Headlee override millage to help fix streets once the TIP had been in place for a few years and progress was shown. The TIP was discussed at the August 8, 2017 Council work session and the consensus was to “bring back dollars needed to address street problems and options for an expanded street improvement plan for Council.” ➤ \$200,000 allocated from the Oil and Gas Fund for a local street reconstruction project in 2019. Leveraging these funds and sewer asset management plan to reconstruct several blocks of local streets on the north side in 2019. Applied for \$250,000 in Category B funds to expand the project. ➤ Leveraging utility upgrades. Section of Twelfth Street and Kosciusko upgraded in 2018. Sections of Fifth, Ramsdell, Sixth, and High Streets to be upgraded in 2019 for installation of a new sewer conveyance to the WWTP. ➤ Applied for a MDOT Category F grant to reconstruct a block of Sixth Street and Engelmann (Sixth to Eighth) in 2019. Not awarded grant. 	<p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>In Progress</p> <p>Headlee TBD Council Budget Discussion</p> <p>Did not receive CAT B funding</p>	<p>Ed / Jeff / Spicer</p>
<p>2.6.2 Evaluation</p> <ul style="list-style-type: none"> ➤ Street network is evaluated annually utilizing a PASER analysis. Network is then updated from collected data. ➤ TIP updated annually on a rolling 4-5 year projection. Candidates are visually inspected, core sample taken to evaluate base conditions. ➤ Budgeted Local Street mill and fill projects are scheduled for spring of 2018. 	<p>Ongoing</p> <p>Completed</p>	<p>Jeff / Spicer</p>
<p>2.6.3 Maintenance/Repair/Upgrade</p> <ul style="list-style-type: none"> ➤ Streets are swept through the summer. ➤ Catch basins are cleaned on a three-year revolving basis. MDOT contracted DPW to clean catch basins along US-31 this year. Investigating tracking/scheduling software as part of the SAW grant to increase efficiency. Purchased software, implementation in 2019. ➤ Winter maintenance includes plowing and salting. Sand applications have been reduced to hard pack areas when temps drop below 10° Fahrenheit. Salt usage has been decreased by 50% with new equipment, improved techniques, and pre-wetting with brine made in house. That translates into \$50,000 savings annually which then gets used for paving projects. ➤ Annual crack sealing program began in September of 2017 and continues annually with rented equipment and labor from DPW. Staff was trained and completed the work timely and efficiently. Material on hand should be sufficient to complete candidates in 2018. ➤ Asset management plan recommends light maintenance before rehab or reconstruction. TIP includes a blended approach to spread work out around town and capitalize on funding opportunities. The Five-Year Plan will be has been updated near the end of 2018 for the 2019-2020 Budget. 	<p>Ongoing</p>	<p>Jeff / Spicer</p>
<p><i>Strategy - 2.7 Safety at Public Facilities</i></p>		
<p>2.7.1 Protocols</p>	<p>Ongoing</p>	<p>Tim</p>

