

# MANISTEE CITY COUNCIL

## MEETING AGENDA

TUESDAY, NOVEMBER 19, 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.) Payroll.  
b.) Invoices.
- IX. b.) Notification Regarding Next Work Session.

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

**\*V. Approval of Minutes.** Approval of the minutes of the November 6, 2019 regular meeting and the November 12, 2019 organizational meeting as attached.

**VI. Financial Report.**

- \*a.) PAYROLL.
- \*b.) INVOICES.

**VII. Unfinished Business.**

**VIII. New Business.**

a.) CONSIDERATION OF THE ANNUAL AUDIT COMMITTEE REPORT.

The Council Audit Committee is established by Section 23 of the City Council Guidelines. This section spells out the duties and responsibilities of the committee. As part of its responsibilities the Audit Committee prepares a written report on how the committee discharged its duties and responsibilities.

At this time Council could take action to accept the annual report of the Council Audit Committee.

b.) PRESENTATION BY KEN TALSMA OF ANDERSON TACKMAN ON THE JUNE 30, 2019 AUDIT.

c.) CONSIDERATION OF APPROVING A CONTRACT FOR THE 2019-2020 STREET IMPROVEMENT PROJECT.

The City has publicly bid out local street improvements for 2019-2020. The project includes construction of storm sewer and reconstructing a portion of Fremont, Third Avenue, and Hastings Street. Two bids were received as follows:

Elmer's Crane and Dozer	\$401,098.62
Hallack Contracting, Inc.	\$358,205.00

The engineer's estimate is \$370,779.50. The Public Works Department and City Engineers are recommending a contract award to the low bidder. The contract documents were prepared by the Spicer Group and approved by the City Attorney.

At this time Council could take action to award a construction contract to the low bidder, Hallack Contracting, Inc. in the amount of \$358,205.00 and authorize the Mayor and City Clerk to execute the documents.

d.) CONSIDERATION OF DIRECTING STAFF TO NEGOTIATE A NEW REFUSE COLLECTION AGREEMENT WITH REPUBLIC SERVICES.

City Council created an Ad Hoc Refuse Committee to review and make recommendation on refuse collection in the City. The committee has recommended a change for residential collection. This change would include providing every resident a refuse tote. Residents will be able to opt out of the program by purchasing City of Manistee 30 gallon trash bags.

At this time Council could take action to authorize City staff to negotiate a new Refuse Collection Agreement with Republic Services to convert residential refuse collection to mandatory cart service with an opt out option to utilize City of Manistee trash bags.

- e.) CONSIDERATION OF ADOPTING THE BRANDING TOOLKIT FOR THE CITY OF MANISTEE AS PROPOSED BY THE PROJECT RISING TIDE INITIATIVE.

At the work session of October 8, 2019 Councilmembers discussed the adoption of the new brand for the City. This agenda request is made to officially adopt the brand/logo selected so City staff can start making the changes and updates required.

At this time Council could take action to adopt the Project Rising Tide proposed logo for the City of Manistee and officially update the City's brand.

- f.) CONSIDERATION OF A BLOCK PARTY BY CAFÉ 1907 AND SENG'S MARINA FOR THE STOMP OUT CANCER FUND.

Café 1907 and Seng's Marina have requested authorization to conduct a Block Party on Friday, December 6, 2019 from 5:00 p.m. to 11:00 p.m. to benefit the Stomp Out Cancer Fund. The event will be held in the parking lot on the corner of River and Cross Street. The event is a family friendly event and will include an appearance by Santa, along with a band and fire pits. Wrist bands will be distributed to those over 21 years of age as beer, wine and spirits will be available for purchase.

At this time Council could take action to support and approve the request to use City services, parks, and streets for Café 1907 / Seng's Marina Block Party to benefit the Stomp Out Cancer Fund on Friday, December 6, 2019 from 5:00 p.m. to 11:00 p.m.; subject to appropriate department approvals.

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

- a.) A REPORT FROM THE PEG COMMISSION.

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

At this time Mr. Barry Lind will report on the activities of the PEG Commission and respond to any questions the Council may have regarding their activities.

No action is required on this item.

