

# MANISTEE CITY COUNCIL

## MEETING AGENDA

TUESDAY, OCTOBER 1, 2019 – 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.
- IX. b.) Notification Regarding Next Work Session.

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

**\*V. Approval of Minutes.** Approval of the minutes of the September 17, 2019 regular meeting as attached.

**VI. Financial Report.**

- \*a.) CASH BALANCES.
- \*b.) REVENUE & EXPENSE.

**VII. Unfinished Business.**

- \*a.) CONSIDERATION OF ORDINANCE 19-23 AMENDING CHAPTER 867 RECREATIONAL MARIHUANA.

The City of Manistee Recreational Ordinance authorizes up to three marihuana retailers and three marihuana microbusinesses. Council discussed at its September 10, 2019 work session expanding the number of retailer and microbusiness licenses. The proposed amendment would increase the number of marihuana retailer licenses and microbusiness licenses in the Marihuana Overlay District to five for each. The proposed amendment also limits the duration of a provisional license to one year.

As an ordinance two separate readings are required. The ordinance was introduced at the September 17, 2019 meeting and could be adopted at this time.

At this time Council could take action to adopt Ordinance 19-23 amending Chapter 867 Recreational Marihuana Facilities.

**VIII. New Business.**

- a.) CONSIDERATION OF THE ADOPTION OF PROJECT RISING TIDE ACTION PLAN DOCUMENTS.

Presentations were made to City Council at their work session on September 10, 2019 on action items for Project Rising Tide. Council is being asked for their adoption of the action plan documents including: the Economic Development Strategy, the Housing Action Plan, and the Branding and Marketing Toolbox. Each document outlines strategies and action items to guide community development efforts for the community.

At this time Council could take action to adopt the Project Rising Tide action plan documents and recommendations.

b.) CONSIDERATION OF BUDGET AMENDMENT 2020-1 FOR FISCAL YEAR END JUNE 30, 2020.

The City of Manistee is required by State law to ensure that actual expenditures do not exceed budgeted amounts. Over the course of the current fiscal year unanticipated and unbudgeted events and/or Council approved expenditures have occurred. The proposed budget amendment addresses expenditures associated with these events to ensure compliance with State statutes regarding appropriations.

At this time Council could take action to adopt budget amendment 2020-1 for fiscal year ending June 30, 2020.

c.) CONSIDERATION OF THE PURCHASE OF A 2020 FORD POLICE INTERCEPTOR.

The Manistee Police Department maintains a fleet of police cruisers to effectively service the City. In an effort to replace cruisers that are nearing the end of their respective life cycles, it is determined that the purchase of a 2020 Ford Police Interceptor is warranted. Bids have been solicited and one Ford Dealer and Emergency vehicle outfitter have been identified that fits the Police Department's specifications.

At this time Council could take action to authorize the purchase of a 2020 Ford Police Interceptor from Harold Zeigler Ford / Emergency Vehicle Products for the price of \$54,257.30.

d.) CONSIDERATION OF AMENDING THE JOSLIN COVE DEVELOPMENT AND REIMBURSEMENT AGREEMENT.

The County Brownfield Authority supported a request for an extension of the amended brownfield plan for Joslin Cove for 16 months and a waiver of the 4% reduction in eligible activity obligation until after December 31, 2021. Manistee Lakes LLC made a request for an extension due to difficulty in obtaining permits from the State of Michigan and due to damage to the foundations and connections contained within (see attached memo and email outlining these issues). The County Planning Department has been working with and administering this process and was aware of the difficulties outlined and found the request to be valid.

As outlined in the Development and Reimbursement Agreement, all parties to the agreement must approve an extension to the agreement. The City of Manistee is a party to the agreement due to the payment of \$150,000 for the construction and siting of the Arthur Street Pump Station. The City Attorney has reviewed and approved the agreement.

At this time Council could take action to approve an extension of the Development and Reimbursement Agreement for Joslin Cove to December 31, 2021; and a waiver of the 4% reduction in eligible activity obligations.

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

a.) A REPORT FROM THE PARKS COMMISSION, PLANNING COMMISSION, AND THE PLANNING AND ZONING DIRECTOR.

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

At this time Ms. Lani Rozga will report on the activities of the Parks Commission and respond to any questions the Council may have regarding their activities.

At this time Mr. Mark Wittlieff will report on the activities of the Planning Commission and respond to any questions the Council may have regarding their activities.

At this time Mr. Rob Carson will report on the activities of the County Planner's Office and respond to any questions the Council may have regarding their activities.

No action is required on this item.

\*b.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for Tuesday, October 8, 2019 at 7:00 p.m. A discussion will be conducted on Refuse Collection Options, Shoreline Erosion Options, Pool Agreement, Strategic Plan Updates, PRT Branding Logos, and Deer Cull; and such business as may come before Council.

No action is required on this item.

**X. Concerns and Comments.**

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

**XI. Adjourn.**

TNT:cl

**COUNCIL AGENDA ATTACHMENTS:**

- 1. Council Meeting Minutes – September 17, 2019
- 2. Cash Balances Report
- 3. Revenue & Expense Report
- 4. PRT Action Plan Documents
- 5. Budget Amendment 2020-1
- 6. Police Cruiser Purchase
- 7. Joslin Cove Agreement Amendment

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL - SEPTEMBER 17, 2019

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A regular meeting of the Manistee City Council was called to order by his honor, Mayor Roger Zielinski on Tuesday, September 17, 2019 at 7:00 pm in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

**PRESENT:** Dale Cooper, Lynda Beaton, Roger Zielinski, Robert Goodspeed, Michael Szymanski, James Grabowski and Erin Pontiac

**ALSO PRESENT:** City Manager – Thad Taylor, City Attorney – George Saylor, Deputy City Clerk – Lora Laurain, DPW Director – Jeff Mikula, Finance Director – Edward Bradford and Public Safety Director – Tim Kozal

Motion by Beaton, second by Szymanski to amend the agenda to add item VIII. New Business d.) Consideration of a Purchase Offer on City Surplus Property, 51-260-703-17 Lot 2 on Monroe Street.

With a roll call vote this motion passed unanimously.

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

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

Rosemerie Dillon, 467 – 4<sup>th</sup> Street, spoke on proposed Recreational Marihuana Ordinance 19-23.

Nancy Day, 325 Lighthouse Way, S. and Julie Raymond, 2546 Red Apple Rd., thanked Council for their past support of Paint the Town Pink Celebration and Ribbon Walk events and asked for their continued support.

Michelle Hansen, 387 – 11<sup>th</sup> St., spoke on proposed Recreational Marihuana Ordinance 19-23.

### **CONSENT AGENDA**

- Minutes
  - September 3, 2019
  - September 10, 2019
  - Regular Meeting
  - Work Session
  
- Financial Reports
  - Payroll August 2019
  - Invoices August 2019

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL - SEPTEMBER 17, 2019

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- Notification Regarding Next Work Session – October 8, 2019, 7:00 pm  
A discussion will be conducted on Shoreline Erosion Concepts from the Spicer Group; and such business as may come before Council.
- Consideration Of The Twelfth Annual Paint The Town Pink Event  
Munson Manistee Hospital is requesting approval of the Twelfth Annual Paint the Town Pink event on Thursday, October 3, 2019 from 4:00 pm to 7:00 pm to raise breast cancer awareness. Weatherproof pink bows will be hung in honor and memory of breast cancer victims on lamp posts along Division, Washington and River Streets from September 28 through October 12, 2019. Walkers will assemble near the City Marina, walk east on the Riverwalk and west down River Street to the City Marina. A mayoral proclamation for the event has been requested.

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

With a roll call vote this motion passed unanimously.

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

### CONSIDERATION OF 911 BOARD AUTHORITY APPOINTMENT

There is a vacancy on the 911 Board Authority that needs to be filled due to a recent resignation. A mayoral appointment is needed to fill this vacancy. Mayoral appointments require a motion, second, and Council voted support. Mayor Zielinski appointed Timothy Kozal to the 911 Board Authority.

MOTION by Goodspeed, second by Szymanski to support the Mayor's appointment of Timothy Kozal to the 911 Board Authority.

With a roll call vote this motion passed unanimously.

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

### CONSIDERATION OF ORDINANCE 19-23 AMENDING CHAPTER 867 RECREATIONAL MARIHUANA

The City of Manistee Recreational Ordinance authorizes up to three marihuana retailers and three marihuana microbusinesses. Council discussed at its September 10, 2019 work session expanding the number of retailer and microbusiness licenses. The proposed amendment would increase the number of marihuana retailer licenses and microbusiness licenses in the

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL - SEPTEMBER 17, 2019

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Marihuana Overlay District to five for each. The proposed amendment also limits the duration of a provisional license to one year.

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 Beaton, second by Cooper to introduce Ordinance 19-23 amending Chapter 867 Recreational Marihuana Facilities.

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

AYES: Beaton, Zielinski, Szymanski and Pontiac

NAYS: Cooper, Goodspeed and Grabowski

### CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS

The City Clerk has taken action to advertise vacancies on the Compensation Commission, Downtown Development Authority Citizens Council, Harbor Commission, Historic District Commission, Parks Commission, PEG 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

**Historic District Commission** Two vacancies, one term ending 2/28/20 and one term ending 2/28/22; one member is desired who meets professional qualification standards for archaeologist, architect, architectural historian, historian or historic architect; applicants must be City residents; council appointment.

Dennis Otto, 333 Fifth Street

Motion by Goodspeed to appoint Dennis Otto to the Historic District Commission term ending 2/28/22.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac

NAYS: None

**Zoning Board of Appeals** Two vacancies, terms ending 5/31/22; applicants shall be a representative of the population distribution and of the various interests present in the City; mayoral appointment. Mayor Zielinski appointed Kathryn Levy to the Zoning Board of Appeals.

Kathryn Levy, 361 Second Street

Motion by Goodspeed, second by Grabowski to support the Mayor's appointment of Kathryn Levy to the Zoning Board of Appeals term ending 5/31/22.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac

NAYS: None

**CONSIDERATION OF A PURCHASE OFFER ON CITY SURPLUS PROPERTY, 51-260-703-17 LOT 2 ON MONROE STREET**

In January 2018 the City executed an agreement with Coldwell Bankers for real estate broker services for City-owned surplus properties. The lot under consideration this evening was listed at \$105,000 on March 7, 2018. Following negotiation a purchase price of \$90,000 has been offered. A major consideration in the reduced price is the cost of providing City water and sanitary sewer to the site. DPW Director Jeff Mikula has estimated that it would cost between \$12,000 and \$15,000 to access utilities.

Motion by Goodspeed, second by Szymanski to accept a purchase offer from Floyd and Rhonda Graham for City-owned property 51-260-703-17 in the amount of \$90,000.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac

NAYS: None

**A REPORT FROM THE TREE COMMISSION AND THE DOWNTOWN DEVELOPMENT AUTHORITY**

Ms. Janice Waterman reported on the activities of the Tree Commission and responded to questions the Council had regarding their activities.

Ms. Caitlyn Berard reported on the activities of the Downtown Development Authority and responded to questions the Council had regarding their activities.

**CITIZEN COMMENT**

None

**OFFICIALS AND STAFF**

None

**COUNCILMEMBERS**

Cooper asked about a pavement issue on Sophia Street. City Manager Taylor is looking into options with DPW Director Mikula.

Beaton reported a concern from a Sixth Avenue resident regarding bus traffic.

Goodspeed suggested that with Council's recent approval of golf cart use Council should consider addressing golf cart parking.

Szymanski thanked the Manistee County Suicide Awareness Coalition for their efforts in this cause and reminded citizens of their toll free telephone number 800-273-TALK.

Grabowski expressed concern about school hour traffic on Twelfth Street.

Zielinski thanked those in attendance for their comments to Council.

**ADJOURN.**

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

Lora Y Laurain  
Deputy City Clerk

FROM 08/01/2019 TO 08/31/2019

FUND: 101 202 203 204 226 245 272 275 430 496 501 592 593 594 661 703 705

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2019	Total Debits	Total Credits	Ending Balance 08/31/2019
Fund 101	GENERAL FUND				
001.000	CASH - CHECKING	237,429.64	2,670,741.56	794,197.18	2,113,974.02
001.001	CASH - RESTRICTED	27,102.00	0.00	0.00	27,102.00
001.002	CASH - ESCROW	154,690.90	0.00	0.00	154,690.90
004.000	CASH - PETTY	744.87	65.13	0.00	810.00
017.000	INV - MI CLASS	700,152.60	1,321.66	0.00	701,474.26
	GENERAL FUND	1,120,120.01	2,672,128.35	794,197.18	2,998,051.18
Fund 202	MAJOR STREET FUND				
001.000	CASH - CHECKING	251,859.02	128,818.82	225,843.27	154,834.57
017.000	INV - MI CLASS	565,917.12	1,068.26	0.00	566,985.38
	MAJOR STREET FUND	817,776.14	129,887.08	225,843.27	721,819.95
Fund 203	LOCAL STREET FUND				
001.000	CASH - CHECKING	525,512.67	203,157.06	44,154.37	684,515.36
017.000	INV - MI CLASS	50,967.80	96.23	0.00	51,064.03
	LOCAL STREET FUND	576,480.47	203,253.29	44,154.37	735,579.39
Fund 204	MUNICIPAL STREET FUND				
001.000	CASH - CHECKING	57,958.62	6,362.12	0.00	64,320.74
Fund 226	CITY REFUSE FUND				
001.000	CASH - CHECKING	41,447.79	157,450.86	56,216.90	142,681.75
017.000	INV - MI CLASS	1,273.95	2.44	0.00	1,276.39
	CITY REFUSE FUND	42,721.74	157,453.30	56,216.90	143,958.14
Fund 245	OIL & GAS FUND				
001.000	CASH - CHECKING	19,275.33	3,588.69	0.00	22,864.02
001.020	CASH - MONEY MARKET	521,891.71	0.00	0.00	521,891.71
	OIL & GAS FUND	541,167.04	3,588.69	0.00	544,755.73
Fund 272	PEG COMMISSION				
001.000	CASH - CHECKING	20,673.36	1,266.32	0.00	21,939.68
Fund 275	GRANT MANAGEMENT FUND				
001.000	CASH - CHECKING	18,106.58	0.00	6,013.75	12,092.83
Fund 430	CAPITAL IMPROVEMENT FUND				
001.000	CASH - CHECKING	(17,989.15)	0.00	0.00	(17,989.15)
Fund 496	RENAISSANCE PARK				
001.000	CASH - CHECKING	5,677.27	0.00	2,700.00	2,977.27
Fund 501	BOAT LAUNCH FUND				
001.000	CASH - CHECKING	51,306.47	10,661.00	930.69	61,036.78
004.000	CASH - PETTY	940.00	0.00	0.00	940.00
	BOAT LAUNCH FUND	52,246.47	10,661.00	930.69	61,976.78
Fund 592	WATER UTILITY				
001.000	CASH - CHECKING	367,075.93	142,285.21	478,781.24	30,579.90
001.002	CASH - ESCROW	52,207.39	1,800.00	1,744.84	52,262.55
017.000	INV - MI CLASS	71.52	13.10	0.00	84.62
017.002	INV - MI CLASS 2017 W&S RVBD	311,552.12	589.32	0.00	312,141.44
017.004	INV - MI CLASS W&S RESTRICTED	441,974.67	0.00	0.00	441,974.67
017.005	INV - MI CLASS BOND DEBT RESERVE	560,364.37	1,046.96	0.00	561,411.33
	WATER UTILITY	1,733,246.00	145,734.59	480,526.08	1,398,454.51
Fund 593	SEWER UTILITY				
001.000	CASH - CHECKING	162,493.87	316,204.95	377,561.98	101,136.84
017.000	INV - MI CLASS	14.09	0.00	0.00	14.09

FROM 08/01/2019 TO 08/31/2019

FUND: 101 202 203 204 226 245 272 275 430 496 501 592 593 594 661 703 705

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2019	Total Debits	Total Credits	Ending Balance 08/31/2019
017.002	INV - MI CLASS 2017 W&S RVBD	633.53	0.00	0.00	633.53
017.004	INV - MI CLASS W&S RESTRICTED	898.72	836.00	0.00	1,734.72
017.005	INV - MI CLASS BOND DEBT RESERVE	1,125.46	0.00	0.00	1,125.46
	SEWER UTILITY	165,165.67	317,040.95	377,561.98	104,644.64
Fund 594	MARINA FUND				
001.000	CASH - CHECKING	50,585.25	73,744.86	83,537.98	40,792.13
001.001	CASH - RESTRICTED	562,302.12	0.00	0.00	562,302.12
001.002	CASH - ESCROW	800.00	100.00	200.00	700.00
004.000	CASH - PETTY	500.00	0.00	20.00	480.00
	MARINA FUND	614,187.37	73,844.86	83,757.98	604,274.25
Fund 661	MOTOR POOL FUND				
001.000	CASH - CHECKING	14,076.70	33,250.00	42,276.00	5,050.70
017.000	INV - MI CLASS	367,017.78	692.79	0.00	367,710.57
	MOTOR POOL FUND	381,094.48	33,942.79	42,276.00	372,761.27
Fund 703	CURRENT TAX COLLECTION				
001.000	CASH - CHECKING	999,509.40	4,504,324.28	4,156,223.83	1,347,609.85
	TOTAL - ALL FUNDS	7,128,141.47	8,259,487.62	6,270,402.03	9,117,227.06

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
Dept 000							
101-000-402.000	TAXES - REAL/PERSONAL PROPERT	3,053,070.00	3,053,070.00	2,266,584.46	1,914,878.04	786,485.54	74.24
101-000-411.000	TAXES - DELINQ REAL PROPERTY	151,630.00	151,630.00	0.00	0.00	151,630.00	0.00
101-000-412.000	TAXES - DELINQ PERSONAL PROP	3,546.00	3,546.00	0.00	0.00	3,546.00	0.00
101-000-432.000	TAXES - PAYMENT IN LIEU OF	137,160.00	137,160.00	23,901.97	0.00	113,258.03	17.43
101-000-445.000	TAXES - PENALTIES & INTEREST	17,625.00	17,625.00	0.10	0.00	17,624.90	0.00
101-000-447.000	TAXES - ADMINISTRATION FEE	87,737.00	87,737.00	48,348.91	40,851.59	39,388.09	55.11
101-000-476.000	PERMIT - BUSINESS REGISTRATIO	22,000.00	22,000.00	150.00	75.00	21,850.00	0.68
101-000-477.000	PERMIT - FRANCHISE FEES	121,000.00	121,000.00	0.00	0.00	121,000.00	0.00
101-000-490.000	PERMIT - NON-BUSINESS	11,500.00	11,500.00	8,030.00	1,375.00	3,470.00	69.83
101-000-540.000	STATE GRANT - OTHER	0.00	0.00	1,184.70	0.00	(1,184.70)	100.00
101-000-543.000	STATE GRANT - PUBLIC SAFETY (SSCENT)	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
101-000-543.001	STATE GRANT - UNDERAGE DRINKING	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-000-543.002	STATE GRANT - CRIMINAL JUSTIC	2,400.00	2,400.00	0.00	0.00	2,400.00	0.00
101-000-573.000	STATE GRANT - LOCAL COMM STAB	175,000.00	175,000.00	0.00	0.00	175,000.00	0.00
101-000-574.000	STATE GRANT - REVENUE SHARING	554,000.00	554,000.00	434.00	434.00	553,566.00	0.08
101-000-574.001	STATE GRANT - CVTRS	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00
101-000-576.000	ELECTIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-000-577.000	STATE GRANT - LIQUOR LICENSE	8,000.00	8,000.00	7,583.40	7,583.40	416.60	94.79
101-000-626.000	CHARGE FOR SERVICE	67,250.00	67,250.00	3,502.97	1,228.43	63,747.03	5.21
101-000-628.000	CHARGE FOR SERVICE - BOAT LAU	2,700.00	2,700.00	2,664.00	0.00	36.00	98.67
101-000-630.000	CHARGE FOR SERVICE - LOCAL ST	141,750.00	141,750.00	23,625.00	11,812.50	118,125.00	16.67
101-000-631.000	CHARGE FOR SERVICE - MAJOR ST	342,412.00	342,412.00	57,068.66	28,534.33	285,343.34	16.67
101-000-632.000	CHARGE FOR SERVICE - MARINA	12,175.00	12,175.00	6,087.50	0.00	6,087.50	50.00
101-000-634.000	CHARGE FOR SERVICE - REFUSE	159,564.00	159,564.00	30,323.41	9,567.58	129,240.59	19.00
101-000-635.000	CHARGE FOR SERVICE - W&S	397,146.00	397,146.00	66,191.00	33,095.50	330,955.00	16.67
101-000-636.000	CHARGE FOR SERVICE - TRANSPOR	258,000.00	258,000.00	38,670.41	15,563.22	219,329.59	14.99
101-000-637.000	UTILITY OWNERSHIP FEE	186,892.00	186,892.00	31,148.68	15,574.34	155,743.32	16.67
101-000-642.000	SALES	13,000.00	13,000.00	417.60	286.00	12,582.40	3.21
101-000-655.000	FINES & FORFEITS	25,000.00	25,000.00	3,112.92	85.00	21,887.08	12.45
101-000-665.000	INVESTMENT - INTEREST	26,000.00	26,000.00	2,742.47	1,321.66	23,257.53	10.55
101-000-667.000	RENTAL INCOME	6,850.00	6,850.00	650.00	0.00	6,200.00	9.49
101-000-667.030	RIVERFRONT LEASE INCOME	24,928.00	24,928.00	0.00	0.00	24,928.00	0.00
101-000-672.000	OTHER REVENUE	500.00	500.00	600.00	0.00	(100.00)	120.00
101-000-674.000	CONTRIBUTIONS / DONATIONS	2,000.00	2,000.00	10.00	0.00	1,990.00	0.50
101-000-676.000	REIMBURSEMENT	146,000.00	146,000.00	136,607.21	137,730.81	9,392.79	93.57
101-000-687.000	REFUNDS	15,000.00	15,000.00	98.72	98.72	14,901.28	0.66
101-000-688.000	REFUNDS - WORK/COMP PREMIUM	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 000		6,355,335.00	6,355,335.00	2,759,738.09	2,220,095.12	3,595,596.91	43.42
TOTAL REVENUES		6,355,335.00	6,355,335.00	2,759,738.09	2,220,095.12	3,595,596.91	43.42
Expenditures							
Dept 101 - LEGISLATIVE							
101-101-702.000	WAGES - FULL TIME	27,052.00	27,052.00	4,508.70	2,254.35	22,543.30	16.67
101-101-709.000	COSTS - SOCIAL SECURITY	1,677.00	1,677.00	279.55	139.74	1,397.45	16.67
101-101-711.000	COSTS - MEDICARE	392.00	392.00	65.36	32.65	326.64	16.67
101-101-726.000	COSTS - WORKERS COMPENSATION	92.00	92.00	9.48	4.74	82.52	10.30
101-101-752.000	SUPPLIES - OPERATING	1,500.00	1,500.00	69.93	0.00	1,430.07	4.66
101-101-801.000	PROFESSIONAL & CONSULTING SERV	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-101-913.000	TRAVEL & TRAINING	3,900.00	3,900.00	0.00	0.00	3,900.00	0.00

PERIOD ENDING 08/31/2019

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GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-101-915.000	MEMBERSHIPS & DUES	5,500.00	5,500.00	4,728.00	0.00	772.00	85.96
Total Dept 101 - LEGISLATIVE		50,113.00	50,113.00	9,661.02	2,431.48	40,451.98	19.28
Dept 172 - MANAGER							
101-172-702.000	WAGES - FULL TIME	165,238.00	165,238.00	24,930.91	18,698.19	140,307.09	15.09
101-172-708.000	COSTS - SUTA	45.00	45.00	0.00	0.00	45.00	0.00
101-172-709.000	COSTS - SOCIAL SECURITY	10,668.00	10,668.00	1,938.40	1,161.11	8,729.60	18.17
101-172-711.000	COSTS - MEDICARE	2,495.00	2,495.00	453.32	271.54	2,041.68	18.17
101-172-712.000	COSTS - IN LIEU OF BC/BS	4,023.00	4,023.00	1,015.92	338.64	3,007.08	25.25
101-172-717.000	COSTS - MERS CONTRIBUTION	12,671.00	12,671.00	2,112.00	1,056.00	10,559.00	16.67
101-172-718.000	COSTS - HEALTH INSURANCE	11,193.00	11,193.00	2,756.22	918.74	8,436.78	24.62
101-172-718.001	COSTS - HSA CONTRIBUTION	1,500.00	1,500.00	3,000.00	0.00	(1,500.00)	200.00
101-172-718.002	COSTS - DENTAL INSURANCE	1,318.00	1,318.00	310.08	103.36	1,007.92	23.53
101-172-718.003	COSTS - VISION / ANCILLIARY	237.00	237.00	38.76	19.38	198.24	16.35
101-172-724.000	COSTS - VEHICLE ALLOWANCE	4,800.00	4,800.00	400.00	400.00	4,400.00	8.33
101-172-725.000	COSTS - LIFE INSURANCE	558.00	558.00	136.53	45.51	421.47	24.47
101-172-726.000	COSTS - WORKERS COMPENSATION	771.00	771.00	150.92	75.69	620.08	19.57
101-172-752.000	SUPPLIES - OPERATING	2,000.00	2,000.00	25.68	0.00	1,974.32	1.28
101-172-791.000	SUBSCRIPTIONS & PUBLICATIONS	190.00	190.00	0.00	0.00	190.00	0.00
101-172-801.000	PROFESSIONAL & CONSULTING SER	500.00	500.00	0.00	0.00	500.00	0.00
101-172-913.000	TRAVEL & TRAINING	1,720.00	1,720.00	5.00	5.00	1,715.00	0.29
101-172-915.000	MEMBERSHIPS & DUES	450.00	450.00	0.00	0.00	450.00	0.00
101-172-933.000	SOFTWARE AGREE / COPIER MAINT	1,900.00	1,900.00	139.12	84.21	1,760.88	7.32
101-172-983.000	LEASE PURCHASE	1,983.00	1,983.00	330.52	165.26	1,652.48	16.67
101-172-985.000	CAPITAL OUTLAY	900.00	900.00	780.00	780.00	120.00	86.67
Total Dept 172 - MANAGER		225,160.00	225,160.00	38,523.38	24,122.63	186,636.62	17.11
Dept 215 - CLERK							
101-215-702.000	WAGES - FULL TIME	110,953.00	110,953.00	17,161.68	12,871.26	93,791.32	15.47
101-215-708.000	COSTS - SUTA	45.00	45.00	0.00	0.00	45.00	0.00
101-215-709.000	COSTS - SOCIAL SECURITY	7,505.00	7,505.00	1,392.14	835.64	6,112.86	18.55
101-215-711.000	COSTS - MEDICARE	1,755.00	1,755.00	325.59	195.43	1,429.41	18.55
101-215-712.000	COSTS - IN LIEU OF BC/BS	9,600.00	9,600.00	2,400.00	800.00	7,200.00	25.00
101-215-715.000	WAGES - PHYSICAL FITNESS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-717.000	COSTS - MERS CONTRIBUTION	21,118.00	21,118.00	3,518.00	1,759.00	17,600.00	16.66
101-215-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	3,000.00	750.00	250.00	2,250.00	25.00
101-215-725.000	COSTS - LIFE INSURANCE	381.00	381.00	130.98	43.66	250.02	34.38
101-215-726.000	COSTS - WORKERS COMPENSATION	527.00	527.00	102.44	52.11	424.56	19.44
101-215-752.000	SUPPLIES - OPERATING	3,350.00	3,350.00	502.10	345.42	2,847.90	14.99
101-215-791.000	SUBSCRIPTIONS & PUBLICATIONS	190.00	190.00	0.00	0.00	190.00	0.00
101-215-900.000	PRINTING & PUBLISHING	5,000.00	5,000.00	933.60	515.00	4,066.40	18.67
101-215-913.000	TRAVEL & TRAINING	5,700.00	5,700.00	542.00	542.00	5,158.00	9.51
101-215-915.000	MEMBERSHIPS & DUES	580.00	580.00	100.00	100.00	480.00	17.24
101-215-931.000	REPAIRS/MAINT - EQUIPMENT	500.00	500.00	0.00	0.00	500.00	0.00
101-215-933.000	SOFTWARE AGREE / COPIER MAINT	9,420.00	9,420.00	7,378.59	97.78	2,041.41	78.33
101-215-983.000	LEASE PURCHASE	3,382.00	3,382.00	845.28	845.28	2,536.72	24.99
101-215-985.000	CAPITAL OUTLAY	2,250.00	2,250.00	1,585.00	1,585.00	665.00	70.44
Total Dept 215 - CLERK		185,756.00	185,756.00	37,667.40	20,837.58	148,088.60	20.28

PERIOD ENDING 08/31/2019

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GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
Dept 247 - BOARD OF REVIEW							
101-247-704.000	WAGES - PART-TIME	2,000.00	2,000.00	100.00	100.00	1,900.00	5.00
101-247-709.000	COSTS - SOCIAL SECURITY	124.00	124.00	6.20	6.20	117.80	5.00
101-247-711.000	COSTS - MEDICARE	29.00	29.00	1.46	1.46	27.54	5.03
101-247-726.000	COSTS - WORKERS COMPENSATION	9.00	9.00	0.40	0.40	8.60	4.44
101-247-900.000	PRINTING & PUBLISHING	500.00	500.00	61.00	0.00	439.00	12.20
101-247-913.000	TRAVEL & TRAINING	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 247 - BOARD OF REVIEW		3,162.00	3,162.00	169.06	108.06	2,992.94	5.35
Dept 253 - FINANCE / TREASURER							
101-253-702.000	WAGES - FULL TIME	210,591.00	210,591.00	32,398.58	24,298.94	178,192.42	15.38
101-253-708.000	COSTS - SUTA	68.00	68.00	0.00	0.00	68.00	0.00
101-253-709.000	COSTS - SOCIAL SECURITY	13,460.00	13,460.00	2,460.19	1,487.22	10,999.81	18.28
101-253-711.000	COSTS - MEDICARE	3,148.00	3,148.00	575.36	347.81	2,572.64	18.28
101-253-712.000	COSTS - IN LIEU OF BC/BS	4,800.00	4,800.00	1,200.00	400.00	3,600.00	25.00
101-253-713.000	WAGES - OVERTIME	200.00	200.00	0.00	0.00	200.00	0.00
101-253-715.000	WAGES - PHYSICAL FITNESS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-253-717.000	COSTS - MERS CONTRIBUTION	16,894.00	16,894.00	2,816.00	1,408.00	14,078.00	16.67
101-253-718.000	COSTS - HEALTH INSURANCE	28,193.00	28,193.00	4,605.72	1,535.24	23,587.28	16.34
101-253-718.001	COSTS - HSA CONTRIBUTION	6,000.00	6,000.00	4,500.00	0.00	1,500.00	75.00
101-253-718.002	COSTS - DENTAL INSURANCE	1,647.00	1,647.00	258.33	86.11	1,388.67	15.68
101-253-718.003	COSTS - VISION / ANCILLIARY	425.00	425.00	47.46	23.73	377.54	11.17
101-253-723.000	COSTS - RETIREE HEALTH CARE	0.00	0.00	51.68	0.00	(51.68)	100.00
101-253-725.000	COSTS - LIFE INSURANCE	611.00	611.00	194.04	64.68	416.96	31.76
101-253-726.000	COSTS - WORKERS COMPENSATION	1,003.00	1,003.00	194.90	98.37	808.10	19.43
101-253-752.000	SUPPLIES - OPERATING	4,500.00	4,500.00	608.04	550.43	3,891.96	13.51
101-253-791.000	SUBSCRIPTIONS & PUBLICATIONS	1,570.00	1,570.00	725.00	0.00	845.00	46.18
101-253-801.000	PROFESSIONAL & CONSULTING SER	27,300.00	27,300.00	1,447.35	0.00	25,852.65	5.30
101-253-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	74.75	74.75	925.25	7.48
101-253-913.000	TRAVEL & TRAINING	5,500.00	5,500.00	1,347.50	723.00	4,152.50	24.50
101-253-915.000	MEMBERSHIPS & DUES	940.00	940.00	485.00	245.00	455.00	51.60
101-253-931.000	REPAIRS/MAINT - EQUIPMENT	500.00	500.00	0.00	0.00	500.00	0.00
101-253-933.000	SOFTWARE AGREE / COPIER MAINT	10,770.00	10,770.00	3,792.20	225.86	6,977.80	35.21
101-253-985.000	CAPITAL OUTLAY	1,800.00	1,800.00	2,663.98	2,663.98	(863.98)	148.00
Total Dept 253 - FINANCE / TREASURER		342,420.00	342,420.00	60,446.08	34,233.12	281,973.92	17.65
Dept 257 - ASSESSOR							
101-257-717.000	COSTS - MERS CONTRIBUTION	8,447.00	8,447.00	1,408.00	704.00	7,039.00	16.67
101-257-752.000	SUPPLIES - OPERATING	300.00	300.00	133.50	133.50	166.50	44.50
101-257-801.000	PROFESSIONAL & CONSULTING SER	83,304.00	83,304.00	20,076.00	13,384.00	63,228.00	24.10
101-257-931.000	REPAIRS/MAINT - EQUIPMENT	200.00	200.00	0.00	0.00	200.00	0.00
101-257-933.000	SOFTWARE AGREE / COPIER MAINT	3,680.00	3,680.00	2,007.19	1,310.30	1,672.81	54.54
101-257-985.000	CAPITAL OUTLAY	1,100.00	1,100.00	780.00	780.00	320.00	70.91
Total Dept 257 - ASSESSOR		97,031.00	97,031.00	24,404.69	16,311.80	72,626.31	25.15
Dept 262 - ELECTIONS							
101-262-704.000	WAGES - PART-TIME	6,690.00	6,690.00	0.00	0.00	6,690.00	0.00

PERIOD ENDING 08/31/2019

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		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-262-726.000	COSTS - WORKERS COMPENSATION	32.00	32.00	0.00	0.00	32.00	0.00
101-262-752.000	SUPPLIES - OPERATING	3,800.00	3,800.00	2,289.89	880.28	1,510.11	60.26
101-262-801.000	PROFESSIONAL & CONSULTING SER	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-262-900.000	PRINTING & PUBLISHING	3,450.00	3,450.00	0.00	0.00	3,450.00	0.00
Total Dept 262 - ELECTIONS		15,972.00	15,972.00	2,289.89	880.28	13,682.11	14.34
Dept 265 - CITY HALL BUILDINGS & GROUNDS							
101-265-702.000	WAGES - FULL TIME	54,066.00	54,066.00	8,317.83	6,238.37	45,748.17	15.38
101-265-708.000	COSTS - SUTA	23.00	23.00	0.00	0.00	23.00	0.00
101-265-709.000	COSTS - SOCIAL SECURITY	3,557.00	3,557.00	603.60	365.58	2,953.40	16.97
101-265-711.000	COSTS - MEDICARE	832.00	832.00	141.16	85.50	690.84	16.97
101-265-713.000	WAGES - OVERTIME	300.00	300.00	0.00	0.00	300.00	0.00
101-265-717.000	COSTS - MERS CONTRIBUTION	4,224.00	4,224.00	704.00	352.00	3,520.00	16.67
101-265-718.000	COSTS - HEALTH INSURANCE	11,193.00	11,193.00	2,756.22	918.74	8,436.78	24.62
101-265-718.001	COSTS - HSA CONTRIBUTION	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-265-718.002	COSTS - DENTAL INSURANCE	659.00	659.00	157.64	51.68	501.36	23.92
101-265-718.003	COSTS - VISION / ANCILLIARY	119.00	119.00	19.38	9.69	99.62	16.29
101-265-724.000	COSTS - VEHICLE ALLOWANCE	3,000.00	3,000.00	250.00	250.00	2,750.00	8.33
101-265-725.000	COSTS - LIFE INSURANCE	111.00	111.00	27.72	9.24	83.28	24.97
101-265-726.000	COSTS - WORKERS COMPENSATION	257.00	257.00	491.94	250.23	(234.94)	191.42
101-265-752.000	SUPPLIES - OPERATING	7,000.00	7,000.00	1,111.59	774.38	5,888.41	15.88
101-265-801.000	PROFESSIONAL & CONSULTING SER	2,900.00	2,900.00	247.50	0.00	2,652.50	8.53
101-265-850.000	COMMUNICATIONS - PHONE	8,600.00	8,600.00	1,722.63	861.02	6,877.37	20.03
101-265-913.000	TRAVEL & TRAINING	500.00	500.00	0.00	0.00	500.00	0.00
101-265-915.000	MEMBERSHIPS & DUES	150.00	150.00	0.00	0.00	150.00	0.00
101-265-918.000	UTILITIES - WATER	2,850.00	2,850.00	655.38	312.81	2,194.62	23.00
101-265-920.000	UTILITIES - ELECTRIC	24,000.00	24,000.00	5,496.17	2,803.98	18,503.83	22.90
101-265-921.000	UTILITIES - NATURAL GAS	4,000.00	4,000.00	283.59	109.13	3,716.41	7.09
101-265-930.000	REPAIRS/MAINT - BUILDINGS/LAN	29,500.00	29,500.00	3,163.37	729.21	26,336.63	10.72
101-265-931.000	REPAIRS/MAINT - EQUIPMENT	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-265-933.000	SOFTWARE AGREE / COPIER MAINT	150.00	150.00	0.00	0.00	150.00	0.00
101-265-985.000	CAPITAL OUTLAY	3,000.00	3,000.00	780.00	780.00	2,220.00	26.00
Total Dept 265 - CITY HALL BUILDINGS & GROUNDS		165,191.00	165,191.00	29,929.72	14,901.56	135,261.28	18.12
Dept 275 - GENERAL							
101-275-752.000	SUPPLIES - OPERATING	1,000.00	1,000.00	499.00	0.00	501.00	49.90
101-275-801.000	PROFESSIONAL & CONSULTING SER	34,200.00	34,200.00	15,432.64	0.00	18,767.36	45.12
101-275-802.000	ATTORNEY	56,000.00	56,000.00	4,508.00	4,508.00	51,492.00	8.05
101-275-804.000	ATTORNEY - LABOR	20,000.00	20,000.00	(2,715.45)	(2,715.45)	22,715.45	(13.58)
101-275-805.000	ATTORNEY - TAX APPEALS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-275-806.000	ATTORNEY - PROSECUTING ATTY	12,500.00	12,500.00	3,020.75	3,020.75	9,479.25	24.17
101-275-807.000	ATTORNEY - LITIGATION\PROJECTS	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
101-275-851.000	POSTAGE	29,000.00	29,000.00	5,431.70	2,248.55	23,568.30	18.73
101-275-852.000	COMMUNICATIONS - DATA\INTERNE	5,000.00	5,000.00	4,513.92	159.96	486.08	90.28
101-275-853.000	COMMUNICATIONS - CELL PHONES	12,000.00	12,000.00	1,820.39	936.24	10,179.61	15.17
101-275-920.001	UTILITIES - ELECTRIC STR LIGH	115,000.00	115,000.00	14,717.32	9,103.74	100,282.68	12.80
101-275-933.000	SOFTWARE AGREE / COPIER MAINT	750.00	750.00	510.90	248.40	239.10	68.12
101-275-935.000	INSURANCE	87,000.00	87,000.00	93,136.92	0.00	(6,136.92)	107.05
101-275-940.000	RENT	1,700.00	1,700.00	1,020.69	0.00	679.31	60.04

PERIOD ENDING 08/31/2019

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		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-275-946.000	ENGINEERING SERVICES	12,000.00	12,000.00	2,400.00	1,200.00	9,600.00	20.00
101-275-959.000	BAD DEBT	500.00	500.00	0.00	0.00	500.00	0.00
101-275-960.000	BANK CHARGES	6,500.00	6,500.00	875.17	68.74	5,624.83	13.46
101-275-964.000	REFUNDS	500.00	500.00	0.00	0.00	500.00	0.00
101-275-984.000	COMPUTER HARDWARE & SOFTWARE	6,000.00	6,000.00	1,693.00	780.00	4,307.00	28.22
101-275-995.000	TRANSFERS OUT	75,616.00	75,616.00	5,616.00	0.00	70,000.00	7.43
Total Dept 275 - GENERAL		487,266.00	487,266.00	152,480.95	19,558.93	334,785.05	31.29
Dept 301 - POLICE							
101-301-702.000	WAGES - FULL TIME	687,135.00	687,135.00	102,593.58	78,139.45	584,541.42	14.93
101-301-704.000	WAGES - PART-TIME	32,615.00	32,615.00	3,908.50	2,493.75	28,706.50	11.98
101-301-708.000	COSTS - SUTA	304.00	304.00	1.34	0.00	302.66	0.44
101-301-709.000	COSTS - SOCIAL SECURITY	1,092.00	1,092.00	242.32	154.61	849.68	22.19
101-301-711.000	COSTS - MEDICARE	10,778.00	10,778.00	2,681.34	1,276.58	8,096.66	24.88
101-301-712.000	COSTS - IN LIEU OF BC/BS	16,282.00	16,282.00	4,100.06	1,379.52	12,181.94	25.18
101-301-713.000	WAGES - OVERTIME	36,000.00	36,000.00	16,635.60	9,431.15	19,364.40	46.21
101-301-713.002	WAGES - OT UNDERAGE DRINKING GRANT	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-301-715.000	WAGES - PHYSICAL FITNESS	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
101-301-717.000	COSTS - MERS CONTRIBUTION	171,496.00	171,496.00	30,950.97	15,220.13	140,545.03	18.05
101-301-718.000	COSTS - HEALTH INSURANCE	104,986.00	104,986.00	22,382.28	7,460.76	82,603.72	21.32
101-301-718.001	COSTS - HSA CONTRIBUTION	22,500.00	22,500.00	21,000.00	0.00	1,500.00	93.33
101-301-718.002	COSTS - DENTAL INSURANCE	6,478.00	6,478.00	1,349.91	449.97	5,128.09	20.84
101-301-718.003	COSTS - VISION / ANCILLIARY	1,610.00	1,610.00	235.97	117.99	1,374.03	14.66
101-301-721.000	COSTS - UNIFORM/CLEANING ALLO	10,900.00	10,900.00	661.99	(28.26)	10,238.01	6.07
101-301-723.000	COSTS - RETIREE HEALTH CARE	4,500.00	4,500.00	1,000.00	500.00	3,500.00	22.22
101-301-725.000	COSTS - LIFE INSURANCE	2,179.00	2,179.00	526.70	175.56	1,652.30	24.17
101-301-726.000	COSTS - WORKERS COMPENSATION	21,857.00	21,857.00	5,139.47	2,173.24	16,717.53	23.51
101-301-727.000	WAGES - HOL/VAC/SICK SELLBACK	25,000.00	25,000.00	4,530.24	0.00	20,469.76	18.12
101-301-752.000	SUPPLIES - OPERATING	9,200.00	9,200.00	1,177.72	905.18	8,022.28	12.80
101-301-770.000	VEHICLE GAS / DIESEL	17,300.00	17,300.00	3,293.90	1,725.66	14,006.10	19.04
101-301-791.000	SUBSCRIPTIONS & PUBLICATIONS	100.00	100.00	0.00	0.00	100.00	0.00
101-301-801.000	PROFESSIONAL & CONSULTING SER	2,250.00	2,250.00	30.00	0.00	2,220.00	1.33
101-301-873.000	EDUCATION/TUITION REIMBURSE.	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-301-900.000	PRINTING & PUBLISHING	850.00	850.00	0.00	0.00	850.00	0.00
101-301-913.000	TRAVEL & TRAINING	11,550.00	11,550.00	273.43	273.43	11,276.57	2.37
101-301-915.000	MEMBERSHIPS & DUES	760.00	760.00	0.00	0.00	760.00	0.00
101-301-931.000	REPAIRS/MAINT - EQUIPMENT	1,800.00	1,800.00	19.25	8.49	1,780.75	1.07
101-301-932.000	REPAIRS/MAINT - VEHICLES	6,800.00	6,800.00	566.39	170.99	6,233.61	8.33
101-301-933.000	SOFTWARE AGREE / COPIER MAINT	6,600.00	6,600.00	2,795.91	80.52	3,804.09	42.36
101-301-957.000	MOTOR POOL	50,000.00	50,000.00	8,000.00	4,000.00	42,000.00	16.00
101-301-983.000	LEASE PURCHASE	315.00	315.00	117.98	0.00	197.02	37.45
101-301-985.000	CAPITAL OUTLAY	7,000.00	7,000.00	808.57	(10.98)	6,191.43	11.55
Total Dept 301 - POLICE		1,284,737.00	1,284,737.00	235,023.42	126,097.74	1,049,713.58	18.29
Dept 336 - FIRE							
101-336-702.000	WAGES - FULL TIME	453,700.00	453,700.00	67,887.45	53,777.11	385,812.55	14.96
101-336-708.000	COSTS - SUTA	191.00	191.00	11.51	0.00	179.49	6.03
101-336-711.000	COSTS - MEDICARE	6,378.00	6,378.00	1,699.72	958.01	4,678.28	26.65
101-336-712.000	COSTS - IN LIEU OF BC/BS	6,682.00	6,682.00	4,066.30	1,359.00	2,615.70	60.85