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<ul style="list-style-type: none"> ➤ The FY 2019 budget document incorporated some changes to improve readability, based on a review of several other communities’ budgets and using the new accounting software. Future budgets will continue to evolve. ➤ FY 2020 Budget will have enhanced capital improvement section. ➤ Motor Pool funding structure was revamped. 		
Strategy – 4.2 Service Efficacy		
<p>4.2.1 Benefits</p> <ul style="list-style-type: none"> ➤ City Manager and CFO to review City’s existing benefit package. ➤ Provide each Department Director details on their department’s specific benefit package and task them with researching benefit packages of departments in comparable municipalities. ➤ Department Directors to develop a document detailing how the City’s benefit package compares/contrasts with comparable municipalities. ➤ Department Directors will provide a recommendation on whether or not the benefits package is competitive. ➤ City Manager and CFO will review the information and recommendations of the Department Directors and evaluate. Met with CFO & PSD to discuss upcoming police & fire contract negotiations. Developing list of comparable communities & will obtain their labor agreements to review benefit packages. ➤ Four-year contract with the Fire Union approved by City Council on September 4, 2018. ➤ Concurrent with the research of the Department Directors the City Manager and CFO will perform an internal review of the benefits based solely on sustainability. ➤ Based on the information provided relative to compatibility and sustainability, the City Manager and CFO will make recommendations for change. ➤ Recommended changes will be instituted consistent with current labor agreements and opportunities. ➤ The City routinely communicates with peers regarding benefit structure and levels. This is also reviewed as union contracts come up for negotiation. The city also internally evaluates its benefit structure and recommends changes as needed to respond to fiscal challenges. The City is also updating its Employee Policies and Procedures Manual which may result in some benefit changes once adopted. ➤ RFP issued for Insurance Broker and Employee Benefit Consultant for our health, dental, vision and wellness programs. ➤ A presentation on our pension will be made at the February work session. After the MERS Council work session, the consensus was to explore moving all new hires in the non-union division to a defined contribution plan. On 10-16-18 Council agenda. ➤ A new health insurance broker/consultant was selected and resulted in the City switching from BCBS to Priority Health with about a 10% savings. ➤ Council decided to put all new hires in the Non-Union and Department Head groups into a Defined Contribution plan and close the MERS Non-Union Defined benefit division to new hires. ➤ City’s Personnel Policies and Procedures Manual adopted by City Council. 	<p>Ongoing</p> <p>Ongoing as part of police and fire negotiations</p> <p>Personnel Manual 6/2018</p> <p>3/2018 Completed 6/2018</p> <p>3/5/19</p>	<p>Thad / Ed</p>
Goal - Intergovernmental Relationships		
Strategy - 5.1 Collaboration		
<p>5.1.1 Intergovernmental Relationships</p> <ul style="list-style-type: none"> ➤ Develop a list of appropriate counties and cities for collaborative efforts. ➤ Reach out to the identified counties and municipalities to determine if they are interested in participating in a meeting to discuss possible collaborative efforts. ➤ If there is interest, schedule a meeting or meetings. ➤ Through the Project Rising Tide Steering Committee actively collaborating with different organizations with monthly meeting. In the committee the City interacts with the Chamber, County, LRBOI, West Shore Community College, Munson Hospital, Intermediate School District, Manufacturers Council and the DDA. ➤ Currently discussing the establishment of the “Community Alliance,” similar to the PRT Steering Committee, a meeting would be held every two months with different organizations from the community. Discussing this as part of PRT. All members of Steering Committee were in agreement. ➤ As part of PRT the City participated in a Public Governance Survey to support collaboration and communication. As a result of this survey, Beckett & Raeder will provide the City and local public boards with training materials and a training session in the summer to support the performances of the local boards. 	<p>Ongoing</p>	<p>Thad</p>
<p>5.1.2 Service Sharing</p> <ul style="list-style-type: none"> ➤ Identify areas in which the City might share services with other units of government. ➤ Develop a priority list of service sharing opportunities. ➤ Determine which specific unit of government represents an appropriate service sharing opportunity. ➤ Present the information to Council to determine if there is interest in moving forward. ➤ If Council expresses interest, contact the appropriate units of government to determine if they are interested in meeting to discuss service sharing opportunities. County Commissioners and City Council took action to approve a contract for the County Planner to provide planning and zoning services to the City effective 10/1/18. ➤ Conduct meetings as appropriate to explore opportunity(s). Meeting with Manistee Township and Filer Township representatives to discuss strengthening 	<p>Ongoing</p>	<p>Thad</p>