\*b.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for Tuesday, November 26, 2019 at 7:00 p.m. A discussion will be conducted on Chamber Quarterly Economic Development Update, DDA TIF, Substance Education & Awareness SEA Youth Presentation, Increasing the Number of Recreational Marihuana Licenses, Marihuana Grow Licenses, Safe Harbor and Homelessness, and Proposed Cost Recovery Ordinance; 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 – November 6, 2019
- 2. Council Organization Meeting Minutes – November 12, 2019
- 3. October Payroll
- 4. October Invoices
- 5. Audit Committee Annual Report
- 6. Annual Audit June 30, 2019
- 7. 2019-2020 Street Improvement Project
- 8. Refuse Collection Agreement Negotiations
- 9. PRT Branding Toolkit
- 10. Stomp Out Cancer Block Party

## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – NOVEMBER 6, 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, November 6, 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, and James Grabowski

**ABSENT:** Erin Pontiac

**ALSO PRESENT:** City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Heather Pefley, DPW Director – Jeff Mikula, Finance Director – Ed Bradford, Public Safety Director – Tim Kozal, and City Engineer – Richard Kathrens

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

None

### **CONSENT AGENDA**

- Minutes - October 15, 2019 - Regular Meeting
- Financial Reports
  - Cash Balances September 2019
  - Quarterly Financial Update
  - Quarterly Investment Update
- Notification Regarding Next Work Session – November 26, 2019, 7:00 pm  
A discussion will be conducted on the Chamber Quarterly Economic Development Update; and such business as may come before Council.
- Consideration of Tight Lines for Troops 2020 Event.  
The Tight Lines for Troops fishing event for Michigan Veterans is being scheduled for Friday and Saturday, May 15 and 16, 2020. The event organizers wish to hold the event at the public boat launch on First Street, use the ball diamond / playground parking lots on Cherry Street; as well as the City parking lot at the Armory. The event will also use the Lions Pavilion beginning Friday at 4:00 p.m. and all areas will be cleared by Saturday at 8:00 p.m.

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

With a roll call vote this motion passed unanimously.

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

**NAYS:** None

### **CONSIDERATION OF A MANISTEE COUNTY MUTUAL AID AGREEMENT.**

The Manistee Fire Department is a member of the Manistee County Fire Association. The Association has recognized the need for a county-wide mutual aid agreement. The agreement is specific to the fire

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – NOVEMBER 6, 2019

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apparatus response. This agreement is for an emergent event where assistance is necessary and requested by a participating jurisdiction. The City Attorney has reviewed and approved the agreement.

MOTION by Cooper, second by Szymanski to approve a five-year Manistee County Mutual Aid agreement. Kozal answered questions from Council regarding length of agreement, entities included, and limitations. This is a five-year agreement and includes all fire entities in Manistee County.

With a roll call vote this motion passed unanimously.

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

NAYS: None

### **CONSIDERATION OF INCREASING SEASONAL LAUNCH RAMP RATES.**

The Manistee Harbor Commission met on August 20, 2019 and discussed seasonal boat launch rates. The current seasonal boat launch rate is \$40 and has been in place since 2013. The Harbor Commission, by unanimous vote, recommends that the seasonal rate be increased to \$45 beginning with the 2020 season.

MOTION by Goodspeed, second by Grabowski to authorize the increase of the seasonal launch ramp rate to \$45.

With a roll call vote this motion passed unanimously.

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

NAYS: None

### **CONSIDERATION OF REDUCING THE SALES PRICE FOR VACANT LOT 2 ON MONROE STREET.**

On September 17, 2019 the City Council approved a Sales Contract for the sale of Vacant Lot 2 on Monroe Street at a price of \$90,000. After due diligence, the Buyers have requested that the sales price be lowered to \$75,000 because of high utility construction costs.

MOTION by Grabowski, second by Beaton to approve an addendum to a real estate sales contract to lower the price from \$90,000 to \$75,000 for the Monroe Street Lot 2; and authorize the Mayor to sign any needed documents. Discussed the price received for adjacent lot previously sold, price for this lot was already lowered and accepted, and estimated costs for utility construction.

With a roll call vote this motion failed unanimously.

AYES: None

NAYS: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, and Grabowski

### **CONSIDERATION OF RAMSDELL THEATRE AND FIRE STATION ROOF REPAIRS; AND A BUDGET AMENDMENT TO COVER THE COST.**

The Garland Company has inspected the Ramsdell Theatre and Fire Station roofs and developed a scope of work to effect repairs to both. The Ramsdell work is necessary to correct some issues and reinstate the remaining twenty years of warranty on the roof. The Fire Station work is necessary to address persistent

leaks in an area of the tower roof.

MOTION by Goodspeed, second by Szymanski to authorize roof repairs for the Ramsdell Theatre and Fire Station; and amend the budget to pay for the work.

Discussion included:

- Money for repairs to come from fund balance
- Costs not anticipated in budget
- Ramsdell roof issues, history of warranty and conditions of warranty
- Repairs must be completed to re-certify the roof and reinstate the remaining 20 years of the warranty.
- Fire department roof recurring leak problems
- Cost for repairs

With a roll call vote this motion passed unanimously.

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

NAYS: None

**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, Planning 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 received majority support.