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-336-713.000	WAGES - OVERTIME	38,000.00	38,000.00	14,692.93	9,488.40	23,307.07	38.67
101-336-713.005	WAGES - OT FF PA 604	5,000.00	5,000.00	1,232.58	443.80	3,767.42	24.65
101-336-715.000	WAGES - PHYSICAL FITNESS	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-336-717.000	COSTS - MERS CONTRIBUTION	155,353.00	155,353.00	26,702.30	13,675.77	128,650.70	17.19
101-336-718.000	COSTS - HEALTH INSURANCE	98,676.00	98,676.00	17,357.70	5,785.90	81,318.30	17.59
101-336-718.001	COSTS - HSA CONTRIBUTION	24,000.00	24,000.00	18,000.00	0.00	6,000.00	75.00
101-336-718.002	COSTS - DENTAL INSURANCE	6,917.00	6,917.00	1,065.72	355.24	5,851.28	15.41
101-336-718.003	COSTS - VISION / ANCILLIARY	1,761.00	1,761.00	191.17	95.58	1,569.83	10.86
101-336-721.000	COSTS - UNIFORM/CLEANING ALLO	8,000.00	8,000.00	446.25	446.25	7,553.75	5.58
101-336-722.000	COSTS - FOOD ALLOWANCE	6,560.00	6,560.00	0.00	(273.33)	6,560.00	0.00
101-336-723.000	COSTS - RETIREE HEALTH CARE	10,500.00	10,500.00	2,000.00	1,000.00	8,500.00	19.05
101-336-725.000	COSTS - LIFE INSURANCE	1,514.00	1,514.00	492.29	120.12	1,021.71	32.52
101-336-726.000	COSTS - WORKERS COMPENSATION	22,108.00	22,108.00	4,987.35	2,487.21	17,120.65	22.56
101-336-727.000	WAGES - HOL/VAC/SICK SELLBACK	38,000.00	38,000.00	6,255.91	3,158.23	31,744.09	16.46
101-336-752.000	SUPPLIES - OPERATING	7,000.00	7,000.00	3,844.06	3,213.62	3,155.94	54.92
101-336-770.000	VEHICLE GAS / DIESEL	7,200.00	7,200.00	1,134.01	602.30	6,065.99	15.75
101-336-777.000	SUPPLIES - MEDICAL	18,400.00	18,400.00	3,844.88	2,233.20	14,555.12	20.90
101-336-780.000	FIRE PREVENTION	1,500.00	1,500.00	728.08	702.09	771.92	48.54
101-336-791.000	SUBSCRIPTIONS & PUBLICATIONS	700.00	700.00	0.00	0.00	700.00	0.00
101-336-801.000	PROFESSIONAL & CONSULTING SER	26,875.00	26,875.00	4,531.95	4,531.95	22,343.05	16.86
101-336-873.000	EDUCATION/TUITION REIMBURSE.	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-336-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	249.00	249.00	751.00	24.90
101-336-913.000	TRAVEL & TRAINING	8,300.00	8,300.00	6,987.35	1,624.19	1,312.65	84.18
101-336-915.000	MEMBERSHIPS & DUES	710.00	710.00	0.00	0.00	710.00	0.00
101-336-918.000	UTILITIES - WATER	1,650.00	1,650.00	438.42	219.21	1,211.58	26.57
101-336-920.000	UTILITIES - ELECTRIC	5,250.00	5,250.00	798.40	386.93	4,451.60	15.21
101-336-921.000	UTILITIES - NATURAL GAS	3,500.00	3,500.00	105.91	49.29	3,394.09	3.03
101-336-930.000	REPAIRS/MAINT - BUILDINGS/LAN	4,000.00	4,000.00	408.98	354.00	3,591.02	10.22
101-336-931.000	REPAIRS/MAINT - EQUIPMENT	7,560.00	7,560.00	408.00	158.00	7,152.00	5.40
101-336-932.000	REPAIRS/MAINT - VEHICLES	8,250.00	8,250.00	2,001.88	0.00	6,248.12	24.27
101-336-933.000	SOFTWARE AGREE / COPIER MAINT	3,750.00	3,750.00	1,254.50	30.00	2,495.50	33.45
101-336-942.000	HYDRANT RENTAL	21,600.00	21,600.00	5,400.00	0.00	16,200.00	25.00
101-336-957.000	MOTOR POOL	76,000.00	76,000.00	12,666.66	6,333.33	63,333.34	16.67
101-336-983.000	LEASE PURCHASE	315.00	315.00	39.32	0.00	275.68	12.48
101-336-985.000	CAPITAL OUTLAY	9,100.00	9,100.00	0.00	0.00	9,100.00	0.00
Total Dept 336 - FIRE		1,105,000.00	1,105,000.00	211,930.58	113,564.40	893,069.42	19.18
Dept 441 - PUBLIC WORKS							
101-441-702.000	WAGES - FULL TIME	629,302.00	629,302.00	100,461.18	76,932.41	528,840.82	15.96
101-441-704.000	WAGES - PART-TIME	18,000.00	18,000.00	8,000.00	5,580.00	10,000.00	44.44
101-441-708.000	COSTS - SUTA	360.00	360.00	25.80	13.95	334.20	7.17
101-441-709.000	COSTS - SOCIAL SECURITY	43,929.00	43,929.00	8,963.63	5,336.14	34,965.37	20.40
101-441-711.000	COSTS - MEDICARE	10,274.00	10,274.00	2,096.32	1,247.94	8,177.68	20.40
101-441-712.000	COSTS - IN LIEU OF BC/BS	14,400.00	14,400.00	2,400.00	800.00	12,000.00	16.67
101-441-713.000	WAGES - OVERTIME	29,000.00	29,000.00	8,801.84	4,726.67	20,198.16	30.35
101-441-713.001	WAGES - 2E STANDBY PAY	16,831.00	16,831.00	3,225.60	1,942.08	13,605.40	19.16
101-441-715.000	WAGES - PHYSICAL FITNESS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-441-716.000	COSTS - ICMA CONTRIBUTION	2,804.00	2,804.00	558.67	322.81	2,245.33	19.92
101-441-717.000	COSTS - MERS CONTRIBUTION	46,362.00	46,362.00	7,989.18	4,158.56	38,372.82	17.23
101-441-718.000	COSTS - HEALTH INSURANCE	124,470.00	124,470.00	34,122.48	11,374.16	90,347.52	27.41
101-441-718.001	COSTS - HSA CONTRIBUTION	33,000.00	33,000.00	33,000.00	0.00	0.00	100.00
101-441-718.002	COSTS - DENTAL INSURANCE	9,114.00	9,114.00	1,911.90	637.30	7,202.10	20.98

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
<b>Fund 101 - GENERAL FUND</b>							
<b>Expenditures</b>							
101-441-718.003	COSTS - VISION / ANCILLIARY	2,213.00	2,213.00	311.48	155.74	1,901.52	14.08
101-441-721.000	COSTS - UNIFORM/CLEANING ALLO	7,000.00	7,000.00	1,861.36	1,772.80	5,138.64	26.59
101-441-723.000	COSTS - RETIREE HEALTH CARE	10,250.00	10,250.00	1,543.04	500.00	8,706.96	15.05
101-441-725.000	COSTS - LIFE INSURANCE	1,812.00	1,812.00	498.96	166.32	1,313.04	27.54
101-441-726.000	COSTS - WORKERS COMPENSATION	48,358.00	48,358.00	9,657.85	4,747.90	38,700.15	19.97
101-441-727.000	WAGES - HOL/VAC/SICK SELLBACK	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
101-441-752.000	SUPPLIES - OPERATING	19,500.00	19,500.00	2,508.81	894.24	16,991.19	12.87
101-441-770.000	VEHICLE GAS / DIESEL	50,000.00	50,000.00	9,215.50	4,384.03	40,784.50	18.43
101-441-791.000	SUBSCRIPTIONS & PUBLICATIONS	200.00	200.00	0.00	0.00	200.00	0.00
101-441-801.000	PROFESSIONAL & CONSULTING SER	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
101-441-850.000	COMMUNICATIONS - PHONE	500.00	500.00	79.98	39.99	420.02	16.00
101-441-888.000	TREE COMMISSION	500.00	500.00	0.00	0.00	500.00	0.00
101-441-900.000	PRINTING & PUBLISHING	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-441-913.000	TRAVEL & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-441-915.000	MEMBERSHIPS & DUES	350.00	350.00	247.00	247.00	103.00	70.57
101-441-918.000	UTILITIES - WATER	2,200.00	2,200.00	144.20	72.10	2,055.80	6.55
101-441-920.000	UTILITIES - ELECTRIC	15,300.00	15,300.00	1,799.80	885.50	13,500.20	11.76
101-441-921.000	UTILITIES - NATURAL GAS	18,500.00	18,500.00	121.18	37.09	18,378.82	0.66
101-441-930.000	REPAIRS/MAINT - BUILDINGS/LAN	15,000.00	15,000.00	143.83	(99.35)	14,856.17	0.96
101-441-931.000	REPAIRS/MAINT - EQUIPMENT	16,000.00	16,000.00	2,773.11	688.75	13,226.89	17.33
101-441-932.000	REPAIRS/MAINT - VEHICLES	50,000.00	50,000.00	1,956.44	1,270.67	48,043.56	3.91
101-441-933.000	SOFTWARE AGREE / COPIER MAINT	2,750.00	2,750.00	869.39	530.51	1,880.61	31.61
101-441-954.000	CHRISTMAS DECORATIONS	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-441-957.000	MOTOR POOL	90,000.00	90,000.00	15,000.00	7,500.00	75,000.00	16.67
101-441-985.000	CAPITAL OUTLAY	2,300.00	2,300.00	780.00	780.00	1,520.00	33.91
<b>Total Dept 441 - PUBLIC WORKS</b>		<b>1,387,579.00</b>	<b>1,387,579.00</b>	<b>261,068.53</b>	<b>137,645.31</b>	<b>1,126,510.47</b>	<b>18.81</b>
<b>Dept 701 - PLANNING &amp; ZONING</b>							
101-701-717.000	COSTS - MERS CONTRIBUTION	12,671.00	12,671.00	2,112.00	1,056.00	10,559.00	16.67
101-701-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	3,000.00	969.06	250.00	2,030.94	32.30
101-701-801.000	PROFESSIONAL & CONSULTING SERV	71,050.00	71,050.00	17,850.00	0.00	53,200.00	25.12
101-701-884.000	HISTORIC DISTRICT COMMISSION	600.00	600.00	0.00	0.00	600.00	0.00
101-701-887.000	PLANNING COMMISSION	1,500.00	1,500.00	223.00	223.00	1,277.00	14.87
101-701-889.000	ZONING BOARD OF APPEALS	500.00	500.00	127.00	127.00	373.00	25.40
101-701-900.000	PRINTING & PUBLISHING	100.00	100.00	424.90	258.50	(324.90)	424.90
101-701-933.000	SOFTWARE AGREE / COPIER MAINT	1,200.00	1,200.00	1,862.39	1,234.98	(662.39)	155.20
<b>Total Dept 701 - PLANNING &amp; ZONING</b>		<b>90,621.00</b>	<b>90,621.00</b>	<b>23,568.35</b>	<b>3,149.48</b>	<b>67,052.65</b>	<b>26.01</b>
<b>Dept 751 - PARKS &amp; RECREATION</b>							
101-751-702.000	WAGES - FULL TIME	92,830.00	92,830.00	13,657.16	10,711.20	79,172.84	14.71
101-751-704.000	WAGES - PART-TIME	56,000.00	56,000.00	23,885.63	16,859.25	32,114.37	42.65
101-751-708.000	COSTS - SUTA	185.00	185.00	76.67	42.17	108.33	41.44
101-751-709.000	COSTS - SOCIAL SECURITY	9,816.00	9,816.00	3,222.66	1,811.00	6,593.34	32.83
101-751-711.000	COSTS - MEDICARE	2,296.00	2,296.00	753.70	423.55	1,542.30	32.83
101-751-713.000	WAGES - OVERTIME	8,500.00	8,500.00	4,446.70	2,096.18	4,053.30	52.31
101-751-713.001	WAGES - 2E STANDBY PAY	500.00	500.00	0.00	0.00	500.00	0.00
101-751-715.000	WAGES - PHYSICAL FITNESS	500.00	500.00	0.00	0.00	500.00	0.00
101-751-717.000	COSTS - MERS CONTRIBUTION	8,054.00	8,054.00	1,342.00	671.00	6,712.00	16.66
101-751-718.000	COSTS - HEALTH INSURANCE	25,290.00	25,290.00	6,227.76	2,075.92	19,062.24	24.63

PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
101-751-718.001	COSTS - HSA CONTRIBUTION	4,500.00	4,500.00	6,000.00	0.00	(1,500.00)	133.33
101-751-718.002	COSTS - DENTAL INSURANCE	1,482.00	1,482.00	348.81	116.27	1,133.19	23.54
101-751-718.003	COSTS - VISION / ANCILLIARY	331.00	331.00	54.14	27.07	276.86	16.36
101-751-721.000	COSTS - UNIFORM/CLEANING ALLO	1,200.00	1,200.00	384.42	247.92	815.58	32.04
101-751-723.000	COSTS - RETIREE HEALTH CARE	1,500.00	1,500.00	990.58	250.00	509.42	66.04
101-751-725.000	COSTS - LIFE INSURANCE	222.00	222.00	55.44	18.48	166.56	24.97
101-751-726.000	COSTS - WORKERS COMPENSATION	5,021.00	5,021.00	1,855.25	891.14	3,165.75	36.95
101-751-727.000	WAGES - HOL/VAC/SICK SELBACK	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-751-752.000	SUPPLIES - OPERATING	24,000.00	24,000.00	6,794.09	3,873.43	17,205.91	28.31
101-751-770.000	VEHICLE GAS / DIESEL	8,600.00	8,600.00	1,625.29	953.17	6,974.71	18.90
101-751-801.000	PROFESSIONAL & CONSULTING SER	1,000.00	1,000.00	2,740.00	2,740.00	(1,740.00)	274.00
101-751-850.000	COMMUNICATIONS - PHONE	1,000.00	1,000.00	159.96	79.98	840.04	16.00
101-751-883.000	HARBOR COMMISSION	100.00	100.00	0.00	0.00	100.00	0.00
101-751-886.000	PARKS COMMISSION	800.00	800.00	0.00	0.00	800.00	0.00
101-751-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	228.60	76.20	771.40	22.86
101-751-913.000	TRAVEL & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-751-918.000	UTILITIES - WATER	22,000.00	22,000.00	8,063.28	4,186.19	13,936.72	36.65
101-751-920.000	UTILITIES - ELECTRIC	23,000.00	23,000.00	7,985.09	2,133.52	15,014.91	34.72
101-751-921.000	UTILITIES - NATURAL GAS	1,000.00	1,000.00	75.39	35.86	924.61	7.54
101-751-930.000	REPAIRS/MAINT - BUILDINGS/LAN	34,800.00	34,800.00	13,397.04	8,413.91	21,402.96	38.50
101-751-931.000	REPAIRS/MAINT - EQUIPMENT	25,000.00	25,000.00	764.46	605.06	24,235.54	3.06
101-751-932.000	REPAIRS/MAINT - VEHICLES	2,500.00	2,500.00	725.89	27.48	1,774.11	29.04
101-751-957.000	MOTOR POOL	19,000.00	19,000.00	3,166.66	1,583.33	15,833.34	16.67
101-751-985.000	CAPITAL OUTLAY	11,000.00	11,000.00	0.00	0.00	11,000.00	0.00
Total Dept 751 - PARKS & RECREATION		395,027.00	395,027.00	109,026.67	60,949.28	286,000.33	27.60
Dept 801 - APPROPRIATIONS							
101-801-890.000	ALTERNATIVES FOR AREA YOUTH	13,000.00	13,000.00	6,500.00	0.00	6,500.00	50.00
101-801-892.000	ECONOMIC DEVELOPMENT	20,000.00	20,000.00	5,000.00	0.00	15,000.00	25.00
101-801-893.500	MAPS PAINE POOL	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
101-801-894.000	MANISTEE RECREATION ASSOC.	27,000.00	27,000.00	13,500.00	0.00	13,500.00	50.00
101-801-894.500	MANISTEE SAINTS	2,000.00	2,000.00	2,000.00	0.00	0.00	100.00
101-801-895.000	MAN. CO. HISTORICAL MUSEUM	10,000.00	10,000.00	5,000.00	0.00	5,000.00	50.00
101-801-897.000	RAMSDELL REGIONAL CENTER FOR	50,000.00	50,000.00	12,500.00	0.00	37,500.00	25.00
Total Dept 801 - APPROPRIATIONS		162,000.00	162,000.00	44,500.00	0.00	117,500.00	27.47
Dept 905 - DEBT SERVICE							
101-905-991.006	2010 DDA REFUNDING - PRINCIPA	135,000.00	135,000.00	135,000.00	0.00	0.00	100.00
101-905-991.008	2013 CI REFUNDING - PRINCIPAL	210,000.00	210,000.00	210,000.00	210,000.00	0.00	100.00
101-905-992.106	2010 DDA REFUNDING - INTEREST	2,700.00	2,700.00	2,700.00	0.00	0.00	100.00
101-905-992.108	2013 CI REFUNDING - INTEREST	25,600.00	25,600.00	13,850.00	13,850.00	11,750.00	54.10
Total Dept 905 - DEBT SERVICE		373,300.00	373,300.00	361,550.00	223,850.00	11,750.00	96.85
TOTAL EXPENDITURES		6,370,335.00	6,370,335.00	1,602,239.74	798,641.65	4,768,095.26	25.15

PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		6,355,335.00	6,355,335.00	2,759,738.09	2,220,095.12	3,595,596.91	43.42
TOTAL EXPENDITURES		6,370,335.00	6,370,335.00	1,602,239.74	798,641.65	4,768,095.26	25.15
NET OF REVENUES & EXPENDITURES		(15,000.00)	(15,000.00)	1,157,498.35	1,421,453.47	(1,172,498.35)	7,716.66

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000							
202-000-540.000	STATE GRANT - OTHER	195,000.00	195,000.00	0.00	0.00	195,000.00	0.00
202-000-546.001	STATE GRANT - ACT 51 REVENUE	672,516.00	672,516.00	0.00	0.00	672,516.00	0.00
202-000-546.003	STATE GRANT - MOVABLE BRIDGES	119,175.00	119,175.00	0.00	0.00	119,175.00	0.00
202-000-548.000	SNOW REMOVAL	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
202-000-626.000	CHARGE FOR SERVICE	180,000.00	180,000.00	0.00	0.00	180,000.00	0.00
202-000-665.000	INVESTMENT - INTEREST	5,000.00	5,000.00	2,216.67	1,068.26	2,783.33	44.33
202-000-676.000	REIMBURSEMENT	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
202-000-699.000	TRANSFERS IN	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000		1,201,691.00	1,201,691.00	2,216.67	1,068.26	1,199,474.33	0.18
TOTAL REVENUES		1,201,691.00	1,201,691.00	2,216.67	1,068.26	1,199,474.33	0.18
Expenditures							
Dept 000							
202-000-752.000	SUPPLIES - OPERATING	500.00	500.00	0.00	0.00	500.00	0.00
202-000-863.000	TRAFFIC SERVICES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
202-000-864.000	PRESERVATION STREETS	113,250.00	113,250.00	30,980.33	20,774.30	82,269.67	27.36
202-000-864.001	PRESERVATION STREETS -PROJECT	875,543.00	875,543.00	50,936.34	50,936.34	824,606.66	5.82
202-000-865.000	ROUTINE MAINTENANCE BRIDGES	40,000.00	40,000.00	2,036.01	1,322.50	37,963.99	5.09
202-000-865.001	OPERATIONS - BRIDGE	111,412.00	111,412.00	18,568.66	9,284.33	92,843.34	16.67
202-000-866.000	WINTER MAINTENANCE STREETS	167,250.00	167,250.00	23,625.00	11,812.50	143,625.00	14.13
202-000-870.000	SIDEWALKS	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00
202-000-918.000	UTILITIES - WATER	2,500.00	2,500.00	155.92	72.09	2,344.08	6.24
202-000-920.000	UTILITIES - ELECTRIC	4,500.00	4,500.00	330.42	163.86	4,169.58	7.34
202-000-921.000	UTILITIES - NATURAL GAS	1,500.00	1,500.00	71.72	34.63	1,428.28	4.78
202-000-995.000	TRANSFERS OUT	180,797.00	180,797.00	0.00	0.00	180,797.00	0.00
Total Dept 000		1,524,752.00	1,524,752.00	126,704.40	94,400.55	1,398,047.60	8.31
TOTAL EXPENDITURES		1,524,752.00	1,524,752.00	126,704.40	94,400.55	1,398,047.60	8.31
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		1,201,691.00	1,201,691.00	2,216.67	1,068.26	1,199,474.33	0.18
TOTAL EXPENDITURES		1,524,752.00	1,524,752.00	126,704.40	94,400.55	1,398,047.60	8.31
NET OF REVENUES & EXPENDITURES		(323,061.00)	(323,061.00)	(124,487.73)	(93,332.29)	(198,573.27)	38.53

PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-540.000	STATE GRANT - OTHER	376,600.00	376,600.00	0.00	0.00	376,600.00	0.00
203-000-546.001	STATE GRANT - ACT 51 REVENUE	224,172.00	224,172.00	0.00	0.00	224,172.00	0.00
203-000-548.000	SNOW REMOVAL	500.00	500.00	0.00	0.00	500.00	0.00
203-000-665.000	INVESTMENT - INTEREST	500.00	500.00	199.65	96.23	300.35	39.93
203-000-699.000	TRANSFERS IN	340,797.00	340,797.00	0.00	0.00	340,797.00	0.00
Total Dept 000		942,569.00	942,569.00	199.65	96.23	942,369.35	0.02
TOTAL REVENUES		942,569.00	942,569.00	199.65	96.23	942,369.35	0.02
Expenditures							
Dept 000							
203-000-752.000	SUPPLIES - OPERATING	500.00	500.00	0.00	0.00	500.00	0.00
203-000-863.000	TRAFFIC SERVICES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
203-000-864.000	PRESERVATION STREETS	93,250.00	93,250.00	17,324.78	8,868.75	75,925.22	18.58
203-000-864.001	PRESERVATION STREETS -PROJECTS	1,021,900.00	1,021,900.00	(2,418.50)	(2,418.50)	1,024,318.50	(0.24)
203-000-866.000	WINTER MAINTENANCE STREETS	97,500.00	97,500.00	12,250.00	6,125.00	85,250.00	12.56
203-000-870.000	SIDEWALKS	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00
Total Dept 000		1,231,650.00	1,231,650.00	27,156.28	12,575.25	1,204,493.72	2.20
Dept 905 - DEBT SERVICE							
203-905-991.000	PRINCIPLE PORTION OF PAYMENTS	49,310.00	49,310.00	49,310.34	49,310.34	(0.34)	100.00
203-905-992.012	2010 CAPITAL IMP BOND INTEREST	31,487.00	31,487.00	16,236.62	16,236.62	15,250.38	51.57
Total Dept 905 - DEBT SERVICE		80,797.00	80,797.00	65,546.96	65,546.96	15,250.04	81.13
TOTAL EXPENDITURES		1,312,447.00	1,312,447.00	92,703.24	78,122.21	1,219,743.76	7.06
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		942,569.00	942,569.00	199.65	96.23	942,369.35	0.02
TOTAL EXPENDITURES		1,312,447.00	1,312,447.00	92,703.24	78,122.21	1,219,743.76	7.06
NET OF REVENUES & EXPENDITURES		(369,878.00)	(369,878.00)	(92,503.59)	(78,025.98)	(277,374.41)	25.01

PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 08/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/19 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 204 - MUNICIPAL STREET FUND							
Revenues							
Dept 000							
204-000-546.002	STATE GRANT - ROW FEE	28,000.00	28,000.00	0.00	0.00	28,000.00	0.00
Total Dept 000		28,000.00	28,000.00	0.00	0.00	28,000.00	0.00
TOTAL REVENUES		28,000.00	28,000.00	0.00	0.00	28,000.00	0.00
Expenditures							
Dept 000							
204-000-950.000	TREES	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
204-000-995.000	TRANSFERS OUT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000		28,000.00	28,000.00	0.00	0.00	28,000.00	0.00
TOTAL EXPENDITURES		28,000.00	28,000.00	0.00	0.00	28,000.00	0.00
Fund 204 - MUNICIPAL STREET FUND:							
TOTAL REVENUES		28,000.00	28,000.00	0.00	0.00	28,000.00	0.00
TOTAL EXPENDITURES		28,000.00	28,000.00	0.00	0.00	28,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 226 - CITY REFUSE FUND							
Revenues							
Dept 000							
226-000-402.000	TAXES - REAL/PERSONAL PROP	197,680.00	197,680.00	146,747.84	123,977.19	50,932.16	74.24
226-000-411.000	TAXES - DELINQ REAL PROPERTY	9,812.00	9,812.00	0.00	0.00	9,812.00	0.00
226-000-412.000	TAXES - DELINQ PERSONAL PROP	230.00	230.00	0.00	0.00	230.00	0.00
226-000-613.000	PENALTIES	8,400.00	8,400.00	1,542.34	782.47	6,857.66	18.36
226-000-626.000	CHARGE FOR SERVICE	390,600.00	390,600.00	51,039.54	32,718.26	339,560.46	13.07
226-000-643.000	SALES - YARD BAGS	11,000.00	11,000.00	1,899.00	1,003.50	9,101.00	17.26
226-000-644.000	SALES - TRASH BAGS	1,000.00	1,000.00	127.75	33.00	872.25	12.78
226-000-644.001	SALES - COMPOST	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
226-000-665.000	INVESTMENT - INTEREST	1,000.00	1,000.00	4.98	2.44	995.02	0.50
Total Dept 000		622,722.00	622,722.00	201,361.45	158,516.86	421,360.55	32.34
TOTAL REVENUES		622,722.00	622,722.00	201,361.45	158,516.86	421,360.55	32.34
Expenditures							
Dept 000							
226-000-752.000	SUPPLIES - OPERATING	12,000.00	12,000.00	1,391.39	897.00	10,608.61	11.59
226-000-755.000	SUPPLIES - YARD BAGS	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00
226-000-803.000	ADMINISTRATION	44,753.00	44,753.00	11,188.25	0.00	33,564.75	25.00
226-000-826.000	RESIDENTIAL CONTRACT FEES	399,200.00	399,200.00	40,634.14	40,634.14	358,565.86	10.18
226-000-827.000	MUNICIPAL CONTRACT FEES	19,000.00	19,000.00	4,354.72	1,354.72	14,645.28	22.92
226-000-830.000	YARD WASTE CONTRACT FEES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
226-000-830.001	YARD WASTE CITY	114,811.00	114,811.00	19,135.16	9,567.58	95,675.84	16.67
226-000-920.000	UTILITIES - ELECTRIC	500.00	500.00	58.87	29.64	441.13	11.77
Total Dept 000		607,264.00	607,264.00	76,762.53	52,483.08	530,501.47	12.64
TOTAL EXPENDITURES		607,264.00	607,264.00	76,762.53	52,483.08	530,501.47	12.64
Fund 226 - CITY REFUSE FUND:							
TOTAL REVENUES		622,722.00	622,722.00	201,361.45	158,516.86	421,360.55	32.34
TOTAL EXPENDITURES		607,264.00	607,264.00	76,762.53	52,483.08	530,501.47	12.64
NET OF REVENUES & EXPENDITURES		15,458.00	15,458.00	124,598.92	106,033.78	(109,140.92)	806.05

REVENUE AND EXPENDITURE REPORT FOR MANISTEE CITY  
 PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 245 - OIL & GAS FUND							
Revenues							
Dept 000							
245-000-665.000	INVESTMENT - INTEREST	230,000.00	230,000.00	0.00	0.00	230,000.00	0.00
245-000-668.000	INVESTMENT - OIL ROYALTIES	60,000.00	60,000.00	3,588.69	3,588.69	56,411.31	5.98
245-000-669.000	INVESTMENT - GAINS & LOSSES	400,000.00	400,000.00	0.00	0.00	400,000.00	0.00
Total Dept 000		690,000.00	690,000.00	3,588.69	3,588.69	686,411.31	0.52
TOTAL REVENUES		690,000.00	690,000.00	3,588.69	3,588.69	686,411.31	0.52
Expenditures							
Dept 000							
245-000-752.000	SUPPLIES - OPERATING	500.00	500.00	0.00	0.00	500.00	0.00
245-000-801.000	PROFESSIONAL & CONSULTING SER	58,000.00	58,000.00	0.00	0.00	58,000.00	0.00
245-000-995.000	TRANSFERS OUT	401,647.00	401,647.00	0.00	0.00	401,647.00	0.00
Total Dept 000		460,147.00	460,147.00	0.00	0.00	460,147.00	0.00
TOTAL EXPENDITURES		460,147.00	460,147.00	0.00	0.00	460,147.00	0.00
Fund 245 - OIL & GAS FUND:							
TOTAL REVENUES		690,000.00	690,000.00	3,588.69	3,588.69	686,411.31	0.52
TOTAL EXPENDITURES		460,147.00	460,147.00	0.00	0.00	460,147.00	0.00
NET OF REVENUES & EXPENDITURES		229,853.00	229,853.00	3,588.69	3,588.69	226,264.31	1.56

PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 272 - PEG COMMISSION							
Revenues							
Dept 000							
272-000-581.000	CONTRIBUTION FROM LOCAL UNITS	8,800.00	8,800.00	0.00	0.00	8,800.00	0.00
272-000-626.000	CHARGE FOR SERVICE	500.00	500.00	0.00	0.00	500.00	0.00
272-000-672.000	OTHER REVENUE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000-679.000	CABLE GRANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 000		15,300.00	15,300.00	0.00	0.00	15,300.00	0.00
TOTAL REVENUES		15,300.00	15,300.00	0.00	0.00	15,300.00	0.00
Expenditures							
Dept 000							
272-000-752.000	SUPPLIES - OPERATING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000-801.000	PROFESSIONAL & CONSULTING SER	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
272-000-880.000	MARKETING & PROMOTION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
272-000-931.000	REPAIRS/MAINT - EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
272-000-985.000	CAPITAL OUTLAY	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 000		18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
TOTAL EXPENDITURES		18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
Fund 272 - PEG COMMISSION:							
TOTAL REVENUES		15,300.00	15,300.00	0.00	0.00	15,300.00	0.00
TOTAL EXPENDITURES		18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
NET OF REVENUES & EXPENDITURES		(2,700.00)	(2,700.00)	0.00	0.00	(2,700.00)	0.00

REVENUE AND EXPENDITURE REPORT FOR MANISTEE CITY  
 PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 275 - GRANT MANAGEMENT FUND							
Revenues							
Dept 000							
275-000-502.000	FEDERAL GRANT - GENERAL GOVT	0.00	0.00	(6,013.75)	(6,013.75)	6,013.75	100.00
275-000-582.000	LOCAL GRANTS	50,000.00	50,000.00	(8,586.50)	(3,486.50)	58,586.50	(17.17)
275-000-585.081	2019 CYCLE 1 PD BODY CAMERAS	0.00	0.00	11,600.00	0.00	(11,600.00)	100.00
Total Dept 000		50,000.00	50,000.00	(3,000.25)	(9,500.25)	53,000.25	(6.00)
TOTAL REVENUES		50,000.00	50,000.00	(3,000.25)	(9,500.25)	53,000.25	(6.00)
Expenditures							
Dept 901 - LOCAL REVENUE SHARING GRANTS							
275-901-965.001	LRSB GRANT EXPENSE	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
275-901-965.078	2018 CYCLE 1 - FEMA MATCH MON/EXT TOO	0.00	0.00	5,224.00	0.00	(5,224.00)	100.00
275-901-986.080	2018 CYCLE2-PD TASERS, ACCESSORIES	0.00	0.00	3,311.02	0.00	(3,311.02)	100.00
Total Dept 901 - LOCAL REVENUE SHARING GRANTS		50,000.00	50,000.00	8,535.02	0.00	41,464.98	17.07
Dept 902 - OTHER GRANTS							
275-902-986.106	FEMA HEART MONITOR\EXTRICATION EQUIP	0.00	0.00	4,190.24	0.00	(4,190.24)	100.00
275-902-986.107	FEDERAL COMMUNITY ENERGY MGT GRANT	0.00	0.00	4,362.50	4,362.50	(4,362.50)	100.00
Total Dept 902 - OTHER GRANTS		0.00	0.00	8,552.74	4,362.50	(8,552.74)	100.00
TOTAL EXPENDITURES		50,000.00	50,000.00	17,087.76	4,362.50	32,912.24	34.18
Fund 275 - GRANT MANAGEMENT FUND:							
TOTAL REVENUES		50,000.00	50,000.00	(3,000.25)	(9,500.25)	53,000.25	6.00
TOTAL EXPENDITURES		50,000.00	50,000.00	17,087.76	4,362.50	32,912.24	34.18
NET OF REVENUES & EXPENDITURES		0.00	0.00	(20,088.01)	(13,862.75)	20,088.01	100.00

REVENUE AND EXPENDITURE REPORT FOR MANISTEE CITY  
 PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 430 - CAPITAL IMPROVEMENT FUND							
Revenues							
Dept 000							
430-000-699.000	TRANSFERS IN	401,647.00	401,647.00	0.00	0.00	401,647.00	0.00
Total Dept 000		401,647.00	401,647.00	0.00	0.00	401,647.00	0.00
TOTAL REVENUES		401,647.00	401,647.00	0.00	0.00	401,647.00	0.00
Expenditures							
Dept 000							
430-000-985.000	CAPITAL OUTLAY	90,000.00	90,000.00	0.00	0.00	90,000.00	0.00
430-000-986.004	RAMSDELL - HVAC NOTE	108,950.00	108,950.00	54,475.00	0.00	54,475.00	50.00
430-000-986.019	MARINA BLDG NOTE SUPPORT	65,000.00	65,000.00	0.00	0.00	65,000.00	0.00
430-000-986.020	FIRST ST BOND	69,590.00	69,590.00	0.00	0.00	69,590.00	0.00
430-000-986.029	LOCAL STREETS	80,000.00	80,000.00	0.00	0.00	80,000.00	0.00
Total Dept 000		413,540.00	413,540.00	54,475.00	0.00	359,065.00	13.17
Dept 905 - DEBT SERVICE							
430-905-991.000	PRINCIPLE PORTION OF PAYMENTS	0.00	0.00	44,020.69	44,020.69	(44,020.69)	100.00
430-905-992.012	2010 CAPITAL IMP BOND INTEREST	0.00	0.00	14,494.87	14,494.87	(14,494.87)	100.00
Total Dept 905 - DEBT SERVICE		0.00	0.00	58,515.56	58,515.56	(58,515.56)	100.00
TOTAL EXPENDITURES		413,540.00	413,540.00	112,990.56	58,515.56	300,549.44	27.32
Fund 430 - CAPITAL IMPROVEMENT FUND:							
TOTAL REVENUES		401,647.00	401,647.00	0.00	0.00	401,647.00	0.00
TOTAL EXPENDITURES		413,540.00	413,540.00	112,990.56	58,515.56	300,549.44	27.32
NET OF REVENUES & EXPENDITURES		(11,893.00)	(11,893.00)	(112,990.56)	(58,515.56)	101,097.56	950.06

REVENUE AND EXPENDITURE REPORT FOR MANISTEE CITY

PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 496 - RENAISSANCE PARK							
Revenues							
Dept 000							
496-000-699.000	TRANSFERS IN	5,620.00	5,620.00	5,616.00	0.00	4.00	99.93
Total Dept 000		5,620.00	5,620.00	5,616.00	0.00	4.00	99.93
TOTAL REVENUES		5,620.00	5,620.00	5,616.00	0.00	4.00	99.93
Expenditures							
Dept 000							
496-000-991.002	RENAISSANCE PARK - PRINCIPAL	5,620.00	5,620.00	5,616.00	0.00	4.00	99.93
Total Dept 000		5,620.00	5,620.00	5,616.00	0.00	4.00	99.93
TOTAL EXPENDITURES		5,620.00	5,620.00	5,616.00	0.00	4.00	99.93
Fund 496 - RENAISSANCE PARK:							
TOTAL REVENUES		5,620.00	5,620.00	5,616.00	0.00	4.00	99.93
TOTAL EXPENDITURES		5,620.00	5,620.00	5,616.00	0.00	4.00	99.93
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 08/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/19 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET				
Fund 501 - BOAT LAUNCH FUND							
Revenues							
Dept 000							
501-000-642.000	SALES	38,000.00	38,000.00	15,001.00	10,661.00	22,999.00	39.48
501-000-665.000	INVESTMENT - INTEREST	50.00	50.00	0.00	0.00	50.00	0.00
Total Dept 000		38,050.00	38,050.00	15,001.00	10,661.00	23,049.00	39.42
TOTAL REVENUES		38,050.00	38,050.00	15,001.00	10,661.00	23,049.00	39.42
Expenditures							
Dept 000							
501-000-752.000	SUPPLIES - OPERATING	3,000.00	3,000.00	21.49	21.49	2,978.51	0.72
501-000-801.000	PROFESSIONAL & CONSULTING SER	500.00	500.00	0.00	0.00	500.00	0.00
501-000-803.000	ADMINISTRATION	2,664.00	2,664.00	2,664.00	0.00	0.00	100.00
501-000-850.000	COMMUNICATIONS - PHONE	480.00	480.00	79.98	39.99	400.02	16.66
501-000-880.000	MARKETING & PROMOTION	500.00	500.00	0.00	0.00	500.00	0.00
501-000-918.000	UTILITIES - WATER	2,500.00	2,500.00	850.38	542.59	1,649.62	34.02
501-000-920.000	UTILITIES - ELECTRIC	3,800.00	3,800.00	932.49	463.03	2,867.51	24.54
501-000-930.000	REPAIRS/MAINT - BUILDINGS/LAN	3,000.00	3,000.00	11.25	0.00	2,988.75	0.38
501-000-931.000	REPAIRS/MAINT - EQUIPMENT	500.00	500.00	396.77	396.77	103.23	79.35
501-000-960.000	BANK CHARGES	700.00	700.00	98.21	20.97	601.79	14.03
Total Dept 000		17,644.00	17,644.00	5,054.57	1,484.84	12,589.43	28.65
Dept 905 - DEBT SERVICE							
501-905-991.203	PRINCIPAL - INTERNAL LOAN	13,690.00	13,690.00	0.00	0.00	13,690.00	0.00
501-905-992.203	INTEREST - INTERNAL LOAN	846.00	846.00	0.00	0.00	846.00	0.00
Total Dept 905 - DEBT SERVICE		14,536.00	14,536.00	0.00	0.00	14,536.00	0.00
TOTAL EXPENDITURES		32,180.00	32,180.00	5,054.57	1,484.84	27,125.43	15.71
Fund 501 - BOAT LAUNCH FUND:							
TOTAL REVENUES		38,050.00	38,050.00	15,001.00	10,661.00	23,049.00	39.42
TOTAL EXPENDITURES		32,180.00	32,180.00	5,054.57	1,484.84	27,125.43	15.71
NET OF REVENUES & EXPENDITURES		5,870.00	5,870.00	9,946.43	9,176.16	(4,076.43)	169.45

PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER UTILITY							
Revenues							
Dept 000							
592-000-540.000	STATE GRANT - OTHER	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
592-000-613.000	PENALTIES	13,000.00	13,000.00	8,642.98	4,816.55	4,357.02	66.48
592-000-614.000	WATER READY TO SERVE	227,630.00	227,630.00	30,691.40	19,636.42	196,938.60	13.48
592-000-616.000	NEW SERVICE	500.00	500.00	0.00	0.00	500.00	0.00
592-000-626.000	CHARGE FOR SERVICE	500.00	500.00	250.00	0.00	250.00	50.00
592-000-648.000	SALES - WATER	703,490.00	703,490.00	129,318.00	71,417.29	574,172.00	18.38
592-000-648.001	SALES - WATER SPRINKLERS	195,700.00	195,700.00	59,231.43	37,733.99	136,468.57	30.27
592-000-650.000	SALES - METERS	6,000.00	6,000.00	1,089.62	233.00	4,910.38	18.16
592-000-665.000	INVESTMENT - INTEREST	6,500.00	6,500.00	1,649.38	1,649.38	4,850.62	25.38
592-000-667.000	RENTAL INCOME	108,613.00	108,613.00	0.00	0.00	108,613.00	0.00
592-000-667.020	RENTAL - HYDRANT & TUNNEL	21,600.00	21,600.00	5,400.00	0.00	16,200.00	25.00
592-000-672.000	OTHER REVENUE	3,315.00	3,315.00	514.56	200.00	2,800.44	15.52
592-000-676.000	REIMBURSEMENT	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
592-000-680.000	CAPITAL COST RECOVERY	23,855.00	23,855.00	3,098.86	1,987.95	20,756.14	12.99
Total Dept 000		1,413,703.00	1,413,703.00	239,886.23	137,674.58	1,173,816.77	16.97
TOTAL REVENUES		1,413,703.00	1,413,703.00	239,886.23	137,674.58	1,173,816.77	16.97
Expenditures							
Dept 275 - GENERAL							
592-275-961.000	UTILITY OWNERSHIP FEE	0.00	0.00	0.00	7,787.17	0.00	0.00
592-275-995.000	TRANSFERS OUT	0.00	0.00	82,890.29	0.00	(82,890.29)	100.00
Total Dept 275 - GENERAL		0.00	0.00	82,890.29	7,787.17	(82,890.29)	100.00
Dept 542 - WATER OPERATION							
592-542-702.000	WAGES - FULL TIME	204,993.00	204,993.00	25,971.38	20,607.46	179,021.62	12.67
592-542-708.000	COSTS - SUTA	91.00	91.00	0.00	0.00	91.00	0.00
592-542-709.000	COSTS - SOCIAL SECURITY	14,422.00	14,422.00	2,369.12	1,395.58	12,052.88	16.43
592-542-711.000	COSTS - MEDICARE	3,373.00	3,373.00	554.09	326.39	2,818.91	16.43
592-542-713.000	WAGES - OVERTIME	9,250.00	9,250.00	3,081.46	1,435.72	6,168.54	33.31
592-542-713.001	WAGES - 2E STANDBY PAY	17,363.00	17,363.00	3,312.08	1,977.60	14,050.92	19.08
592-542-715.000	WAGES - PHYSICAL FITNESS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
592-542-717.000	COSTS - MERS CONTRIBUTION	16,635.00	16,635.00	3,471.15	1,372.51	13,163.85	20.87
592-542-718.000	COSTS - HEALTH INSURANCE	54,935.00	54,935.00	11,333.36	3,930.91	43,601.64	20.63
592-542-718.001	COSTS - HSA CONTRIBUTION	11,250.00	11,250.00	12,000.00	0.00	(750.00)	106.67
592-542-718.002	COSTS - DENTAL INSURANCE	3,212.00	3,212.00	691.14	219.62	2,520.86	21.52
592-542-718.003	COSTS - VISION / ANCILLIARY	804.00	804.00	113.99	56.99	690.01	14.18
592-542-721.000	COSTS - UNIFORM/CLEANING ALLO	3,500.00	3,500.00	367.20	272.00	3,132.80	10.49
592-542-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	3,000.00	990.58	250.00	2,009.42	33.02
592-542-725.000	COSTS - LIFE INSURANCE	444.00	444.00	101.65	32.34	342.35	22.89
592-542-726.000	COSTS - WORKERS COMPENSATION	7,616.00	7,616.00	1,382.50	685.14	6,233.50	18.15
592-542-727.000	WAGES - HOL/VAC/SICK SELLBACK	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
592-542-752.000	SUPPLIES - OPERATING	12,050.00	12,050.00	487.86	102.99	11,562.14	4.05
592-542-753.000	SUPPLIES - CHEMICALS	25,000.00	25,000.00	1,285.70	1,285.70	23,714.30	5.14
592-542-754.000	SUPPLIES - METERS	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
592-542-770.000	VEHICLE GAS / DIESEL	7,000.00	7,000.00	911.55	547.02	6,088.45	13.02
592-542-801.000	PROFESSIONAL & CONSULTING SER	24,000.00	24,000.00	500.00	500.00	23,500.00	2.08
592-542-802.000	ATTORNEY	250.00	250.00	0.00	0.00	250.00	0.00

PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 592 - WATER UTILITY							
Expenditures							
592-542-803.000	ADMINISTRATION	198,573.00	198,573.00	33,095.50	16,547.75	165,477.50	16.67
592-542-824.000	LAB TESTING	23,300.00	23,300.00	1,288.17	1,220.06	22,011.83	5.53
592-542-850.000	COMMUNICATIONS - PHONE	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
592-542-853.000	COMMUNICATIONS - CELL PHONES	1,250.00	1,250.00	662.77	429.74	587.23	53.02
592-542-900.000	PRINTING & PUBLISHING	3,250.00	3,250.00	0.00	0.00	3,250.00	0.00
592-542-913.000	TRAVEL & TRAINING	2,250.00	2,250.00	475.00	475.00	1,775.00	21.11
592-542-915.000	MEMBERSHIPS & DUES	575.00	575.00	0.00	0.00	575.00	0.00
592-542-920.000	UTILITIES - ELECTRIC	72,000.00	72,000.00	13,644.90	6,866.15	58,355.10	18.95
592-542-930.000	REPAIRS/MAINT - BUILDINGS/LAN	3,000.00	3,000.00	595.95	13.02	2,404.05	19.87
592-542-931.000	REPAIRS/MAINT - EQUIPMENT	106,700.00	106,700.00	3,873.20	2,573.20	102,826.80	3.63
592-542-932.000	REPAIRS/MAINT - VEHICLES	1,500.00	1,500.00	9.16	9.16	1,490.84	0.61
592-542-933.000	SOFTWARE AGREE / COPIER MAINT	5,675.00	5,675.00	1,552.11	59.94	4,122.89	27.35
592-542-935.000	INSURANCE	6,000.00	6,000.00	5,317.67	0.00	682.33	88.63
592-542-957.000	MOTOR POOL	50,000.00	50,000.00	8,333.34	4,166.67	41,666.66	16.67
592-542-960.000	BANK CHARGES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
592-542-961.000	UTILITY OWNERSHIP FEE	93,446.00	93,446.00	15,574.34	0.00	77,871.66	16.67
592-542-985.000	CAPITAL OUTLAY	7,750.00	7,750.00	1,020.00	1,020.00	6,730.00	13.16
Total Dept 542 - WATER OPERATION		1,052,457.00	1,052,457.00	154,366.92	68,378.66	898,090.08	14.67
Dept 902 - OTHER GRANTS							
592-902-947.001	2018 WATER PILOT GRANT	0.00	0.00	6,589.65	6,562.50	(6,589.65)	100.00
Total Dept 902 - OTHER GRANTS		0.00	0.00	6,589.65	6,562.50	(6,589.65)	100.00
Dept 903 - CAPITAL OUTLAY - OVER \$5,000							
592-903-985.000	CAPITAL OUTLAY	122,000.00	0.00	0.00	0.00	0.00	0.00
592-903-987.019	WW IMPROVE PHASE I 070	0.00	122,000.00	0.00	0.00	122,000.00	0.00
Total Dept 903 - CAPITAL OUTLAY - OVER \$5,000		122,000.00	122,000.00	0.00	0.00	122,000.00	0.00
Dept 905 - DEBT SERVICE							
592-905-962.000	ACCRUED INTEREST EXPENSE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
592-905-991.000	PRINCIPLE PORTION OF PAYMENTS	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
592-905-992.011	2010 DWRF BOND INTEREST	7,375.00	7,375.00	3,812.50	3,812.50	3,562.50	51.69
592-905-992.014	2011 DWRF BOND INTEREST	7,314.00	7,314.00	3,656.94	3,656.94	3,657.06	50.00
Total Dept 905 - DEBT SERVICE		55,689.00	55,689.00	7,469.44	7,469.44	48,219.56	13.41
TOTAL EXPENDITURES		1,230,146.00	1,230,146.00	251,316.30	90,197.77	978,829.70	20.43
Fund 592 - WATER UTILITY:							
TOTAL REVENUES		1,413,703.00	1,413,703.00	239,886.23	137,674.58	1,173,816.77	16.97
TOTAL EXPENDITURES		1,230,146.00	1,230,146.00	251,316.30	90,197.77	978,829.70	20.43
NET OF REVENUES & EXPENDITURES		183,557.00	183,557.00	(11,430.07)	47,476.81	194,987.07	6.23

PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 593 - SEWER UTILITY							
Revenues							
Dept 000							
593-000-613.000	PENALTIES	37,000.00	37,000.00	0.00	0.00	37,000.00	0.00
593-000-615.000	SEWER READY TO SERVE	655,080.00	655,080.00	85,215.86	54,502.12	569,864.14	13.01
593-000-616.000	NEW SERVICE	9,500.00	9,500.00	0.00	0.00	9,500.00	0.00
593-000-649.000	SALES - SEWER	2,233,555.00	2,233,555.00	356,861.76	196,283.61	1,876,693.24	15.98
593-000-665.000	INVESTMENT - INTEREST	18,500.00	18,500.00	3,507.80	836.00	14,992.20	18.96
593-000-672.000	OTHER REVENUE	3,315.00	3,315.00	0.00	0.00	3,315.00	0.00
593-000-676.000	REIMBURSEMENT	0.00	0.00	525.00	25.00	(525.00)	100.00
593-000-696.000	BOND/NOTE PROCEEDS	8,632,000.00	8,632,000.00	0.00	0.00	8,632,000.00	0.00
593-000-699.000	TRANSFERS IN	0.00	0.00	82,890.29	0.00	(82,890.29)	100.00
Total Dept 000		11,588,950.00	11,588,950.00	529,000.71	251,646.73	11,059,949.29	4.56
TOTAL REVENUES		11,588,950.00	11,588,950.00	529,000.71	251,646.73	11,059,949.29	4.56
Expenditures							
Dept 275 - GENERAL							
593-275-961.000	UTILITY OWNERSHIP FEE	0.00	0.00	0.00	7,787.17	0.00	0.00
Total Dept 275 - GENERAL		0.00	0.00	0.00	7,787.17	0.00	0.00
Dept 543 - SEWER OPERATIONS							
593-543-702.000	WAGES - FULL TIME	283,914.00	283,914.00	47,339.28	35,543.22	236,574.72	16.67
593-543-708.000	COSTS - SUTA	136.00	136.00	0.00	0.00	136.00	0.00
593-543-709.000	COSTS - SOCIAL SECURITY	19,367.00	19,367.00	3,605.56	2,171.58	15,761.44	18.62
593-543-711.000	COSTS - MEDICARE	4,530.00	4,530.00	843.20	507.83	3,686.80	18.61
593-543-713.000	WAGES - OVERTIME	26,250.00	26,250.00	2,799.32	1,174.57	23,450.68	10.66
593-543-713.001	WAGES - 2E STANDBY PAY	1,200.00	1,200.00	119.12	0.00	1,080.88	9.93
593-543-715.000	WAGES - PHYSICAL FITNESS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
593-543-717.000	COSTS - MERS CONTRIBUTION	19,123.00	19,123.00	3,911.69	1,937.88	15,211.31	20.46
593-543-718.000	COSTS - HEALTH INSURANCE	51,755.00	51,755.00	16,238.72	5,605.77	35,516.28	31.38
593-543-718.001	COSTS - HSA CONTRIBUTION	11,250.00	11,250.00	15,000.00	0.00	(3,750.00)	133.33
593-543-718.002	COSTS - DENTAL INSURANCE	3,047.00	3,047.00	905.88	314.32	2,141.12	29.73
593-543-718.003	COSTS - VISION / ANCILLIARY	730.00	730.00	158.73	79.37	571.27	21.74
593-543-721.000	COSTS - UNIFORM/CLEANING ALLOW	4,620.00	4,620.00	504.59	254.29	4,115.41	10.92
593-543-723.000	COSTS - RETIREE HEALTH CARE	111.00	111.00	0.00	0.00	111.00	0.00
593-543-725.000	COSTS - LIFE INSURANCE	1,510.00	1,510.00	214.16	60.06	1,295.84	14.18
593-543-726.000	COSTS - WORKERS COMPENSATION	5,296.00	5,296.00	1,010.73	501.52	4,285.27	19.08
593-543-727.000	WAGES - HOL/VAC/SICK SELBACK	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
593-543-752.000	SUPPLIES - OPERATING	39,450.00	39,450.00	3,158.04	963.19	36,291.96	8.01
593-543-753.000	SUPPLIES - CHEMICALS	25,000.00	25,000.00	5,064.09	5,064.09	19,935.91	20.26
593-543-770.000	VEHICLE GAS / DIESEL	3,500.00	3,500.00	468.71	244.92	3,031.29	13.39
593-543-801.000	PROFESSIONAL & CONSULTING SERV	33,500.00	33,500.00	987.00	987.00	32,513.00	2.95
593-543-802.000	ATTORNEY	250.00	250.00	0.00	0.00	250.00	0.00
593-543-803.000	ADMINISTRATION	198,573.00	198,573.00	33,095.50	16,547.75	165,477.50	16.67
593-543-824.000	LAB TESTING	5,500.00	5,500.00	956.00	956.00	4,544.00	17.38
593-543-850.000	COMMUNICATIONS - PHONE	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
593-543-853.000	COMMUNICATIONS - CELL PHONES	1,250.00	1,250.00	393.07	120.03	856.93	31.45
593-543-900.000	PRINTING & PUBLISHING	3,250.00	3,250.00	0.00	0.00	3,250.00	0.00
593-543-913.000	TRAVEL & TRAINING	7,000.00	7,000.00	275.00	135.00	6,725.00	3.93
593-543-915.000	MEMBERSHIPS & DUES	625.00	625.00	0.00	0.00	625.00	0.00

PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
<b>Fund 593 - SEWER UTILITY</b>							
<b>Expenditures</b>							
593-543-920.000	UTILITIES - ELECTRIC	135,000.00	135,000.00	23,835.12	11,738.05	111,164.88	17.66
593-543-921.000	UTILITIES - NATURAL GAS	17,000.00	17,000.00	1,912.51	808.20	15,087.49	11.25
593-543-930.000	REPAIRS/MAINT - BUILDINGS/LAND	16,000.00	16,000.00	4,412.65	4,324.15	11,587.35	27.58
593-543-931.000	REPAIRS/MAINT - EQUIPMENT	179,400.00	179,400.00	10,220.16	7,370.28	169,179.84	5.70
593-543-932.000	REPAIRS/MAINT - VEHICLES	3,000.00	3,000.00	566.46	54.54	2,433.54	18.88
593-543-933.000	SOFTWARE AGREE / COPIER MAINT	3,775.00	3,775.00	502.11	59.94	3,272.89	13.30
593-543-935.000	INSURANCE	24,000.00	24,000.00	13,935.42	0.00	10,064.58	58.06
593-543-957.000	MOTOR POOL	116,000.00	116,000.00	19,333.34	9,666.67	96,666.66	16.67
593-543-960.000	BANK CHARGES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
593-543-961.000	UTILITY OWNERSHIP FEE	93,446.00	93,446.00	15,574.34	0.00	77,871.66	16.67
593-543-985.000	CAPITAL OUTLAY	6,750.00	6,750.00	4,091.67	1,800.00	2,658.33	60.62
<b>Total Dept 543 - SEWER OPERATIONS</b>		<b>1,354,108.00</b>	<b>1,354,108.00</b>	<b>231,432.17</b>	<b>108,990.22</b>	<b>1,122,675.83</b>	<b>17.09</b>
<b>Dept 903 - CAPITAL OUTLAY - OVER \$5,000</b>							
593-903-985.000	CAPITAL OUTLAY	8,434,500.00	0.00	0.00	0.00	0.00	0.00
593-903-987.016	2018 TWELFTH ST SEWER MAIN	0.00	0.00	(15,316.60)	(15,316.60)	15,316.60	100.00
593-903-987.018	2018 COLLECT SYSTEM REHAB PILOT PROJ	0.00	62,500.00	46,649.49	46,649.49	15,850.51	74.64
593-903-987.019	WW IMPROVE PHASE I 070	0.00	3,890,000.00	0.00	0.00	3,890,000.00	0.00
593-903-987.021	WW IMPROVE PHASE II 073	0.00	4,482,000.00	(3,533.39)	(3,853.19)	4,485,533.39	(0.08)
<b>Total Dept 903 - CAPITAL OUTLAY - OVER \$5,000</b>		<b>8,434,500.00</b>	<b>8,434,500.00</b>	<b>27,799.50</b>	<b>27,479.70</b>	<b>8,406,700.50</b>	<b>0.33</b>
<b>Dept 905 - DEBT SERVICE</b>							
593-905-960.000	BANK CHARGES	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
593-905-962.000	ACCRUED INTEREST EXPENSE	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
593-905-963.000	BOND ISSUANCE EXPENSE	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
593-905-991.000	PRINCIPLE PORTION OF PAYMENTS	1,500,328.00	1,500,328.00	0.00	0.00	1,500,328.00	0.00
593-905-992.007	1999 B SRF BOND INTEREST	5,375.00	5,375.00	3,562.50	3,562.50	1,812.50	66.28
593-905-992.009	2006 SRF BOND INTEREST	19,293.00	19,293.00	9,646.57	9,646.57	9,646.43	50.00
593-905-992.010	2010 SRF BOND INTEREST	10,402.00	10,402.00	5,388.44	5,388.44	5,013.56	51.80
593-905-992.012	2010 CAPITAL IMP BOND INTEREST	106,426.00	106,426.00	54,879.76	54,879.76	51,546.24	51.57
593-905-992.013	2011 SRF BOND INTEREST	21,769.00	21,769.00	10,884.68	10,884.68	10,884.32	50.00
593-905-992.015	2015 W/S REVENUE BOND - INT	86,675.00	86,675.00	0.00	0.00	86,675.00	0.00
593-905-992.016	2017 W/S REVENUE & REFUNDING - INTERE	81,172.00	81,172.00	0.00	0.00	81,172.00	0.00
593-905-992.017	2018 USDA RD SEWER REHAB INTEREST	55,287.00	55,287.00	0.00	0.00	55,287.00	0.00
593-905-992.018	2018 USDA RD BASIN CONVEYANCE INTERES'	188,479.00	188,479.00	0.00	0.00	188,479.00	0.00
<b>Total Dept 905 - DEBT SERVICE</b>		<b>2,131,706.00</b>	<b>2,131,706.00</b>	<b>84,361.95</b>	<b>84,361.95</b>	<b>2,047,344.05</b>	<b>3.96</b>
<b>TOTAL EXPENDITURES</b>		<b>11,920,314.00</b>	<b>11,920,314.00</b>	<b>343,593.62</b>	<b>228,619.04</b>	<b>11,576,720.38</b>	<b>2.88</b>
<b>Fund 593 - SEWER UTILITY:</b>							
TOTAL REVENUES		11,588,950.00	11,588,950.00	529,000.71	251,646.73	11,059,949.29	4.56
TOTAL EXPENDITURES		11,920,314.00	11,920,314.00	343,593.62	228,619.04	11,576,720.38	2.88
NET OF REVENUES & EXPENDITURES		(331,364.00)	(331,364.00)	185,407.09	23,027.69	(516,771.09)	55.95

PERIOD ENDING 08/31/2019

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

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 594 - MARINA FUND							
Revenues							
Dept 000							
594-000-642.000	SALES	2,500.00	2,500.00	1,971.00	1,104.00	529.00	78.84
594-000-645.000	SALES - FUEL	90,000.00	90,000.00	79,549.40	48,076.34	10,450.60	88.39
594-000-646.000	SALES - DOCKAGE	77,000.00	77,000.00	34,492.81	17,512.00	42,507.19	44.80
594-000-667.000	RENTAL INCOME	9,000.00	9,000.00	2,440.00	60.00	6,560.00	27.11
594-000-672.000	OTHER REVENUE	0.00	0.00	(20.00)	(20.00)	20.00	100.00
594-000-698.000	INSURANCE SETTLEMENT	0.00	0.00	9,577.23	9,577.23	(9,577.23)	100.00
594-000-699.000	TRANSFERS IN	65,000.00	65,000.00	0.00	0.00	65,000.00	0.00
Total Dept 000		243,500.00	243,500.00	128,010.44	76,309.57	115,489.56	52.57
TOTAL REVENUES		243,500.00	243,500.00	128,010.44	76,309.57	115,489.56	52.57
Expenditures							
Dept 000							
594-000-704.000	WAGES - PART-TIME	25,000.00	25,000.00	12,422.14	9,349.95	12,577.86	49.69
594-000-708.000	COSTS - SUTA	63.00	63.00	38.35	23.57	24.65	60.87
594-000-709.000	COSTS - SOCIAL SECURITY	1,562.00	1,562.00	950.89	584.49	611.11	60.88
594-000-711.000	COSTS - MEDICARE	365.00	365.00	222.39	136.69	142.61	60.93
594-000-713.000	WAGES - OVERTIME	200.00	200.00	134.06	77.34	65.94	67.03
594-000-726.000	COSTS - WORKERS COMPENSATION	902.00	902.00	455.82	280.23	446.18	50.53
594-000-752.000	SUPPLIES - OPERATING	5,000.00	5,000.00	1,579.16	899.98	3,420.84	31.58
594-000-760.000	SUPPLIES - GASOLINE	54,180.00	54,180.00	57,107.66	36,018.42	(2,927.66)	105.40
594-000-761.000	SUPPLIES - DIESEL FUEL	23,220.00	23,220.00	15,024.40	8,968.48	8,195.60	64.70
594-000-801.000	PROFESSIONAL & CONSULTING SER	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
594-000-803.000	ADMINISTRATION	12,175.00	12,175.00	6,087.50	0.00	6,087.50	50.00
594-000-880.000	MARKETING & PROMOTION	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
594-000-918.000	UTILITIES - WATER	9,000.00	9,000.00	2,722.98	2,128.95	6,277.02	30.26
594-000-920.000	UTILITIES - ELECTRIC	9,500.00	9,500.00	2,161.92	990.94	7,338.08	22.76
594-000-921.000	UTILITIES - NATURAL GAS	3,500.00	3,500.00	141.40	60.66	3,358.60	4.04
594-000-930.000	REPAIRS/MAINT - BUILDINGS/LAN	10,000.00	10,000.00	326.20	0.00	9,673.80	3.26
594-000-930.001	REPAIRS/MAINT - SEICHE DAMAGE	10,000.00	10,000.00	6,247.42	6,247.42	3,752.58	62.47
594-000-931.000	REPAIRS/MAINT - EQUIPMENT	2,000.00	2,000.00	599.30	453.95	1,400.70	29.97
594-000-935.000	INSURANCE	2,500.00	2,500.00	889.33	0.00	1,610.67	35.57
594-000-958.000	SALES TAX	5,800.00	5,800.00	5,137.19	0.00	662.81	88.57
594-000-960.000	BANK CHARGES	5,500.00	5,500.00	4,386.85	2,844.71	1,113.15	79.76
594-000-985.000	CAPITAL OUTLAY	800.00	800.00	0.00	0.00	800.00	0.00
Total Dept 000		184,267.00	184,267.00	116,634.96	69,065.78	67,632.04	63.30
Dept 905 - DEBT SERVICE							
594-905-991.201	MARINA BLDG - PRINCIPAL	25,908.00	25,908.00	0.00	0.00	25,908.00	0.00
594-905-991.203	PRINCIPAL - INTERNAL LOAN	27,131.00	27,131.00	0.00	0.00	27,131.00	0.00
594-905-992.201	MARINA BLDG - INTEREST	6,479.00	6,479.00	0.00	0.00	6,479.00	0.00
594-905-992.203	INTEREST - INTERNAL LOAN	3,456.00	3,456.00	0.00	0.00	3,456.00	0.00
Total Dept 905 - DEBT SERVICE		62,974.00	62,974.00	0.00	0.00	62,974.00	0.00
TOTAL EXPENDITURES		247,241.00	247,241.00	116,634.96	69,065.78	130,606.04	47.17

PERIOD ENDING 08/31/2019

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GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 594 - MARINA FUND							
Fund 594 - MARINA FUND:							
	TOTAL REVENUES	243,500.00	243,500.00	128,010.44	76,309.57	115,489.56	52.57
	TOTAL EXPENDITURES	247,241.00	247,241.00	116,634.96	69,065.78	130,606.04	47.17
	NET OF REVENUES & EXPENDITURES	(3,741.00)	(3,741.00)	11,375.48	7,243.79	(15,116.48)	304.08

PERIOD ENDING 08/31/2019

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GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2019 NORM (ABNORM)	MONTH 08/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 661 - MOTOR POOL FUND							
Revenues							
Dept 000							
661-000-642.000	SALES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
661-000-665.000	INVESTMENT - INTEREST	5,000.00	5,000.00	1,437.61	692.79	3,562.39	28.75
661-000-670.003	EQUIPMENT RENTAL - FIRE	76,000.00	76,000.00	12,666.66	6,333.33	63,333.34	16.67
661-000-670.004	EQUIPMENT RENTAL - PARKS	19,000.00	19,000.00	3,166.66	1,583.33	15,833.34	16.67
661-000-670.005	EQUIPMENT RENTAL - POLICE	50,000.00	50,000.00	8,000.00	4,000.00	42,000.00	16.00
661-000-670.006	EQUIPMENT RENTAL - PUBLIC WOR	90,000.00	90,000.00	15,000.00	7,500.00	75,000.00	16.67
661-000-670.007	EQUIPMENT RENTAL - STREETSEWE	0.00	0.00	19,333.34	9,666.67	(19,333.34)	100.00
661-000-670.008	EQUIPMENT RENTAL - WATER	50,000.00	50,000.00	8,333.34	4,166.67	41,666.66	16.67
661-000-670.009	EQUIPMENT RENTAL - WWTP	116,000.00	116,000.00	0.00	0.00	116,000.00	0.00
661-000-696.000	BOND/NOTE PROCEEDS	140,000.00	140,000.00	0.00	0.00	140,000.00	0.00
Total Dept 000		551,000.00	551,000.00	67,937.61	33,942.79	483,062.39	12.33
TOTAL REVENUES		551,000.00	551,000.00	67,937.61	33,942.79	483,062.39	12.33
Expenditures							
Dept 000							
661-000-935.000	INSURANCE	35,000.00	35,000.00	42,276.00	0.00	(7,276.00)	120.79
661-000-981.100	EQUIPMENT - DPW	436,027.00	436,027.00	42,890.00	0.00	393,137.00	9.84
661-000-981.200	EQUIPMENT - PARKS	15,500.00	15,500.00	0.00	0.00	15,500.00	0.00
661-000-981.300	EQUIPMENT - POLICE	53,000.00	53,000.00	0.00	0.00	53,000.00	0.00
661-000-981.400	EQUIPMENT - FIRE	29,000.00	29,000.00	29,000.00	0.00	0.00	100.00
661-000-981.600	EQUIPMENT - SEWER	91,311.00	91,311.00	(3,300.00)	(3,300.00)	94,611.00	(3.61)
Total Dept 000		659,838.00	659,838.00	110,866.00	(3,300.00)	548,972.00	16.80
TOTAL EXPENDITURES		659,838.00	659,838.00	110,866.00	(3,300.00)	548,972.00	16.80
Fund 661 - MOTOR POOL FUND:							
TOTAL REVENUES		551,000.00	551,000.00	67,937.61	33,942.79	483,062.39	12.33
TOTAL EXPENDITURES		659,838.00	659,838.00	110,866.00	(3,300.00)	548,972.00	16.80
NET OF REVENUES & EXPENDITURES		(108,838.00)	(108,838.00)	(42,928.39)	37,242.79	(65,909.61)	39.44
TOTAL REVENUES - ALL FUNDS		24,148,087.00	24,148,087.00	3,949,556.29	2,884,099.58	20,198,530.71	16.36
TOTAL EXPENDITURES - ALL FUNDS		24,879,824.00	24,879,824.00	2,861,569.68	1,472,592.98	22,018,254.32	11.50
NET OF REVENUES & EXPENDITURES		(731,737.00)	(731,737.00)	1,087,986.61	1,411,506.60	(1,819,723.61)	148.69



To: Thad Taylor, Manager  
City of Manistee

Date: September 23, 2019

From: Lissette Reyes  
Community Development Fellow  
Project Rising Tide

Mr. Taylor,

I'm writing to request City Council's consideration of their official adoption of the Project Rising Tide action plan documents for the City of Manistee.

The action plans for consideration are:

- Economic development strategy: Provides specific action items, responsible parties, partners and priorities for the City of Manistee for economic development.
- Housing action plan: Provides specific recommendations on housing solutions for the City of Manistee to consider and adopt to relieve the housing crisis in the community.
- Branding and Marketing Toolbox: Provides the City of Manistee a new logo, slogan and image to update all City content and increase community ownership and pride.

All the action plan documents are a result of the City of Manistee's commitment with Project Rising Tide in 2018 and the priorities set by the City of Manistee and the Steering Committee. The official adoption of these strategies will set a clear framework for community and economic development efforts moving forward.

Respectfully submitted,

Lissette Reyes



**RESOLUTION  
PROJECT RISING TIDE PLANS ADOPTION**

**WHEREAS**, The City of Manistee has been participating in Project Rising Tide since November 2018, a state initiative charged with providing capacity and support to communities to build a sustainable economic and community development framework.

**WHEREAS**, the assistance received through Project Rising Tide is of great significance to the economic well-being and quality of life of the City of Manistee and Manistee County; and the programs and services provided by the project consultants, community development fellow and State of Michigan organizations have been of utmost advantage to the community.

**WHEREAS**, the Project Rising Tide steering committee is comprised of the City of Manistee, Manistee County, Manistee Area Chamber of Commerce, Manistee Downtown Development Authority, Manistee Intermediate School District, West Shore Community College, Munson Manistee Hospital, Manistee Manufacturers Council, Little River Band of Ottawa Indians, Manistee Planning and Zoning Department and the Manistee County Visitors Bureau who have unanimously agreed to adopt all recommendations, strategy documents and action items, including the Economic Development Strategy, Housing Action Plan, Manistee Forward and Branding materials (as fitting for each organization's brand and image).

**WHEREAS**, the Project Rising Tide community development fellow has met with the Steering Committee member and has been encouraged to submit a resolution of adoption for all community organizations participating in the project as responsible parties or partners;

**NOW, THEREFORE, BE IT RESOLVED**, that the Manistee City Council hereby supports adoption of the Project Rising Tide economic development strategy, housing action plan and branding materials as guiding documents for development efforts and community collaboration to support the growth of the City of Manistee and Manistee County.

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Roger Zielinski  
Mayor

Date

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Heather Pefley  
City Clerk

Date



# CITY OF MANISTEE

## ECONOMIC DEVELOPMENT STRATEGY

JULY 2019



*The Rising Tide project supports vibrant, thriving communities to attract business investment and talent by creating a sustainable path toward economic stability and growth. The Michigan Economic Development Corporation, Talent Investment Agency, and Michigan State Housing Development Authority—collectively, the Talent and Economic Development (TED) team—have committed their assets to engaging specific communities across the state in order to empower them to shape their future and maximize economic potential. This document was produced as part of that effort.*



in association with



# CONTENTS

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OVERVIEW	1
SUMMARY OF KEY DATA	3
STRATEGY PROCESS	7
LOCAL & REGIONAL GOALS	9
ECONOMIC DEVELOPMENT STRATEGY	11



*The Vogue Theatre is a historical asset and a key downtown attraction.*



# OVERVIEW

## INTRODUCTION

Economic development has evolved over the last several decades to emerge as a more holistic discipline focused on creating prosperous local and state economies. Originally concentrated solely on the recruitment and retention of industry, primarily manufacturing, economic development has become a much broader effort recognizing the importance of additional factors, such as the roles played by talent, tourism, place, and entrepreneurialism in the economic success of a community. For the purpose of this economic development strategy, these areas are defined below:

### Talent

The available or needed people and skills enabling a community to be competitive in helping local businesses expand, attracting new business, or creating jobs themselves.

### Industry

Best classified as “traditional economic development,” Industry focuses on manufacturing, mining, or other value-added industries where the end products or services are sold outside the immediate local economy.

### Tourism

The attraction of visitors, and their related spending, from outside the local area. Tourism has several forms, from recreation and leisure to business-related to agri-tourism. For the purposes of this strategy, it is defined as recreation and leisure-related visits and visitors.

### Place

This includes the physical areas that help define the character of a

community. Downtowns, historic districts, neighborhoods and housing, and bike trails are all examples of Place. Place is a key factor in a community’s ability to attract and retain Talent.

### Entrepreneurialism

The development of entrepreneurs and small businesses is key to economic prosperity. In addition to their role as economic contributors, small businesses help retain money in the local economy. Nurturing these entrepreneurs and small businesses can help grow them into larger businesses and contributors to the local economy.

This economic development strategy for the City of Manistee encompasses these five main areas. In addition, the City recognizes that economic development is a team sport and requires cooperation from multiple groups to reach its goals. This strategy addresses all of these areas and solidifies partnerships among the entities working in these areas: City of Manistee; Manistee Area Chamber of Commerce; Manistee Downtown Development Authority; and the Manistee County Visitors Bureau. The City believes this cooperative approach will create a sum greater than its parts and position all of the entities for success.

## LOCATION

Located along Michigan’s west coast, on the shores of Lake Michigan, the City of Manistee is jewel in the crown of northern Michigan. In addition to the sandy shores of Lake Michigan, the city is also bordered by Manistee Lake and bisected by the Manistee River.

The City of Manistee (population 6,201) is the county seat of Manistee County (population 25,511) and its largest city. The community is served by the 45-bed Manistee Hospital, part of Munson Healthcare network.

## TRANSPORTATION NETWORK

### Air

The City is home to a regional airport with daily service to Chicago Midway Airport.

### Road

US-31 runs north and south through Manistee, connecting the community to Traverse City to the north and Muskegon to the south. M-55, a state trunkline, connects Manistee on an east-west corridor to the east coast of Michigan.

### Water

The City has a deep draft commercial harbor that can support Great Lakes faring commercial freighters.

### Rail

Manistee is served by the Marquette line connecting the city's industry to Grand Rapids to the south.

## STRATEGIC ADVANTAGE

Manistee is an ideal location for those wanting picturesque views of lakes and rivers, a charming historic downtown, or hikes in the nearby Manistee National Forest. The community has rich natural resources that are an ideal place for outdoor enthusiasts as well as families and businesses who appreciate a high quality of life and great value for cost of living.



*River Street in charming, downtown Manistee offers many shopping opportunities for visitors.*



# SUMMARY OF KEY DATA

## POPULATION

The estimated total population for the City of Manistee is 6,201, which is estimated to increase slightly to 6,228 by 2023. The City of Manistee's median age is 44.9, which is significantly less than the county average of 49.3, but older than the state and national average age of 40.2 and 38.3 years old, respectively. The City of Manistee and Manistee County, like many waterfront northern Michigan communities, has a high number of retirees which skews age data higher.

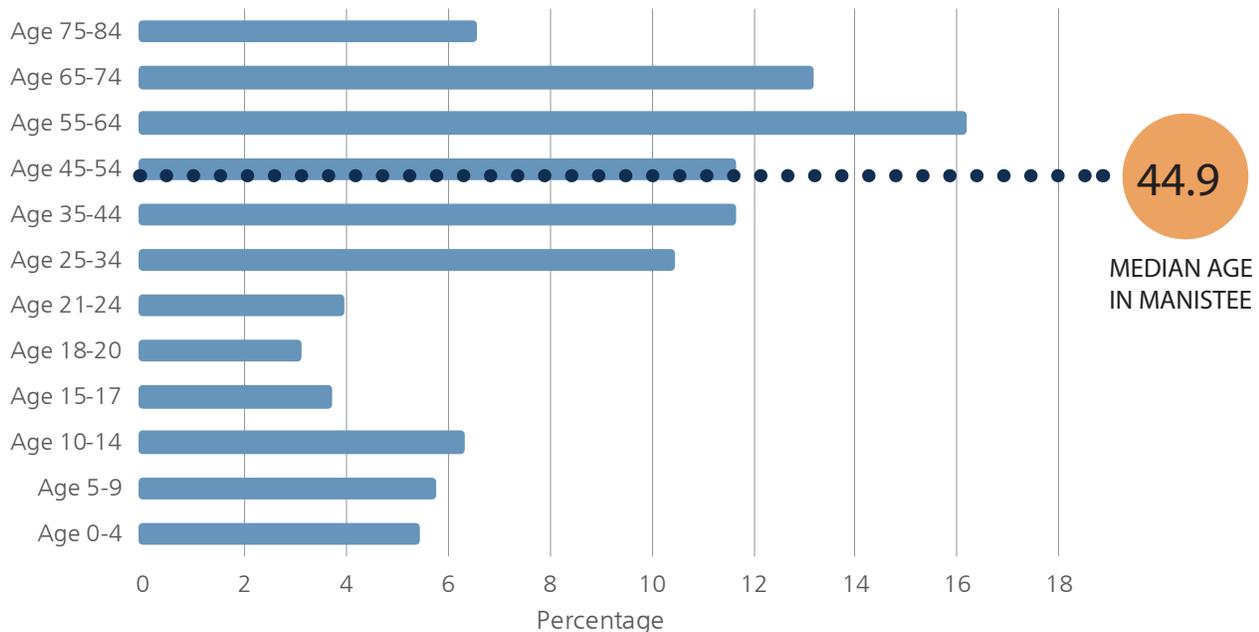
SITE	2018 MEDIAN AGE
Manistee City, MI	44.9
Manistee County, MI	49.3
Michigan	40.2
USA	38.3

*Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2018 and 2023*

SITE	2018 TOTAL POPULATION	2023 TOTAL POPULATION
Manistee City, MI	6,201	6,228
Manistee County, MI	25,195	25,511
Michigan	10,057,191	10,182,805
USA	330,088,686	343,954,683

*Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2018 and 2023*

## 2019 ESTIMATED POPULATION BY AGE



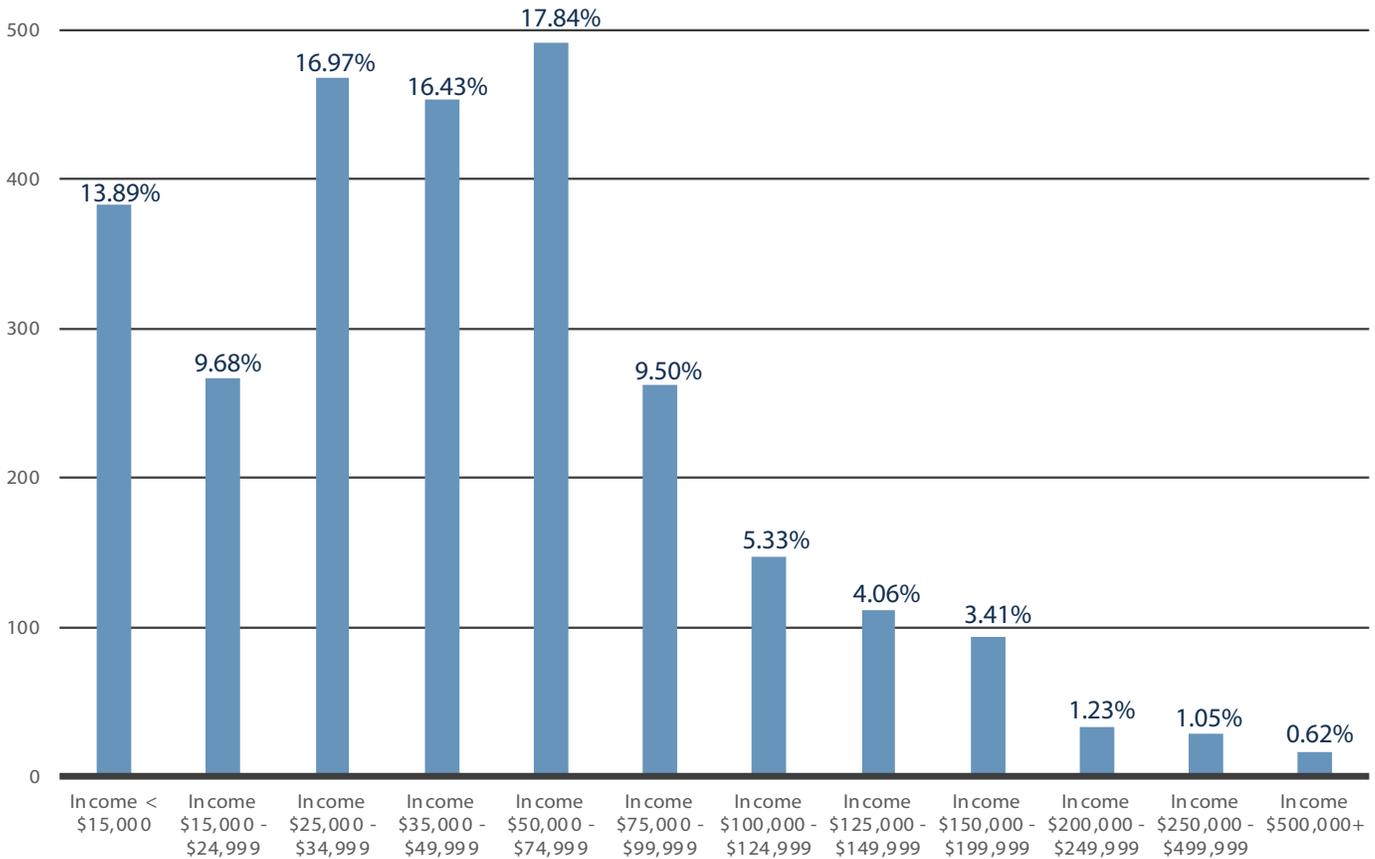
## HOUSEHOLD INCOME

The 2018 estimated average household income for the City of Manistee is \$53,877. This compares to the average household income of \$57,549 in the rest of Manistee County.