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<ul style="list-style-type: none"> ➤ and expanding current collaborative efforts. ➤ If there is agreement that service sharing is an opportunity and appropriate, move forward toward implementation. ➤ Met with Filer Township and Manistee Township officials and fire department members to discuss possibilities for increased collaboration. Second meeting scheduled for 10-8-18. ➤ Working to establish a date for meeting with City, Filer Township, and Manistee Township to discuss fire authority. ➤ The City recently contracted with the Chamber of Commerce to share economic development services. 		
<p>5.1.3 County-Wide Discussions</p> <ul style="list-style-type: none"> ➤ Determine format, agenda, audience and appropriate venue for discussion. ➤ Convene meetings involving the City and neighboring townships and facilitate those meetings toward building a common agenda that reflects opportunities for economy of scale and service sharing. 	9/2017	Thad
<p>5.1.4 Reaching Out</p> <ul style="list-style-type: none"> ➤ 	Ongoing	City Council
Goal - Housing, Homelessness and Senior Citizens		
<i>Strategy - 6.1 Housing</i>		
<p>6.1.1 Manistee Housing Commission</p> <ul style="list-style-type: none"> ➤ 	Ongoing	
<p>6.1.2 Housing Strategy</p> <ul style="list-style-type: none"> ➤ Seek funding (approximately \$6,000) to enable completion of a housing assessment of the type that is customarily done for developers and financial institutions to quantify the type of housing that can be reliably developed to support workforce and other needs. Based on our work in other counties and the region, the analysis provided through this kind of work is needed to provide the evidence investors/developers need to justify allocation of their resources. ➤ Project Rising Tide scheduling educational component on housing in Manistee (availability, property conditions, average prices, or rental requirements). Gather data from past housing developments (lessons learned) and use the data to do developer outreach for the community, promote potential properties, resources, community expectations and needs. ➤ Project Rising Tide presented to the Planning Commission different recommendations in the planning ordinances that limit housing development in Manistee. Once the recommendations are revised will be presented to City Council. ➤ A Community Housing forum is to be held by the end of June as part of Project Rising Tide with the focus of educating the community on the current housing needs and the different housing options. ➤ Housing North, the consulting organization for Project Rising Tide,, will also be conducting developer outreach and connecting the City with any ongoing support program from the State for Housing needs. 	Ongoing	
<p>6.1.3 Homelessness</p> <ul style="list-style-type: none"> ➤ Research ongoing efforts in the County to address homelessness. ➤ Reach out to involved organizations to determine how the City can assist. ➤ Provide assistance where/as appropriate. 	Ongoing	Thad
<p>6.1.4 Century Terrace</p> <ul style="list-style-type: none"> ➤ Meet with the City of Manistee Housing Commission Executive Director to discuss establishing a working group of City staff, Housing Commission management and residents of Century Terrace to discuss any ongoing issues the City might be able to address. Met with Housing Commission Executive Director and it was agreed to expand working group to include a resident from each of their housing groups. Waiting for Executive Director to identify the individuals and then a meeting will be scheduled. ➤ Meet with the working group and develop a prioritized list of issues appropriate for City involvement. ➤ Assign City staff to each issue and task them with developing an action plan. ➤ Once action plans are developed meet with the working group to discuss and/or refine the action plans. ➤ Once there is consensus on the action plans, implement the plans. 	Completed	Thad / Dept Director
<i>Strategy - 6.2 Blight</i>		



Memo: Thad Taylor
From: Timothy E. Kozal
Re: Fire Ordinance Amendment

Sir:

The Manistee Fire and Police Department has received numerous calls in 2018 reference open burning and campfires in the City. To address these concerns the Fire Marshall, Brent Haskin and I met to evaluate our city ordinance. The City of Manistee has already adopted the International Fire Code for enforcement purposes; Chapter 1610 of the Manistee codified ordinances. We have worked with City Attorney George Saylor on proposed changes.

To highlight:

The fire permit is designated for any fire other than the recreational fire. This would be for the large bonfires; High School.

The 25-foot distance is the standard in the International Fire Code from a Structure. We have expanded that to included property lines. We would suggest that having a fire right on your property line can be noxious for your neighbor, especially in a small lot neighborhood. Containment in a fire ring is also standard and mimics the IFC.