The following applications have been received: \*Incumbent

**HARBOR COMMISSION** – Three vacancies, one term ending 10/31/20 and two terms ending 10/31/22; two members can be non-residents but must own real estate or a business or profession having a licensed business location in the City; Council appointment.

Alex Zaccanelli, 457 Fourth Street\*

Ty Cook, 373 Second Street\*

Goodspeed nominated Alex Zaccanelli, 457 Fourth Street to the Harbor Commission for a term ending 10/31/22.

With a roll call vote this nomination passed unanimously.

ZACCANELLI: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, and Grabowski

OTHER: None

Goodspeed nominated Ty Cook, 373 Second Street to the Harbor Commission for a term ending 10/31/22.

## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – NOVEMBER 6, 2019

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With a roll call vote this nomination passed unanimously.

COOK: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, and Grabowski

OTHER: None

**PARKS COMMISSION** – Two vacancies, one term ending 6/30/20 and one term ending 6/30/22; applicants may be non-residents but must own real estate or a business/profession having a licensed business location in the City or have a child attending school within the City; Mayoral appointment.

Thomas Oele, 376 Sixth Street

Mayor Zielinski appointed Thomas Oele, 376 Sixth Street, to the Parks Commission for a term ending 6/30/22. MOTION by Goodspeed, second by Szymanski to support the Mayor's appointment.

With a roll call vote this appointment was approved unanimously.

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

NAYS: None

**PEG COMMISSION** – One vacancy term ending 12/31/20; applicants must be Manistee County residents; Council appointment.

Christopher K. Rowe, 187 Eighth Street, Apt. #3

No nomination was received.

**PLANNING COMMISSION** – three vacancies terms ending 10/31/22; Applicants must be City residents; Mayoral appointment.

Mark Wittlieff, 363 Tenth Street\*

Bruce Allen, 74 Pine Street

Christopher K. Rowe, 187 Eighth Street, Apt. 3

Marlene McBride, 217 River Street\*

Dennis Miller, 395 Fourth Street

Robert Slawinski, 256 Hughes Street\*

Mayor Zielinski appointed Mark Wittlieff, 363 Tenth Street to the Planning Commission for a term ending 10/31/22. MOTION by Goodspeed, second by Szymanski to support the Mayor's appointment.

With a roll call vote this appointment was approved unanimously.

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

NAYS: None

Mayor Zielinski appointed Marlene McBride, 217 River Street to the Planning Commission for a term ending 10/31/22. MOTION by Szymanski, second by Cooper to support the Mayor's appointment.

With a roll call vote this appointment was approved unanimously.

## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – NOVEMBER 6, 2019

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

NAYS: None

Mayor Zielinski appointed Robert Slawinski, 256 Hughes Street to the Planning Commission for a term ending 10/31/22. MOTION by Goodspeed, second by Cooper to support the Mayor's appointment.

With a roll call vote this appointment was approved unanimously.

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

NAYS: None

**ZONING BOARD OF APPEALS** – One vacancy term ending 5/31/22; applicants shall be a representative of the population distribution and of the various interests present in the City; Mayoral appointment.

Christopher K. Rowe, 187 Eighth Street

No appointment was made.

### **A REPORT FROM THE HARBOR COMMISSION.**

Mr. Tom Swedenborg reported on the activities of the Harbor Commission and responded to any questions the Council had regarding their activities.

### **CONSIDERATION OF A REQUEST TO INCREASE THE NUMBER OF RECREATIONAL MARIHUANA LICENSES.**

Mr. Joseph Nafsu, Esquire has requested an opportunity to approach Council on behalf of his client Urban Roots Detroit, LLC to increase the number of recreational marihuana licenses issued in the City.

Mr. Nafsu stated that his client Urban Roots Detroit, LLC submitted their application for a Recreational Retail License and were the 6<sup>th</sup> applicant on the list of received applications. There are currently only five licenses available. Mr. Nafsu asked Council to increase the number of recreational retail licenses currently allowed.

Council directed staff to add this item to the next work session for further discussion.

### **CITIZEN COMMENT**

Ryan Fitzsimmons, 209 St. Mary's Parkway/70 Arthur Street – stated applicants may not apply for a microbusiness license because of the requirements for this type of business; asked for consideration of lowering the number of licenses allowed for microbusiness and increasing the retail licenses.

### **OFFICIALS AND STAFF**

None

### **COUNCILMEMBERS**

Mayor Zielinski and Councilmembers presented Goodspeed with a card and thanked him for his 15 years

## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – NOVEMBER 6, 2019

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of service to the City.