SITE	2018 AVERAGE HOUSEHOLD INCOME
Manistee City, MI	\$53,877
Manistee County, MI	\$57,549
Michigan	\$74,148
USA	\$83,694

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2018 and 2023

## CITY OF MANISTEE HOUSEHOLDS BY INCOME (2019)



Source: Claritas, LLC 2019

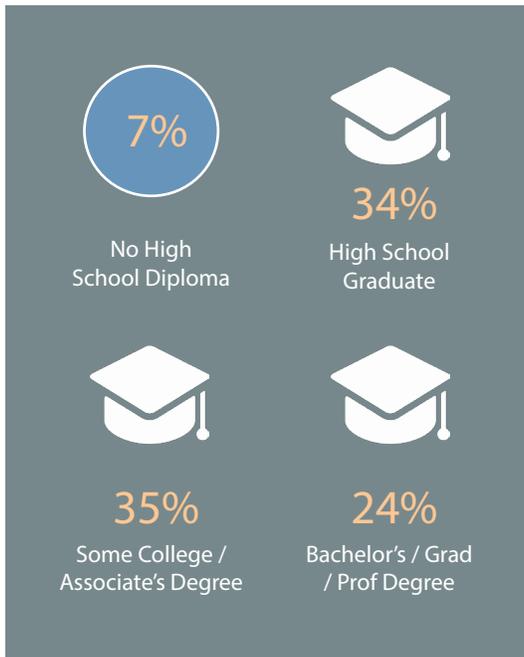


The "Bluefish" is a popular restaurant in downtown Manistee attracting both residents and visitors.

## WORKFORCE

The City of Manistee has a workforce of 2,731. 59% of residents have at least some college, while 24% of those residents have a bachelor's degree or higher.

The workforce in the City of Manistee is well diversified. The largest percentage (12.36%) of the workforce are in the Sales/Related occupations while Office/Administrative Support (10.3%) comes in second, followed by Management (8.84%) in third.



Source: Claritas, LLC 2019



Manistee was selected as a Project Rising Tide Community.



Manistee is located on the shores of Lake Michigan.

2019 ESTIMATED CIVILIANS EMPLOYED AGE 16+ BY OCCUPATION	COUNT	PERCENT
Architecture / Engineering	30	1.22
Arts / Design / Entertainment / Sports / Media	48	1.95
Building / Grounds Cleaning / Maintenance	110	4.46
Business / Financial Operations	81	3.28
Community / Social Services	71	2.88
Computer / Mathematical	10	0.41
Construction / Extraction	162	6.57
Education / Training / Library	123	4.99
Farming / Fishing / Forestry	18	0.73
Food Preparation / Serving Related	205	8.31
Healthcare Practitioner / Technician	123	4.99
Healthcare Support	63	2.55
Installation / Maintenance / Repair	63	2.55
Legal	28	1.14
Life / Physical / Social Science	2	0.08
Management	218	8.84
Office / Administrative Support	254	10.30
Production	126	5.11
Protective Services	138	5.59
Sales / Related	305	12.36
Personal Care / Service	168	6.81
Transportation / Material Moving	121	4.91

Source: Claritas, LLC 2019

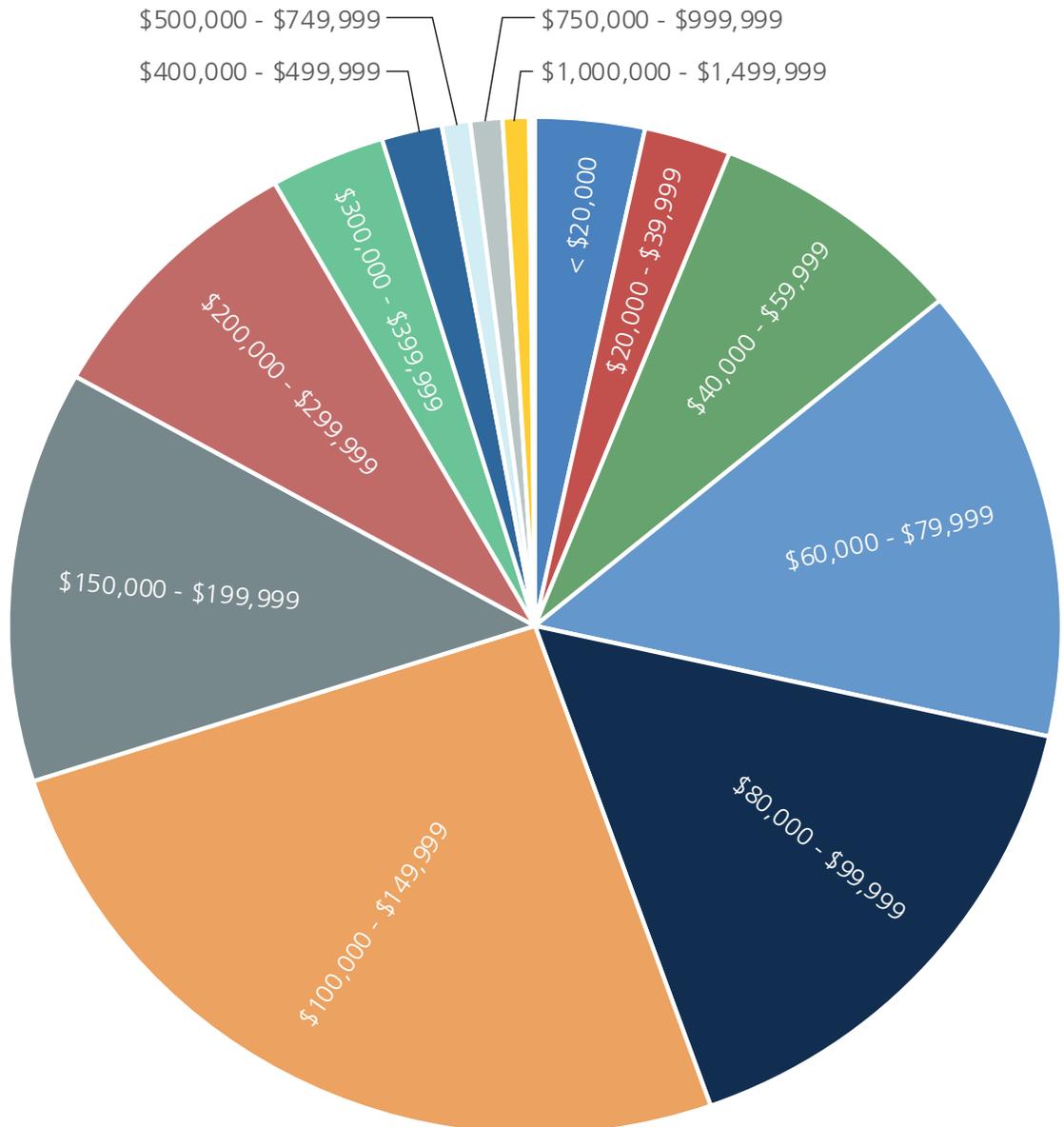
## HOUSING

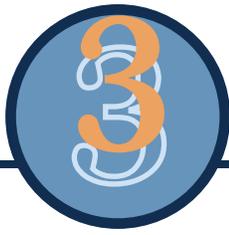
There are 2,758 occupied housing units in the City of Manistee. Of those, 1,727 (62.6%) are owner-occupied while 1,031 (38.4%) are renter-occupied. The average home value in the City is \$146,592, compared with \$175,084 in Manistee County. 77% of houses in the City were built before 1980 with nearly 41% built before 1940.

SITE	2018 AVERAGE HOME VALUE
Manistee City, MI	\$146,592
Manistee County, MI	\$175,084
Michigan	\$198,011
USA	\$310,149

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2018 and 2023

### 2019 ESTIMATED OWNER-OCCUPIED HOUSING UNITS BY VALUE





# STRATEGY PROCESS

## PUBLIC ENGAGEMENT

Over the winter of 2019, several meetings were conducted to determine possible opportunities to be seized in the future. On February 25, the City held a public meeting at the Vogue Theatre, where 85 residents and stakeholders gathered to create a list of strengths, weaknesses, opportunities and threats (SWOT). Attendees then were asked to vote on the most important items in each area. The list on the following page shows these items by category, with the number of votes in parentheses.

By far the most votes received in any category was the identification of natural resources as the community’s greatest strength, and related items such as the

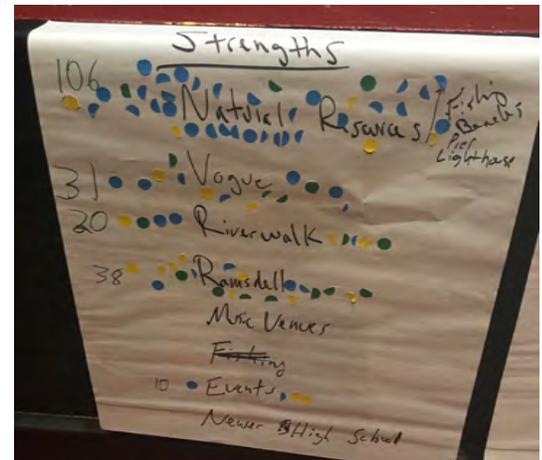
Riverwalk, County trail system, and deepwater port were also acknowledged. The strength of existing built assets and the opportunity of new and growing establishments demonstrate a firm base for increased prosperity. Overall, the results speak to a high-quality built and natural environment that is exceptionally well-positioned for prosperity.

Yet the top weakness and threat each point to a factor that can prevent success despite the best positioning: disunity. Collaboration, vision, and optimism reveal themselves in short supply, and they are necessary ingredients for success. Diverse housing issues also dot the tops of the lists, including affordability and deferred maintenance.

STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
What INTERNAL strengths does the City have that are within the City’s control?	What INTERNAL aspects of the City are holding it back from success?	What EXTERNAL factors offer potential for the City to thrive?	What EXTERNAL factors put the City’s success at risk?



Public meeting attendees participating in the SWOT analysis.



An example of a “Strength” list with sticker votes for the SWOT analysis.

## SWOT ANALYSIS

### STRENGTHS

- Natural Resources (106)
- Ramsdell Theater (38)
- Vogue Theater (30)
- Airport/Commercial Services (25)
- Historic Downtown (21)
- Riverwalk (20)
- Volunteering (14)
- Health Care/Hospitals (11)
- Events (10)
- West Shore Community College (10)
- Downtown Merchants (9)
- Senior Center Project (8)
- Local Newspaper (8)
- Deep Water Port (7)
- Farmers Market (7)
- Workforce (7)
- Community Foundation (6)
- Rail (6)
- History (5)
- Retirement Community (5)
- Marina (5)
- Churches (4)
- Armory Youth Project (3)
- Minerals (2)
- US 31 (2)
- Casino (2)
- School Choices (1)
- Studies/Surveys

### WEAKNESSES

- Lack of Community Collaboration (47)
- Vacant Storefronts (34)
- Lack of Vision (28)
- Lack of Low-Income Housing (25)
- Tax Structure (24)
- Aging Infrastructure (19)
- Lack of Youth (18)
- Lack of Diversity (14)
- Cost of Public Transportation (10)
- Low Wages (9)
- Childcare (8)
- Lack of Workforce (7)
- Urban Blight (7)
- Lack of LGBTQ Resources (7)
- Polluted Lake (7)
- Senior Housing (6)
- Lack of Teen Hangout (6)
- Lack of Walking and bike paths (6)
- Affordable Healthcare (6)
- Roads (4)
- Seasonal Population (4)
- Lack of Expressway (3)
- Lack of Indoor Playground (1)
- Victorian Architecture

### OPPORTUNITIES

- Affordable Housing/Multi Family (53)
- Small Business Development (38)
- New Industries (27)
- County Trail System (21)
- Business Incubator/Commercial Kitchen (18)
- Downtown Storefronts (15)
- Indoor Sports/Gym (15)
- Leverage Deep Water Port (13)
- Downtown Casino Location (12)
- Volunteer Opportunities (9)
- Safe Harbor (8)
- Marihuana + Hemp (8)
- Central Economic Dev. Zone (7)
- Family Arcade (6)
- Veterans Center (6)
- Natural Resources (6)
- Rail Station (6)
- Industrial Park (6)
- Downtown Housing (5)
- Warming Shelter (5)
- Cruise Ships (4)
- Big Box Retail (4)
- Diversity Centers (4)
- Workforce Development Center (4)
- Wood Pellet Factory (3)
- Convention Center (3)
- Class A 1 Athletes (1)
- Chain Restaurants

### THREATS

- Negativity (46)
- Lack of Affordable Housing (41)
- Drugs (30)
- Declining Population (29)
- High Taxes (17)
- Trained Workforce (16)
- Aging Homes and Infrastructure (16)
- Real Manistee (13)
- Aging Population (12)
- Not Addressing Root Problems (10)
- Poverty (10)
- Pollution/Contamination (8)
- Natural Disasters/Weather (6)
- Lack of Trust In leadership (6)
- Lack of Identity (5)
- Large Business Leaving (4)
- Outsiders buying Property (4)
- Invasive Species (3)
- Declining Fish Population (3)
- Political Silos (3)
- Lack of Neighborhoods (2)
- National Economy (2)
- Nestle (2)
- Unlicensed Cannabis (2)
- Increasing Homelessness (2)
- Crime (2)
- Volunteer Burnout (1)
- Automation
- Tourism



# LOCAL & REGIONAL GOALS

## LOCAL ECONOMIC GOALS

For an economic development strategy to follow best practices put forth by the Redevelopment Ready Communities program, the individual objectives must tie back to one or more local goals as well as goals identified in the regional context. Each of the goals put forth in this strategy meets this criterion. In the City's adopted Master Plan (2016), it has identified several goals in Economic Development / Job Creation. These are:

### Goal 1

Explore new opportunities for assisting Downtown as well as supporting opportunities which currently exist.

### Goal 2

Maintain and continue to utilize water resources around the City for promotion of economic development.

### Goal 3

Receive and maintain status as an approved municipality in the Redevelopment Ready Community (RRC) Program through the State of Michigan.

### Goal 4

Continue to work toward communication and consensus, both among residents of the community and also among various departments, boards and commissions.

### Goal 5

Continue to work with agencies and groups outside of those within the City of Manistee Government.

### Goal 6

Seek and expand job creation which is sought after by many local residents.

### Goal 7

Continue to embrace Placemaking as a method to draw interest of those wishing to locate within a community which offers experiences and a style of living which is uniquely Manistee.

### Goal 8

Continue to support through land use practices the opportunity for residents to pursue occupations within their residences.



*Downtown Manistee is quaint and historic, with numerous economic development opportunities.*

### Goal 9

Maintain a GIS database of property information for marketing purposes.

### Goal 10

Work with Networks Northwest, MSU Extension, and USDA Rural Development during the Stronger Economies Together (SET) Planning Process.

## REGIONAL ECONOMIC GOALS

Prosperity Region 2, which encompasses the northwestern portion of the lower peninsula, has identified the following goals for the region's economic development goals:

### Goal 1: Education Goal

Region-wide access to educational opportunities that support learning, career preparedness, and self-efficacy.

### Goal 2: Economic and Workforce Development Goal

A business environment where one can create, grow, or relocate a business knowing one will be able to access the labor, infrastructure and amenities necessary to thrive sustainably and profitably.

### Goal 3: Health Care Goal

A health care system focused on the community with active collaboration amongst providers, agencies and coalitions.

### Goal 4: Tourism and Natural Resources Goal

Increased engagement of local residents around tourism and recreational use of our natural resources to promote quality of life and desirability of our region for family and business.

### Goal 5: Agriculture and Local Food Systems Goal

An agriculture and food sector able to increase production, add value to products, and reach new markets through collaborative efforts and development of aggregation, processing, storage and distribution infrastructure.

### Goal 6: Infrastructure Goal

Maintain functionality of existing infrastructure and implement sustain able improvements where funding permits.

## TIES TO OTHER KEY PLANNING DOCUMENTS

The development of this economic development strategy took into account two other key municipal planning documents: the City's Master Plan and Capital Improvement Plan (CIP.) These two documents provide goals and financing mechanisms to implement recommendations in the Master Plan and, in part, this strategy. The City's Master Plan outlines its main goals for the community. These goals are directly tied to this strategy through the Local and Regional Goals section. The CIP plays a smaller role in support of this document as the vast majority of the recommendations in the strategy speak to multiple organizations and projects that are not typically contained in a municipal CIP. However, the City's existing CIP, and projects therein, are important to maintaining and improving overall quality of life in the community which is a key factor in the largest recommendation of population recruitment.



*Existing pavillions near Lake Michigan provide picnic and outdoor opportunities for visitors and residents.*



# ECONOMIC DEVELOPMENT STRATEGY

## STRATEGIC OBJECTIVES

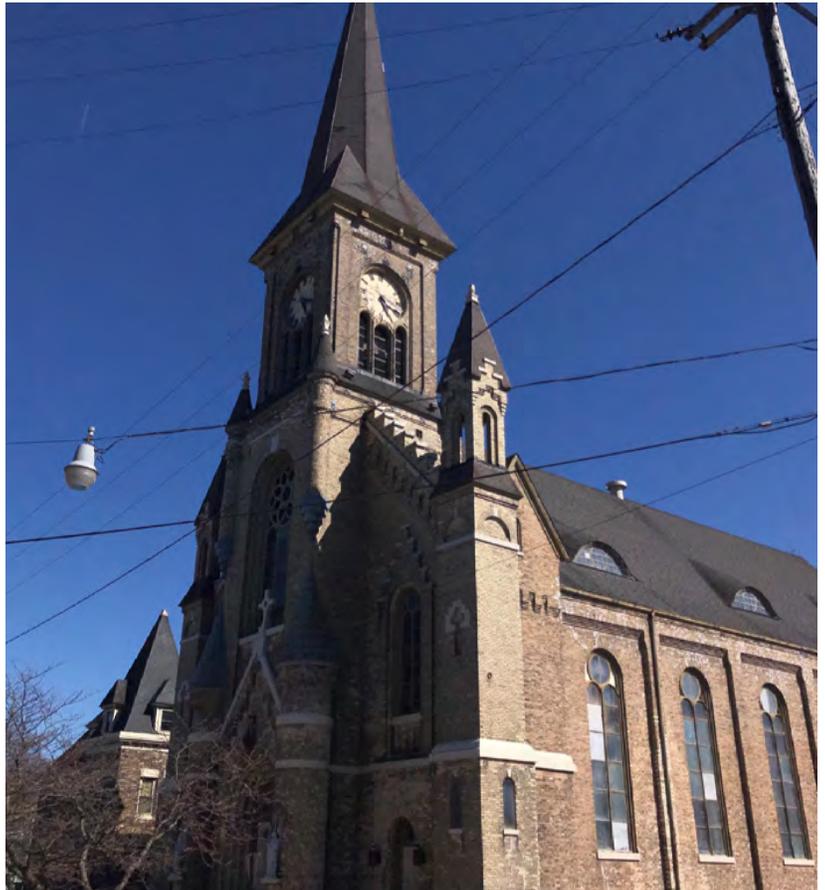
The Economic Development Strategy is a direct reflection of the input of stakeholders and professional redevelopment staff. It balances the desires of the community with market feasibility and the City and partners' capacity for this strategy's execution. These objectives are organized in the areas of Talent, Industry, Tourism, Place, and Entrepreneurship.

### Talent

#### *Population Recruitment*

Without question, the biggest obstacle to the City and surrounding area is declining population since 2000. This has had a ripple effect across the community. From fewer students in schools to fewer workers for businesses to less demand for retail, a negative growth rate will continue to result in numerous ongoing challenges for the community. Without more people living in Manistee year-round, problems such as vacant storefronts downtown and in surrounding retail strip malls will continue to worsen. The community needs to create an ongoing population recruitment campaign to market the City to prospective residents.

The primary targets of a population recruitment effort are people who already own a second home in the area and the thousands of visitors who come to Manistee every year. These two groups already understand the high quality of life the area offers from a visitor perspective and have an appreciation of the community. Another potential target is graduates from local schools who have moved. Using social media to tell the community's story is the best way to reach these people.



*Built in 1888, Guardian Angel Church is one of the City's historical assets.*

### Industry

#### *Industrial Sites Marketed*

There are several parcels and available industrial properties within the City. These properties need to be promoted through both the City's website as well as the regional economic development partner, the Manistee Area Chamber of Commerce. Collecting base information on these properties, as well as creating custom marketing pieces for each one, should be the highest priority for industry retention, expansion, and recruitment. Marketing available properties is the fundamental base for economic development within a community.



Several large industrial operations already exist in the Manistee area.

### *Vertical Cluster Strategy*

The Manistee area is home to several larger industrial companies like Packaging Corporation of America, Fab-Lite, Noron Industries, Martin Marietta Magnesia Specialties, and Morton Salt. The community should work with these companies to identify potential suppliers and customers who could benefit from being located closer to their operations.

### *Manistee Manufacturers Council*

Local manufacturers have created the Manistee Manufacturers Council, whose stated goals are to be a strong advocate for area manufacturers; improve communication with local leaders and the public; improve business-to-business cooperation and sharing of best practices; foster cooperation; and ensure a viable workforce. These excellent goals create a cooperative culture within the community.

### *Tourism*

#### *Shoulder Season and Midweek Tourism Development*

The Manistee County Visitors Bureau (CVB), as part of their three-year marketing plan, identified the need to broaden both the number of active months of tourism in Manistee as well as increase mid-week tourism during

the summer months as goals. Achieving these goals would tremendously increase the amount of spending in Manistee area lodging facilities as well as within the community's restaurants and retail establishments. The City should fully support the CVB's efforts in this area.

### *Place*

#### *Housing*

Housing is a large need in Manistee. A housing study is being completed to quantify specific demand. A lack of inventory of available houses has been stifling to the area's ability to grow and attract new residents. The City should look to attract developers to assist in creating the specific types of housing the community needs.

- » Upper Floor: Many upper floors of buildings downtown are vacant or underused. These buildings should be targeted for upper-floor apartments. The MEDC has a program to help address these potential units. Adding units downtown creates two significant benefits. First, it generates additional cash flow for the building, making it more profitable for the owner. Also, it increases the number of potential customers downtown, helping to make other businesses viable as well.

## *Downtown*

This section provides several recommendations specific for downtown. While many of these projects could apply to areas in addition to downtown, the importance of the downtown district cannot be understated. As for the core business district, it is the home to a majority of the historic buildings in the community and is the district prospective businesses and residents evaluate to determine the viability of the community, even if they are not going to locate downtown themselves.

- » West Shore Community College Downtown Location: WSCC has been considering a downtown location in the former Glick's building along the riverfront. This could serve as a significant traffic generator for downtown. Further exploration should also be made with WSCC about being a remote campus for other higher education institutions such as Western Michigan University or Central Michigan University.
- » Façade Improvements: The exterior facades of many buildings downtown need appropriate repair. The DDA should continue its façade program but alter it to do fewer larger grants instead of more and smaller grant amounts. The focus should be on creating visually impactful repairs or improvements consistent with the historic nature of the building.
- » Real Estate Development Assistance (Downtown): There are numerous real estate development opportunities downtown. There needs to be a concentrated effort to market these sites and provide developer recruitment (see recommendation below) and education to potential small "mom and pop" developers. The City has already hosted MEDC staff to do a pro forma 101 training. These trainings should continue and offer potential developers one-on-one assistance. Capacity does need to be added locally to do this type of training. Ideally, staffing with this

knowledge and training capacity could be added so it could be used "on demand."

- » Business Improvement Trainings: As much as empty storefronts need to be filled, keeping the existing businesses downtown (and potentially helping them expand) should be a top priority. The Chamber and DDA could partner to offer trainings on customer service, merchandising, accounting, marketing, and social media.
- » Market Data + Recruitment / Expansion: This data includes retail leakage statistics which calls out the areas where spending within the community is leaving to other markets or online competitors. These areas are the most likely to find success locally in recapturing these sales. This data should be shared with downtown businesses and property owners to help focus efforts in expansion and / or attracting businesses to fill these needs.
- » Marina Dock Upgrades and Replacement: The municipal marina is a big source of foot traffic in the downtown during the summer months. The city appropriately has dock upgrades and replacement in their Capital Improvement Plan (CIP) and it is the only significant public infrastructure project highlighted in this plan. Maintaining this hub of summertime activity is important to maintaining foot traffic and related spending in downtown. In addition to serving the purpose of traffic generation, the marina and the boat traffic it serves also helps give Manistee its identity as a coastal community.



*The Manistee River Walk provides residents and visitors access to the Manistee River.*

### *Developer Recruitment*

The City has a need for several types of real estate development. Much of this need is focused downtown, but also needs attention in the surrounding neighborhoods. Project Rising Tide is also working on a housing study which will identify in more detail the types and amount of housing needed. Regardless, developers will be needed to construct or rehab buildings to serve these purposes. A developer-specific packet which contains both market data and specific real estate opportunities should be created, focusing on key redevelopment sites, as well as continued efforts at proactive hosting and recruitment of developers.

### *Entrepreneurship*

#### *Entrepreneurship Trainings*

In conjunction with the Small Business Development Center, trainings for people who are interested in starting a business should be held either biannually or quarterly. In addition, other business improvement trainings could also be held on topics like customer service, merchandising, accounting, marketing, and social media.

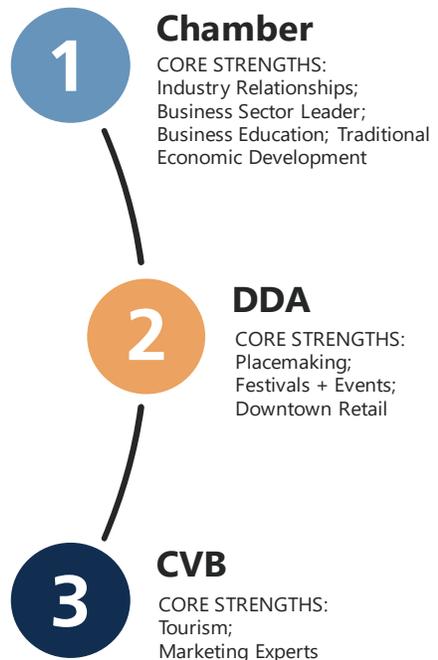
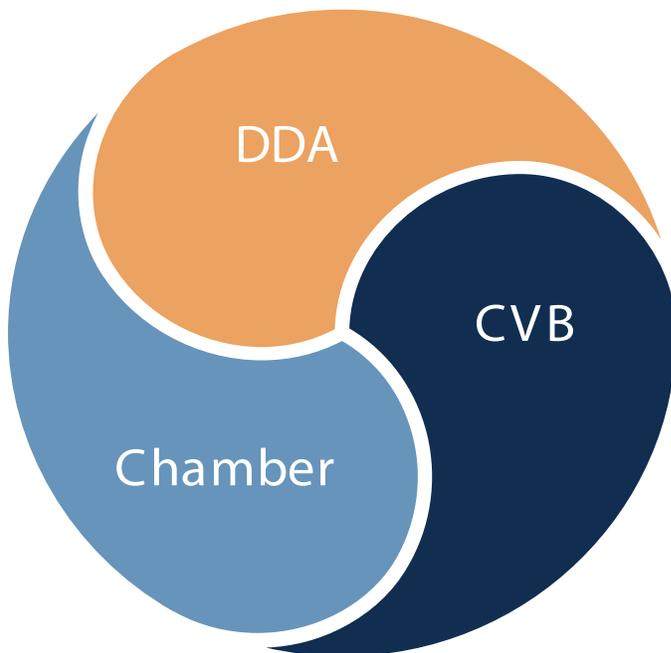
## IMPLEMENTATION PARTNERS

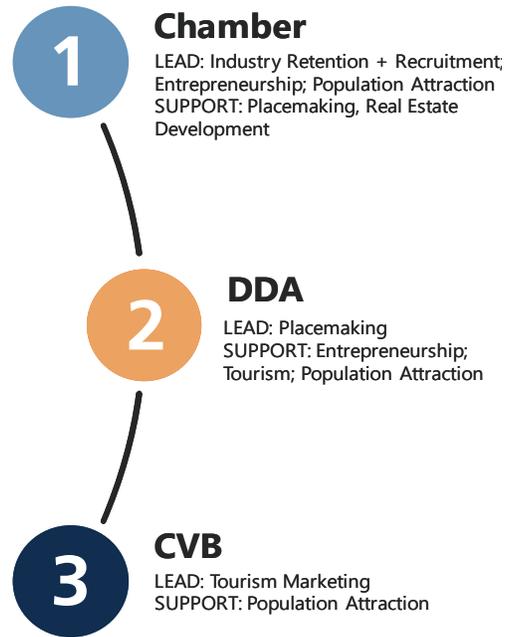
The City of Manistee is fortunate to have strong partners within the community. For the purposes of this economic development strategy, the partners below have been identified for implementing this strategy:

- » City of Manistee
- » Manistee County
- » City of Manistee Downtown Development Authority (DDA)
- » Manistee Area Chamber of Commerce
- » Manistee County Visitors Bureau (CVB)

### *Manistee Forward*

The entities above each possess specific strengths as it relates to specific objectives. Historically, some of these entities have not always been able to cooperate effectively with one another. To put it bluntly, there is, and still remains, a lack of trust among some of these leaders. Trust is built through communication and accountability. The process to create this strategy was guided by the Project Rising Tide Economic Development Subcommittee. This subcommittee should become a permanent group and rename itself





“Manistee Forward,” to reflect the goal of group to be focused on the betterment of the Manistee community. Furthermore, this group should be altered to include the Chair and top executive staff member of each of the entities above and should meet on a monthly basis to discuss projects and efforts each entity is working on. This will create a regular open channel of communication among these key organizations. This communication is key to rebuilding trust among the organizations.

**Organizational Strengths**

Recently, the City of Manistee and Manistee County have both contracted with the Manistee Area Chamber of Commerce to provide economic development services. Based on this relationship, the chart to the left outlines the core strengths of these entities. Based on these core strengths, the division of responsibilities for the implementation of the strategy should be as shown in the chart at the top of this page.

**Additional Capacity**

No one organization currently has the capacity to provide the needed assistance to potential developers, specifically in the area of real estate development. This includes developer attractions, pro forma development, and knowledge

of the various incentives. It is the recommendation of this strategy for the DDA to create a financially significant “fee for service” arrangement with the Chamber to provide these services. The Chamber’s new economic development initiative would need to hire additional staffing or professional services to provide this additional capacity. The pooling of resources to provide for this capacity makes the most financial sense. Adding the specific “fee for service” component allows for the two organizations to build trust by outlining specific areas of services and goals related to those services.

The City of Manistee has a tremendous amount of assets and potential. By better organizing focused on specific tasks, the community has the best chance for success moving forward.

**IMPLEMENTATION STRATEGY**

The following table summarizes the specific actions presented in this strategy for moving Manistee toward greater economic prosperity. For each item, the local and regional goals it supports are identified along with the responsible party, potential or necessary partners, and a relative timeframe for completion. This table is meant to serve as a “to-do” list for the Manistee community.

Short-term: 0-1 years

Medium-term: 1-4 years

Long-term: 5-10 years

TALENT					
ACTION	LOCAL GOAL(S)	REGIONAL GOAL(S)	LEAD PARTY	PARTNER(S)	TIMEFRAME
Create an ongoing population recruitment campaign, targeting second homeowners in the area.	6, 7	1, 2, 4	City of Manistee	Chamber of Commerce	Medium-term
Create an ongoing population recruitment campaign, targeting Manistee visitors.	6, 7	1, 2, 4	City of Manistee	Chamber of Commerce	Medium-term
Create an ongoing population recruitment campaign using social media, targeting graduates from local schools who have moved.	6, 7	1, 2, 4	City of Manistee	Chamber of Commerce	Medium-term

INDUSTRY					
ACTION	LOCAL GOAL(S)	REGIONAL GOAL(S)	LEAD PARTY	PARTNER(S)	TIMEFRAME
Promote available industrial properties on the City's website and through the Manistee Chamber of Commerce.	3, 6, 10	1, 2	City of Manistee	Chamber of Commerce	Medium-term
Collect information about available industrial properties and create custom marketing pieces for each one in order to promote industry retention, expansion and recruitment.	3, 6, 10	1, 2	City of Manistee	Chamber of Commerce	Short-term
Collaborate with large industrial companies in the area to identify potential suppliers and customers who could benefit from being located closer to their operations.	5, 6, 10	2	Chamber of Commerce	Local industrial businesses	Medium-term
Maintain the Manistee Manufacturers Council with the Council's existing goals.	6, 10	1, 2	Local industrial businesses	Chamber of Commerce	Short-, Medium-, & Long-term

TOURISM					
ACTION	LOCAL GOAL(S)	REGIONAL GOAL(S)	LEAD PARTY	PARTNER(S)	TIMEFRAME
Support the Manistee County Visitors Bureau in broadening both the number of active months of tourism in Manistee as well as increase mid-week tourism during the summer months.	1, 2, 7	4	City of Manistee	CVB	Short-, Medium-, & Long-term

Short-term: 0-1 years

Medium-term: 1-4 years

Long-term: 5-10 years

PLACE					
ACTION	LOCAL GOAL(S)	REGIONAL GOAL(S)	LEAD PARTY	PARTNER(S)	TIMEFRAME
HOUSING					
Attract developers to assist in creating the specific types of housing the community needs.	7, 8	2	City of Manistee	Chamber of Commerce	Medium-term
Target vacant or underused upper floors of downtown buildings for housing.	1, 7	2	DDA	MEDC	Medium-term
DOWNTOWN					
Partner with West Shore Community College (WSCC) to establish a downtown location in the former Glick's building.	1, 5	1, 2	WSCC	City of Manistee; DDA	Medium-term
Partner with WSCC to establish a remote campus for other higher education institutions.	5	1, 2	City of Manistee	WSCC	Medium-term
Continue the existing façade program, but with a focus on more and smaller grant amounts instead of fewer large grant amounts.	1, 7	2	DDA		Short- & Medium-term
Focus façade improvements on creating visually impactful repairs or improvements consistent with the historic nature of the building.	1, 7	2	DDA		Short- & Medium-term
Market downtown real estate development opportunities.	1, 3, 6, 9	1, 2, 4	DDA	City of Manistee	Short-term
Provide developer recruitment and education to potential small "mom and pop" developers.	1, 3, 6, 7, 8	1, 2	DDA	Chamber of Commerce	Medium-term
Offer trainings on customer service, merchandising, accounting, marketing, and social media in order to keep existing businesses downtown.	1,	1, 2	Chamber of Commerce; DDA	CVB	Medium-term
Share market data with downtown businesses to help focus efforts in expansion and/or attracting businesses.	1, 3, 5, 6, 9	1, 2	DDA	Chamber of Commerce	Medium- & Long-term
Create a developer-specific packet with market data and specific real estate opportunities.	3, 9, 10	1, 2	City of Manistee	Chamber of Commerce	Short-term

ENTREPRENEURSHIP					
ACTION	LOCAL GOAL(S)	REGIONAL GOAL(S)	LEAD PARTY	PARTNER(S)	TIMEFRAME
Provide either biannual or quarterly trainings for people who are interested in starting a business.	4, 6, 10	1, 2	Chamber of Commerce	Small Business Development Center; WSCC	Short-, Medium-, & Long-term



# CITY OF MANISTEE

## HOUSING ACTION PLAN

**DRAFT SEPTEMBER 2019**



*The Rising Tide project supports vibrant, thriving communities to attract business investment and talent by creating a sustainable path toward economic stability and growth. The Michigan Economic Development Corporation, Talent Investment Agency, and Michigan State Housing Development Authority—collectively, the Talent and Economic Development (TED) team—have committed their assets to engaging specific communities across the state in order to empower them to shape their future and maximize economic potential. This document was produced as part of that effort.*



**HOUSING  
NORTH**

in association with

**B R i**

**Beckett & Raeder**

**M E D C**

MICHIGAN ECONOMIC  
DEVELOPMENT CORPORATION



Talent and Economic  
Development Department  
of Michigan

# OVERVIEW

## INTRODUCTION

Housing is a foundation of any community discussion around economic development, transportation, health, and myriad other issues. It touches every aspect of our individual lives, and can determine the makeup—and future—of opportunities for both individuals and communities.

For many years, housing has been a key priority for the City of Manistee, surrounding communities, and community partners. Long-standing shortages of housing that's safe and affordable to a broad spectrum of the community—seniors, people with disabilities, young people, low- and moderate-income households, and more—along with aging and deteriorating housing stock, have impacted the community's economy and quality of life. Nonprofits, local governments, and community organizations have all identified housing as a priority issue, and have worked collaboratively through groups like the Human Services Collaborative Body to implement service-based solutions to housing needs. At the same time, efforts like House Manistee, led by the Alliance for Economic Success, convened stakeholders around potential courses of action. Yet, complex and expensive development processes, combined with a myriad of related barriers to housing, drive housing shortages that continue to impact Manistee's residents and economy.

In 2018-2019, as part of the Michigan Economic Development Corporation's Rising Tide program, Manistee stakeholders identified housing as a key

economic development issue and focus area, and worked with consultants Beckett & Raeder and regional housing nonprofit Housing North to identify actions and development opportunities.

## PROCESS

Housing North staff conducted face-to-face and phone interviews with city and county officials, employers, developers, realtors, and philanthropy to identify:

- Current housing issues, needs, and demand
- Community concerns around housing
- Local case studies and success stories
- Priority sites and opportunities
- Agency/partner roles
- Implementation needs for specific solutions
- Opportunities for collaboration

In addition to housing interviews and recommendations, Rising Tide and Housing North coordinated a community discussion on Wednesday, June 26, on housing needs and solutions. Information and discussion addressed:

- Housing needs, definitions, solutions, and opportunities
- Development opportunities and other solutions

The event attracted over 40 participants and was covered extensively in local media.



## ORGANIZATION

The Manistee Housing Action Plan is organized into three sections:

1. *Manistee Housing Needs* summarizes community input and existing data to identify housing needs, along with barriers to meeting those needs.
2. *Housing Action: Vision & Goals* includes a vision for Manistee's housing future and goals. Next steps, partners, and resources are identified for each goal.
3. *Implementation Resources & Documents* includes sample documents, resource guides, and related materials needed for partners to take action on goals identified in Section 2.



# MANISTEE HOUSING NEEDS



# HOUSING NEEDS IN MANISTEE

Interviews, data analysis, and stakeholder input obtained throughout the Housing Action Plan process pointed to two primary housing issues in Manistee: poor housing quality, and a lack of diverse housing options that are affordable and available to current and prospective residents. Addressing these issues requires consideration of barriers and community roles in housing development and redevelopment.

## HOUSING QUALITY

One of the foremost housing concerns in Manistee is related to the poor quality of significant numbers of housing. Community discussions and interviews focus on the limited availability of homes that are “move-in ready,” noting that relocating employees often find few housing choices that don’t require immediate, significant investments in repairs or improvements. Often, the short supply of available and affordable housing leaves families with few choices but to live in deteriorating or inadequate homes. This issue is often cited as being of particular concern for renters, with residents and housing organizations reporting that the limited availability of rental choices discourages renters from reporting or addressing substandard housing concerns, in fear that they may lose their rental home and that additional housing may not be available.

However, evaluating the condition of a community’s housing stock is difficult on a large scale. Most measures of housing condition rely on interior and exterior inspections, or on detailed housing surveys that evaluate various structural indicators on individual properties. The US Census and American Housing Survey use a number of indicators with correlations to housing inadequacy. These “proxy measures” include the lack of complete kitchen and plumbing facilities; overcrowding; and age. When



combined with other data and input from residents, this data can help identify the potential for housing condition concerns in communities.

- The American Housing Survey considers lack of complete plumbing or kitchen facilities as indicators of physical condition issues or substandard quality; and these indicators are important components used by HUD and other agencies in assessing the quality of housing stock and the presence of inadequate housing. “Complete plumbing facilities” are defined by the US Census and the American Housing Survey as those with hot and cold running water, a flush toilet, and a bathtub or shower. Housing units with two or less of these components are characterized as lacking complete plumbing facilities. “Complete kitchen facilities” include a sink with piped water, a range, and a refrigerator. Homes with two or less of these components are considered to lack complete kitchen facilities. The 2017 American Community Survey (ACS) estimates that in Manistee County, 35 occupied housing units lack complete plumbing facilities and 103 occupied housing units lack complete kitchen facilities. In the City, 10 occupied homes lack complete plumbing, and 66 lack complete

kitchen facilities.

- Overcrowding is defined by the American Housing Survey as more than one person per room. The American Community Survey estimates that, in 2017, 84 occupied housing units in Manistee County were overcrowded, with no overcrowded housing units in the City.
- 63% of the housing stock in Manistee County, and 78% of housing in the City, is over 40 years old, according to the 2017 ACS. 42% of homes in the City of Manistee were built before 1939, reflecting the historic character of the City.

## LIMITED HOUSING DIVERSITY

Stakeholders stressed the need for housing multiple types of housing, from homeless/transition housing up to higher-end.

Changes in household makeup are driving an increased demand for housing types that are scarce in Manistee County. As young people wait longer to start families, and Baby Boomers enter their retirement years, households continue to shrink, meaning that more homes are needed for even the same number of people. What's more, these smaller households are demanding types of housing that haven't been built in large numbers in the past, particularly in rural areas and small cities like Manistee. Small household sizes are driving demand for apartments, townhomes, smaller houses, duplexes, and other medium-density, multi-family housing types in walkable neighborhoods - often referred to as the "missing middle."

A 2014 study by LandUseUSA focused on these missing middle, multi-family housing types, and points to a demand for up to 93 additional rental units per year, with rents ranging from \$450—\$1100/month; and 63 ownership units per year, with values ranging from \$46,00—\$275,000 (the study is being updated as of summer 2019).

Outside of housing type, affordability is a significant concern for low- and moderate-income households. Many have few options outside of unsafe,

unhealthy, overcrowded, or deteriorating homes; or must drive long distances to work or school, resulting in higher transportation and energy costs while forcing reliance on often-unreliable vehicles—which can impact employment and, ultimately, Manistee businesses.

The lack of diverse housing options is reported to have significant ripple effects on the community's economy and population. Anecdotal reports indicate that:

- Regardless of income levels, professionals and others interested in moving to the area have difficulty finding homes to rent or buy. While it's difficult to quantify those that don't move because of housing, Manistee misses out on new residents in part because of limited housing choices.
- Seniors that would like to downsize but stay in Manistee can't find condos or smaller homes, so remain in their large single-family homes - rendering those units unavailable to the young families that may otherwise be able to move to Manistee. Condos were emphasized as being of particular interest - with limited availability for the few options in Manistee.