I have attached the ordinance from Traverse City, which indicates a 25-foot distance from structure or combustible material. I would suggest a fence or a deck is combustible material. The City of Cadillac has also adopted the IFC. The Cadillac recreational fire rules are also attached. They indicate there is a 25-foot minimum distance from structures, to include decks and fences. Grand Traverse does not allow fires without permit. The City of Grand Rapids does not allow any fires without a permit. The City of Kalamazoo does not allow any open burning.



Timothy E. Kozal
Manistee Director of Public Safety

From the Bureau of Fire Prevention

The City of Traverse City
Fire Department



Station 01, 500 West Front Street, Traverse City MI 49684
(231) 922-4930 Ext. 3

OPEN BURNING

SECTION 307

OPEN BURNING, RECREATIONAL FIRES AND PORTABLE OUTDOOR FIREPLACES

(Source: 2015 International Fire Code, as amended by the Commission, City of Traverse City)

307.1 General.

A person shall not kindle or maintain or authorize to be kindled or maintained any open burning unless conducted and approved in accordance with Sections 307.1.1 through 307.5.

307.1.1 Prohibited open burning.

Open burning shall be prohibited when atmospheric conditions or local circumstances make such fires hazardous.

Exception: Prescribed burning for the purpose of reducing the impact of wildland fire when authorized by the fire code official.

307.1.1.2 Prohibited materials.

The open burning of trash, refuse, leaves, grass, rubbish, debris, building materials, or similar items shall not be allowed

307.1.2 Definitions

BONFIRE. An outdoor fire utilized for ceremonial purposes.

OPEN BURNING. The burning of materials wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber. Open burning does not include road flares, smudgepots and similar devices associated with safety or occupational uses typically considered open flames, recreational fires or use of portable outdoor fireplaces. For the purpose of this definition, a chamber shall be regarded as enclosed when, during the time combustion occurs, only apertures, ducts, stacks, flues or chimneys necessary to provide combustion air and permit the escape of exhaust gas are open.

OUTDOOR FIREPLACE permanent or portable outdoor burning devices, and are designed to burn wood, other combustible materials or propane. Outdoor fireplaces are used by residents in their yards for ambience (effect) and to provide a small amount of warmth. Portable outdoor fireplaces are manufactured in various shapes and sizes and are usually constructed of metal, concrete, or clay. Outdoor fireplaces consist of a firebox and chimney stack.

RECREATIONAL FIRE. An outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, outdoor fireplace, portable outdoor fireplace, barbeque grill or barbeque pit and has a total fuel area of 3 feet (914 mm) or less in diameter and 2 feet (610 mm) or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.

307.2 Permit required.

A permit shall be obtained from the fire code official in accordance with Section 105.6 prior to kindling a fire for a bonfire. Application for such approval shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled.

307.2.1 Authorization.

Where required by state or local law or regulations, open burning shall only be permitted with prior approval from the state or local air and water quality management authority, provided that all conditions specified in the authorization are followed. The State of Michigan shall have final authority over condition approval for open burning. Consult Michigan.gov for open burning conditions.

307.3 Extinguishment authority.

When open burning creates or adds to a hazardous situation, or a required permit for open burning has not been obtained, the fire code official is authorized to order the extinguishment of the open burning operation.

307.4 Location.

The location for open burning shall not be less than 50 feet (15 240 mm) from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet (15 240 mm) of any structure.

Exceptions:

1. *Fires in approved containers that are not less than 15 feet (4572 mm) from a structure.*
2. *The minimum required distance from a structure shall be 25 feet (7620 mm) where the pile size is 3 feet (914 mm) or less in diameter and 2 feet (610 mm) or less in height.*

307.4.1 Bonfires.

A bonfire shall not be conducted within 50 feet (15 240 mm) of a structure or combustible material unless the fire is contained in an approved container. Conditions which could cause a fire to spread within 50 feet (15 240 mm) of a structure shall be eliminated prior to ignition. Bonfire shall be allowed only by special permit, and shall require the submission of a site plan showing location on site of intended fire.