Grabowski asked if leaf pickup will continue even with the recent snow fall. Mikula stated leaf pickup started this week and will continue throughout the month of November. Plow drivers will be mindful of the piles of leaves if streets need to be plowed.

Szymanski stated November is homeless awareness month and Safe Harbor is having a difficult time filling dates needed for homeless shelter; asked that this issue be added to the next work session to discuss what can be done to help our area homeless.

Beaton asked for an update on the WWTP. Mikula gave updates on several items including bid opening that happened today for Local Street Improvements which will be brought to next Council meeting, approval received to bid for RD Phase 1 Contract A & B, and RD Phase 2.

Goodspeed wished Jermaine Cipicic luck and offered thanks to Council and City staff.

Zielinski thanked everyone for meeting attendance and input received; offered support and assistance to new Councilmember Jermaine Cipicic.

### **ADJOURN.**

MOTION to adjourn was made by Goodspeed. Meeting adjourned at 7:45 pm.

Heather Pefley CMC/CMMC, MiCPT  
City Clerk

**PROCEEDINGS OF THE MANISTEE CITY COUNCIL – ORGANIZATIONAL MEETING  
NOVEMBER 12, 2019**

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The Organizational Meeting of the Manistee City Council was called to order by City Clerk Heather Pefley on Tuesday, November 12, 2019 at 7:30 p.m. in the City Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

**ORGANIZATIONAL MEETING OF THE CITY COUNCIL.**

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

At the regular election of Tuesday, November 5, 2019 Councilmembers were elected to seats on the Manistee City Council. Members include:

<u>DISTRICT</u>	<u>COUNCILMEMBER</u>	<u>TERM</u>
Second District	Lynda Beaton	Two Years
Fourth District	Jermaine Cipcic	Two Years
Sixth District	James Grabowski	Two Years

Pefley administered the oath of office to Lynda Beaton, Jermaine Cipcic, and James Grabowski as members of the Manistee City Council.

PRESENT: Dale Cooper, Lynda Beaton, Roger Zielinski, Jermaine Cipcic, Mick Szymanski, James Grabowski, and Erin Pontiac.

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Heather Pefley, and Public Safety Director - Tim Kozal.

**CITIZEN COMMENTS ON AGENDA RELATED ITEMS.**

Jeff Dontz, 405 E. Kott Road/Manistee County Commissioner District 5 - congratulated new and returning Councilmembers; stated it has been a great year working with the City.

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

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

**PROCEEDINGS OF THE MANISTEE CITY COUNCIL – ORGANIZATIONAL MEETING  
NOVEMBER 12, 2019**

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Pefley asked for nominations to elect a Mayor for the City of Manistee. Szymanski nominated Zielinski, second by Pontiac; Cooper nominated Beaton, second by Grabowski. No other nominations were received.

A roll call vote was taken as follows:

ZIELINSKI: Zielinski, Cipcic, Szymanski, and Pontiac

BEATON: Cooper, Beaton, and Grabowski

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

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

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

Mayor Zielinski opened the floor for nominations to elect a Mayor Pro-Tem for the City of Manistee. Cooper nominated Beaton; Beaton declined the nomination; Cooper nominated Grabowski. No other nominations were received.

A roll call vote was taken as follows:

GRABOWSKI: Cooper, Beaton, Zielinski, Cipcic, Szymanski, Grabowski, and Pontiac

OTHER: None

Councilmember Grabowski was elected Mayor Pro-Tem.

**REVIEW OF CITY COUNCIL GUIDELINES.**

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

No amendments were made.

**CONSIDERATION OF ESTABLISHING REGULAR MEETINGS FOR 2020.**

In accordance with Section 2-13 of the Charter, the City Council “shall meet in public session at least twice each month at such times as may be prescribed by the rules....” The City Council Guidelines reviewed during the previous agenda item indicate that regular meetings shall be held on the first and third Tuesdays of each month beginning at 7:00 p.m. with work sessions conducted on the second Tuesday of each month beginning at 7:00 p.m. This results in the attached schedule for regular meetings and work sessions throughout the year 2020, with exceptions made for known

**PROCEEDINGS OF THE MANISTEE CITY COUNCIL – ORGANIZATIONAL MEETING  
NOVEMBER 12, 2019**

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election dates and holidays.

MOTION by Szymanski, second by Cooper to adopt the attached schedule for regular meetings and work sessions for the year 2020.

With a roll call vote this motion passed unanimously.

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

NAYS: None

**CITIZEN COMMENT.**

None

**OFFICIALS AND STAFF.**

None

**COUNCILMEMBERS.**

Grabowski thanked City employees for their work on snow removal.

Szymanski reminded everyone it is National Diabetes Month and there will be free diabetes testing at the Health Department on Thursday, November 14 from Noon-4:00.