## COMMUNITY PERCEPTION & SUPPORT

Addressing Manistee's housing needs requires public support. Yet, community stakeholders stressed issues related to a limited understanding of housing issues and solutions that became central in community dialogues around recent housing proposals. In short, there is not a community consensus about housing needs among the public. Data showing housing needs may be dismissed, as are, in some cases, reports about the need from young professionals. Community opposition to new housing has been framed in issues including fears of slumlords; a perceived loss of tax base/ misunderstanding of tax incentives; and parking issues. Another persistent thread relates to a fear of

which “types” of people would occupy new housing units, and of Manistee being “branded” as a low-income or senior community. Anecdotes point to a perception that any large-scale housing development will brand Manistee as a certain type of community - for instance, as a retirement community or a low-income community. In fact, even senior housing or low-income housing will help to diversify the housing stock in the community, by freeing up housing units currently occupied by seniors for young people or families; or, in the case of low-income housing, by providing stable housing options for families with children - thereby creating a more sustainable community fabric that supports schools and business long-term. Yet, the high-profile nature of recent proposals centered discussions on single populations or types of development, perhaps creating a skewed perspective on each proposal’s role in the long-term fabric of the community.

According to interviewees, a fear of change - how a future Manistee might become different than the Manistee of today - underlies many of these concerns. Many stakeholders discussed the lack of a cohesive community vision for Manistee, encapsulated by the phrase, “What does Manistee want to be when it grows up?”

Many housing and “future Manistee” fears were initially raised as the City reviewed two downtown residential redevelopment proposals in 2017—neither of which moved forward. However, stakeholders stressed that proactive messaging, clear procedural discussions around approval criteria, and local advocacy efforts led to a different community dialogue, and a different outcome, in 2018-2019 with the recently-approved Hollander development.

It’s important to celebrate these successes, and those areas of consensus expressed by stakeholders throughout the Rising Tide housing action plan process. For instance, there appears to



be a solid consensus among stakeholders that participated in this process that there’s a desire for Manistee to be a community with a diverse population that supports its growing economy. A consensus on encouraging development that will foster that diverse population could guide future housing discussions—and past successes could provide a blueprint for communicating messages and building an advocacy and support base.

## DEVELOPMENT OPPORTUNITIES & BARRIERS

Residential development has long been complex, time-consuming, and expensive. As demand rises throughout Michigan and the nation, the development landscape has become increasingly competitive, while costs for new home construction continue to rise and regulations and financing create added barriers:

- The Home Builders Association of Michigan reports that Michigan lost 43% of its residential building workforce between 2000-2009—as many as 60,000 workers. At the same time, an aging workforce and shrinking pipeline of young people—specifically young trades people—have created a construction labor shortage that is impacting the costs of construction, and

creating a more competitive environment for developers that do have the capacity for projects.

- Over the last 40 years, zoning ordinances have focused on large-lot, single-family homes. Smaller homes, townhomes, apartments, accessory dwelling units, duplexes, fourplexes, and other examples of the “missing middle” - the housing types most in demand from smaller households that are missing from neighborhoods—have been prohibited from most zoning districts.
- Non-homestead tax rates raise rents and incentivize property owners to offer short-term vacation rentals instead of long-term rentals for the year-round population.
- Higher-density development types often require special approvals that are typically swayed by public fears of density and “different” housing types.
- Rising development, land, and material costs mean that it’s virtually impossible to build new homes at a cost that many parts of the community can afford. Subsidy or incentives are required to offset development costs to ensure affordability—yet, Manistee and other small cities or rural areas are not competitive for the major public funding sources that support affordable housing.
- Resources for home improvement, and programs that incentive home improvement, are limited and declining, with few options to incentivize individual investment in property.

These costs and complexities have hampered development in Manistee and communities throughout the country. This report provides recommendations for addressing development barriers, understanding that there is no “silver bullet” or single solution to this complex issue, and that successful housing initiatives will require deliberate, prolonged, and highly collaborative partnerships between units of government, business, nonprofits, and other community



stakeholders.

## DEVELOPMENT PARTNERS & CAPACITY

Manistee has a history of collaborative action on key community issues—most notably economic development. However, its recent development history has impacted perceptions about development opportunities in Manistee—both within and outside the community. A collaborative, consensus-based approach will be especially important in any development activities moving forward, and can help to address concerns about the “housing readiness” or development readiness of Manistee in general. The intent of this document is to guide activities for a range of potential partners, while creating a consensus for moving forward together.

# OCCUPATIONS, WAGES, & AFFORDABLE RENTS

A home is “affordable” if it costs less than 30% of a household’s income. If households spend more than that, they’re considered “cost overburdened.” Cost-overburdened households are at greater risk of eviction, foreclosure, or homelessness. Lower-income households are more likely to be cost overburdened. State and federal guidelines define “low income households” as those earning 80% or less of the area median income (AMI), with income guidelines established and published

for each county in Michigan annually by the Michigan State Housing Development Authority (MSHDA). In Manistee, low-income households make up a significant and critical portion of the workforce, including workers in tourism industries, construction, child care, education, and health care. Many of these workers struggle to find homes that are affordable.

Below 60% AMI \$29,340 and below for 2-person household		
OCCUPATION	MEAN ANNUAL WAGE	AFFORDABLE RENT
Dishwashers	\$22,030	\$551
Housekeepers	\$23,130	\$578
Bartenders	\$23,900	\$598
Childcare Workers	\$24,580	\$615
Home Health Aides	\$25,950	\$649
Bank Tellers	\$27,500	\$688
Waitstaff	\$28,400	\$710
Janitors	\$28,820	\$721
60-80% AMI \$29,340 - \$39,120 for 2-person household		
Nursing Assistants	\$29,980	\$750
Phlebotomists	\$31,260	\$782
Reporters	\$31,280	\$782
EMT	\$31,880	\$797
Construction Laborers	\$33,930	\$848
Admin. Assistants	\$34,430	\$861
Dental Assistants	\$37,100	\$928
Preschool Teachers	\$37,930	\$948
80-100% AMI \$39,120 - \$48,900 for 2-person household		
Firefighters	\$40,180	\$1,005
Mechanics	\$40,650	\$1,016
Welders	\$41,210	\$1,030
Truck drivers	\$44,420	\$1,111
Protective service workers	\$45,040	\$1,126
IT Specialist	\$45,880	\$1,147
Teachers	\$47,740	\$1,194
Electricians	\$47,740	\$1,194

# MANISTEE COUNTY TARGET MARKET ANALYSIS

A residential “target market analysis” was conducted by real estate consultants LandUse USA in 2014 for all counties in Northwest Michigan. The analysis analyzes demand from various demographic groups for multi-family housing types from potential “movers” both inside and outside the study area. The complete study and methodology is available online at [www.networksnorthwest.org](http://www.networksnorthwest.org).

	ANNUAL MARKET DEMAND - OWNERS	ANNUAL MARKET DEMAND - RENTERS	MEDIAN HOUSEHOLD INCOME	% THAT ARE SINGLE-PERSON HOUSEHOLDS	MEDIAN RENT	MEDIAN HOME VALUE
Young singles	9	11	\$37,000	64%	\$550	\$89,000
Young families	8	9	\$30,500	15%	\$450	\$46,000
Lower-income families/ households	0	12	\$29,000	17%	\$525	\$92,000
Low Income Gen X	0	17	\$19,000	80%	\$475	\$75,000
Low-income Boomer singles/ empty-nesters	9	11	\$22,500	71%	\$400	\$39,500
Lower-income Boomers	0	6	\$34,500	80%	\$525	\$92,000
Low/moderate-income blue collar boomers	30	10	\$33,000	42%	\$455	\$75,000
Moderate-income Boomers	5	3	\$48,500	51%	\$700	\$147,000
Moderate/Higher-income boomers	1	0	\$44,500	48%	\$600	\$99,000
Lower-income seniors	1	14	\$20,000	69%	\$500	\$95,000
Moderate-income seniors	0	0	\$38,500	48%	\$875	\$187,500
Higher-income seniors	0	0	\$92,000	30%	\$1,100	\$275,000
	63	93				

*\*Conservative scenario. An aggressive scenario, i.e. with active efforts to attract new residents, could triple the market potential.*

*Data from the 2015 Northwest Michigan Target Market Analysis, prepared by LandUseUSA. Underlying data provided by the Internal Revenue Services; US Decennial Census; American Community Survey; and Experian Decision Analytics*

# DEVELOPMENT PARTNERS

	ROLES	TOOLS/RESOURCES
City	Development review/approval Review/approval of certain incentives Advocacy champion	Zoning authority Tax incentives
DDA	Review/approval of certain incentives Advocacy champion	Tax increment financing
County	Review/approval of certain incentives Advocacy champion	Land bank authority Brownfield authority Planning expertise
Little River Band	Development partner Funding partner Advocacy champion	Development expertise
Townships	Development review/approval Review/approval of certain incentives Advocacy champion	Zoning authority Tax incentives
Chamber of Commerce	Advocacy champion	
Community Foundation	Advocacy champion Funding partner	Grants/fundraising assistance
Manistee Housing Commission	Advocacy champion Development partners	Grants/financing tools Development expertise
Housing nonprofits	Advocacy champion Development partners	Grant writing/administration
MEDC	Development partner Funding partner	RRC CAT Michigan Strategic Fund
Michigan Land Bank Authority	Technical assistance partner	Technical assistance
CDFIs (see contact list)	Funding partners Technical assistance partner	Low-interest loans Technical assistance

## FEE-FOR-SERVICE/CONTRACTUAL PARTNERS

Beckett & Raeder	Plan implementation/technical assistance Zoning	Planning & zoning expertise
Networks Northwest	Plan implementation Zoning	Planning & zoning expertise Data
Housing North	Housing Action Plan implementation Awareness/advocacy organization	Communications support Housing expertise

# HOUSING ACTION: VISION & GOALS



# MANISTEE HOUSING VISION & GOALS

Diverse housing options are available in Manistee for residents of all ages, incomes, and household types in order to support and grow a diverse local economy.



## **1. HOUSING REHABILITATION**

- 1.1 Establish Neighborhood Enterprise Zones
- 1.2 Encourage Renovation Mortgages
- 1.3 Apply for Neighborhood Improvement Grants

## **2. COMMUNICATIONS & AWARENESS**

- 2.1 Be proactive with messaging
- 2.2 Engage young professionals in messaging
- 2.3 Develop a shared vision for housing in Manistee

## **3. PROCESS & CAPACITY**

- 3.1 Establish standard PILOT approval criteria and procedures
- 3.2 Consider adoption of zoning changes to diversify housing development opportunities
- 3.3 Develop capacity for community development

## **4. FUNDING & RESOURCES**

- 4.1 Improve readiness for public funding sources
- 4.2 Provide gap funding
- 4.3 Build up and leverage land bank authority
- 4.4 Explore Housing Commission roles & opportunities

## **5. DEVELOPMENT OPPORTUNITIES**

- 5.1 Initiate development activity

# HOUSING REHABILITATION

## 1.1 ESTABLISH NEIGHBORHOOD ENTERPRISE ZONES

Neighborhood Enterprise Zones (NEZ) can be established in certain cities—including Manistee—by resolution of the City. They are designed to encourage renovation and new residential development by offering significant tax benefits: any value added to a property by renovation or new construction is only taxed at half the rate for

12 years. NEZs have proven to be effective in incentivizing residential development and home improvements, thereby increasing a neighborhood’s overall value and tax base. The City may establish NEZs for up to 15% of its geography.

RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
Establish a pilot NEZ in Maxwelltown	Introduce NEZ process, goals, and proposed districts to City Council	2019	City/Rising Tide	Sample resolution Approval documentation

## 1.2 ENCOURAGE RENOVATION MORTGAGE OPTIONS

Manistee’s historic housing stock is an important asset for the City’s historic sense of place. At the same time, many homes need significant repairs, and anecdotal reports indicate that new homebuyers are reluctant to purchase older homes because of the need for renovation—which isn’t typically financed by homebuyer mortgages. Generally, homeowners need significant equity in

the home before they can finance home improvements through a line of credit. Renovation Mortgages offer an option for homebuyers to access lending that will finance both the purchase of a home and home improvement activities, with the expectation that the renovations will increase the home’s value.

RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
Encourage lenders to consider offering home renovation mortgages	Convene/coordinate discussion with local lenders on Fannie Mae HomeStyle Renovation Mortgage products	2019	Rising Tide Lenders Realtors	<a href="#">Fannie Mae HomeStyle Renovation Mortgages</a>
Promote home renovation mortgages and related home improvement loan/grant products in established NEZ districts	Include Home Renovation Mortgage information in any information provided to property owners as part of NEZ announcement	2020	City Lenders Realtors	

## 1.3 APPLY FOR NEIGHBORHOOD IMPROVEMENT FUNDS

The Neighborhood Enhancement Program (NEP) program provides funding from the Michigan State Housing Development Authority (MSHDA) for activities directly tied to stabilization and enhancement of Michigan neighborhoods by nonprofit 501(c)3 agencies. The program supports high-impact, innovative, neighborhood-level, housing-oriented activities that benefit low and moderate income areas and residents. There are three eligible neighborhood components: 1) beautification; 2) neighborhood public amenity enhancements; and 3) housing enhancements to owner-occupied single-family homes. Projects must be implementation ready; highly visible; impactful to the neighborhood and residents' quality of life; holistically/community focused; and supported within the neighborhood and community. Examples of other projects funded by the program include the development or improvement of neighborhood amenities, like playgrounds, walking paths/connections, or community gardens; exterior renovations, including porch repairs, siding, doors, etc; and blight elimination. The program is intended to have a ripple effect in a neighborhood, encouraging additional investment and rehabilitation.



nonprofit partner. FIVECAP, Inc., the community action agency servicing Manistee County, could be an important partner. The Manistee County Housing Program, which currently conducts some MSHDA-based home improvement activities, might also be able to provide assistance in applying for or administering grant dollars.

Local governments are eligible to apply, but given capacity constraints and reporting/application requirements, it may be beneficial to work with a

RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
Apply for NEP funds to provide exterior home improvements in one of the following	Identify point person or grant writer to lead development of an application/grant		City County	

# COMMUNICATIONS & AWARENESS

## 2.1 BE PROACTIVE WITH HOUSING MESSAGES

Social media is a powerful tool both for and against housing initiatives. Messages and information - and misinformation - spread quickly, and it can be difficult to correct inaccurate statements once they've been expressed publicly or on social media. Therefore, it's critical to be "in front of" conversations and housing proposals with accurate, up-to-date information about housing needs and solutions with ongoing, consistent messages. To be effective, all housing partners in the community must be engaged in the conversation, with appropriate data, stories, and information about how various partners can impact housing needs - through social media, print media, radio, TV, public meetings, and presentations to community groups.



Housing North is developing an awareness campaign to provide communications tools, raise awareness, and spur engagement on housing issues. The campaign is anticipated to begin in the fall of 2019, with opportunities to "localize" the messages and deployment of the campaign.

RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
Participate in Housing North awareness campaign with website links, social media, "earned" media, and promotion/purchase of materials.	Identify local campaign champions and points of contact to participate in regional campaign planning/Housing North activities	Fall/ winter 2019- 2020	Housing North City County DDA LRB Others	Housing North Campaign Overview  Housing North Communications Plan
Provide housing presentations to community groups (Rotary, etc) and public bodies	Identify volunteers to serve as a "speakers bureau" that can develop and deliver presentations	2020	Housing nonprofits Housing North Others	Housing North Communications Plan  Housing North presentation

## 2.2 USE DATA & TESTIMONIALS IN MESSAGING

A point of consensus among participants in the Rising Tide Housing Action Plan process was the need for housing for young professionals and other newly-recruited employees. However, participants also frequently cited a concern that the public at large, and some leadership, may not recognize or understand the impact that housing has on young professionals and the ability of local employers to recruit new talent to the community.

Additionally, stakeholders noted that market studies have been dismissed by opponents of housing projects as inaccurate, despite multiple studies that have consistently reinforced recent housing data. It will be important to ensure that updated data on housing need and demand is available and shared with stakeholders and the media regularly—and is supported by testimonials. Testimonials from young people, developers, empty nesters, and realtors—particularly from those recognized and respected by the public—can help support the accuracy and validity of market studies, and should be sought as part of any data release.

Beyond communicating housing needs, it's important to ensure that discussions focus on solutions, successes, and areas of public consensus, both for the sake of local buy-in and outside interest from developers. Beginning from a point of agreement—about the future of the community, what projects have been successful, and what's needed to make them work—can help to move housing conversations and proposals forward. And developers are more likely to seek



projects in Manistee if it's known as a place where there's a consensus about housing among local officials and the public, and a demonstrated will to work together for solutions.

RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
Conduct and promote an online survey of young professionals in Manistee	Solicit volunteers to lead development and promotion of	2019	Manistee Chamber of Commerce/	FUSE Survey

## 2.3 DEVELOP A SHARED VISION FOR HOUSING & MANISTEE’S FUTURE

One point of consensus throughout housing discussions in Manistee is the desire for Manistee to be able to attract and retain a diverse population that supports its growing economy. The City, County, and other partners may wish to pursue a broader community vision; and/or they might start from this point of agreement and consider adopting a housing “mission statement” that could guide future housing discussions. For instance, a mission statement that the community “is working towards the creation of diverse housing options for residents of all ages, incomes, and household types in order to support and grow a diverse local economy” might provide an answer to some fears that new housing will homogenize the City’s population.

Additionally, regardless of whether the Manistee community pursues the development of a broader community vision, it will be critical for the City and the DDA to develop a shared vision or goals. Downtowns are considered favorable or priority development locations by many funders, because of factors like walkability, access to services and amenities, and the ability of mixed-use development or neighborhoods to fill downtown vacancies,



redevelop underused properties, and provide a stable customer base for business. What’s more, the DDA offers important development tools; and has considerable influence on public opinion. It’s critical for the DDA to be engaged as partners in housing discussions, with downtown activities and decisions driven by a vision shared with other partners for how housing can have the greatest impact on the downtown’s success.

RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
Adopt a housing “mission statement” to guide future discussions on housing proposals and initiatives	Create an intergovernmental/ community-wide ad hoc committee/task force, with outside facilitation/support, to lead development of a housing mission statement	2019-2020	DDA City Rising Tide County Others	Housing North Communications Plan
Develop shared goals with DDA, possibly as part of a vision or downtown plan, in partnership with the City and possibly County.	Determine eligibility of downtown plan/vision activities for RRC funding  Create a City-DDA ad hoc committee to lead development of a shared vision or goals	2019-2020	DDA City Rising Tide RRC	

# PROCESS & CAPACITY

## 3.1 ESTABLISH STANDARD PILOT APPROVAL CRITERIA & PROCEDURES

Some cities adopt a PILOT ordinance and approval protocol that identifies clear standards and criteria that must be met by any developers requesting a PILOT. If all standards are met, the city approves the PILOT. A clear, objective process eliminates some pitfalls for developers and helps focus discussions on tangible issues, rather than broad fears about the development.

Further, an improved awareness among the community and leadership about PILOTs specifically, and the low-income housing tax credit program generally, may help to focus conversations. Regional partners can provide free or low-cost trainings on request to help build this awareness proactively, so that decision-makers and partners are prepared when proposals are brought forward.



RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
Establish clear approval procedures and objectives for PILOT requests	Establish a PILOT task force made up of City Council members, development interests, and community stakeholders to propose approval procedures/ criteria to the City Council	Fall/ winter 2019- 2020	Housing North City County DDA LRB Others	Sample PILOT ordinances/ applications (Kalamazoo, etc)
Increase awareness/ understanding of PILOT mechanisms	Coordinate PILOT workshops or trainings, open to the public and other partners, after every City election	2020	City CEDAM Housing North	

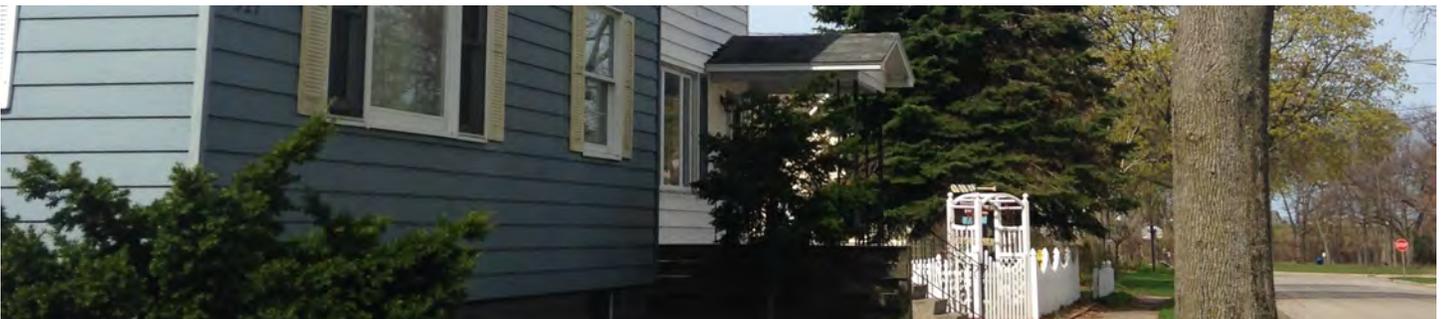
### 3.2 CONSIDER ADOPTION OF ZONING CHANGES TO DIVERSIFY HOUSING DEVELOPMENT OPPORTUNITIES

Beckett & Raeder has identified a number of zoning changes that, if adopted, may create opportunities for “incremental” housing units like accessory dwelling units, duplexes, fourplexes, and more. This approach “legalizes” the missing middle, a type of medium-density housing that fits in with existing neighborhoods and is typically right-sized and affordable to young people, retirees, empty nesters, and other small households. As the City and County explore these potential changes, it will be important to consider how they’re impacted, or how they may impact, related ordinances, including the rental inspection ordinance.

One issue that hasn’t been discussed in depth in Manistee, but which is likely to have an impact in the future, is short-term rentals like AirBnB or

VRBO. Other shoreline communities in Michigan are experiencing a surging demand for short-term rentals that is impacting the availability and cost of year-round housing. While they provide an important community benefit, particularly in cities like Manistee that may wish to grow their tourism “brand,” it’s important to be proactive in addressing this use, in order to avoid the pitfalls experienced in other communities - for instance, already-limited year-round rentals being converted to short-term rentals or new condos or starter homes being purchased by speculators for use as short-term rentals. Regional and state partners can provide free or low-cost training on regulatory options for short-term rentals.

RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
Develop and consider adoption of zoning changes to diversify housing development	Work with County and consultant to draft zoning changes recommended by Beckett & Raeder	2019-2020	County Beckett & Raeder	Beckett & Raeder memo
Explore regulatory options for short-term rentals	Invite guest speakers to share information at a joint (City/County/ township) planning commission meeting or workshop	2019- 2020	Networks Northwest Beckett & Raeder City County	



### 3.3 DEVELOP CAPACITY FOR COMMUNITY DEVELOPMENT

Developers consistently note lack of “capacity,” or limited community development staff and knowledge or development processes, as a barrier in doing business in rural areas and small towns. Hands-on local staff that can help to coordinate the diverse partners and funding sources inherent in any development project would be a significant step forward in attracting new investment to Manistee. With such a liaison, the City and/or County could be proactive in working with the MEDC and developers to market sites and development opportunities. A community development liaison could also ensure that there is regular outreach and communications to and between developers, local officials, development partners, and the public.



Housing North is working with other counties in the region to develop a model for shared community development staff/capacity. A program overview is attached.

While local resources are limited, a shared approach to staff/capacity has been modeled and proven locally and regionally for both economic and community development functions, including in Manistee, which is beginning a shared approach to funding economic development through the Manistee Chamber of Commerce. Options for a shared community development staff person may include:

- City staff person
- Shared City/County/DDA/Tribal staff
- Shared “subregional” staff person funded by multiple counties/cities/tribe/philanthropy

RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
Provide capacity/staff that will convene partners (County, City, LRB, DDA, MEDC, and developers); coordinate specific incentives, funding programs, and partnership opportunities around specific properties; and act as a single point of contact	Develop/introduce a proposal to elected bodies/partners to hire/share staff	2019-2020	City County LRB DDA Housing North	Housing Ready Program Overview/Job description

# FUNDING & RESOURCES

## 4.1 IMPROVE READINESS FOR PUBLIC FUNDING SOURCES

A variety of state and federal programs provide subsidies and incentives for housing projects. A resource guide is attached as an appendix to this report. Resources most likely to be applicable and relevant to development in the City of Manistee include:

- Low-income housing tax credits
- New Market Tax Credits
- Federal Home Loan Bank
- Community Development Finance Institutions
  - MSHDA HOME Program
  - USDA-RD
  - MEDC Community Revitalization Program, Community Development Block Grant Program, Michigan Strategic Fund
  - Brownfield Program

Broadly speaking, the greatest potential for accessing diverse funding sources is likely to be found in mixed-use, mixed-income projects in or near downtown; however, each project is unique in terms of opportunities, available resources, and barriers. It's important to note that each funding source establishes specific parameters for eligible projects, and applicability will be highly dependent

on the type and location of each project. Determining where and how specific funding sources apply will require project-specific support from partners like the MEDC and, ideally, a local/county community development specialist.

Community development finance institutions (CDFIs) offer another important financing mechanism that can support housing development. CDFIs are essentially nonprofit "banks" that lend to underserved markets or populations. Several in Michigan act as key partners in housing development, providing bridge loans, gap financing, or other services that can make or break a project. CDFIs active in housing development in Northwest Michigan include Cinnaire, Opportunity Resource Fund, Michigan Community Capital, Northern Trust, and IFF.

As with public funding sources, CDFI participation/funding is highly dependent on project specifics. Relationships can and should be developed with CDFI representatives - many of whom provide hands-on technical assistance to communities and development partners - to ensure regular communication and up-to-date information on emerging development opportunities.

RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
"Institutionalize" knowledge/awareness of funding and capacity-building resources at the City and County	Identify "point person," including possible shared community development staff, at City or County for additional training  Schedule introductions of Manistee development partners/point person with CDFI representatives	2019 -2020	City County LRB MEDC Housing North	Housing Resource List  CDFI Contact List
Provide resources and referrals to developers	Compile data, studies, etc. and make available online and at government offices	2019	Networks Northwest	Target Market Analysis  CDFI Contact List

## 4.2 PROVIDE GAP FUNDING TO LEVERAGE INVESTMENT

Another important consideration in applying for funding is the “gap.” A local source of funding, applied to predevelopment activities and/or financial gaps in a project, demonstrates local commitment and reduced project risk to funders, and can leverage significant investment from public or private sources. Local partners may consider establishing a fund that would provide “gap financing” or support predevelopment work, thus leveraging significant public or private investment. Sources for local funds might include:

- Land bank authority revenues
- Private donations, i.e. from employers
- Tax increment financing revenues from the DDA
- General fund dollars
- Special purpose funds with a nexus to housing

Local donations or investments are intriguing to a number of partners, but it’s important to consider that there must be a “home” for these investments and a clear purpose. That is, in order to attract investment, there must be the capacity and structure to provide accountability in re-investing those dollars. Options for local or regional funds and investments are currently being explored at the regional level with Housing North, community foundation partners, and other stakeholders. Discussions have identified opportunities for working with community development finance institutions; establishing a land conservancy model for housing; and creating funds administered by local community foundations.

RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
Explore revenue/ investment options that can support a local fund	Participate in regional discussions/information sessions regarding opportunities for creating local funds	Ongoing	Manistee County Community Foundation  Housing North	



### 4.3 BUILD UP & LEVERAGE THE LAND BANK AUTHORITY

A land bank can take ownership of a property through the taxforeclosure process, and can also buy land and buildings or receive donations of property. Once a property is held by a land bank, it can be sold, rented, cleaned up, redeveloped, or simply held and maintained taxfree until it's ready for sale or development . Land bank authorities can also qualify for brownfield status and funding; own homes, transfer or sell property, rent, prevent eviction, sell on land contract, and demolish structures; and partner or enter into contract with private, public, or nonprofit agencies for redevelopment.

Manistee County has taken its first steps toward establishing a land bank authority. However, there are limited resources for applying land bank incentives to development opportunities, limiting its ability to engage in development projects. One approach is to consider building land bank support into a shared community development staff



position (as discussed in Recommendation 2.3), with an interlocal agreement and contract for ongoing staff support and administration of the LBA.

RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
Explore opportunities to leverage land bank authority incentives and tools	Coordinate/participate in a land bank authority presentation or workshop  Request assistance from Michigan Land Bank	2019	County	

## 4.4 EXPLORE HOUSING COMMISSION ROLES & OPPORTUNITIES

Michigan Public Act 18 of 1933 authorizes local governments to create housing commissions that can purchase, acquire, construct, maintain, operate, improve, extend, and repair housing facilities. Housing commissions can issue notes and revenue bonds and generally engage in property and financial management related to their properties and statutory responsibilities. In many communities, housing commissions operate one or more properties that were built with funds from the US Department of Housing and Urban Development (HUD), with activities not ranging far beyond property management. However, because the public act identifies fairly broad powers, housing commissions have the potential to play an important role in the development of housing. Housing commissioners are appointed by the chief elected official, and can drive the activities and scope of the housing commission.

The Manistee Housing Commission manages a total of \_ units, including \_ units at Century Terrace, an apartment building located just outside of downtown Manistee. As conversations continue about the need for housing, particularly in and near the downtown, it will be critical for the Manistee



Housing Commission to be included and engaged in housing discussions as partners that can provide important tools and opportunities for new and existing housing units.

RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
Engage the Manistee Housing Commission as partners	Engage with the housing commission on the need for community education on Housing Commission missions and needs, new development, and related	2019	Manistee Housing Commission	

# DEVELOPMENT OPPORTUNITIES

## 5.1 INITIATE DEVELOPMENT ACTIVITY

Due to intensity and scale, commercial neighborhoods or districts are appropriate for mixed-use commercial/residential and multi-family residential developments. In addition to compatibility with surrounding areas, commercial neighborhoods present a number of benefits to new residents, including walkability, while also providing the stable customer base and activity level needed to support existing business. A number of specific sites and neighborhoods were identified as priorities in discussions and as part of the RRC process (see attached list), with three priority sites:

- 440 River St
- 443 Water St
- 480 Water St

Additionally, the House of Flavors and neighboring properties present important near-term opportunities that can build, and leverage,

community partnerships. Due to the readiness of partners, the visibility of the properties, and the potential positive impact of redevelopment, these and surrounding properties might be considered an early focus area for Manistee development efforts and partners. A successful project here would demonstrate nontraditional partnerships and resources, while enhancing the downtown.

At the same time, other priority development sites must be actively marketed to developers, with personal contact and invitations to visit Manistee and specific sites. During meetings and developer visits, there should be a clear demonstration of coordination on the part of Manistee development partners.

RECOMMENDATIONS	NEXT STEPS	TIMELINE	PARTNERS	ATTACHMENTS
Conduct regular, sustained, outreach to developers relative to development opportunities	Contact developers (contact list attached) and invite them to Manistee for individual tours and introductions to development partners.  Review funding sources (see attached list) and partnership opportunities.	Ongoing	City County MEDC LRB	RRC Priority Sites  Developer list





# Manistee, Michigan BrandTouch™ Manual

Order comes from simplicity. Inside, you will find the simple rules that guide the Manistee, Michigan Brand, and will help create equity as we tell others about Manistee

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PREPARED BY



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The Brand Manual  
is essentially a set  
of rules that explain  
how your  
brand works.

Brand guidelines should be flexible enough for your community to be creative, but rigid enough to keep your brand easily recognizable. Consistency is key, especially if you need the brand to extend across multiple media platforms.

1.0

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Brand

2.0

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Logo

3.0

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Color

4.0

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Typography

5.0

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Expansion

6.0

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Resources

# 1.1 Brand Statement

## UNDERSTANDING VALUE

Too often, designers orient messaging around what THEY believe to be the most important features of their community, instead of looking into what's actually important to citizens. Take the time to understand your community and their values, then align your messaging accordingly.

The core values define the company's strengths and how it needs to behave to achieve its vision.

## Brand Statement

For hundreds of years, people have been drawn to this stunning place where the forest and the waters converge, this place that we call home.

From the Odawa to the Early Jesuits, the richness of our nature provided an ample life.

Then came sawmills and schooners that drove our vibrant economy and built our victorian downtown.

And below our feet, we discovered salt, which fueled another industry, local business and a unique flavor.

This city on the water, Manistee, has always been connected to the beauty that surrounds it.

Manistee is again experiencing renaissance. Our beautiful historic buildings are being restored, the lights of the Vogue shine bright, the halls of the Ramsdell are rich with art, new businesses are joining our community, and our streets are becoming vibrant.

Manistee is focused on health and dedicated to education. We believe that our community is the kind of place that you should be able to live from the cradle to the career. We believe that the power of this place will drive the innovation for our future.

We are Manistee.  
And We are Proud of Our Home.

The River Drives Us.  
The Forest Beckons Us.  
The History Connects Us.  
The Beauty Keeps Us.

**We are Manistee.**  
**Soul of the Water. Spirit of the Woods.**

## 1.2 Brand Message

The primary message used to express the brand promise. This reflects the desired position of the brand.

### LOGLINE

Your logline should give people an idea of what you offer and provide some sort of hook to stimulate interest. For example, “a boutique PR agency that specializes in launching hot emerging tech companies” or “an accounting firm that deals exclusively with small-business audits.”

Once you’ve got your logline, go back through your marketing copy and make sure these simple messages come through loud and clear. You can also use the logline itself in your marketing materials, on your web site and social media properties, and in conversations with customers and prospects.

Manistee,  
Michigan:  
Soul of the  
Water,  
Spirit of the  
Woods

## 2.1 Logo

Your community already has a personality. The job of the brand is to preserve that personality while helping the community to realize its vision of its future.

### A. LOGOMARK

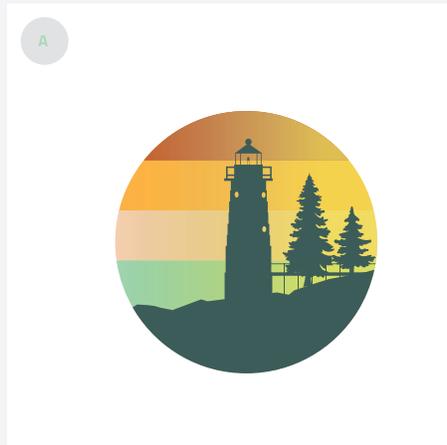
A logomark is an identifying mark or symbol that doesn't contain the business name. Think of the Nike 'swoosh', Shell, WWF, Mercedes or Adidas.

### B. WORDMARK

A wordmark refers to words or the name of a business that is designed in a special way. Examples include Pinterest, eBay or Google.

### C. LOGO

The logo is the combination of the logomark and logotype along with the tagline to graphically convey the identity of the community.



## 2.2 Logo Variants

Choosing the right dominant color for your brand is crucial. This color should appear on all your materials, including your logo and signage.

### LOGO USAGE

As much as possible, the color you choose should set you apart, work with your industry and image, and tie to your brand promise. It should also take into account color psychology, which is fairly complex. Colors can mean different things depending on the culture, situation and industry.



## 2.3 Logo Sizing

A logo lockup refers to the formalized position/relationship of the brand's logo (symbol) and its wordmark (logotype).

### A. MINIMUM SIZE

Smaller than about 3/4 of an inch, and most logos become ineffective. It doesn't mean you can't make them smaller, you just have to know the rule before you break the rule.

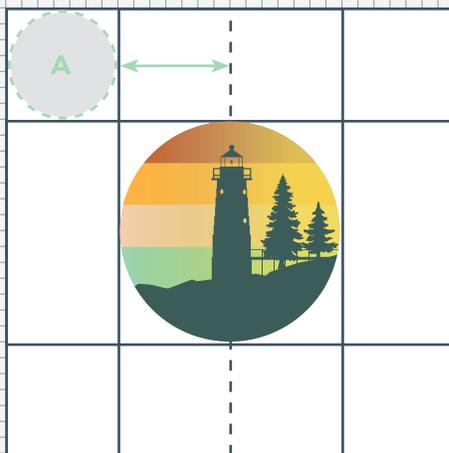


## 2.4 Logo Spacing

The area that surrounds the logo known as “clear space” is as important as the logo itself.

### WHAT IS CLEARSPACE

The area that surrounds the logo is as important as the logo itself. The minimum area of A, known as “clear space,” provides breathing room to the logo and eliminates visual clutter (text, graphic elements or other logos) that can compete with logo legibility – thereby diminishing the effectiveness of the logo.



# 3.1 Color Palette

Color choices are used to differentiate items, create depth, add emphasis, and help organize information.

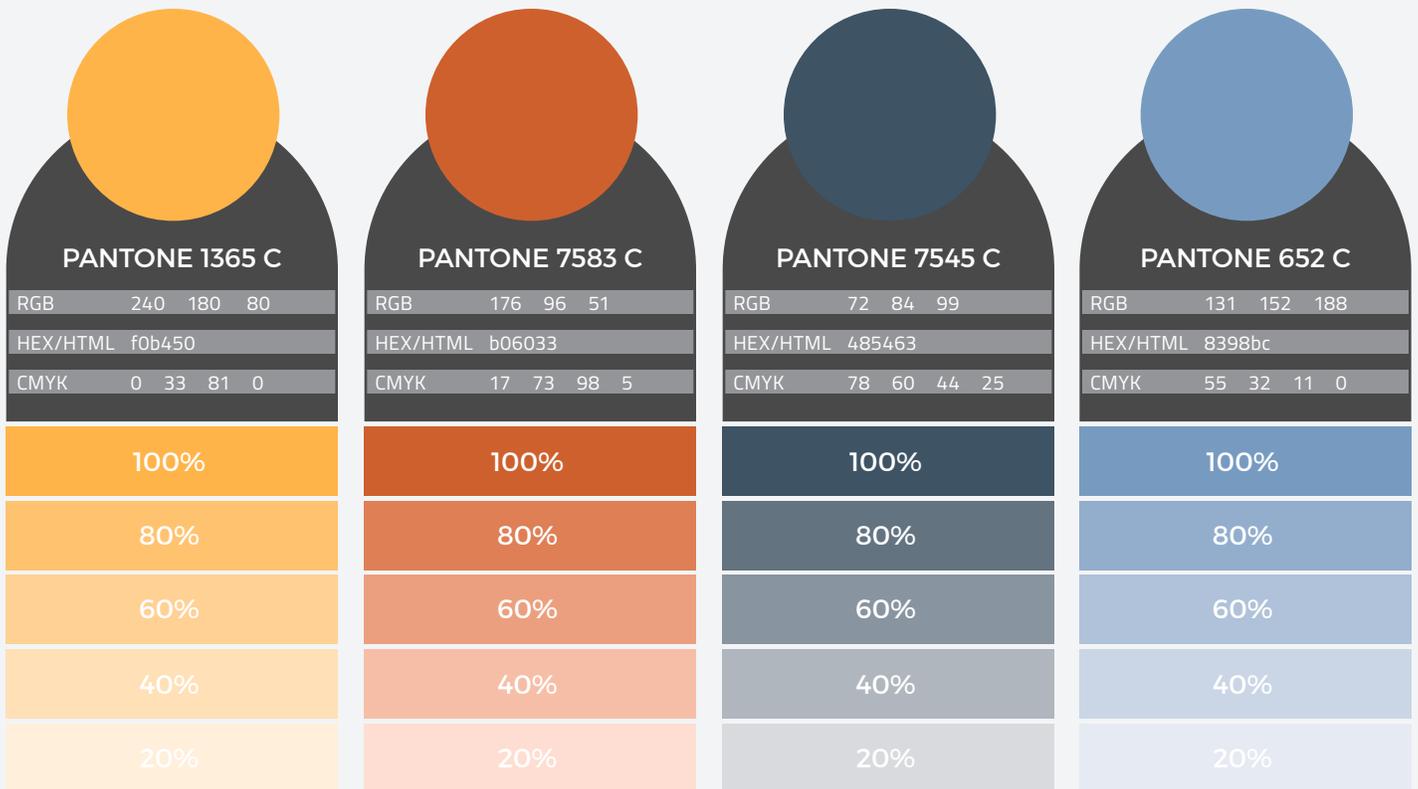
## COLOR THEORY

Every time a consumer interacts with a brand, an opportunity exists for the company to influence their audiences' perceptions. It is up to the marketer to decipher which design and colors will influence the consumer to purchase. By educating oneself on the psychology behind color theory, marketers can further tap into branding techniques and better connect with their market, leading to a stronger brand-consumer relationship and increased profit.

## Color Swatches



Almost 90% of people's assessment on products or services is based on colors alone. Due to colors' strong influence on moods and feelings, their association with products can influence our attitudes and affect purchasing power towards brands.



## 4.1 Typography

Typography plays a crucial role in the design of your brand identity. The typography in your logo can be as impactful as a graphic.

### SWATCHES

Typography is the visual component of the written word.

Text is any combination of letters, numbers, or other characters.

Text stays the same no matter how it's rendered. Consider the sentence "I like pizza." I can print that text on a piece of paper, or read it aloud, or save it in a file on my laptop. It'll be the same text, just rendered different ways—visually, audibly, digitally.

But when "I like pizza" is printed, typography gets involved. All visually displayed text involves typography—whether it's on paper, a computer screen, or a billboard.

Don't infer from the highway-sign example that typography is another word for font. Fonts are part of typography, but typography goes beyond fonts.

[www.practicaltypography.com/what-is-typography.html](http://www.practicaltypography.com/what-is-typography.html)

Do not think  
of type as  
something  
that should  
be merely  
readable.

It should  
be beautiful.

## 4.2 Primary Typeface

### Azo Sans Bold

Hello I'm:

**Azo Sans**

**ABCDEFGHIJKLMN**

**OPQRSTUVWXYZ**

**abcdefghijklmn**

**opqrstuvwxyz**

**1234567890**

### Azo Sans Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890!@£\$%^&

### Azo Sans Black

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**

**abcdefghijklmnopqrstuvwxyz**

**1234567890!@£\$%^&**

## 4.3 Secondary Typeface

Montserrat Regular

Hello I'm.