307.4.2 Recreational fires.

Recreational fires shall not be conducted within 25 feet (7620 mm) of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet (7620 mm) of a structure shall be eliminated prior to ignition.

307.4.3 Portable outdoor fireplaces.

Portable outdoor fireplaces shall be used in accordance with the manufacturer's instructions and shall not be operated within 15 feet (3048 mm) of a structure or combustible material.

Exception: Portable outdoor fireplaces used at one- and two-family dwellings.

307.5 Attendance.

Open burning, bonfires, recreational fires and use of portable outdoor fireplaces shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher complying with Section 906 with a minimum 4-A rating or other approved on-site fire-extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

200 North Lake Street
Cadillac, Michigan, 49601
Phone 231-775-3491 or
Fax 231-775-1408

RECREATIONAL FIRE RULES

- Recreational fires are always permitted in the City of Cadillac unless the Governor has declared a moratorium on burning
- A “burn ban” by the DNR only applies to “open burning” (brush piles, yard waste, etc.)
- You do not need a permit for a fire-pit, however, there are several things to be aware of:
 - A fire-pit must be contained and at least 25 feet away from any structures (fences and decks are included)
 - If you do not have 25 feet of clear distance, you can purchase an enclosed outdoor fireplace. An enclosed outdoor fireplace can be a minimum of 15 feet away from any structures
 - Dry round lumber is the only material that you are allowed to burn. The burning of yard waste, trash, building materials, etc., is strictly prohibited
 - Recreational fires are fires that are less than 3 feet in diameter and 2 feet or less in height
 - If at any point during your recreational fire smoke becomes an issue for any neighbor, you will have to extinguish your fire
 - If your recreational fire becomes out of control, you may be held responsible for any damages to private and/or public property

Brent Haskin

From: Brian Belcher <bbelcher@gtmetrofire.org>
Sent: Monday, December 10, 2018 9:16 AM
To: Brent Haskin
Subject: RE: Recreational Fire Policy

Brent,

This is from our ordinances which amends, replaces and provides additional requirements from what is in the 2015 IFC Open Burning section in chapter 3.

307: OPEN BURNING, RECREATIONAL FIRES AND PORTABLE OUTDOOR FIREPLACES

307.1 General. A person shall not kindle or maintain or authorize to be kindled or maintained any open burning unless conducted and approved in accordance with this section 307. The burning of yard waste, grass or wood debris, development clearing, or for lot and land improvements is prohibited.

307.2 Permit Required. A permit shall be obtained from the Fire Code Official prior to kindling a fire for recognized silviculture practices, tree and fruit farming operations, or range or wildlife management practices, prevention or control of disease or pests, or a bonfire. Application for such approval shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled. No permit shall be issued prior to 10 am on each day. A permit shall be valid for a period of 24 hours, except permits for tree and fruit farming operations may be issued for a period of up to three (3) days if the Fire Code Official determines that atmospheric conditions or local circumstances would not make an extended period hazardous. A separate permit must be obtained for each period and for each location a fire is kindled.

307.3 Extinguishment authority. The fire code official is authorized to order the extinguishment by the permit holder, a person responsible for a fire, or the fire department of any open burning that creates or adds to a hazardous or objectionable situation.

307.6 Fire Department training. Notwithstanding any provision in this section to the contrary, open burning shall be allowed without a permit for the purpose of firefighter training or practice, training of the public by a fire department, or for demonstrations by a fire department when done in accordance with normally accepted practices. The fire code official shall be provided with notice of such training or demonstration prior to conducting any open burning pursuant to this subsection.

Brian Belcher

Asst. Chief & Fire Marshal CFPS, IAAI –CFI
Grand Traverse Metro Fire Department
Smoke Alarms Save Lives- Check Yours Today!

From: Brent Haskin <bhaskin@manisteemi.gov>
Sent: Friday, December 07, 2018 10:56 AM