Zielinski thanked everyone for their support.

**ADJOURN.**

MOTION to adjourn was made by Cooper, second by Beaton. Meeting adjourned at 7:44 p.m.

Heather Pefley CMC / CMMC, MiCPT  
City Clerk

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/2019 INCREASE (DECREASE) NORMAL	END BALANCE 10/31/2019 (ABNORMAL)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 101 - GENERAL FUND					
Expenditures					
Dept 101 - LEGISLATIVE					
101-101-702.000	WAGES - FULL TIME	2,254.35	9,017.40	27,052.00	33.33
101-101-709.000	COSTS - SOCIAL SECURITY	139.74	559.10	1,677.00	33.34
101-101-711.000	COSTS - MEDICARE	32.71	130.78	392.00	33.36
101-101-726.000	COSTS - WORKERS COMPENSATION	4.74	18.96	92.00	20.61
Total Dept 101 - LEGISLATIVE		2,431.54	9,726.24	29,213.00	33.29
Dept 172 - MANAGER					
101-172-702.000	WAGES - FULL TIME	12,465.46	49,861.83	165,238.00	30.18
101-172-708.000	COSTS - SUTA	0.00	0.00	45.00	0.00
101-172-709.000	COSTS - SOCIAL SECURITY	785.07	3,508.53	10,668.00	32.89
101-172-711.000	COSTS - MEDICARE	183.61	820.54	2,495.00	32.89
101-172-712.000	COSTS - IN LIEU OF BC/BS	338.64	1,693.20	4,023.00	42.09
101-172-713.000	WAGES - OVERTIME	0.00	0.00	0.00	0.00
101-172-714.000	WAGES - LONGEVITY PAY	0.00	0.00	0.00	0.00
101-172-716.000	COSTS - ICMA CONTRIBUTION	0.00	0.00	0.00	0.00
101-172-717.000	COSTS - MERS CONTRIBUTION	1,056.00	4,224.00	12,671.00	33.34
101-172-718.000	COSTS - HEALTH INSURANCE	918.74	4,593.70	11,193.00	41.04
101-172-718.001	COSTS - HSA CONTRIBUTION	0.00	3,000.00	3,000.00	100.00
101-172-718.002	COSTS - DENTAL INSURANCE	103.36	516.80	1,318.00	39.21
101-172-718.003	COSTS - VISION / ANCILLIARY	19.38	77.52	237.00	32.71
101-172-718.004	COSTS - HRA PAYMENTS/FEES	0.00	0.00	0.00	0.00
101-172-724.000	COSTS - VEHICLE ALLOWANCE	400.00	1,200.00	4,800.00	25.00
101-172-725.000	COSTS - LIFE INSURANCE	45.51	227.55	558.00	40.78
101-172-726.000	COSTS - WORKERS COMPENSATION	52.08	253.45	771.00	32.87
101-172-727.000	WAGES - HOL/VAC/SICK SELLBACK	0.00	0.00	0.00	0.00
Total Dept 172 - MANAGER		16,367.85	69,977.12	217,017.00	32.24
Dept 215 - CLERK					
101-215-702.000	WAGES - FULL TIME	8,580.84	34,323.36	110,953.00	30.94
101-215-704.000	WAGES - PART-TIME	0.00	0.00	0.00	0.00
101-215-708.000	COSTS - SUTA	0.00	0.00	45.00	0.00