Viva Beautiful

ABCDEFGHIJKLMN OPQRSTUVWXYZ

abcdefghijklmn opqrstuvwxyz

1234567890

## 4.4 Type Hierarchy

In order to guide the reader, then, headings are usually large, sub-headings are smaller, and body type is smaller still.

### LEADING

For legible body text that's comfortable to read, a general rule is that your leading value should be greater than the font size; from 1.25 to 1.5 times

### TRACKING

The space between letters in a block of text. In CSS this is defined with the letter-spacing property

### WIDOWS & ORPHANS

A single word at the end of a column is a widow and if it's at the top of a new column it's an orphan. They look bad and can be hard to read.

Manistee,

---

H1

Manistee, Michigan

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H2

Manistee, Michigan

---

H3

Manistee, Michigan

---

H4

Manistee, Michigan

---

BODY COPY

Manistee, Michigan

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CAPTION

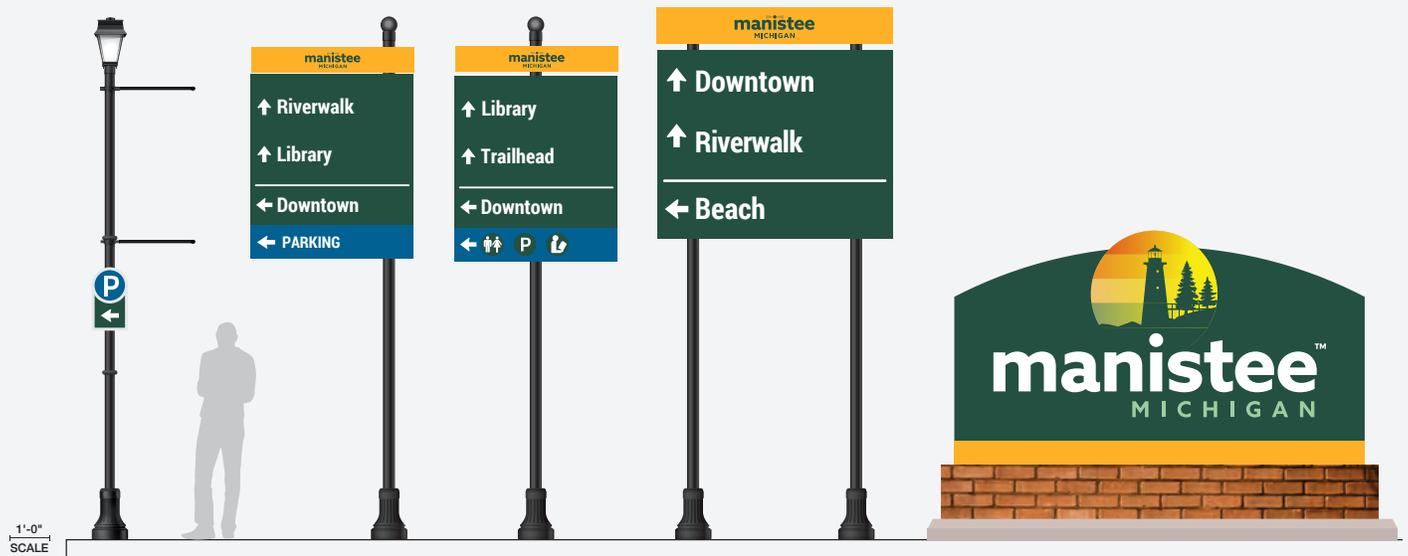
Manistee, Michigan

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CC

# 5.1 Wayfinding

The wayfinding system should be introduced as part of the brand because it plays such an important role in the perception and flow of your community.



**PRIMARY GATEWAYS**  
These gateways are the primary intersection points and main entry ways to town. They need to be highly visible and introduce the brand.

**BUILDING MARKERS**  
The markers can be either wall mounted or monument style and denote important landmarks in the downtown district.

**TRAILBLAZERS**  
Trailblazers are the directing signs leading motorists to the main attractions in the area. These should have a maximum of three locations per sign and carry motorists from gateway to parking lot. Colors can be used to distinguish between different districts and can become smaller as the scale and speed of the roadway narrows.

**STREET BANNERS**  
Banners are very popular and help to add color and movement to the lanes of travel, acting as a speed calming device. They too can be color coded by district and can promote local events, as well as promoting the brand.

**PARKING SIGNAGE**  
Identifying parking is important in creating a parking system in downtown. Visitors are more likely to walk a block or two to shop if the signage system leads them directly to a public parking lot and tell them how to proceed. The parking markers can be by themselves or as attachments to trailblazer signs.

**INFORMATIONAL KIOSKS**  
Informational kiosks serve as the transition point for vehicular traffic to pedestrian traffic. These kiosks should be located at major public parking resources and should include a map and the shopping & dining guide, along with the walking tour brochures.

## 5.2 Collateral

Now is the time to put your logo on everything.  
AND WE MEAN EVERYTHING.

### SHOPPING BAGS

Perfect for local businesses to use to show that Manistee, Michigan is a shopping

### BUSINESS CARDS

Above all else, a business card is a tangible object that you can use to provide your contact information to potential customers. Because of this, it's essential not to sacrifice clarity for design elements. Most business cards contain your business name, your name and title, your telephone number, an email address, and a street address.

### FASHION MERCHANDISE

Customers and citizens deserve the opportunity to show their pride in their hometown with fashionable merch available from local organizations and locally owned business.



## 5.3 Advertising

The activity of attracting public attention to a community or event, by placing announcements in the print, broadcast, or electronic media

### HEADLINES

The main headline may be the strongest element of the ad or it may be secondary to a strong visual. Some ads may have subheads and other title elements as well.

### BODY

The copy is the main text of the ad. Some ads may take a minimalist approach, a line or two or a single paragraph. Other ads may be quite text-heavy with paragraphs of information, possibly arranged in columns newspaper style. While the words are the most important part of the copy, visual elements such as indentation, pull-quotes, bullet lists, and creative kerning and tracking can help to organize and emphasize the message of the body of the ad.

### ARTWORK

Photographs, drawings, and graphic embellishments are a key visual element of many types of ads. Some ads may have only a single visual while others might have several pictures. Even text-only ads might have some graphics in the form of decorative bullets or borders. When included with visuals the caption is one of the first things most readers look at after the visual.

### CONTACT

The contact or signature of an ad may appear anywhere in the ad although it is usually near the bottom. It consists of one or more of:

Logo, Advertiser Name, Address, Phone Number, Map or Driving Directions, Web Site Address, Extras.

Some print ads may have additional special elements such as an attached business reply envelope, tear-out portion with a coupon, tip sheet, product sample.

**HISTORICALLY CONNECTED**

**manistee**  
MICHIGAN

For hundreds of years, people have been drawn to this stunning place where the forest and the waters converge, this place that we call home.

Manistee is again experiencing renaissance. Our beautiful historic buildings are being restored, the lights of the Vogue shine bright, the halls of the Ramsdell are rich with art, new businesses are joining our community, and our streets are becoming vibrant.

Manistee is focused on health and dedicated to education. We believe that our community is the kind of place that you should be able to live from the cradle to the career. We believe that the power of this place will drive the innovation for our future.

*Soul of the Water. Spirit of the Woods*



# Manistee, Michigan Graphics Catalog

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# 6.1 Logo Contact Sheet

## File Format Guide

All of the included graphic files might not work on your machine, but that does not mean that the file is corrupted or that there is something wrong with your machine. These files address all of the normal uses that a community implemented design would require. Always make sure to inform vendors that you have these different file formats available.



**File Type:** Portable Document Format  
**Category:** Vector Image Files  
**File Description:** Cross-platform document created by Adobe Acrobat or a program with the Acrobat plug-in; commonly used for e-mail attachments or for saving publications in a standard format for viewing on multiple computers; usually created from another document instead of from scratch.

**Program(s) that open PDF files:**

Mac OS	Adobe Reader to view (free), Adobe Acrobat to edit (commercial), Apple Preview
Windows	Adobe Reader to view (free), Adobe Acrobat to edit (commercial), Brava! Reader



**File Type:** JPEG Image File  
**Category:** Raster Image Files  
**File Description:** Compressed graphic format standardized by the JPEG (Joint Photographic Experts Group) group; commonly used for storing digital photos since the format supports up to 24-bit color; also a common format for publishing Web graphics; compressed using lossy compression, which may noticeably reduce the image quality if a high amount of compression is used. JPEG files do not support transparency.



**File Type:** Encapsulated PostScript  
**Category:** Vector Image Files  
**File Description:** PostScript (.PS) file that includes an embedded preview image in bitmap format; often used for transferring between different operating systems.

**Program(s) that open EPS files:**

Mac OS	Apple Preview, Adobe Illustrator, Acrobat, Photoshop, or QuarkXpress
Windows	CorelDRAW, Adobe Illustrator, Acrobat, or Photoshop, QuarkXpress



**File Type:** Adobe Illustrator File  
**Category:** Vector Image Files  
**File Description:** Native file format created by Adobe Illustrator; composed of paths, or lines connected by points, instead of bitmap data; may include objects, color, and text; often referred to as a Illustrator drawing. Illustrator documents can be opened with Photoshop, but the image will be rasterized, meaning it will be converted from a vector image to a bitmap.

**Program(s) that open ai files:**

Mac OS	Adobe Illustrator, Acrobat, Reader, Adobe Photoshop (rasterized), Apple Preview
Windows	Adobe Illustrator, Acrobat, Reader, Adobe Photoshop (rasterized)



**File Type:** PNG Image File  
**Category:** Raster Image Files  
**File Description:** Portable Network Graphics (PNG) is a raster graphics file format that supports lossless data compression. PNG supports palette-based images, grayscale images (with or without alpha channel), & full-color non-palette-based RGB images (with or without alpha channel). PNG was designed for transferring images on the Internet, not for professional-quality print graphics, & therefore does not support non-RGB color spaces such as CMYK.

In Microsoft Office, you can place EPS or PDF files that support transparency by going to the "Insert" menu and selecting "Photo>Picture from File..." This will ensure your files are using the highest resolution graphics for output.



City-Black.jpg



City-Blue.jpg



City-Blues.jpg



City-Gold.jpg



City-Green.jpg



City-Greens.jpg



City-Orange.jpg



City-Oranges.jpg



ICON-4C.jpg



ICON-Black.jpg



ICON-Blue.jpg



ICON-Gold.jpg



ICON-Gradient.jpg



ICON-Green.jpg



ICON-LtGreen.jpg



ICON-Orange.jpg



ICON-shade-Black.jpg



ICON-shade-Blue.jpg



ICON-shade-Gold.jpg



ICON-shade-Green.jpg



ICON-shade-LtGreen.j...



ICON-shade-Orange.jpg

ICON-shade-White.jpg



ICON-small-4C-V2.jpg



ICON-small-4C.jpg



ICON-small-shade-Gre...

ICON-White.jpg



Manistee-horz- Black.jpg



Manistee-horz-4C-V2.j...



Manistee-horz-4C.jpg



Manistee-horz-Blue.jpg



Manistee-horz-Gold.jpg



Manistee-horz-Green.jpg



Manistee-horz-LtGree...



Manistee-horz-Orange...



Manistee-horz-Rev-4C...



Manistee-horz-Rev-4C...



Manistee-horz-shade-...



Manistee-horz-shade-...



Manistee-horz-shade-...

Manistee-horz-shade-...

Manistee-horz-shade-...

Manistee-horz-shade-...



Manistee-horz-shade-...

Manistee-horz-White.jpg

Manistee-stack-4C-V2....

Manistee-stack-4C.jpg



Manistee-stack-Black.j...

Manistee-stack-Blue.jpg

Manistee-stack-Gold.jpg

Manistee-stack-Green...



Manistee-stack-LtGree...

Manistee-stack-Orang...

Manistee-stack-Rev-4...

Manistee-stack-Rev-4...



Manistee-stack-shade-...

Manistee-stack-shade-...

Manistee-stack-shade-...

Manistee-stack-shade-...



Manistee-stack-shade-...



Manistee-stack-shade-...



Manistee-stack-shade-...



Manistee-stack-White.j...



Manistee-Tag-Horz-4C...



Manistee-Tag-Horz-Re...



MARINS-4C.jpg



MARINS-GREEN.jpg



Stee-Black.jpg



Stee-Gold.jpg



Stee-Green.jpg



Stee-LtGreen.jpg



Stee-Orange.jpg



Stee-White.jpg



# Manistee, Michigan Implementation Guide

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### Adopt Brand

- Board Adoption

### Technical Integration

- Install Fonts
- Copy Brand Folder to Local Drive
- Share Brand Link with Design Partners

### Social Media

- Update Facebook Profile
- Update Instagram Profile
- Update Twitter Profile
- Update Pinterest Profile
- Load Photos as gallery in Facebook
- Create Pinterest Board with Brand Elements

### Communication

- Update Email Signature
- Adopt Powerpoint Template
- Adopt Digital Letterhead
- Upload Brand Materials to Email Newsletter
- Adopt Envelope Template
- Printer Updated Business Cards

### Online

- Update Colors on Webpage
- Add New Graphics
- Update Favicon
- Add Brand Statement to Website
- Add Styleguide Request
- Add Brand Resources Page

### Collateral

- Share Brand Resources
- Share Merchandising Examples
- Share Brand Partner Idea List

### Wayfinding

- Plan Strategic Banner Strategy
- Plan Event Banner Strategy
- Explore Partnering for Comprehensive Wayfinding System

### Printing

- Shopping & Dining Guide
- Organization Brochure
- Parking Cards
- Partner Banners
- Visit Cards
- Hours Signs

### Event Extension

- Logo Adoption
- Social Integration
- Marketing Integration
- Merchandise Expansion
- Signage
- Volunteer Swag

# BrandLaunch Strategy Guide

This list is a pretty comprehensive list of implementation ideas. Their is no proper order, but instead carving the path that is right based off your budget, resources, and current collection of communication tools.



BRANDTOUCH

### Other

# How to be a Brand Partner

manistee  
MICHIGAN



From here, it's completely up to you, your community, your event, or your organization. There's no proper order, only the things that make sense for you!

## Brand Merchandise

- Hats
- T-Shirts
- Coffee cups
- Decals
- Bumper stickers
- Bags
- Shopping bags
- Cycling jerseys
- Pint glasses
- Guitar picks
- Water bottles
- Outdoor gear
- Polo shirts
- Climbing chalk bags
- Hiking stick medallions
- Rain jackets
- Guitar straps
- Koozies
- Socks
- Invent something

## Brand your Digital Presence

- Add logo to website
- Add logos to Facebook as a gallery
- Link from web to community website
- Use hashtag
- Share photos of branded items
- Tweet the web address
- Link google photo galleries to share
- Profile pics
- Send other businesses and organizations to the web address
- Instagram people having fun

## Brand Your Place

- Request interest icons
- Look for brand extension opportunities
- Organizational logos
- Street banners
- Wayfinding signage
- Open signs
- Store hours signs
- Shopping & dining guides
- Advertising
- Pocket folders
- Visitor guides
- Business cards
- Brochures
- Annual reports
- Maps
- Trail guides
- Shopping bags
- Loyalty cards

## Share With us

We would love to hear from you about all the amazing things you come up with to do with the brand. Please share images and stories of the brand at work with us.

## Share With You

On a quarterly basis, we'll share important information with you, like added resources, usage stats, exciting implementations, and a report of the growing brand equity!

Check off one of the suggestions, and you are a **Brand Partner!**

## Copyright Transfer Statement

Ben Muldrow as the agent for Arnett Muldrow & Associates, located at 316 West Stone Avenue, Greenville, SC, the owner of Copyright for this presented design(s) hereby grants a full copyright license transfer to Manistee, Michigan, Here to utilize the following designs as the new owner sees fit to do so.

For the purpose of Community Branding.

This license, attested to by the parties effectively immediately shall serve as notice and agreement between the parties and may not be changed without written permission from the Arnett Muldrow & Associates. Arnett Muldrow & Associates retains the right to use the created material to self market and self promote.

This signed agreement also includes the transfer of rights to any variations of the logo previously agreed and supplied as part of the initial proposal.

Example of these variations could include : multiple color versions, size and dimensional variations – landscape and portrait, reversed out versions, social media profile images, favicon etc.



Arnett Muldrow & Associates  
864.233.0950  
ArnettMuldrow.com  
316 West Stone Avenue  
Greenville, SC 29609

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Is there anything missing on this Copyright Transfer Form that was previously agreed? Let me know before accepting this statement. It is critical the information shared here is understood and accepted in whole.



# Administrative Services

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

**Memo to:** Thad Taylor, City Manager  
**From:** Edward Bradford, CFO *EB*  
**Re:** 2020-1 Budget Amendment  
**Date:** September 24, 2019



Thad,

The City of Manistee is required by State law to ensure that actual expenditures do not exceed budgeted amounts. I have prepared a proposed budget amendment for the 2019-2020 fiscal year that makes the necessary budget adjustments to comply with the statutory requirement.

Over the course of a fiscal year, unanticipated events and unbudgeted expenditures occur. Typical examples include things such as excess overtime, harsh winter weather, fuel price fluctuations, employee payouts at retirement, unanticipated equipment or infrastructure repairs, insurance claims or projects that span multiple fiscal years. Savings can also occur thru things like loss of employees, insurance premium renewals and departments exercising restraint.

On the revenue side, positive or negative variances can also occur, whether thru mid-year state budget cuts, the sale of assets, revenue sharing, timing differences on receipt of funds or other unexpected revenue. Both revenue and expenditures variances impact the year end results; however, ***only increased expenditures must be explicitly authorized thru a budget amendment.***

We typically make formal budget amendments quarterly to be more proactive, accurate and transparent in our budgeting. Thru September, several budget amendments are needed as discussed below:

**101 General Fund: Manager**

Account #	Account Name	Original Budget	Amended Budget	Projected	Increase
172.718.001	Costs – HSA Contribution	\$1,500	\$1,500	\$3,000	\$1,500

A clerical error was made during budgeting. A known two-person HSA contribution was only allocated the single-person contribution amount.

**101 General Fund: General**

Account #	Account Name	Original Budget	Amended Budget	Projected	Increase
275.995.000	Transfers Out	\$75,616	\$75,616	\$165,616	\$90,000

Council recently approved the sale of a vacant lot for \$90,000. This will be General Fund revenue, but Council previously directed that proceeds from the sale of City-owned property be used for Local Streets. An amendment is needed to transfer these funds to Local Streets from the General Fund.

**101 General Fund: Parks**

Account #	Account Name	Original Budget	Amended Budget	Projected	Increase
751.930.000	Repairs/Maintenance-Buildings/Land	\$34,800	\$34,800	\$97,800	\$63,000

The high water and wave and ice action resulted in damage to a section of the Riverwalk and erosion on the west end. Repairs have been completed, but this expense was unanticipated and not budgeted for in the current fiscal year. Most of this expense was covered by insurance.

**275 Grant Management Fund**

Account #	Account Name	Original Budget	Amended Budget	Projected	Increase
902.986.106	FEMA Heart Monitor & Extrication Grant	\$0	\$0	\$4,500	\$4,500

The City received a FEMA grant in the prior fiscal year to fund equipment for the Fire\EMS department. Part of the grant funded equipment costs were incurred in the current fiscal year.

Account #	Account Name	Original Budget	Amended Budget	Projected	Increase
902.986.107	Community Energy Management Grant	\$0	\$0	\$25,000	\$25,000

The City received a \$25,000 Community Energy Management Grant from the State of Michigan. This grant receipt was helped by the City being a Rising Tide community. The grant funded an energy study that made several recommendations on how the City can save energy and\or make investments to reduce energy usage in the future.

### 501 Boat Launch

Account #	Account Name	Original Budget	Amended Budget	Projected	Increase
930.000	Repairs/Maintenance-Buildings/Land	\$3,000	\$3,000	\$22,725	\$19,725

High water levels caused erosion along the retaining wall at the Arthur St. Boat Launch. The wall was compromised and settling, and the blocks needed to be reset on a secure base.

Account #	Account Name	Original Budget	Amended Budget	Projected	Increase
931.000	Repairs/Maintenance-Equipment	\$500	\$500	\$14,000	\$13,500

The combination of high water and a strong storm with east waves lifted the Arthur St. fishing platform off its pilings and caused damage. Insurance proceeds will help offset the costs.

### 592 Water Utility

Account #	Account Name	Original Budget	Amended Budget	Projected	Increase
275.995.000	Transfer's Out	\$0	\$0	\$83,000	\$83,000

The City is in the process of splitting out the Water & Sewer Utility into separate Water and Sewer funds in order to better comply with USDA Rural Development requirements. This entry moves an accrual for unbilled sewer receivables from the combined fund to the sewer fund.

Account #	Account Name	Original Budget	Amended Budget	Projected	Increase
902.947.001	Water Pilot Grant	\$0	\$0	\$100,000	\$100,000

The City previously received a \$331,000 MDEQ Pilot Drinking Water Community Water Supply Grant. Grant eligible expenses have stretched into the current fiscal year and the grant has also been extended until March 31, 2020. This grant was not budgeted for in the current fiscal year.

### 594 Municipal Marina

Account #	Account Name	Original Budget	Amended Budget	Projected	Increase
760.000	Supplies – gasoline	\$54,180	\$54,180	\$79,180	\$25,000

Sales of gasoline have exceeded budget estimates, requiring the purchase of more inventory.

Account #	Account Name	Original Budget	Amended Budget	Projected	Increase
930.000	Repairs/Maintenance– Buildings/Land	\$10,000	\$10,000	\$19,600	<b>\$9,600</b>

Flooding caused by the torrential rain earlier this year caused damage to the ground floor of the Marina building that was covered by insurance. This amendment is for the repair costs.

Account #	Account Name	Original Budget	Amended Budget	Projected	Increase
930.001	Repairs – Seiche Damage	\$10,000	\$10,000	\$530,000	<b>\$520,000</b>

The 2018 spring seiche event caused extensive damage to the Marina docks and infrastructure. Insurance proceeds covered the damage, and dock replacements and other repairs have been completed. The work was anticipated to have been completed in the prior fiscal year, but billings extended into the current fiscal year.

# City of Manistee Police Department

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



Memo: Thad Taylor  
From: Timothy E. Kozal  
Re: Council Agenda item  
2020 Ford Police Interceptor Purchase

Sir:

The Police Department requested bids for a 2020 Police Interceptor through the MiDeal Program with accompanying upfitting with emergency equipment. I am recommending awarding the bid to Zeigler Ford out of Plainwell for purchasing of the 2020 Ford police Interceptor. It should be noted that Signature Ford came in lower, however did not include the road ready package which would offset the difference. The road ready package is the option that has the cruiser prewired for emergency lights and siren.

I examined the packet and determined that Emergency Vehicle Products affords us the best opportunity for upfitting the cruiser

I am recommending awarding the bid to Zeigler Ford out of Plainwell for purchasing of the 2020 Ford police Interceptor in the amount of \$38,272.00. I am recommending awarding the bid to Emergency Vehicle Products for upfitting the vehicle in the amount of \$ 11,353.18. We are also installing a new WatchGuard camera system in the amount of \$ \$4,632.12 for a total purchase price of \$54,257.30. This purchase is a budgeted purchase from the motor pool.



Timothy E. Kozal  
Manistee Director of Public Safety

# Police Department



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

Chief Kozal,

In May you requested me to start the processes of securing bids for a new 2020 Ford Explorer Police Interceptor with the standard "Ready for the Road Police Package." Additionally, this 2020 Ford Explorer was to be outfitted so that it could be utilized for Motor Carrier capabilities. I started researching the State of Michigan affiliated organizations. I learned that vehicle pricing for the 2020 Ford Explorers had not been released and wasn't expected until fall.

I contacted the following listed MIDeal providers:

Gorno Ford (w/Cruisers Equipment)

Signature Ford (w/Mid-Michigan Emergency Equipment)

Harold Zeigler (w/ Emergency Vehicle Products).

I did not get a response from Gorno Ford after leaving voicemails and emails. Since Gorno never responded this left us with two bidding organizations and their vehicle equipment builders they employ on a professional basis. Pricing was released for the 2020 Police Ford Explorer packages on 9-16-19. The two bidding dealships and their builders were as follows:

Harold Zeigler Ford / Emergency vehicle Products.

Signature Ford / ProComm. Inc.

I have attached all of the bids to include options which I briefly list below for your review:

**Harold Zeigler Ford / Emergency Vehicle Products:**

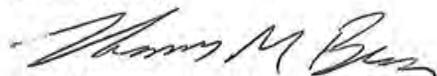
Vehicle:	\$38,272.00
Total:	\$42,508.00 (w/push bumper lights)
	\$41,786.03 (w/o push bumper lights)
Builder Package:	\$11,353.18

**Signature Ford / Pro Comm Inc.:**

Vehicle:	\$33,299.00
Builder Package:	\$12,499.00

After careful consideration in reviewing all of the bids, I am suggesting this year we go with Harold Zeigler Ford and Emergency Vehicle Products again for this vehicle & build.

Respectfully,



Sgt. Thomas M. Bruce

# ZEIGLER

FORD

• FOR A GREAT EXPERIENCE! •

PLAINWELL

<input type="checkbox"/> NEW <input type="checkbox"/> USED	YEAR 2019	MAKE FORD	MODEL police interceptor	COLOR
VIN 1FM5K8AB6LGA71404		ODOMETER		
STOCK NO. LGA71404		SALES PERSON BILL SHULACK		
PAYOFF INFORMATION				
FINANCIAL INSTITUTION:				
LIENHOLDER ADDRESS				
PHONE NUMBER:				
10 Day Pay Off/Good Until				
VERIFIED BY:				
CUSTOMER SIGNATURE _____				
MGR SIGNATURE _____				
LEASE INFO				
TERM		MILES PER YEAR		
RESIDUAL		CUSTOMER STEP INS DUE @ INCEPTION		
CUSTOMER INITIALS _____				
DESCRIPTION OF TRADE-IN				
YEAR	MAKE	MODEL	COLOR	
VIN		ODOMETER		
APPRAISAL BY	BALANCE OWED TO LIEN			
ACCOUNT #	DUE BY: 10 DAY			
THIS VEHICLE HAS BEEN USED AS: <input type="checkbox"/> POLICE VEH. <input type="checkbox"/> TAXI <input type="checkbox"/> SALVAGE <input type="checkbox"/> VEHICLE HAS BEEN FLOOD DAMAGED <input type="checkbox"/> DRIVER ED. VEH. <input type="checkbox"/> GOV'T. VEH.				
IF THIS IS FOR A USED CAR OR LIGHT TRUCK, THE INFORMATION YOU SEE ON THE (FEDERAL TRADE COMMISSION) WINDOW FORM IS PART OF THIS AGREEMENT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE. THIS AGREEMENT IS NOT BINDING UPON EITHER THE PURCHASER OR THE DEALER UNTIL SIGNED BY BOTH PARTIES, OR SHALL NOT BE BINDING UPON THE DEALER OR THE PURCHASER UNTIL ALL CREDIT TERMS, IF APPLICABLE ARE APPROVED AND ACCEPTED BY ALL PARTIES-DEALER, PURCHASER AND LENDING INSTITUTION. IF CREDIT TERMS ARE NOT ACCEPTED, FULL DEPOSIT WILL BE REFUNDED TO PURCHASER. AGREEMENT BASED UPON AVAILABILITY OF VEHICLE. PURCHASER IS OF LEGAL AGE IN THIS STATE.				

I HAVE READ THE TERMS ON THE BACK AND HAVE RECEIVED A COMPLETED COPY OF THIS AGREEMENT

X \_\_\_\_\_ 09/20/2019  
PURCHASERS SIGNATURE DATE

X \_\_\_\_\_ 09/20/2019  
CO-PURCHASERS SIGNATURE DATE

X \_\_\_\_\_ 09/20/2019  
DEALER OR AUTHORIZED REPRESENTATIVE DATE

(SEE REVERSED SIDE FOR ADDITIONAL TERMS AND CONDITIONS)

PURCHASER The City Of Manistee			DATE 09/20/2019
CO PURCHASER			
ADDRESS 70 Maple St			
CITY Manistee	STATE MI	ZIP 49660	COUNTY Manistee
RES. PHONE	BUS. PHONE	CELL PHONE	
EMAIL			
DRIVERS LICENSE NO.		PLATE	
CO-DRIVERS LICENSE NO.		EXP	
INSURANCE COMPANY	AGENT	PHONE NO.	
ADDRESS		POLICY#	
CITY	STATE	ZIP	
WE OWE			
SUB-TOTAL			
1. PRICE OF VEHICLE (INCLUDING FREIGHT & ACCESSORIES)			38,257.00
2. OTHER TAXABLE CHARGES (DOCUMENTARY FEE, SERVICE FEE ETC)			
3. TOTAL TAXABLE PRICE			
4. NON TAXABLE CHARGES LABOR, SERVICE CONTRACT ETC.			
5. a) SALES TAX			
b) LICENSE FEE			
c) TITLE FEE			15.00
LABOR OR OTHER NON-TAX CHARGES			
6. REBATE			
7. CASH ON DEPOSIT (RECEIPT NO. _____)			
8. CASH DUE ON DELIVERY			38,272.00
9. TRADE-IN ALLOWANCE			
10. Less: LIEN			
11. TOTAL DOWN PAYMENT			
12. BALANCE			

1-231-510-6386

231-398-2012

# Emergency Vehicle Products F161733

**Quotation**

2975 Interstate Pkwy, Kalamazoo, MI, 49048 Phone: 269-978-1700 Fax: 269-342-8351

Quote Date: 05/13/2019

Quote #: 012030

FOB: Origin

PO #:

Ship Via: Customer Pickup

Terms: Upon Receipt

Quoted By: CMcDonald

*AT 3/27/2019*

## BILL TO:

MANISTEE POLICE DEPT  
70 MAPLE ST

MANISTEE, MI 49660

Phone #:

Fax #:

Customer ID: MANISTEE

## SHIP TO:

MANISTEE POLICE DEPT  
70 MAPLE ST

MANISTEE, MI 49660

Line Item #	Product ID	Product Description	Quantity	Unit Cost	Extended Cost
001	LABOR- JH # M235579	LABOR-JH # M235579 BUILD 2019/2020 UTILITY VEHICLE. INSTALL ALL EMERGENCY EQUIPMENT AS NEEDED	1 Related Order	\$1,900.00 0000000 #: 000	\$1,900.00
002	IX277000TA	54" LIBERTY LIGHT BAR WITH ALLEY/ TAKE DOWNS	1 Related Order	\$2,340.00 0000000 #: 000	\$2,340.00
003	LINSV2BX	BLUE/SMOKE LINZ-V SURFACE LED	1 Related Order	\$215.48 0000000 #: 000	\$215.48
004	LINSV2RX	RED/SMOKE LINZ-V SURFACE LED	1 Related Order	\$215.48 0000000 #: 000	\$215.48
005	M4R	RED/RED M4 LED LIGHTHEAD	2 Related Order	\$156.86 0000000 #: 000	\$313.72
006	QK0566ITU12	12-17 UTILITY, OEM REPLACEMENT SEAT W/ REAR POLY	1 Related Order	\$1,144.78 0000000 #: 000	\$1,144.78
007	GK10301\$1UHK	GUN RACK DUAL T RAIL	1 Related Order	\$377.51 0000000 #: 000	\$377.51
008	PK0355ITU12SCA	2012-16 INTERCEPTOR UTILITY SCA/RECESS/2PC LOWER	1 Related Order	\$755.84 0000000 #: 000	\$755.94
009	MMSU-1	MAGNETIC MIC CLIP	1 Related Order	\$45.44 0000000 #: 000	\$45.44

**TERMS: NET 15; FOB BIRD IN HAND, PA; QUOTE VALID FOR 30 DAYS**

Monday, September 23, 2019

Page 1 of 3

# Emergency Vehicle Products F161733

*Quotation*

2975 Interstate Pkwy , Kalamazoo, MI, 49048 Phone: 269-978-1700 Fax: 269-342-6351

**Quote Date:** 05/13/2019

**Quote #:** 012030

**FOB:** Origin

**PO #:**

**Ship Via:** Customer Pickup

**Terms:** Upon Receipt

**Quoted By:** CMcDonald

**BILL TO:**

MANISTEE POLICE DEPT  
70 MAPLE ST

MANISTEE, MI 49660

**Phone #:**

**Fax #:**

**Customer ID:** MANISTEE

**SHIP TO:**

MANISTEE POLICE DEPT  
70 MAPLE ST

MANISTEE, MI 49660

Line Item #	Product ID	Product Description	Quantity	Unit Cost	Extended Cost
010	ERGOBOX12	ERGO CONSOLE	1	\$335.14	\$335.14
			Related Order	0000000 #: 000	
011	7180-0847	CUP HOLDER	1	\$72.66	\$72.66
			Related Order	0000000 #: 000	
012	MCS-ARMREST	HEAVY DUTY ARMREST PEDESTAL	1	\$200.72	\$200.72
			Related Order	0000000 #: 000	
013	MISC	MISC	1	\$495.00	\$495.00
	REAR SHELF UNIT WITH EQUIPMENT COVER		Related Order	0000000 #: 000	
014	MISC	MISC	1	\$490.00	\$490.00
	GRAPHICS PKG		Related Order	0000000 #: 000	
015	LABOR- JH # M235579	LABOR-JH # M235579	1	\$150.00	\$150.00
	GRAPHICS INSTALLATION- 3M INSTALLATION		Related Order	0000000 #: 000	
016	MISC WIRE CONNECT	MISC WIRE CONNECTORS	1	\$200.00	\$200.00
	WIRING, WIRE, WIRE LOOM, SHOP SUPPLIES		Related Order	0000000 #: 000	
017	BK2020/TU16	16 FORD UTILITY PUSHBAR WITH IONS, W/PAD	1	\$1,034.61	\$1,034.61
			Related Order	0000000 #: 000	
018	DKO100ITU12	FORD UTILITY DOOR PANELS	1	\$213.85	\$213.85
			Related Order	0000000 #: 000	
019	WKO5141TU12	WINDOW BARS- 2012-16 INTERCEPTOR	1	\$190.19	\$190.19
			Related Order	0000000 #: 000	

**TERMS: NET 15; FOB BIRD IN HAND, PA; QUOTE VALID FOR 30 DAYS**

Monday, September 23, 2019

Page 2 of 3

# Emergency Vehicle Products F161733

*Quotation*

2975 Interstate Pkwy , Kalamazoo, MI, 49048 Phono: 269-978-1700 Fax: 269-342-8351

**Quote Date:** 05/13/2019

**Quote #:** 012030

**FOB:** Origin

**PO #:**

**Ship Via:** Customer Pickup

**Terms:** Upon Receipt

**Quoted By:** CMcDonald

**BILL TO:**

MANISTEE POLICE DEPT  
70 MAPLE ST

MANISTEE, MI 49660

**Phone #:**

**Fax #:**

**Customer ID:** MANISTEE

**SHIP TO:**

MANISTEE POLICE DEPT  
70 MAPLE ST

MANISTEE, MI 49660

<i>Line Item #</i>	<i>Product ID</i>	<i>Product Description</i>	<i>Quantity</i>	<i>Unit Cost</i>	<i>Extended Cost</i>
020	390-5711-0	POWER DIST SYSTEM / TIMER	1	\$295.00	\$295.00
			Related Order	0000000 #: 000	
021	MCS-COMBRKT	SADDLE BRACKETS	1	\$92.66	\$92.66
			Related Order	0000000 #: 000	
022	SHIPPING	SHIPPING CHARGES	1	\$275.00	\$275.00
			Related Order	0000000 #: 000	
<b>Sub Total:</b>					<b>\$11,353.18</b>

**TERMS: NET 15; FOB BIRD IN HAND, PA; QUOTE VALID FOR 30 DAYS**

*Monday, September 23, 2019*

*Page 3 of 3*



# 4RE/VISTA Price Quote

CUSTOMER: Manistee City Police Department

ISSUED: 7/10/2019 3:44 PM

EXPIRATION: 10/31/2019 5:00 AM

Attn: Accounts Payable,  
70 Maple St.,,  
Manistee,MI,,  
49660

**TOTAL PROJECT ESTIMATED AT:  
\$4,632.12**

ATTENTION: Sergeant Thomas Bruce

SALES CONTACT: David Stum

PHONE: 231-723-2533

DIRECT: (469) 640-5201

E-MAIL: tbruce@manisteemi.gov

E-MAIL: DStum@WatchGuardVideo.com

Dave Lowry - Regional Sales Manager  
317-697-7295  
dave@enforcementproducts.com

## 4RE and VISTA Proposal

### VISTA HD Cameras and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
VIS-EXT-WIF-BUN	VISTA HD WIFI and 4RE System Bundle. Includes 4RE Standard DVR Camera System with integrated 200GB automotive grade hard drive, ZSL camera, 16GB USB removable thumb drive, rear facing cabin camera,	1.00	\$5,550.00	\$1,227.88	\$4,322.12

### VISTA HD Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-VIS-CAM-1ST	Warranty, VISTA 1st Year (Months 1-12) Included	1.00	\$0.00	\$0.00	\$0.00

### Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-EL4-DEV-001	Evidence Library 4 Web 4RE In-Car Device License Key	1.00	\$150.00	\$75.00	\$75.00

### Wireless Video Transfer and Networking Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-WRL-KIT-101	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4 GHz is available by request)	1.00	\$200.00	\$20.00	\$180.00

### 4RE Hardware Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-4RE-CAR-1ST	Warranty, 4RE, In-Car, 1st Year (Months 1-12)	1.00	\$0.00	\$0.00	\$0.00

### Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	\$55.00	\$0.00	\$55.00
					<b>\$4,632.12</b>

415 E. Exchange Parkway • Allen, TX • 75002  
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778  
[www.WatchGuardVideo.com](http://www.WatchGuardVideo.com)



## 4RE/VISTA Price Quote

Total Estimated Tax, may vary from State to State \$0.00

Configuration Discounts	\$1,397.88
Additional Quote Discount	\$0.00
<b>Total Amount</b>	<b>\$4,632.12</b>

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: \_\_\_\_\_ DATE: \_\_\_\_\_

415 E. Exchange Parkway • Allen, TX • 75002  
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778  
[www.WatchGuardVideo.com](http://www.WatchGuardVideo.com)



September 20, 2019

City of Manistee Police Department  
Attn: Sgt. Tom Bruce  
70 Maple Street  
Manistee, MI 49660

Dear Sgt. Tom Bruce:

Price on 2020 Vehicle Macomb County Contract Bid:

**2020 Ford Police Interceptor Utility AWD in Black**

**\$45,798.00 ea**

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty and 100,000 miles or 60 months powertrain warranty.

Delivery date: About 120 days from receipt of your PO.

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

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

**Payment requirements:** All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. An \$8.00 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

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

Respectfully Submitted,

*Bill Campbell*

Bill Campbell  
Government & Fleet Sales

1960 East Main St, Owosso, MI 48867  
888-92-FLEET or 888-923-5338, Fax 517-625-5832

CHI-005859

MI

9-NORMAL, NB, 005859, KJ121

15202

120190924

BLEND

9095

CERT CERT CERT TRD R RAMP BUMP CAMP BOOK EXFL



1FM5K8AB7

LGA83030 NB

FU13



Go Further

ford.com

VEHICLE DESCRIPTION

POLICE INTERCEPTOR LG A83030

2020 UTILITY AWD
119" WHEELBASE
3.3L TI-VCT V6 FFV ENGINE
10-SPEED AUTO TRANSMISSION

EXTERIOR
AGATE BLACK METALLIC
INTERIOR
EBONY CLOTH FRT/VINYL REAR

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- 18" H.D. STEEL WHEELS
255/60R18 A/S BSW
POLICE TIRES
GLASS III HITCH RECEIVER
DUAL EXHAUST SYSTEM
DUAL POWER MIRRORS
FULL SIZE 18" SPARE W/TPMS
HEADLAMPS - AUTO, LED
LOW/HIGH INCLUDES FRONT HOUSING (W/ LED WIG-WAG)
KEY LOCKS (DR/PASS/LTGT)
PRIVACY GLASS 2ND/3RD ROW

INTERIOR

- 35/30/35 SPLIT VINYL REAR
A/C W/AUTOMATIC CLIMATE CONTROL, DUAL ZONE
BLACK VINYL FLOOR COVERING
CERTIFIED SPEEDOMETER
CLOTH BUCKET FRONT SEATS
CONSOLE MOUNTING PLATE
ENGINE HOUR / IDLE METER
FWR DR SEAT/6-WAY/M LUMBAR
RED/WHITE TASK LIGHTING
SEATBACK INTRUSION PLATES
TILT/TELESCOPING STEERING WHL W/ 4 CONFIGURABLE LATCHING SWITCHES

UNIVERSAL TOP TRAY

FUNCTIONAL

- AM/FM/MP3/BLUETOOTH & USB
COLUMN MOUNTED SHIFTER
ENGINE OIL COOLER
FORD TELEMATICS™
FULL-TIME ALL WHEEL DRIVE SYSTEM
HEAVY DUTY SUSPENSION
HEAVY-DUTY 80-AMP BATTERY
INTERIOR TRUNK/LIFTGATE RELEASE
POLICE BRAKES: 4 WHL DISC W/ ABS & TRACTION CONTROL
POWER STEERING W/EPAS
REAR VIEW CAMERA

TRANSMISSION OIL COOLER

TRANSMISSION-10-SPEED AUTO

- SAFETY/SECURITY
75 MPH REAR-CRASH TESTED
ADVANCETRAC® WITH RSC®
AIRBAGS - FRONT AND SIDE
AIRBAGS - SAFETY CANOPY
SOS POST CRASH ALERT SYS
TIRE PRESSURE MONITOR SYS

WARRANTY

- 3 YR/36K MILE BUMPER-TO-BUMPER WARRANTY
5 YR/100K MILE POWERTRAIN CARE EXTENDED SERVICE PLAN (ZERO DEDUCTIBLE)

INCLUDED ON THIS VEHICLE

(MSRP)

EQUIPMENT GROUP 500A

OPTIONAL EQUIPMENT/OTHER

- 3.3L TI-VCT V6 FFV ENGINE - 3,530.00
10-SPEED AUTO TRANSMISSION NO CHARGE
READY FOR THE ROAD PACKAGE 3,595.00
HID PLUNG W/R HNDL INOPERABLE
100 WATT SIREN / SPEAKER
TAIL LAMP LIGHTING SOLUTION
REAR LIGHTING SOLUTION
REAR CONSOLE MOUNTING PLATE
GLOBAL LOCK/UNLOCK NO CHARGE
50 STATE EMISSIONS NO CHARGE
COURTESY LAMP DISABLE 25.00
POLICE ENGINE IDLE FEATURE 250.00
SPOT LAMP LED DUAL - WHELEN 665.00
KEYLESS ENTRY - 4 FOBS 340.00
QUARTER GLASS LIGHT 575.00
FRONT HEADLAMP LIGHT SOLUTION NO CHARGE
WIRING GRILL/LAMP/SIREN/SPKRS
REAR DR HNDL AND LOCKS INOPR NO CHARGE
REAR TAILLAMP HOUSING NO CHARGE
FLEX-FUEL CAPABILITY

PRICE INFORMATION

Table with 2 columns: Description, (MSRP). Rows include BASE PRICE (\$40,815.00), TOTAL OPTIONS/OTHER (1,930.00), TOTAL VEHICLE & OPTIONS/OTHER (42,545.00), DESTINATION & DELIVERY (995.00).