101-215-709.000	COSTS - SOCIAL SECURITY	572.95	2,538.04	7,505.00	33.82
101-215-711.000	COSTS - MEDICARE	134.00	593.58	1,755.00	33.82
101-215-712.000	COSTS - IN LIEU OF BC/BS	800.00	4,000.00	9,600.00	41.67
101-215-713.000	WAGES - OVERTIME	0.00	0.00	0.00	0.00
101-215-714.000	WAGES - LONGEVITY PAY	0.00	0.00	0.00	0.00
101-215-715.000	WAGES - PHYSICAL FITNESS	0.00	0.00	500.00	0.00
101-215-717.000	COSTS - MERS CONTRIBUTION	1,759.00	7,036.00	21,118.00	33.32
101-215-718.000	COSTS - HEALTH INSURANCE	0.00	0.00	0.00	0.00
101-215-718.001	COSTS - HSA CONTRIBUTION	0.00	0.00	0.00	0.00
101-215-718.002	COSTS - DENTAL INSURANCE	0.00	0.00	0.00	0.00
101-215-718.003	COSTS - VISION / ANCILLIARY	0.00	0.00	0.00	0.00
101-215-718.004	COSTS - HRA PAYMENTS/FEES	0.00	0.00	0.00	0.00
101-215-723.000	COSTS - RETIREE HEALTH CARE	250.00	1,000.00	3,000.00	33.33
101-215-725.000	COSTS - LIFE INSURANCE	43.66	218.30	381.00	57.30
101-215-726.000	COSTS - WORKERS COMPENSATION	34.74	171.92	527.00	32.62
101-215-727.000	WAGES - HOL/VAC/SICK SELLBACK	0.00	0.00	0.00	0.00
Total Dept 215 - CLERK		12,175.19	49,881.20	155,384.00	32.10
Dept 247 - BOARD OF REVIEW					
101-247-704.000	WAGES - PART-TIME	0.00	100.00	2,000.00	5.00
101-247-709.000	COSTS - SOCIAL SECURITY	0.00	6.20	124.00	5.00
101-247-711.000	COSTS - MEDICARE	0.00	1.46	29.00	5.03
101-247-726.000	COSTS - WORKERS COMPENSATION	0.00	0.40	9.00	4.44
Total Dept 247 - BOARD OF REVIEW		0.00	108.06	2,162.00	5.00
Dept 253 - FINANCE / TREASURER					
101-253-702.000	WAGES - FULL TIME	16,199.30	64,797.18	210,591.00	30.77
101-253-704.000	WAGES - PART-TIME	0.00	0.00	0.00	0.00
101-253-708.000	COSTS - SUTA	0.00	0.00	68.00	0.00
101-253-709.000	COSTS - SOCIAL SECURITY	992.69	4,445.55	13,460.00	33.03
101-253-711.000	COSTS - MEDICARE	232.16	1,039.68	3,148.00	33.03
101-253-712.000	COSTS - IN LIEU OF BC/BS	400.00	2,000.00	4,800.00	41.67
101-253-713.000	WAGES - OVERTIME	0.00	0.00	200.00	0.00
101-253-714.000	WAGES - LONGEVITY PAY	0.00	0.00	0.00	0.00
101-253-715.000	WAGES - PHYSICAL FITNESS	0.00	0.00	1,500.00	0.00
101-253-716.000	COSTS - ICMA CONTRIBUTION	0.00	0.00	0.00	0.00
101-253-717.000	COSTS - MERS CONTRIBUTION	1,408.00	5,632.00	16,894.00	33.34
101-253-718.000	COSTS - HEALTH INSURANCE	1,535.24	7,676.20	28,193.00	27.23