Table with columns: RAMP ONE, RAMP TWO, CONVAY, ITEM #. Values include CM06, 48-0231 O/T 5B.

TOTAL MSRP \$43,540.00

Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit www.ford.com/finance.

SPECIAL ORDER

KJ121 N RB X 015 005859 09 12 19

This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.

EPA DOT Fuel Economy and Environment

Fuel Economy



Standard SUVs range from 13 to 93 MPG. The best vehicle rates 136 MPGs. Values are based on gasoline and do not reflect performance and ratings based on E85.

Flexible-Fuel Vehicle Gasoline-Ethanol (E85)

You spend \$3,250

more in fuel costs over 5 years compared to the average new vehicle.

Driving Range



Annual fuel cost \$2,150

Fuel Economy & Greenhouse Gas Rating (tailpipe only)



Smog Rating (tailpipe only)



This vehicle emits 462 grams CO2 per mile. The best emits 0 grams per mile (tailpipe only). Producing and distributing fuel also create emissions; learn more at fueleconomy.gov.

Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 27 MPG and costs \$7,500 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$2.70 per gallon. This is a dual-fueled automobile, MPG is miles per gasoline gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

fueleconomy.gov

Calculate personalized estimates and compare vehicles

GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score Not Rated
Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash Driver Passenger Not Rated Not Rated

Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

Side Crash Front seat Rear seat Not Rated Not Rated

Based on the risk of injury in a side impact.

Rollover Not Rated

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (\*\*\*\*\*), with 5 being the highest.

Source: National Highway Traffic Safety Administration (NHTSA).

www.safercar.gov or 1-888-327-4236

1FM5K8AB7LGA83030



WARNING: Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.



Go Further

The modern is active and sending vehicle data (e.g. diagnostics) to Ford. See in-vehicle settings for connectivity options.

FordPass Connect™ service and FordPass™ App required for certain vehicle features (see App Terms for more information). Connected service and related feature functionality is subject to compatible AT&T network availability (evolving technology / cellular networks may affect functionality and availability, or continued provision of some features, prohibiting them from functioning. Message and data rates may apply. See your local Ford website for our privacy policy.



Insist on Ford Protect! The only extended service plan fully backed by Ford and honored at every Ford dealership in the U.S., Canada and Mexico. See your Ford dealer or visit www.FordOwner.com.

SCAN OR TEXT 1FL8A83030 TO 48028



www.ford.com/help/privacy-terms/

09/20/2019

1201909249095

**Macomb County Bid Price**  
 (Bid #12-07, MY2017) in the  
**State of Michigan**  
**2020 Utility Police Interceptor**  
**Major Standard Equipment**

**MECHANICAL**

- Axle Ratio – 3.73 (AWD)
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- Column Shifter
- DC/DC converter – 220-Amp (in lieu of alternator)
- Drivetrain – All-Wheel-Drive
- Electric Power-Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.3L V6 Direct-Injection Hybrid Engine System
- Engine – V6 Direct-Injection FFV with 10-Speed Automatic Transmission (136-MPH Top Speed)
- Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank
- 3.0L V6 EcoBoost® with 10-Speed Automatic Transmission – (148-MPH Top Speed)
- Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank
- Engine Hour Idle Meter
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 19-gallons
- H7 AGM Battery (800 CCA/80-amp)
- Lithium-Ion Battery Pack
- Suspension – independent front & rear
- Transmission – 10-speed automatic

**EXTERIOR**

- Antenna, Roof-mounted
  - Cladding – Lower bodyside cladding MIC
  - Door Handles – Black (MIC)
  - Exhaust True Dual (down-turned)
  - Front-Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
  - Glass – 2nd Row, Rear Quarter and Liftgate Privacy Glass
  - Grille – Black (MIC)
  - Headlamps – Automatic, LED Low-and-High-Beam
  - Note: Includes Front Headlamp / Police Interceptor Housing (with LED wig-wag feature)
  - Pre-drilled hole for side marker police use, does not include LED strobe, but includes LED wig-wag functionality (eliminates need to drill housing assemblies and provides LED wig-wag feature)
  - Pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights)
  - Wig-wag default is traditional ping-pong pattern; can be programmed to triple-burst pattern or ping-pong / triple-burst
  - Note: Must be wired to vehicle's light controller to enable wig-wag functionality; recommend Ready for the Road Package (67H) or Ultimate Wiring Package (67U)
  - Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
  - Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
  - Spare – Full size 18" Tire w/TPMS
  - Spoiler – Painted Black
  - Tailgate Handle – (MIC)
  - Tail lamps – LED
  - Tires – 255/60R18 A/S BSW
  - Wheel-Lip Molding – Black (MIC)
  - Wheels – 18" x 8.0 painted black steel with wheel hub cover
  - Windshield – Acoustic Laminated
- INTERIOR/COMFORT**
- Cargo Hooks
  - Climate Control – Dual-Zone Electronic Automatic Temperature Control (DEATC)
  - Door-Locks
  - Power
  - Rear-Door Handles and Locks Operable
  - Fixed Pedals (Driver Dead Pedal)
  - Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
  - Glove Box – Locking/non-illuminated
  - Grab Handles – (1 – Front-passenger side, 2-Rear)

**INTERIOR/COMFORT (continued)**

- Liftgate Release Switch located in overhead console (45 second timeout feature)
  - Lighting
    - Overhead Console
    - Red/White Task Lighting in Overhead Console
    - 3rd row overhead map light
  - Mirror – Day/night Rear View
  - Particulate Air Filter
  - Powerpoints – (1) First Row
  - Rear-door closeout panels
  - Rear-window Defrost
  - Scuff Plates – Front & Rear
  - Seats
    - 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters
    - 1st Row – Driver 6-way Power track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar)
    - 1st Row – Passenger 2-way manual track (fore/aft. with manual recline)
    - Built-in steel intrusion plates in both driver/passenger seatbacks
    - 2nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
  - Speed (Cruise) Control
  - Speedometer – Calibrated (includes digital readout)
  - Steering Wheel – Manual / Tilt / Telescoping, Urethane wheel finish w/Silver Painted Bezels with Speed Controls and 4-user configurable latching switches
  - Sun visors, color-keyed, non-illuminated
  - Universal Top Tray – Center of I/P for mounting aftermarket equipment
  - Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature
- SAFETY/SECURITY**
- AdvanceTrac® w/RSC® (Roll Stability Control™)
  - Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Curtain Airbags and Safety Canopy®
  - Anti-Lock Brakes (ABS) with Traction Control
  - Brakes – Police calibrated high-performance regenerative braking system
  - Belt-Minder® (Front Driver / Passenger)
  - Child-Safety Locks (capped)
  - Individual Tire Pressure Monitoring System (TPMS)
  - LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
  - Rearview Camera with Washer viewable in 4.2" center stack.
  - Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
  - SOS Post-Crash Alert System™

**FUNCTIONAL**

- Audio
  - AM/FM / MP3 Capable / Clock / 4-speakers
  - Bluetooth® interface
  - 4.2" Color LCD Screen Center-Stack "Smart Display"
- Note: Standard radio does not include USB Port or Aux. Audio Input Jack; Aux. Audio Input Jack requires SYNC 3®
- Easy Fuel® Capless Fuel-Filler
- Ford Telematics™ – Includes Ford Modem and complimentary 2-year trial subscription
- Front door tether straps (driver/passenger)
- Power pigtail harness
- Recovery Hooks; two in front and trailer bar in rear
- Simple Fleet Key (w/o microchip, easy to replace; 4-keys)
- Two-way radio pre-wire
- Two (2) 50 amp battery ground circuits – power distribution junction block (behind 2nd row passenger seat floorboard)
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper Wipers – Front

**WARRANTY**

- 3 Year / 36,000 Miles Bumper / Bumper
  - 8 Year / 100,000 Miles Hybrid Unique Components
- POWERTRAIN CARE EXTENDED SERVICE PLAN**
- 5-year/100,000-mile Powertrain CARE Extended Service Plan (zero deductible) – Standard

**Police Interceptor Utility Base Prices**

<input checked="" type="checkbox"/>	Utility All Wheel Drive (3.3L V6 Direct-Injection FFV, 136 MPH, 99B/44U) K8A/500A	\$31,844.00
<input type="checkbox"/>	Utility All Wheel Drive (3.0L V6 EcoBoost, 148 MPH, 99C/44U) K8A/500A	\$35,656.00
<input type="checkbox"/>	Utility All Wheel Drive (3.3L V6 Direct-Injection Hybrid Eng., 136 MPH, 99W/44B) K8A/500A	\$34,959.00

**Payment Terms: Net 10 days**

VEHICLE BRAND AND MODEL: Ford Utility Police Interceptor

**BID PRICE EXPIRES: TBD.**

Subject to change without notice by Ford Motor Company

<u>VEHICLE COLOR: Order Code</u>	<u>Interior Trim Color</u>	
	<u>Charcoal</u>	<u>Black (96)</u>
Arizona Beige Clearcoat Metallic	[E3]	[ ]
Medium Brown Metallic	[BU]	[ ]
Dark Toreador Red Clearcoat Metallic	[JL]	[ ]
Dark Blue	[LK]	[ ]
Norsea Blue Clearcoat Metallic	[KR]	[ ]
Royal Blue	[LM]	[ ]
Light Blue Metallic	[LN]	[ ]
Vermillion Red	[E4]	[ ]
Smokestone Clearcoat Metallic	[HG]	[ ]
Silver Grey Metallic	[TN]	[ ]
Iconic Silver Clearcoat Metallic	[JS]	[ ]
Agate Black	[UM]	[ x ]
Oxford White Clearcoat	[YZ]	[ ]
Blue Metallic	[FT]	[ ]
Sterling Grey Metallic	[UJ]	[ ]
Medium Titanium Clearcoat Metallic	[YG]	[ ]
Ultra Blue (Extra Cost Paint \$870)	[21U17]	[ ]

**INTERCEPTOR OPTIONAL FEATURES:**

Flooring/Seats

	<u>Code</u>	<u>\$Cost</u>
<input type="checkbox"/> 1st and 2nd row carpet floor covering	16C	125.00
<input type="checkbox"/> 2nd Row Cloth Seats	F6/ 88F	60.00
<input type="checkbox"/> Power passenger seat (6-way) w/manual recline and lumbar	87P	325.00
<input checked="" type="checkbox"/> Rear Console Plate (Not available with Interior Upgrade Pkg – 65U)	85R	45.00
<input type="checkbox"/> <u>Interior Upgrade Package</u>	65U	390.00

- 1st and 2nd Row Carpet Floor Covering
- Cloth Seats – Rear
- Center Floor Console less shifter w/unique Police console finish plate
- Includes Console and Top Plate with 2 cup holders
- Floor Mats, front and rear (carpeted)
- Deletes the standard console mounting plate (85D)
- SYNC® 3
  - Enhanced Voice Recognition Communications and Entertainment System
  - 4.2" Color LCD Screen Center-Stack "Smart Display"
  - AppLink®
  - 911 Assist®

Note: SYNC® AppLink® lets you control some of your favorite compatible mobile apps with your voice. It is compatible with select smartphone platforms.

Lamps/Lighting

<input checked="" type="checkbox"/> Dark Car Feature – Courtesy lamp disable when any door is opened	43D	20.00
<input type="checkbox"/> Auto Headlamps	86L	115.00
<input type="checkbox"/> Daytime Running Lamps	942	45.00
<input type="checkbox"/> Side Marker Lights in Skull Caps	63B/60A	340.00
<input type="checkbox"/> Rear Quarter Glass Side Marker Lights	63L	575.00
<input type="checkbox"/> Front Warning Auxiliary Light (Driver side – Red / Passenger side – Blue)	21L/60A	600.00
<input type="checkbox"/> Rear Auxiliary Liftgate Lights (Red/Blue LED Lights; located beneath liftgate glass in applique panel)	43A	395.00
<input type="checkbox"/> Front Interior Windshield Warning Lights (Red/Blue with take down)	96W	1145.00

<input type="checkbox"/>	Rear Spoiler Traffic Warning Light	96T	1495.00
<input checked="" type="checkbox"/>	Dome Lamp – Red/White in Cargo Area	17T	50.00
<input checked="" type="checkbox"/>	Pre-wiring for grille lamp, siren, and speaker	60A	50.00
<input checked="" type="checkbox"/>	Spot Lamp – Driver Only (LED Bulbs) (Unity)	51R	395.00
<input type="checkbox"/>	Spot Lamp – Driver Only (LED Bulbs) (Whelen)	51T	420.00
<input type="checkbox"/>	Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Unity)	51S	620.00
<input type="checkbox"/>	Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Whelen)	51V	665.00
<b>Body</b>			
<input type="checkbox"/>	Glass – Solar Tint 2nd and 3rd Row (Deletes Privacy Glass)	92G	120.00
<input type="checkbox"/>	Glass – Solar Tint 2nd Row (Privacy Glass on Rear Quarter and Liftgate Window)	92R	85.00
<input type="checkbox"/>	Deflector Plate	76D	335.00
<b>Wheels</b>			
<input type="checkbox"/>	Wheel Covers (18" Full Face Wheel Cover)	65L	60.00
<input type="checkbox"/>	18" Painted Aluminum Wheel	64E	475.00
<b>Misc</b>			
<input type="checkbox"/>	Engine Block Heater	41H	90.00
<input type="checkbox"/>	License Plate Bracket – Front	153	N/C
<input type="checkbox"/>	Badge Delete (Police Interceptor Badge Only)	16D	N/C
<input type="checkbox"/>	100 Watt Siren/Speaker (includes bracket and pigtail)	18X	300.00
<input type="checkbox"/>	Aux Air Conditioning	17A	610.00
<input checked="" type="checkbox"/>	Noise Suppression Bonds (Ground Straps)	60R	100.00
<input type="checkbox"/>	My Speed Fleet Management	43S	60.00
<b>Audio/Video</b>			
<input type="checkbox"/>	Rear View Camera (Includes Electrochromic Rear View Mirror – Video is displayed in rear view mirror)	87R	N/C
Note: This option would replace the camera that comes standard in the 4" center stack area.			
<input type="checkbox"/>	Rear Camera On-Demand – allows driver to enable rear camera on-demand	19V	230.00
<input type="checkbox"/>	Remappable (4) switches on steering wheel	61R/61S	155.00
<b>Doors/Windows</b>			
<input checked="" type="checkbox"/>	Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates the overhead console liftgate unlock switch) ***** OLD STYLE REAR HATCH LOCK / UNLOCK *****	18D	N/C
<input type="checkbox"/>	Hidden Door Lock Plunger	52H	140.00
<input type="checkbox"/>	Hidden Door Lock Plunger and Rear Door Handle Inoperable	52P	160.00
<input type="checkbox"/>	Rear Door Handles Inoperable/Locks Operable	68L	35.00
<input checked="" type="checkbox"/>	Rear Door Handles Inoperable/Locks Inoperable and Rear Windows Inop.	68G	75.00
<input type="checkbox"/>	Lock system; Single Key/All Vehicles Keyed Alike	59	50.00
	Keyed Alike 1284x= 59B    Keyed Alike 1294x= 59C    Keyed Alike 0135x= 59D		
	Keyed Alike 1435x= 59E    Keyed Alike 0576x= 59F    Keyed Alike 0151x= 59G		
	Keyed Alike 1111x= 59J		
<b>Safety &amp; Security</b>			
<input type="checkbox"/>	Ballistic Door Panels – Driver Front Door Only (Level 3)	90D	1585.00
<input type="checkbox"/>	Ballistic Door Panels – Driver & Pass Front Doors (Level 3)	90E	3170.00
<input type="checkbox"/>	Ballistic Door Panels – Driver Front Door Only (Level 4+)	90F	2415.00
<input type="checkbox"/>	Ballistic Door Panels – Driver & Pass Front Doors (Level 4+)	90G	4830.00
<input type="checkbox"/>	BLIS® – Blind Spot Monitoring with Cross Traffic Alert	55B/54Z	545.00
<input type="checkbox"/>	Police Perimeter Alert – detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking.	68B	675.00
<input type="checkbox"/>	Pre-Collision Assist with Pedestrian Detection (includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use) Note: Not available with option 96W	76P	145.00
<input checked="" type="checkbox"/>	Mirrors– Heated, Non BLIS	549	60.00
<input type="checkbox"/>	Lockable Gas Cap for Easy Fuel Capless Fuel-Filler	19L	20.00
<input type="checkbox"/>	Perimeter Anti-Theft Alarm – Activated by Hood, Door, or Decklid	593/55F	460.00
<input checked="" type="checkbox"/>	Remote Keyless Entry w/4 Key Fobs (w/o Keypad)	55F	340.00
<input checked="" type="checkbox"/>	Police Engine Idle Feature	47A	260.00
<input type="checkbox"/>	Extra Key \$6.00x___=	Parts	6.00 ea
<input type="checkbox"/>	Remote Starter (Must Order Keyless Entry 55F)	Parts	550.00

[ ]	Reverse Sensing	76R	275.00
[ ]	Class III Trailer Tow Lighting Package (4-pin and 7-pin connectors and wiring)	52T	80.00
[ ]	H8 AGM Battery (900 CCA/92-amp)	19K	110.00
[ ]	Gun Vault (Not Available with (17A) Aux Air Conditioning)	63V	245.00
[ ]	<b>Front Headlamp Lighting Solution</b>	66A	895.00
	<ul style="list-style-type: none"> <li>• Includes LED Low beam/High beam headlamp, Wig-wag function and Red/Blue/White LED side warning lights (driver's side White/Red / passenger side White/Blue)</li> <li>• Includes pre-wire for grille LED lights, siren and speaker (60A)</li> <li>• Wiring, LED lights included. Controller "not" included</li> </ul>		
	Note: Not available with option: 67H		
	Note: Recommend using Ultimate Wiring Package (67U)		
[ ]	<b>Police Wire Harness Connector Kit – Front/Rear</b>	67V	185.00
	For connectivity to Ford PI Package solutions includes:		
	• Front		
	– (2) Male 4-pin connectors for siren		
	– (5) Female 4-pin connectors for lighting/siren/speaker		
	– (1) 4-pin IP connector for speakers		
	– (1) 4-pin IP connector for siren controller connectivity		
	– (1) 8-pin sealed connector		
	– (1) 14-pin IP connector		
	• Rear		
	– (2) Male 4-pin connectors for siren		
	– (5) Female 4-pin connectors for lighting/siren/speaker		
	– (1) 4-pin IP connector for speakers		
	– (1) 4-pin IP connector for siren controller connectivity		
	– (1) 8-pin sealed connector		
	– (1) 14-pin IP connector		
	Note: Note:See Upfilters guide for further detail <a href="http://www.fordpoliceinterceptorupfit.com">www.fordpoliceinterceptorupfit.com</a>		
[x]	<b>Tail lamp/Police Interceptor Housing Only</b>	86T	60.00
	• Pre-existing holes with standard twist lock sealed capability (does not include LED Strobe lights) (eliminates need to drill housing assemblies)		
	Note: Not available with options: 66B and 67H		
[ ]	<b>Tail Lamp Lighting Solution</b>	66B	430.00
	• Includes LED lights plus two (2) rear integrated hemispheric lighthouse white LED side Warning lights in taillamps		
	• LED lights only. Wiring, controller "not" included		
	Note: Not available with option: 67H		
	Note: Recommend using Ultimate Wiring Package (67U)		
[ ]	<b>Rear Lighting Solution</b>	66C	455.00
	• Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass		
	• Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open)		
	• LED lights only. Wiring, controller "not" included		
	Note: Not available with option: 67H		
	Note: LED lights only – does "not" include wiring or controller		
	Note: Recommend using Ultimate Wiring Package (67U)		
[ ]	<b>Ultimate Wiring Package</b>	67U	560.00
	• Rear console mounting plate (85R) – contours through 2nd row; channel for wiring		
	• Pre-wiring for grille LED lights, siren and speaker (60A)		
	• Wiring harness I/P to rear cargo area (overlay)		
	– Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille)		
	– One (1) 10-amp siren/speaker circuit engine cargo area		
	• Rear hatch/cargo area wiring – supports up to six (6) rear LED lights		
	• Does "not" include LED lights, side connectors or controller		
	– Recommend Police Wire Harness Connector Kit 67V		
	Note: Not available with options: 65U, 67H		

[ ] Ready for the Road Package All-in Complete Package 67H 3595.00

- All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus
- Whelen Cencom Light Controller Head with dimmable backlight
  - Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd row seat)
  - Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails
  - High current pigtail
  - Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head
  - Pre-wiring for grille LED lights, siren and speaker (60A)
  - Rear console plate (85R) – contours through 2nd row; channel for wiring
  - Grille linear LED Lights (Red / Blue) and harness
  - 100-Watt Siren / Speaker
  - Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P)
- Note: Not available with options: 66A, 66B, 66C, 67U and 65U

**Total Price \$33,299.00 ea**



Two-way Radio Communications • Emergency Vehicle Solutions

Mt. Pleasant PO Box 462 Flushing  
 989-772-3751 Mt. Pleasant, MI 48804 810-659-5000

# Estimate

Date	Est. #
5/10/2019	19871

<b>Name / Address</b>
SIGNATURE FORD BILL CAMPBELL 1960 E. MAIN OWOSSO, MI 48867

Ship To

<b>Purchase Order No.</b>	<b>Terms</b>	<b>Sales Rep</b>
	Net 15	JF

Qty	Description	Cost	Total
	<b>**ROOF/REAR/SIDE EXTERIOR**</b>		
1	WHELEN UNDER MIRROR LIGHT-BLUE	205.00	205.00
1	WHELEN UNDER MIRROR LIGHT-RED	205.00	205.00
1	UNDERMIRROR BRACKET	20.00	20.00
1	D&R SYNERGY LIGHT BAR W/ FULL FRONT TAKE DOWN AND REAR ARROW STICK FUNCTION	1,650.00	1,650.00
1	LICENSE PLATE BRACKET	40.00	40.00
1	WHELEN M4 RED (CLEAR LENS)	155.00	155.00
1	WHELEN M4 BLUE (CLEAR LENS)	155.00	155.00
1	ACTIVATE FACTORY TL FLASHER	0.00	0.00
	<b>**MISC. SHOP SUPPLIES, LABOR AND SHIPPING**</b>		
1	MAXRAD CABLE	20.00	20.00
1	MISC SHOP WIRE, CONNECTORS & FUSES	250.00	250.00
1	WIRE HARNESS TO SPEC	100.00	100.00
1	TEARDOWN FOR RETIRED UNIT	350.00	350.00
1	INSTALL OF NEW UNIT	1,500.00	1,500.00
1	VEHICLE LETTERING OF NEW UNIT	600.00	600.00
1	VEHICLE LETTERING REMOVAL OF OLD UNIT	150.00	150.00
1	SHIPPING	300.00	300.00

**Subtotal** \$12,499.00

**Sales Tax (6.0%)** \$0.00

**Total** \$12,499.00

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Dealer Signature \_\_\_\_\_ Date \_\_\_\_\_



Two-way Radio Communications • Emergency Vehicle Solutions

Mt. Pleasant PO Box 462 Flushing  
 989-772-3751 Mt. Pleasant, MI 48804 810-659-5000

# Estimate

Date	Est. #
5/10/2019	19871

Name / Address
SIGNATURE FORD BILL CAMPBELL 1960 E. MAIN OWOSSO, MI 48867

Ship To

Purchase Order No.	Terms	Sales Rep
	Net 15	JF

Qty	Description	Cost	Total
	<b>**MANISTEE 2020 FORD PI UTILITY**</b>		
	<b>**FRONT OF UTILITY**</b>		
1	ACTIVATE FACTORY HL FLASHER	0.00	0.00
1	WHELEN ION SURFACE MOUNT LED-BLUE FOR 86P	125.00	125.00
1	WHELEN ION SURFACE MOUNT LED-RED FOR 86P	125.00	125.00
2	WHELEN ION SURFACE MOUNT LED- RED/BLUE SPLIT FOR SIDE OF PUSH BUMPER	115.00	230.00
1	SETINA PB450L2 (GENESIS)	579.00	579.00
1	GENESIS 12LED DECK MOUNT FLASHING BLUE/CLEAR MODULE-5 WIRE	125.00	125.00
1	GENESIS 12LED DECK MOUNT FLASHING RED/CLEAR MODULE-5 WIRE	125.00	125.00
1	100 WATT SIREN SPEAKER	185.00	185.00
1	SIREN SPEAKER BRACKET	35.00	35.00
	<b>**INTERIOR OF UTILITY**</b>		
1	CENTER CONSOLE	395.00	395.00
1	HAVIS CUPHOLDER	40.00	40.00
1	HAVIS TOP MOUNT ARMREST/LARGE PAD	105.00	105.00
1	MAGNETIC MIC CLIP	55.00	55.00

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Dealer Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Subtotal</b>
Sales Tax (6.0%)
<b>Total</b>



Two-way Radio Communications • Emergency Vehicle Solutions

Mt. Pleasant PO Box 462 Flushing  
 989-772-3751 Mt. Pleasant, MI 48804 810-659-5000

# Estimate

Date	Est. #
5/10/2019	19871

Name / Address
SIGNATURE FORD BILL CAMPBELL 1960 E. MAIN OWOSSO, MI 48867

Ship To

Purchase Order No.	Terms	Sales Rep
	Net 15	JF

Qty	Description	Cost	Total
1	REUSE RADIO	0.00	0.00
1	REUSE SIDE MOUNT FOR MDT	0.00	0.00
1	D&R RDS17S IQ CONTROLLER	450.00	450.00
1	SETINA #10VS RECESSED RP COATED POLY PARTITION (2020+ FORD PI UTILITY)	745.00	745.00
1	T-RAIL DUAL GUN LOCK WITH XL LOCK FOR AR AND HANDCUFF KEY OVERRIDE	375.00	375.00
1	SETINA POLY WINDOW BARRIER (2020 FORD PI UTILITY)	215.00	215.00
1	SETINA DOOR PANEL VS (FORD PI UTILITY)	185.00	185.00
1	SETINA REPLACEMENT SEAT/CENTER PULL BELTS/CARGO PARTITION POLY WINDOW	1,150.00	1,150.00
1	HAVIS UNIVERSAL STORAGE BOX FOR ELECTRONICS	525.00	525.00
2	WHELEN ION T-SERIES RED/BLUE SPLIT (FOR HATCH WHEN OPEN)	115.00	230.00
2	WHELEN ION SURFACE MOUNT LED-RED (1 FOR SIDE CARGO/ 1 FOR REAR CARGO WINDOW)	125.00	250.00
2	WHELEN ION SURFACE MOUNT LED-BLUE (1 FOR SIDE CARGO/1 FOR REAR CARGO WINDOW)	125.00	250.00
1	POWER DISTRIBUTION KIT	235.00	235.00
1	80 AMP CIRCUIT BREAKER	65.00	65.00

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Dealer Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Subtotal</b>
Sales Tax (6.0%)
<b>Total</b>

## Manistee City Police

**To:** Prospective Bidder  
**From:** Sergeant Thomas M. Bruce  
**Date:** 5/3/19  
**Re:** New 2019 Utility Police Vehicle Purchase Proposal

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The City of Manistee Police Department has budgeted to purchase a new 2019 / 2020 Utility Police Vehicle All Wheel Drive (AWD) under the State of Michigan MIDeal Program. We are requesting quotes for this Utility Police Vehicle with the "ready for the Road" package to include removal of equipment from an old unit and install into the new unit (i.e. in car camera, radios, radar, ect.). Additionally, this new unit must also be equipped to handle specialized equipment such as commercial motor vehicle enforcement equipment. Please refer to the attached photos and specifications requested for additional information. Feel free to contact me if you need additional information or questions answered at (231)723-2533.

All prospective bids need to be submitted by 5-24-19 for consideration.

Respectfully,

Sgt. Tom Bruce

## 2018 /2019 Police SUV Standard Equipment

### “Ready for the Road Package”

<b>Vehicle:</b>	2018 / 2019 Utility Vehicle (SUV) AWD
	3 Key Fob Remotes
	3 Keys (All Keyed Alike)
<b>Vehicle Color:</b>	Shadow Black
<b>Lamps/Lighting:</b>	54” Light Bar w/ Take Down/Alley
	Blue/Smoke Linz-V Surface LED
	Red/Smoke Linz-V Surface LED
	Rear Deck Red/Red M4 LED Light Head
	Driver Spotlight
<b>Misc. Equipment:</b>	Seating – 12-17 Utility, OEM Replacement Seat w/ Rear Poly
	Gun Rack – Dual Trail
	Utility SCA/Recess/2PC Lower
	Magnetic Mic Clip
	Ergo Console
	Saddle Brackets
	Cup Holder
	Heavy Duty Armrest Pedestal
	Push Bumper – w/Lights
	Rear Door Panels
	Window Bar Set
	Kussmaul Timer,Power Dist. System



**BROWNFIELD REDEVELOPMENT AUTHORITY**  
**C/O PLANNING DEPARTMENT**  
(231) 723-6041  
Fax (231) 723-1718  
planning@manisteecountymi.gov

Manistee County Courthouse ■ 395 Third Street ■ Manistee, Michigan 49660

9/24/2019

To: Manistee City Council c/o Thad Taylor, City Manager

From: Robert Carson, A.I.C.P., County BRA Director

Re: Manistee Lakes LLC, Project Extension Request & Waiver of 4% Reduction in Eligible Activity Obligation until after 12/31/2021

Staff has held a discussion with Eric King and Warren Stansberry of Manistee Lakes LLC, and their agent Dawn Baetsen, in regard to the conditions outlined within the Development Agreement for this Brownfield Site. The Development Agreement outlined a timeline for the completion of this project of 48 months following the execution of the agreement. The agreement was executed on August 26<sup>th</sup>, 2016; thus, the project completion date was set for August 26<sup>th</sup>, 2020.

Due to issues concerning approval of permits through the State of Michigan, changes to fire code regulations, and damage to all existing installed footings (see attached e-mail from Dawn Baetsen) the project fell behind schedule. The development team is seeking an extension request and a waiver of the 4% reduction in eligible activity obligation until after 12/31/2021. The Development agreement in Article 2, section 2.1 (c) references the obligation for which the development team is seeking a waiver (see attached revised Development Agreement). You will find in the initial paragraph under section 2.1 that the development agreement states:

*"The parties' obligations to comply with the time requirements set forth in this Article are subject to the applicable party's ability to secure any government permits and approvals necessary for the construction of same (the "Approvals")."*

**Recommendation:**

Staff finds that the Development and Reimbursement Agreement for the Joslin Cove Project does allow for the extension of the agreement under the authority of the BRA, with mutual agreement of the parties. The extension request is above and beyond

those outlined within the specifics of the agreement in Article 2, Section 2.1 (a-d), although staff understands that the extensions allotted for within the agreement doesn't provide much flexibility in terms of time period for extension due to the inability to secure permits.

The project has been moving forward with momentum during the summer of 2019, due to the ability to obtain permits and inspections. Thus, the project is showing signs of significant completion of work.

The Manistee County Brownfield Authority at their September 18<sup>th</sup> meeting, made by motion with unanimous approval, a granting of the extension request and Waiver of the 4% reduction in eligible activity obligation until after 12/31/2019. The agreement must obtain approval of all parties to the agreement in order to grant the extension and waiver. The Manistee City Council is a party to the agreement as they are receiving payment in the amount of \$150,000.00 through the agreement for the siting and construction of the Arthur St. Pump Station.

The Manistee County Planning Department recommends approval of the revised and extended Development and Reimbursement Agreement by the Manistee City Council.

2.

**Rob Carson, AICP Manistee County Planning Director**

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**From:** dawn.baetsen@debaetsen.com  
**Sent:** Friday, August 30, 2019 8:53 AM  
**To:** Rob Carson, AICP Manistee County Planning Director  
**Subject:** [FWD: Meeting follow up - Request for Extension]

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[WARNING: External Message]

Hi Rob: Thank you for meeting with Manistee Lakes, LLC, Eric King, Warren Stansberry, and myself on August 29. We appreciate the support and guidance the county has provided throughout this process.

As we discussed, the project was held up for a little over a year due to state permitting requirements, changes to fire code regulations, and damage to all installed footings and related underground infrastructure, as well as, late winters which slowed the start of spring construction. As Eric and Warren noted the project is now on a schedule that estimates completion by 12/31/2021 when considering close out and compliance documentation. We respectfully ask the board to consider an extension through 12/31/2021 and move the 4% requirement in Article 2, Section 2.1(d) until after 12/31/2021.

In addition, we discussed City requirements, Gazebo which now needs to be moved back due to high water table requiring approval, and side walk location and steep bank erosion proposal to install aesthetically and bank stabilization rock instead. We would like to work with you to identify good solutions to these issues.

We thank you for your assistance and guidance. Kind regards, Dawn

Dawn Baetsen, MSA, CI, CD  
Managing Partner, Baetsen Associates  
Management Consulting, Site Location & Incentives Services  
(616) 301-5980  
[dawn.baetsen@debaetsen.com](mailto:dawn.baetsen@debaetsen.com)

# Amendment to Joslin Cove Development Agreement

October 1st, 2019

See pages 24 & 25 for Amendment Language

## DEVELOPMENT AND REIMBURSEMENT AGREEMENT

This Development & Reimbursement Agreement is made as of this August 26<sup>th</sup>, 2016, between **MANISTEE LAKES, LLC**, a Michigan limited liability company, 1971 E. Beltline Ave NE, Suite 206, Grand Rapids, Michigan 49525 ("Developer"), and the **CITY OF MANISTEE**, a municipal corporation, 70 Maple Street, Manistee, Michigan 49660 ("City"); and the **MANISTEE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**, a Michigan public body corporate, 415 Third Street, Manistee, Michigan 49660 (the "MCBRA") (all hereafter referred to as "the parties"):

### PREMISES

- A. The Developer owns property which qualifies as Brownfield Eligible Property under Act 381, PA 1996 as amended, located in the City of Manistee, Manistee County and desires to continue to develop the property with thirty-two (32) additional condominiums, estimated at over \$8 million, commonly known as the "Manistee Lake Condominiums – Joslin Cove", described on attached Exhibit A ("Development"), to be located on the property described on attached Exhibit B ("Eligible Property").
- B. The MCBRA has been formed pursuant to Act 381, Public Acts of Michigan, 1996, MCL 125.2651 et. seq. ("Act 381") to promote the revitalization of contaminated, blighted, functionally obsolete or historically designated properties.
- C. A Brownfield Plan was approved for the Eligible Property by the MCBRA and the Manistee County Board of Commissioners, with the concurrence of the Manistee City Council in June 2006 and an Act 381 Work Plan was approved for State tax capture by the MCBRA and by the Michigan Department of Environmental Quality (MDEQ) for Environmental Eligible Activities and the Michigan Economic Growth Authority (MEGA) for Non-Environmental Eligible Activities in September 2006. The MCBRA and County approval and City concurrence were provided subject to the Developer's compliance with the terms of Development and Reimbursement agreements entered in 2006 between the MCBRA and Developer, and between the City and Developer.
- D. Eligible Activities were conducted by a prior developer and approved for reimbursement by the MCBRA in an amount of \$130,299.25 for Environmental Eligible Activities and \$1,005,634.50 for Non-Environmental Eligible Activities, and \$217,879.67 was reimbursed to the prior developer, leaving a balance of \$918,055.10 for approved Eligible Activity cost for reimbursement under this Agreement.
- E. In addition to the above expensed and approval Eligible Activity costs, the Developer anticipates additional Eligible Activity costs for the public gazebo and public sidewalks, and dredging in an amount not to exceed \$325,166.23.
- F. The MDEQ has determined that upgrades to the Arthur St. sewage pump station are needed to adequately serve the Development and others, and has made that a permit requirement. The City desires to include the cost of upgrading the Arthur St. pump

station, as well as enhancements to the on-site Joslin Cove pump station as a Brownfield Eligible Activity, estimated at \$150,000, for reimbursement from Brownfield Tax Increment Revenues.

- G. The MCBRA has determined in furtherance of its purposes and to accomplish its goals that it is in the best interest of the MCBRA to finance certain Eligible Activities as defined by Sec. 2(n) of Act 381, MCL 125.2652(n) on Eligible Property and as described in the Amended Brownfield Plan, attached as Exhibit C as the same may be amended or supplemented.
- H. An Amended Brownfield Plan (the "Amended Brownfield Plan"), attached as Exhibit C, has been approved by the MCBRA and County Board of Commissioners, with the concurrence of the Manistee City Council, that provides for the change in the Development, extends the period of Brownfield tax capture, and amends the Eligible Activity budget.
- I. Pursuant to the Amended Brownfield Plan and the Act 381 Work Plan (attached as Exhibit C and D, respectively), MCBRA will capture and retain 100% of the tax increment revenues authorized by law to be captured from the levies imposed by taxing jurisdictions upon taxable property for the Eligible Property consistent with Act 381, as amended, and the Amended Brownfield Plan approved by the MCBRA, the County, and City (the "Brownfield Tax Increment Revenues"). Upon satisfaction of the conditions expressed in this Agreement, MCBRA will use and distribute the Tax Increment revenues as provided by law and as described in this Agreement.

In consideration of the premises and the mutual covenants contained in this Agreement, Developer, City and MCBRA hereby enter into this Agreement and covenant and agree as follows:

## **ARTICLE 1 DEFINITIONS**

**Section 1.1 Definitions.** The following capitalized terms used in this Agreement shall have the following meanings, except to the extent the context in which they are used requires otherwise:

- (a) "Act 381" means the Brownfield Redevelopment Financing Act, Act 381 of Michigan Public Acts of 1996, as amended, MCL 125.2651 et seq.
- (b) "Act 381 Work Plan" means the work plan approved by the MCBRA in October 2006 and the MDEQ on September 7, 2006 for Environmental Eligible Activities and MEGA (now the Michigan Strategic Fund) on September 19, 2006 for Non-Environmental Eligible Activities, and attached as Exhibit D, if applicable.
- (c) "Agreement" means this Development and Reimbursement Agreement entered into between the MCBRA, the City, and the Developer.

- (d) "Amended Brownfield Plan" means the Brownfield Plan amendment, as defined under Act 381, approved by the MCBRA and County Board, with the concurrence of the City Council, in July 2016, and attached as Exhibit C and incorporated here by reference.
- (e) "Brownfield Tax Increment Revenues" means the tax increment revenues, as defined by Act 381 from all taxable real and personal property located on the Eligible Property for the period of time for the Eligible Activity obligation to be met, which amount results from the increase in taxable value of the Eligible Property multiplied by those millages the MCBRA is legally permitted to capture.
- (f) "City" means the City of Manistee.
- (g) "City Council" means the City of Manistee City Council.
- (h) "County" means Manistee County
- (i) "County Board" means the Manistee County Board of Commissioners
- (j) "Developer" means Manistee Lakes, LLC, 1971 E. Beltline Ave NE, Suite 206, Grand Rapids, Michigan 49525 and its successors, affiliates and permitted assigns.
- (k) "Development" means the continued construction of condominium units and certain appurtenant properties and improvements as described in the Brownfield Plan attached hereto as Exhibit C.
- (l) "Development Completion Date" means the date for completion of the Development, which includes a total of forty (40) condominium units, the gazebo, and the sidewalk, as described in Exhibit A, which shall be forty-eight (48) months after the date of execution of this Agreement.
- (m) "Easement" means the Easement granted by Developer to the City for construction, maintenance and public use of a gazebo and sidewalk under terms acceptable to the City. Developer shall insure that any outstanding mortgage or lien is subordinated to the Easement when granted.
- (n) "Eligible Activities" means those environmental and non-environmental activities as defined by Sec. 2(1) of Act 381, MCL 125.2652, as amended, and included in the approved Amended Brownfield Plan and Act 381 Work Plan attached hereto as Exhibit C and D, respectively, as amended or supplemented.
- (o) "Eligible Property" is the property described in the Amended Brownfield Plan that meets Act 381 qualifying status as Eligible Property from which tax increment revenues will be captured to reimburse Eligible Activities and other costs, consistent with the Amended Brownfield Plan, Act 381 Work Plan, and Act 381 as amended.
- (p) "Event of Default" means the failure of performance or breach by a party to carry out its obligations under this Agreement or, with respect to a party, if any representation or warranty of such party was materially not accurate when made, and such obligation

has not been performed or such representation or warranty corrected within the cure period and as provided in Article 10 below. Event of Default also means non-payment of property taxes by the due date and any filing of bankruptcy or bankruptcy reorganization by the Developer.

- (q) "Indemnified Persons" means the MCBRA, the County, and the City and their members, officers, agents and employees.
- (r) "Maximum Cost of Eligible Activities" means MCBRA's maximum obligation to pay for the balance of approved Eligible Activities, which is \$918,055.10 for prior Eligible Activity expenses and a maximum of \$325,166.23 in future Eligible Activity expenses for a total of \$1,243,211.33 for the Developer and \$150,000 for the City.
- (s) "MDEQ" means the Michigan Department of Environmental Quality.
- (t) "MSF" means the Michigan Strategic Fund, formerly the Michigan Economic Growth Authority (MEGA).
- (u) "NREPA" means the Natural Resources and Environmental Protection Act being Act 451 of 1994.
- (v) "Public Development" or "Public Facilities" means the real property and improvements described in Exhibit C and incorporated herein by reference.
- (w) "Transaction Costs" means MCBRA's expenses and liabilities related to the authorization, execution, administration, oversight, fulfillment of MCBRA's obligations under this Agreement, the Amended Brownfield Plan, and Act 381 Work Plan and as allowed by Act 381, which such items shall include, but not be limited to, direct or indirect fees and expenses incurred as a result of the application, amendments to the Brownfield Plan and Act 381 Work Plan, approvals of the developments contemplated herein, printing costs, costs of reproducing documents, filing and recording fees, attorney fees, financial expenses, insurance fees and expenses, administration and accounting for Brownfield Tax Increment Revenues, oversight and review, and all other costs, liabilities, or expenses, related to preparation and carrying out or enforcing the Amended Brownfield Plan, the Act 381 Work Plan and this Agreement, or other related agreements with Developer, if any, and any other costs, charges, expenses, and professional and attorney fees in connection with the foregoing.

**Section 1.2 Number and Gender.** The definitions of terms herein shall apply equally to the singular and plural forms of the terms defined. Whenever the context may require, any pronoun shall include the corresponding masculine, feminine, and neuter forms.

## **ARTICLE 2 COVENANTS OF DEVELOPER, THE CITY AND THE MCBRA**

**Section 2.1 Construction of Developments.** Developer may construct the Development and City may construct the Public Facilities, respectively, for their respective projects or

development, provided that each shall use proper construction standards and that each proceed with due care and diligence and commence and complete Eligible Activities and their respective developments in accordance with this Agreement, and in accordance with any applicable law, regulation, code and ordinance. The parties' obligations to comply with the time requirements set forth in this Article are subject to the applicable party's ability to secure any governmental permits and approvals necessary for the construction of same (the "Approvals"). The parties shall, in each instance, use their best efforts to secure such Approvals on a timely basis. The phasing or staging of the construction of Development and Public Facilities as it impacts the redevelopment schedule and the generation and capture of Tax Increments shall be as follows:

- (a) Developer will initiate redevelopment of the Manistee Lake Condominiums – Joslin Cover property, within two (2) months of the execution of this Agreement. Substantial completion, which means receipt of occupancy permits for all units, of Developer's Development Phase I, which is eighteen (18) condominium units, the gazebo, and the public sidewalk as described in the Development Site Plan in Exhibit A, shall be within eighteen (18) months of commencement, but may be extended to a total of twenty-one (21) months of commencement by the mutual agreement of the parties.
- (b) Developer will complete the entire Development Project, including a total of forty (40) condominium units, the gazebo, and sidewalk within forty-eight (48) months of the execution of this Agreement; and will be responsible for ongoing maintenance of the sidewalk and gazebo, and will maintain public access to the sidewalk and gazebo. Developer shall insure that the Condominium Master Deed and related documents reflect that ongoing maintenance after the Developer completes the project shall be the responsibility of the condominium homeowner's association.
- (c) If the Development Project is not completed by the Development Completion Date, within forty-eight (48) months from the date of execution of this Agreement, the Eligible Activity obligation balance to the Developer will be reduced by four percent (4%) per month for each month after the Development Completion Date.
- (d) The City shall initiate the, upgrades of the Arthur Street Pump Station and/or Joslin Pump station within three (3) months of the Development Completion Date. Construction of pump station upgrades shall be substantially complete within twelve (12) months of commencement of same, unless extended by the mutual agreement of the parties.

**Section 2.2 Covenant to Pay Financial Obligations.** Developer and City will utilize their own funds for the work allocated to them in this Agreement, such work including, but in no way limited to Eligible Activities. The parties hereto will receive reimbursement from MCBRA to the extent of available Brownfield Tax Increment Revenues for payment of their particular Eligible Activities in accordance with the terms of this Agreement, the Brownfield Plan, and the Act 381 Work Plan. Each party shall be entitled to reimbursement as provided in this Agreement for their particular Eligible Activities, regardless of whether any other party has performed and completed its Eligible Activities.

Capture of Brownfield Tax Increment revenues and reimbursement of Eligible Activities shall be prioritized and paid as follows:

- (a) First, Brownfield Tax Increment Revenues will be applied to MCBRA annual administrative costs in accordance with Attachment A to the Brownfield Plan and as allowed by law;
- (b) Second, upon the completion of the pump station upgrade(s), Brownfield Tax Increment Revenues will be used to reimburse the City for one-third of the total approved cost for the upgrade(s) each year for three years.
- (c) Third, Brownfield Tax Increment Revenues will be used to reimburse the Developer for the balance of the already approved Eligible Activities, established as \$918,550.10 as of the execution of this Agreement, and any additional completed eligible activities per the Amended Brownfield Plan and approved by the MCBRA.

It is anticipated that there will be sufficient available Brownfield Tax Increment Revenues to meet the Eligible Activity expenses contemplated under this Agreement. However, if for any reason, the Brownfield Tax Increment Revenues do not result in sufficient revenues to satisfy such obligation, Developer and City agree and understand that they will have no claim or further recourse of any kind or nature against MCBRA except from available captured Brownfield Tax Increment revenues, and if for any reason the revenues are insufficient or there are none, then Developer and City assume full responsibility for any such loss or cost.

**Section 2.3 Transfer of Reimbursement.** In addition to City's primary Eligible Activities, City and Developer may authorize Developer, by separate written agreement approved and executed by the parties, to construct or have constructed, identified or additional Public Developer Eligible Activities; in such case Developer will transfer, as City and Developer may agree as necessary, to the City by easement or other form of conveyance the additional Public Development or Public Facility, and Developer shall receive reimbursement for the Eligible Activities expenses associated with that Public Development as provided in such separate agreement.

**Section 2.4 Reimbursement Conditions.** It is expressly understood and agreed that the reimbursement by MCBRA to a party in this Agreement is subject to the following conditions applicable to that party:

- (a) Developer and City shall have performed all of the covenants, obligations, terms and conditions to be performed by it pursuant to this Agreement or other agreement with the MCBRA, and all preconditions to the performance of the Developer and City respectively have been satisfied;
- (b) Approval by MDEQ, MSF and MCBRA of the Act 381 Work Plan, as amended or supplemented.
- (c) City shall provide sufficient proof of ownership, easement or other form of conveyance, over the Public Facilities Sites, and shall have performed all of the

covenants, obligations, terms and conditions to be performed by it pursuant to this Agreement.

- (d) Developer shall pay the real and personal property taxes levied on those portions of the Developer Development that are subject to such taxes and owned by Developer on or before the date the same are payable without interest or penalty. Any appeal to real and personal property tax assessment shall apply to the current tax year only
- (e) The Developer and City have adhered to the Amended Brownfield Plan, the Act 381 Work Plan, Act 381, and this Agreement.
- (f) Developer shall provide proof of ownership of the title, easement or other property interest of the Developer Property required for eligible activities or infrastructure, if applicable, and shall have performed all of the covenants, obligations, terms and conditions to be performed by it pursuant to this Agreement and any other agreement with MCBRA or City.
- (g) Developer and City shall provide sworn written waivers of liens by consultants, contractors, and subcontractors providing services for their respective eligible activities as described in this Agreement.

#### **Section 2.5 Indemnification of Indemnified Persons.**

- (a) Developer shall be considered an independent contractor and not an agent or employee of either MCBRA, County or City, nor shall any agent or employee of Developer be considered an agent or employee of MCBRA, County or City. Developer shall remain responsible for any claims arising out of its acts or omissions for the performance of its own eligible activities as described in this Agreement as provided by law. Additionally, Developer, City, County, and MCBRA shall not be considered engaged in a joint venture or partnership, and Developer, City, County, and MCBRA shall be responsible for any claims arising out of their own acts or omissions during the performance of their respective eligible activities described in this Agreement as provided by law.
- (b) Except for claims arising out of MCBRA, County's or City's own acts or omissions under subparagraph (a), Developer shall defend, indemnify and hold MCBRA, County, and City harmless from any loss, expense (including reasonable counsel fees) or liability of any nature due to any and all suits, actions, legal or administrative proceedings, or claims arising or resulting from injuries to persons or property as a result of the ownership or operation, use or maintenance of the Development from and after the date hereof. If any suit, action or proceeding is brought against MCBRA, County, or City, MCBRA, County and/or City promptly shall give notice to Developer and Developer shall defend with counsel selected by Developer, but which counsel shall be reasonably satisfactory to MCBRA. In any such proceeding, MCBRA, County, and/or City shall cooperate with Developer and Developer shall have the right to settle, compromise, pay or defend against any such claim on behalf of MCBRA, County and/or City, except that Developer may not, without MCBRA, County and/or City's prior written consent, settle or

compromise any claim if the effect of doing so would be to subject MCBRA, County, or City to civil or criminal penalties. Developer shall not be liable for payment or settlement of any such claim or proceeding made without its consent.

- (c) Developer also shall indemnify MCBRA, County and City for actual and reasonable costs and expenses, including actual and reasonable attorneys' fees, incurred in successfully enforcing or pursuing any obligation of or claim against Developer under this Agreement. To the extent that the enforcement of such obligation or claim involves a claim against a consultant, contractor or subcontractor who performs work or services under the terms or within the scope of this Agreement, the consultant's, contractor's or subcontractor's agreement with Developer shall be deemed to be a third party beneficiary contract in favor of MCBRA and/or City.
- (d) Developer shall use its reasonable best efforts to assure that to the extent a consultant, contractor or subcontractor provides services toward completion of any Eligible Activities, at a minimum, the consultant shall indemnify, defend, and hold Indemnified Persons harmless from any loss, expense (including actual attorney fees) or liability of any nature due to any and all suits, actions, legal or administrative proceedings, or claims arising or resulting from injuries to persons or property as a result of the actions or services of the consultant, contractor, or subcontractor.
- (e) Developer shall add MCBRA and City as additional insureds to their respective property and general liability and comprehensive liability insurance policies for the projects described and covered by this Agreement, the Brownfield Plan, as amended, or the Act 381 Plan, as amended or supplemented.

**Section 2.7 Eligible Property Access.** Developer shall grant to MCBRA, City and MDEQ or MSF, or their designated agents, access to the Eligible Property, to exercise their respective rights related to the purposes and pursuant to the terms of this Agreement. MCBRA shall give Developer 24 hours written notice of its intent to access either the Eligible Property whenever possible. If notice cannot be given due to an emergency or any other unforeseen circumstance, MCBRA shall give notice as is reasonable and practicable under the circumstances.

**Section 2.8 Separate Covenants and Obligations.** Developer's and City's covenants and obligations to MCBRA are separate covenants solely running to and enforceable by MCBRA, MDEQ, or MSF as provided by law, and no other party, person, or entity. Unless otherwise expressly provided in this Agreement, a breach or default by Developer or City of its obligation to MCBRA shall not constitute a breach or default of the other party's obligations and covenants to MCBRA or bar enforcement of the other party's claims. Further, no third party beneficiary rights, interest, or claims are created by implied contract, operation of law, or any other means.

**Section 2.9 Delinquent Property Tax Payment in Full.** Any delinquent or past property taxes as of the date of execution of this Agreement shall be paid in full within five (5) calendar days of the date of execution of this Agreement.

**ARTICLE 3  
CONDITIONS PRECEDENT TO OBLIGATIONS  
OF THE DEVELOPER AND CITY**

**Section 3.1 Conditions Precedent to Developer's Obligations to Construct the Development.** Developer's obligations to complete Eligible Activities and construct the Development, as contemplated herein, are subject to the following conditions precedent which must be satisfied, except as expressly provided in this Agreement or otherwise waived by Developer:

- (a) No condition, event, action, suit, proceeding or investigation is occurring or threatened to occur, or shall be pending before any court, public board or body to which the Developer, City, County, or MCBRA is a party, or threatened against the Developer, City, County, or MCBRA contesting the validity or binding effect of this Agreement or the validity of the Amended Brownfield Plan or Act 381 Work Plan or which could result in an adverse decision which would have one (1) or more of the following effects:
  - (1) A material adverse effect upon the ability of the MCBRA to collect and use Brownfield Tax Increment Revenues to repay its obligations under this Agreement.
  - (2) A material adverse effect on the ability of the Developer, City or MCBRA to comply with the obligations and terms of this Agreement, Amended Brownfield Plan, or Act 381 Work Plan.
- (b) There shall have been no Event of Default by the Developer, City, and MCBRA and no action or inaction by the MCBRA which eventually with the passage of time could become an Event of Default.
- (c) Developer, City, and MCBRA shall be in compliance with the terms and conditions to be performed by them pursuant to this Agreement.
- (d) Brownfield Tax Increment Revenue and other needed revenue are anticipated, in the MCBRA's sole reasonable judgment, from actual development, imminent development, contractual obligations to pay the equivalent taxes, and other designated sources other than general tax revenues to meet the obligations for Eligible Activities of Developer, City, and/or MCBRA included in the Amended Brownfield Plan and Act 381 Work Plan.
- (e) Approval of the Act 381 Work Plan by MDEQ for Environmental Eligible Activities and MSF for Non-Environmental Eligible Activities
- (f) Developer has received the consent of any affected utility for relocation, burial or other activity necessary to construct the Development.
- (g) There has been no change in statutes or other law that would negatively impact the Developer's ability to meet (a)-(f) above.

- (h) The Developer shall make an advance payment to the MCBRA in the amount of \$10,000 to cover its expenses attributable to development and approval of the Amended Brownfield Plan, Development and Reimbursement Agreement, and reimbursement for eligible activities as provided herein. This payment will be a pre-approved reimbursable Eligible Activity cost. This payment shall be made no later than the execution of this Agreement.
- (i) Notwithstanding anything contained in this Section 3.1 to the contrary, the Developer's obligations shall not be affected by any of the conditions described above if the cause of the occurrence is the act, or failure to act, of the Developer.

**Section 3.2 Conditions Precedent to City's Obligations to Construct the Public Development.** The obligations of City to complete its Eligible Activities and construct the Public Facilities as contemplated herein, are subject to the following conditions precedent which must be satisfied as required herein, except as expressly provided in this Agreement or otherwise waived by the City

- (a) No condition, event, action, suit, proceeding or investigation is occurring or threatened to occur, or shall be pending before any court, public board or body to which the Developer, City, County, or MCBRA is a party, or threatened against the Developer, City, County, or MCBRA contesting the validity or binding effect of this Agreement or the validity of the Amended Brownfield Plan or Act 381 Work Plan or which could result in an adverse decision which would have one (1) or more of the following effects:
  - (1) A material adverse effect upon the ability of the MCBRA to collect and use Brownfield Tax Increment Revenues to repay its obligations under this Agreement.
  - (2) A material adverse effect on the ability of the Developer, City or MCBRA to comply with the obligations and terms of this Agreement, Amended Brownfield Plan, or Act 381 Work Plan.
- (b) There shall have been no Event of Default by the Developer, City, and MCBRA and no action or inaction by the MCBRA which eventually with the passage of time could become an Event of Default.
- (c) Developer, City, and MCBRA shall be in compliance with the terms and conditions to be performed by them pursuant to this Agreement.
- (d) Brownfield Tax Increment Revenue and other needed revenue are anticipated, in the MCBRA's sole reasonable judgment, from actual development, imminent development, contractual obligations to pay the equivalent taxes, and other designated sources other than general tax revenues to meet the obligations for Eligible Activities of Developer, City, and/or MCBRA included in the Amended Brownfield Plan and Act 381 Work Plan.

- (e) Approval of the Act 381 Work Plan by MDEQ for Environmental Eligible Activities and MSF for Non-Environmental Eligible Activities
- (f) There has been no change in statutes or other law that would negatively impact the Developer's ability to meet (a)-(f) above.
- (g) The City has received the consent of any affected utility for relocation, burial or other activity necessary to construct the Development.
- (h) Developer and City have executed public easement documents as needed for the Infrastructure Eligible Activities.
- (i) There has been no Event of Default by Developer.
- (j) Proper zoning approvals for the Developer Development and the Public Development have been secured.
- (k) The Development Agreement remains in full force and effect and there is no default by Developer.

#### **ARTICLE 4 COVENANTS OF MCBRA**

**Section 4.1 Adoption of Amended Brownfield Plan.** MCBRA has prepared and the MCBRA and County Board have approved, with the concurrence of the City Council, the Amended Brownfield Plan, and the Act 381 Work Plan has been approved by the MDEQ for Environmental Eligible Activities and MEGA (now MSF) for Non-Environmental Eligible Activities, in accordance with Act 381 which provides for the payment of the MCBRA Administrative and Transaction Costs and preparation and approval of the Amended Brownfield Plan, and reimbursement to Developer and City of Developer's and City's Eligible Activity expenses that have been conducted, completed and approved in accordance with the scope and terms of this Agreement, Act 381, the Amended Brownfield Plan, and any applicable Act 381 Work Plan, and approved by MCBRA pursuant to its policies and procedures.

**Section 4.2 Completion of Eligible Activities.** Upon satisfactory completion of the Eligible Activities by the Developer and/or the City described in the Amended Brownfield Plan, MCBRA shall reimburse Developer and City for Eligible Activities expenses subject to and in accordance with the terms set forth in this Agreement. Developer and City shall have sole responsibility to pay the consultants or other contractors or subcontractors for completion of such Eligible Activities and provide written waiver of any liens. If Developer or City incurs any expenses or costs for any activities other than the Eligible Activities or the costs exceed the Maximum Cost of Eligible Activities as set forth in the Amended Brownfield Plan, the Act 381 Work Plan, or approval of the MCBRA, Developer or City shall bear such costs without any obligation on the part of MCBRA. If the costs of Eligible Activities are less than the Maximum Cost of Eligible Activities, then Developer and City shall have no further right of reimbursement beyond its actual costs.

**Section 4.3 MCBRA or Contract Manager Oversight.** MCBRA may retain the services of a qualified contract manager to exercise oversight of Developer or City and their consultants, contractors, or subcontractors for purposes of assuring that the respective activities, invoices and accounting by Developer and City are fair, reasonable, and constitute eligible activities within the meaning and scope of this Agreement, the Amended Brownfield Plan, the Act 381 Work Plan and Act 381. Developer and City shall provide to MCBRA and/or its Contract Manager access to data, reports, sampling results, invoices, and related documents reasonably necessary to fulfill the exercise of such oversight. It is expressly understood that MCBRA has no right to control or to exercise any control over the actual services or performance by Developer or City of their or its respective Eligible Activities, except for the purpose of assuring that Developer or City has met its or their respective and applicable conditions and requirements of this Agreement.

## **ARTICLE 5 CONDITIONS PRECEDENT TO MCBRA'S OBLIGATIONS**

**Section 5.1 Conditions Precedent to MCBRA's Reimbursement Obligation for Eligible Activities.** The obligations of MCBRA for reimbursement of costs to Developer or City for completion of Eligible Activities expenses as contemplated herein shall be subject to the following conditions precedent which must be satisfied by Developer or City as required herein, except as expressly provided in this Agreement or otherwise waived in writing by MCBRA. It is expressly agreed that MCBRA makes or gives no assurance of payment to the Developer or City by the mere fact that an Eligible Activity or a dollar amount for such Eligible Activity is identified in the Amended Brownfield Plan and/or Act 381 Work Plan, or as hereafter supplemented or amended, and that it shall have the right to review and approve all written summaries of and invoices for Eligible Activities for the reasonableness of services performed by any consultant or contractor under this Agreement. However, so long as an Eligible Activity by Developer or City has been approved and is authorized by Act 381 and has been completed and approved in accordance with the following procedure and this Agreement, Developer or City, depending on which is responsible for undertaking the Eligible Activity, shall be entitled to reimbursement of their respective Eligible Activities expenses. The approval of the Amended Brownfield Plan, Act 381 Work Plan, or the project budget described below is not a guarantee that there will be sufficient Brownfield Tax Incremental Revenues to reimburse the Eligible Activities, and if for any reason, the revenues are insufficient or there are none, Developer and City assume full responsibility for any such loss or cost of any Eligible Activity conducted.

- (a) Before commencing work on each stage of Eligible Activities and pursuant to the policies adopted by MCBRA, City or Developer will present a Project Budget for each stage or phase of its development and eligible activities to the MCBRA Director at least two weeks prior to commencing work. The Project Budget will be submitted at each such stage or phase of the Eligible Activities: BEA activities; due care 7(a) obligations; and additional response activities and, if applicable, lead and asbestos abatement, demolition, site preparation and public infrastructure; and will contain detailed line item cost estimates.

(b) City and Developer shall submit evidence of their expenses and a written statement affirming completion of any Eligible Activities to the MCBRA Director, for preliminary review and approval, within 60 calendar days of Developer's or City's payment of the invoice. MCBRA shall not have any obligation to reimburse any invoice that is submitted to MCBRA later than one year after the original invoice date, regardless of when payment on the invoice was made. Submission of a request for reimbursement by Developer and/or City for their Eligible Activity expenses will include the following information as may be required by the MCBRA:

- (1) a written statement detailing the costs;
- (2) a written explanation as to why reimbursement is appropriate under the Amended Brownfield Plan;
- (3) Copies of invoices from the consultants, contractors, engineers, attorneys or others who provided such services; and
- (4) A statement from the engineer or project manager overseeing the work on behalf of the Developer or the City recommending payment.

Documentation of the costs incurred shall be provided including proof of payment, liens waivers, and detailed invoices for the costs incurred in sufficient detail to determine whether the costs incurred were for Eligible Activities.

(c) Within 60 calendar days of receipt of the invoice under (b) above, the MCBRA shall review the invoice to determine the reasonableness of the invoice and activity as eligible, and recommend approval or denial of the invoice, in part or in full, at a meeting of MCBRA. In the event of an objection to the invoice, the MCBRA Director will notify Developer or City, and Developer or City shall meet with the MCBRA Director and attempt to resolve or cure the objection prior to MCBRA Director making a recommendation at a MCBRA meeting. If MCBRA does not authorize payment on an invoice, then there shall be no obligation on MCBRA's part to pay the invoice.

(d) No condition, event, action, suit, proceeding or investigation is occurring or threatened to occur, or shall be pending before any court, public board or body to which City, Developer, County or MCBRA is a party, or threatened against City, Developer, County or MCBRA contesting the validity or binding effect of this Agreement or the validity of the Amended Brownfield Plan or which could result in an adverse decision which would have one or more of the following effects:

- (1) A material adverse effect upon MCBRA's ability to collect and use Tax Increments to pay MCBRA's obligations under this Agreement.
- (2) A material adverse effect upon either Developer's or City's ability to conduct Eligible Activities.

- (3) Any other material adverse effect on Developer's, City's, or MCBRA's ability to comply with the obligations and terms of this Agreement, or the Amended Brownfield Plan.
- (4) There shall have been no Event of Default by City or Developer.
- (e) Proper approvals required under applicable federal and state laws or regulations, and local ordinances, codes or regulations for land uses and the Development and Public Facilities have been secured.
- (f) Developer and City have the consent of any affected utility for relocation, burial or the activity to accomplish the eligible activities.
- (g) Easements for public infrastructure that are included as Eligible Activities have been executed between the City and the Developer.
- (h) Brownfield Tax Increment Revenue and other needed revenue are anticipated, in the MCBRA's sole reasonable judgment for actual development, imminent development, contractual obligations to pay the equivalent taxes, and other designated sources other than general tax revenues to meet the obligations for Eligible Activities of the Developer, City and/or ECBRA included in the Amended Brownfield Plan and Act 381 Work Plan.
- (i) There is no change in law that would have one or more of the effects described above.

**ARTICLE 6  
DEVELOPER'S AND CITY'S CONTRACTOR RESPONSIBILITIES**

**Section 6.1 Eligible Activities and Due Care Obligation.** Developer covenants to MCBRA that it will contract with competent and qualified consultants, contractors or subcontractors ("Contractors") to conduct and complete its Eligible Activities set forth in this Agreement and as set forth in the Act 381 Work Plan, as amended or supplemented, or the Amended Brownfield Plan, as amended or supplemented, and to meet any due care obligation under MCL 324.20107a, if applicable, in accordance with any MDEQ requirements and approval.

**Section 6.2 Permits.** Developer and City shall ensure that their respective Contractors examine all permits and licenses pertaining to Developer Site, Public Development Site, Developer Development or Public Development to determine whether all permits and licenses required to be issued by any governmental authority on account of any or all of the activities on Developer Site have been obtained or issued and are in full force and effect, and whether Developer Site or and the activities there are in compliance with the terms and conditions of such permits and licenses.

**Section 6.3 ASTM and Industry Standards.** Developer and City shall ensure that their respective Contractors perform all services and eligible activities under this Agreement in accordance with any applicable MDEQ, *ASTM* or other industry Standards.

**Section 6.4 Other Services Performed by or for a Party.** It is expressly understood that MCBRA is not responsible for payment or reimbursement of any services for or expenses incurred by Developer or City that are not within the scope of or in accordance with all of the terms, conditions and provisions of this Agreement and the Amended Brownfield Plan and Work Plan. This Agreement shall not be deemed or construed to create any rights to reimbursement or otherwise to the Contractors, or any subcontractors or other third parties; specifically, this Agreement shall not be construed to create any third party beneficiary contract or claim.

**Section 6.5 Other Agreements.** Developer and City each covenant that they will obtain a warranty from Contractor that it is not a party to any other existing or previous agreement or proceeding which would adversely affect Contractor's ability to perform the services with respect to the eligible activities.

**Section 6.6 Contractors and Subcontractors.** If Developer or City hires a Contractor or retains any other person or entity to perform services related to eligible activities under this Agreement, Developer shall first secure the written acknowledgment from such party that such party is not and shall not be or act as an agent or employee of MCBRA, nor assume or create any duty, commitment or obligation on behalf of nor bind MCBRA in any respect whatsoever. A copy of such written acknowledgment shall be provided to MCBRA.

**Section 6.7 Non-Discrimination Clause.** No party and no Contractor (including any party's or Contractor's employees, subcontractors or independent contractors) shall discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this provision may be regarded as a material breach of this Agreement.

**Section 6.8 Independent Contractor.** Contractors shall perform services under this Agreement entirely as independent contractors, and shall not be deemed agents, employees or legal representatives of MCBRA. MCBRA and Contractors shall each have and maintain complete control over all their employees, agents and operators. Facts or knowledge over which Contractor becomes aware shall not be imputed to MCBRA without communication to and receipt by managerial officials or employees of MCBRA. Contractors shall have no authority to assume or create, and will not assume or create, any commitment or obligation on behalf of MCBRA in any respect whatsoever. Further, Contractors shall exercise independent judgment for the services provided in this Agreement.

**Section 6.9 Disposal of Hazardous Waste.** In the event that samples or other materials contain "hazardous waste" under state or federal law, Developer or City shall, under a manifest signed by it or its agent, as the generator, have such material transported to a facility properly licensed for the disposal of hazardous waste for final disposal. It is expressly understood that MCBRA has no oversight or other control or authority over City's or Developer's obligation to dispose properly of any hazardous waste under the terms of this Agreement.

**Section 6.10 Compliance With Laws.** While on Developer Site or Public Development Site; Developer, City, and Contractors shall impose work orders on their employees, agents and subcontractors which are designed to assure that they comply with all applicable federal, state and local laws and regulations (including occupational safety and environmental protection statutes and regulations) in performing services under this Agreement, and shall comply with any directions of governmental agencies relating to site safety, security, traffic or other like matters.

## **ARTICLE 7 INSURANCE**

**Section 7.1 Insurance.** Developer and City and any contractor(s) or subcontractor(s) shall purchase and maintain insurance not less than the limits set forth below as applicable and necessary. The Developer and City and any contractor(s) and subcontractor(s) shall maintain such other insurances as they deem appropriate for their own protection and liabilities.

- (a) Worker's Disability Compensation and Occupational Disease Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- (b) Comprehensive General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit. Coverage shall include the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Endorsement or Equivalent.
- (c) Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage. Coverage shall include all owned vehicles and all leased vehicles.
- (d) Contractor's Pollution Liability Insurance provided by Contractors, sub-contractors and site work contractors engaging in environmental response activities, covering any sudden and non-sudden pollution or environmental impairment, including cleanup costs and defense, with limits of liability of not less than \$1,000,000 per occurrence (with first party and third party coverage).
- (d) Developer and City shall furnish to MCBRA a certified copy of such policies within 30 calendar days of the date of the commencement of the Eligible Activities and the period of coverage shall commence with the date of performance of the first Eligible Activity. The limits of insurance shall not be construed as a limitation on the Contractors' liability for damages, costs or expenses under this Agreement.

**Section 7.2 Cancellation Notice.** It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change to any insurance policy specified above shall be sent to the MCBRA.

**Section 7.3 Additional Insured.** The Commercial General Liability Insurance, Motor Vehicle Liability Insurance, Professional Liability Insurance, and Auto Pollution Liability Insurance, as described above, held by Developer, and their Environmental Consultant and contractors, as appropriate shall have an endorsement including the Manistee County Brownfield Redevelopment Authority, the City of Manistee, and Manistee County as additional insured. It is understood and agreed by naming the Authority, City, and County as additional insureds, coverage afforded is considered to be primary and any other insurance the Authority or County may have in effect shall be considered secondary and/or in excess.

**Section 7.4. Proof of Insurance.** The Developer or any contractor or subcontractor shall make available copies of certificates of insurance for each of the policies mentioned above to the Authority upon request. If so requested, certified copies of all policies will be furnished.

## **ARTICLE 8 REPRESENTATIONS AND WARRANTIES**

**Section 8.1 Representations and Warranties of MCBRA.** MCBRA represents and warrants to Developer and City that:

- (a) MCBRA is a public body corporate, established pursuant to Act 381, with all necessary corporate powers pursuant to that Act to enter into and perform this Agreement.
- (b) The execution and delivery of this Agreement has been duly authorized by all requisite action on the part of MCBRA, and this Agreement constitutes a valid and binding agreement of MCBRA enforceable in accordance with its terms, except as enforceability may be limited by bankruptcy, insolvency, fraudulent conveyance or other laws affecting creditors' rights generally, now existing or thereafter enacted, and by the application of general principles of equity, including those relating to equitable subordination.
- (c) Neither the execution nor delivery of this Agreement nor the consummation of the transactions contemplated hereby is in violation of any provision of any existing law or regulation, order or decree of any court or governmental entity, or any agreement to which the MCBRA is a party or by which the MCBRA is bound.

**Section 8.2 Representations and Warranties of the Developer.** Developer represents and warrants to MCBRA, County and City that:

- (a) Developer is a Michigan Limited Liability company with power under the laws of such state to carry on its business as now being conducted and has the power and authority to consummate the transactions contemplated under this agreement.

- (b) There is no material violation or default by the Developer of any provision of its Articles of Organization or Operating Agreement, or under any indenture, contract, mortgage, lien, agreement, lease, loan agreement, note, order, judgment, decree or other instrument of any kind or character to which they are a party and by which they are bound, or to which they or any of their assets are subject, and compliance with the terms, conditions and provisions of this Agreement does not conflict with and will not result in or constitute a breach of or default under any of the foregoing, wherein default, breach or violation would materially and adversely affect any of the transactions contemplated by or the validity of this Agreement.
- (c) The execution and delivery of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized by all requisite action on Developer's part, and this Agreement constitutes a valid and binding agreement of Developer in accordance with its terms, except as enforceability may be limited by bankruptcy, insolvency, fraudulent conveyance or other laws affecting creditors' rights generally, now existing or hereafter enacted, and by the application of general principles of equity, including those relating to equitable subordination.
- (d) Except as part of the performance and completion of Eligible Activities under the terms of this Agreement, Developer and its Contractors shall not use Developer Site for the storage, treatment or disposal of hazardous or toxic wastes of unaffiliated third parties and shall comply with all applicable federal, state and local laws, regulations, rules, ordinances, codes, decrees and orders in connection with any use of the Site, and shall obtain all necessary permits in connection therewith.
- (e) Developer warrants that it will comply with all obligations under Sec. 7a of Part 201 of the NREPA.
- (f) The Developer warrants that they will comply with all obligations, covenants and conditions required of them or their agents or contractors under the terms of this Agreement.
- (g) Developer has not made any misrepresentation of fact in the inducement or in the performance or administration of this Agreement.
- (h) On notice from City, Developer will execute conveyance documents acceptable to the City for the sites reasonably necessary for the Public Facilities.

**Section 8.3 Representations and Warranties of City.** City represents and warrants to Developer and MCBRA that:

- (a) City is a Michigan municipal corporation.

- (b) The execution and delivery of this Agreement has been duly authorized by all requisite action on City's part, and this Agreement constitutes City's valid and binding agreement, enforceable in accordance with its terms,
- (c) Neither the execution and delivery of this Agreement nor the consummation of the transactions contemplated hereby is in violation of any provision of any existing law or regulation, order or decree of any court or governmental entity, or any agreement to which City is a party or by which they are bound.
- (d) City warrants that it will comply with all obligations, covenants and conditions required of it or its agents or Contractors under the terms of this Agreement.
- (e) City shall comply with all due care obligations under Sec. 7a of Part 201 of the NREPA.
- (f) City has not made any misrepresentation of fact in the inducement or in the performance or administration of this Agreement.

**ARTICLE 9  
DEFAULT, REMEDIES, AND TERMINATION**

**Section 9.1 Alternative Dispute Mediation.** If a dispute arises between the parties to this Agreement, the parties may seek an alternative means of resolving the dispute as a condition precedent to litigation. Should both parties agree to participate in alternative dispute mediation, the following terms and conditions shall apply:

- (a) The party bringing in a claim shall give notice to the other party and, in writing, propose a meeting in which to discuss and attempt to resolve the claim within seven (7) days after the claim arises.
- (b) In the event the meeting between the parties to resolve the claim does not resolve the dispute or does not take place within said seven (7) day period, the parties shall designate, by mutual agreement, an independent mediator who shall convene a meeting of the parties within a period of twenty-one (21) days after the initial meeting between the parties. The mediator shall render his/her decision within ten (10) days of meeting with the parties. In the event that the mediator does not render a decision within said time period, the party bringing the claim shall have the right to proceed with litigation.
- (c) The purpose of the mediator is to attempt to resolve the dispute between the parties. The mediator shall not be empowered with the authority to render a binding opinion or award.
- (d) During the pendency of this alternative dispute resolution process, the parties agree that any statute of limitations applicable to all claims that are the subject of this mediation process shall be tolled.

**Section 9.2 Remedies for Default.** The MCBRA or the non-defaulting party will provide notice to the defaulting party of the nature and extent of the default. The defaulting party will have 45 days to remedy the default.

**Section 9.3 Remedies Upon Default.** Upon the occurrence of an Event of Default which has not been remedied under Section 9.2, the non-defaulting party shall have the right to terminate this Agreement with the defaulting party or, at the election of such non-defaulting party, may obtain any form of relief permitted under this Agreement, and any applicable laws and court rules of the State of Michigan, including the right to seek and obtain a decree of specific performance of a court of competent jurisdiction. Any right or remedy provided by a specific provision of this Agreement shall be deemed cumulative to, and not conditioned on, any other remedies upon default. The prevailing party shall be entitled to an award of reasonable costs and attorneys' fees.

## **ARTICLE 10 MISCELLANEOUS**

**Section 10.1 Term.** The term of this Agreement shall commence on the date first written above and shall expire upon payment in full of MCBRA's obligations.

Developer and City shall proceed with and continue their Eligible Activities as described in the Act381 Work Plan, as amended or supplemented. The parties agree to meet and confer as needed following the execution date of this Agreement to discuss the reimbursement priorities and interest in light of data which may then be available projecting TIF revenue and revenue from other sources for the public and private developments

**Section 10.2 Sale or Transfer of Eligible Property or Site within the Plan.** Subject to written approval by MCBRA as provided in Section 2.5 above, Developer may assign or transfer all or a portion of its interest in the project described in this Agreement to another Developer to carry out the purposes and goals of the Plan, or any existing Act 381 Work Plan, subject to the amendment of the Plan. This does not prohibit Developer from selling property or units within structures to third parties for the land uses as contemplated by the Developer's Development. This section shall not impair Developer's right to grant liens or mortgages against any Eligible Property to secure financing.

**Section 10.3 Assignment.** Neither this Agreement nor any of the rights or obligations contained within it may be assigned or otherwise transferred by Developer or City, nor shall the benefits of this Agreement inure to the benefit of any trustee in bankruptcy, receiver or creditor of Developer or City, whether by operation of law or otherwise, without MCBRA's prior written consent, which consent shall not be unreasonably withheld or delayed... Any attempt to assign or transfer this Agreement or any of its rights without such written consent shall be null and void and of no force or effect, and a breach

of this Agreement. This provision does not limit the transfer of membership interest within the Developer's LLC.

**Section 10.4 Notices.** All notices, certificates or communications required by this Agreement to be given shall be in writing and shall be sufficiently given and shall be deemed delivered when personally served, or when received if mailed by registered or certified mail, postage prepaid, return receipt requested, addressed to the respective parties as follows:

If to MCBRA:

Director  
Manistee County Brownfield Redevelopment Authority  
415 Third Street  
Manistee, Michigan 49660

If to the Developer:

Eric King  
Manistee Lakes, LLC  
1971 E. Beltline Ave NE, Suite 206  
Grand Rapids, Michigan 49525

If to the City:

City Manager  
City of Manistee  
70 Maple Street  
Manistee, Michigan 49660

or to such other address as such party may specify by appropriate notice.

**Section 10.5 Amendment and Waiver.** No amendment or modification to or of this Agreement shall be binding upon any party hereto until such amendment or modification is reduced to writing, executed by, and delivered to all parties hereto.

**Section 10.6 Entire Agreement.** This Agreement contains all agreements between the parties. There are no other representations, warranties, promises, agreements or understandings, oral, written or implied, among the parties, except to the extent reference is made thereto in this Agreement.

**Section 10.7 Execution in Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.

**Section 10.8 Captions.** The captions and headings in this Agreement are for convenience only and in no way limit, define or describe the scope or intent of any provision of this Agreement.

**Section 10.9 Applicable Law.** This Agreement shall be governed in all respects, whether as to validity, construction, performance and otherwise, by the laws of the State of Michigan. Enforcement of this Agreement or disputes arising hereunder shall be resolved in the State courts of Manistee County, Michigan.

**Section 10.10 Mutual Cooperation.** Each party to this Agreement shall take all actions required of it by the terms of this Agreement as expeditiously as possible and in conformance with specified timelines provided herein, and shall cooperate to the fullest extent possible with the other parties to this Agreement and with any individual, entity or governmental agency involved in or with jurisdiction regarding the purposes of this Agreement. Each party to this Agreement shall execute and deliver all documents necessary to accomplish the purposes and intent of this Agreement, including, but not limited to, such documents or agreements as may be required by the Developer's lenders with respect to the Developer Development to secure Developer's financing from such lenders, or easements to be provided by either the Developer or City.

**Section 10.11 Binding Effect.** This Agreement shall be binding upon the parties hereto, and in the event of assignment upon their respective successors, transferees, and assigns.

**Section 10.12 No Waiver.** No waiver by any party of any default by another party in the performance of any portion of this Agreement shall operate or be construed as a waiver of any future default, whether like or different in character.

**Section 10.13 Survival of Covenants.** Except for the financial obligations, the covenants and provisions shall survive the term of this Agreement.

**Section 10.14 No Third Party Beneficiaries.** This Agreement shall not be deemed or construed to create any rights to reimbursement or otherwise in any party's Contractors or any other persons or entities not a signatory hereto. This Agreement shall not be construed to create any third party beneficiary contract or claim, and the parties intend there to be no third party beneficiaries.

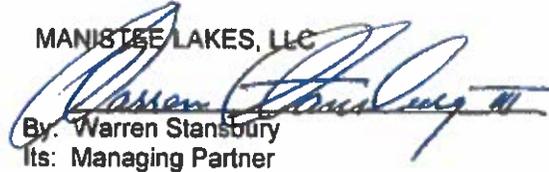
**Section 10.15 Digital Signatures.** The parties hereto acknowledge and agree under the Uniform Electronic Transactions Act, MCL 450.832, et seq. that this Agreement may be executed with the electronic signature of any person authorized and required to sign on behalf of the parties hereto.

**Section 10.16 Severability.** If any provision of this Agreement shall be determined to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from the remaining provisions of this Agreement and shall not affect the validity and enforceability of any remaining provisions.

**Section 10.17 Subordination.** If Developer grants to City any easement or other property right it shall ensure that any lien or mortgage covering the property shall be subordinated to said easement or property right.

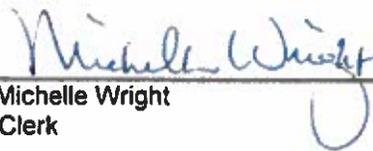
IN WITNESS WHEREOF, MCBRA, DEVELOPER and CITY have caused this Agreement to be duly executed and delivered as of the date first written above.

MANISTEE LAKES, LLC



By: Warren Stansbury  
Its: Managing Partner

CITY OF MANISTEE



By: Michelle Wright  
Its: Clerk



By: Colleen Kenny  
Its: Mayor

MANISTEE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY



By: Rob Carson  
Its: Executive Director



By: Robert Rishel  
Its: Chair

# Amendment to Joslin Cove Development Agreement

October 1st, 2019

Due to issues concerning approval of permits through the State of Michigan, changes to fire code regulations, and damage to all existing installed footings the project fell behind schedule. The development team sought an extension request and a waiver of the 4% reduction in eligible activity obligation until after 12/31/2021 through an Amendment to this Development and Reimbursement Agreement.

The amendments to this development agreement are as follows:

- This Development and Reimbursement Agreement was originally made as of August 26th, 2016 and is amended with extension as of this October 1st, 2019 between **MANISTEE LAKES, LLC**, a Michigan limited liability company, 1971 E. Beltline Ave NE, Suite 206, Grand Rapids, Michigan 49525 ("Developer"), and the **CITY OF MANISTEE**, a municipal corporation, 70 Maple Street, Manistee, Michigan 49660 ("City"); and the **MANISTEE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**, a Michigan public body corporate, 415 Third Street, Manistee, Michigan 49660 (the "MCBRA") (all hereafter referred to as "the parties"):
- Article 2: Section 2.1: subsection b): Developer will complete the entire Development Project, including a total of forty (40) condominium units, the gazebo, and sidewalk within twenty-six (26) months of the extension of this agreement; and will be responsible for ongoing maintenance of the sidewalk and gazebo, and will maintain public access to the sidewalk and gazebo. Develop shall insure that the Condominium Master Deed and related documents reflect that ongoing maintenance after the Developer completes the project shall be the responsibility of the condominium homeowners association.
- Article 2: Section 2.1: subsection c): If the Development Project is not complete by the Development Completion Date, within twenty-six (26) months from the date of the extension of this Agreement, the Eligible Activity obligation balance to the Developer will be reduced by four percent (4%) per month for each month after the Development Completion Date.