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/2019 INCREASE (DECREASE) NORMAL	END BALANCE 10/31/2019 (ABNORMAL)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 101 - GENERAL FUND					
Expenditures					
101-253-718.001	COSTS - HSA CONTRIBUTION	0.00	4,500.00	6,000.00	75.00
101-253-718.002	COSTS - DENTAL INSURANCE	86.11	430.55	1,647.00	26.14
101-253-718.003	COSTS - VISION / ANCILLIARY	23.73	94.92	425.00	22.33
101-253-718.004	COSTS - HRA PAYMENTS/FEES	0.00	0.00	0.00	0.00
101-253-723.000	COSTS - RETIREE HEALTH CARE	0.00	51.68	0.00	100.00
101-253-725.000	COSTS - LIFE INSURANCE	64.68	323.40	611.00	52.93
101-253-726.000	COSTS - WORKERS COMPENSATION	65.57	326.04	1,003.00	32.51
Total Dept 253 - FINANCE / TREASURER		21,007.48	91,317.20	288,540.00	31.65
Dept 257 - ASSESSOR					
101-257-702.000	WAGES - FULL TIME	0.00	0.00	0.00	0.00
101-257-704.000	WAGES - PART-TIME	0.00	0.00	0.00	0.00
101-257-708.000	COSTS - SUTA	0.00	0.00	0.00	0.00
101-257-709.000	COSTS - SOCIAL SECURITY	0.00	0.00	0.00	0.00
101-257-711.000	COSTS - MEDICARE	0.00	0.00	0.00	0.00
101-257-714.000	WAGES - LONGEVITY PAY	0.00	0.00	0.00	0.00
101-257-716.000	COSTS - ICMA CONTRIBUTION	0.00	0.00	0.00	0.00
101-257-717.000	COSTS - MERS CONTRIBUTION	704.00	2,816.00	8,447.00	33.34
101-257-718.000	COSTS - HEALTH INSURANCE	0.00	0.00	0.00	0.00
101-257-718.001	COSTS - HSA CONTRIBUTION	0.00	0.00	0.00	0.00
101-257-718.002	COSTS - DENTAL INSURANCE	0.00	0.00	0.00	0.00
101-257-718.003	COSTS - VISION / ANCILLIARY	0.00	0.00	0.00	0.00
101-257-718.004	COSTS - HRA PAYMENTS/FEES	0.00	0.00	0.00	0.00
101-257-723.000	COSTS - RETIREE HEALTH CARE	0.00	0.00	0.00	0.00
101-257-724.000	COSTS - VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00
101-257-725.000	COSTS - LIFE INSURANCE	0.00	0.00	0.00	0.00
101-257-726.000	COSTS - WORKERS COMPENSATION	0.00	0.00	0.00	0.00
101-257-727.000	WAGES - HOL/VAC/SICK SELLBACK	0.00	0.00	0.00	0.00
Total Dept 257 - ASSESSOR		704.00	2,816.00	8,447.00	33.34
Dept 262 - ELECTIONS					
101-262-704.000	WAGES - PART-TIME	0.00	0.00	6,690.00	0.00
101-262-709.000	COSTS - SOCIAL SECURITY	0.00	0.00	0.00	0.00
101-262-711.000	COSTS - MEDICARE	0.00	0.00	0.00	0.00
101-262-726.000	COSTS - WORKERS COMPENSATION	0.00	0.00	32.00	0.00
Total Dept 262 - ELECTIONS		0.00	0.00	6,722.00	0.00
Dept 265 - CITY HALL BUILDINGS & GROUNDS					
101-265-702.000	WAGES - FULL TIME	4,158.91	16,635.66	54,066.00	30.77
101-265-708.000	COSTS - SUTA	0.00	0.00	23.00	0.00
101-265-709.000	COSTS - SOCIAL SECURITY	247.02	1,095.23	3,557.00	30.79
101-265-711.000	COSTS - MEDICARE	57.77	256.14	832.00	30.79
101-265-713.000	WAGES - OVERTIME	38.99	38.99	300.00	13.00
101-265-717.000	COSTS - MERS CONTRIBUTION	352.00	1,408.00	4,224.00	33.33
101-265-718.000	COSTS - HEALTH INSURANCE	918.74	4,593.70	11,193.00	41.04
101-265-718.001	COSTS - HSA CONTRIBUTION	0.00	3,000.00	3,000.00	100.00
101-265-718.002	COSTS - DENTAL INSURANCE	51.68	261.00	659.00	39.61
101-265-718.003	COSTS - VISION / ANCILLIARY	9.69	38.76	119.00	32.57
101-265-724.000	COSTS - VEHICLE ALLOWANCE	250.00	750.00	3,000.00	25.00
101-265-725.000	COSTS - LIFE INSURANCE	9.24	46.20	111.00	41.62
101-265-726.000	COSTS - WORKERS COMPENSATION	177.89	836.65	257.00	325.54
Total Dept 265 - CITY HALL BUILDINGS & GROUNDS		6,271.93	28,960.33	81,341.00	35.60
Dept 301 - POLICE					
101-301-702.000	WAGES - FULL TIME	52,131.37	205,407.27	687,135.00	29.89
101-301-704.000	WAGES - PART-TIME	1,485.00	6,968.50	32,615.00	21.37
101-301-708.000	COSTS - SUTA	0.00	1.34	304.00	0.44
101-301-709.000	COSTS - SOCIAL SECURITY	92.07	432.04	1,092.00	39.56
101-301-711.000	COSTS - MEDICARE	839.05	4,344.28	10,778.00	40.31
101-301-712.000	COSTS - IN LIEU OF BC/BS	1,354.92	6,809.90	16,282.00	41.82
101-301-713.000	WAGES - OVERTIME	4,422.72	25,224.28	36,000.00	70.07
101-301-713.002	WAGES - OT UNDERAGE DRINKING GRANT	0.00	0.00	3,000.00	0.00
101-301-714.000	WAGES - LONGEVITY PAY	0.00	0.00	0.00	0.00
101-301-715.000	WAGES - PHYSICAL FITNESS	0.00	127.50	6,500.00	1.96
101-301-717.000	COSTS - MERS CONTRIBUTION	14,526.50	60,003.97	171,496.00	34.99
101-301-718.000	COSTS - HEALTH INSURANCE	7,460.76	37,303.80	104,986.00	35.53
101-301-718.001	COSTS - HSA CONTRIBUTION	0.00	21,000.00	22,500.00	93.33
101-301-718.002	COSTS - DENTAL INSURANCE	449.97	2,249.85	6,478.00	34.73
101-301-718.003	COSTS - VISION / ANCILLIARY	117.98	471.93	1,610.00	29.31
101-301-718.004	COSTS - HRA PAYMENTS/FEES	0.00	0.00	0.00	0.00

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR		2019-20 AMENDED BUDGET	% BDGT USED
		MONTH 10/31/2019 INCREASE (DECREASE)	END BALANCE 10/31/2019 NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND					
Expenditures					
101-301-721.000	COSTS - UNIFORM/CLEANING ALLO	513.80	1,334.09	10,900.00	12.24
101-301-723.000	COSTS - RETIREE HEALTH CARE	500.00	1,500.00	4,500.00	33.33
101-301-724.000	COSTS - VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00
101-301-725.000	COSTS - LIFE INSURANCE	175.56	877.82	2,179.00	40.29
101-301-726.000	COSTS - WORKERS COMPENSATION	1,442.69	7,997.24	21,857.00	36.59
101-301-727.000	WAGES - HOL/VAC/SICK SELLBACK	943.80	6,986.04	25,000.00	27.94
Total Dept 301 - POLICE		86,456.19	389,039.85	1,165,212.00	33.39
Dept 336 - FIRE					
101-336-702.000	WAGES - FULL TIME	33,467.04	134,821.50	453,700.00	29.72
101-336-704.000	WAGES - PART-TIME	0.00	0.00	0.00	0.00
101-336-708.000	COSTS - SUTA	0.00	11.51	191.00	6.03
101-336-709.000	COSTS - SOCIAL SECURITY	0.00	0.00	0.00	0.00
101-336-711.000	COSTS - MEDICARE	636.58	2,923.82	6,378.00	45.84
101-336-712.000	COSTS - IN LIEU OF BC/BS	959.00	5,984.30	8,182.00	73.14
101-336-713.000	WAGES - OVERTIME	7,595.39	29,825.99	38,000.00	78.49
101-336-713.005	WAGES - OT FF PA 604	755.99	1,988.57	5,000.00	39.77
101-336-714.000	WAGES - LONGEVITY PAY	0.00	0.00	0.00	0.00
101-336-715.000	WAGES - PHYSICAL FITNESS	0.00	0.00	4,000.00	0.00
101-336-717.000	COSTS - MERS CONTRIBUTION	13,194.50	53,091.30	155,353.00	34.17
101-336-718.000	COSTS - HEALTH INSURANCE	5,785.90	28,929.50	97,176.00	29.77
101-336-718.001	COSTS - HSA CONTRIBUTION	0.00	18,000.00	24,000.00	75.00
101-336-718.002	COSTS - DENTAL INSURANCE	355.24	1,776.20	6,917.00	25.68
101-336-718.003	COSTS - VISION / ANCILLIARY	95.59	382.35	1,761.00	21.71
101-336-718.004	COSTS - HRA PAYMENTS/FEES	0.00	0.00	0.00	0.00
101-336-721.000	COSTS - UNIFORM/CLEANING ALLO	250.00	696.25	8,000.00	8.70
101-336-722.000	COSTS - FOOD ALLOWANCE	0.00	227.75	6,560.00	3.47
101-336-723.000	COSTS - RETIREE HEALTH CARE	750.00	3,250.00	10,500.00	30.95
101-336-725.000	COSTS - LIFE INSURANCE	120.12	718.67	1,514.00	47.47
101-336-726.000	COSTS - WORKERS COMPENSATION	1,643.26	8,129.58	22,108.00	36.77
101-336-727.000	WAGES - HOL/VAC/SICK SELLBACK	2,810.46	9,066.37	38,000.00	23.86
Total Dept 336 - FIRE		68,419.07	299,823.66	887,340.00	33.79
Dept 441 - PUBLIC WORKS					
101-441-702.000	WAGES - FULL TIME	51,288.24	203,041.68	629,302.00	32.26
101-441-704.000	WAGES - PART-TIME	1,520.00	11,040.00	18,000.00	61.33
101-441-708.000	COSTS - SUTA	0.90	30.50	360.00	8.47
101-441-709.000	COSTS - SOCIAL SECURITY	3,281.21	15,560.93	43,929.00	35.42
101-441-711.000	COSTS - MEDICARE	767.35	3,639.23	10,274.00	35.42
101-441-712.000	COSTS - IN LIEU OF BC/BS	800.00	4,000.00	14,400.00	27.78
101-441-713.000	WAGES - OVERTIME	1,468.11	12,307.82	29,000.00	42.44
101-441-713.001	WAGES - 2E STANDBY PAY	1,294.72	5,815.04	16,831.00	34.55
101-441-714.000	WAGES - LONGEVITY PAY	0.00	0.00	0.00	0.00
101-441-715.000	WAGES - PHYSICAL FITNESS	0.00	0.00	1,000.00	0.00
101-441-716.000	COSTS - ICMA CONTRIBUTION	218.27	984.41	2,804.00	35.11
101-441-717.000	COSTS - MERS CONTRIBUTION	4,010.21	16,009.60	46,362.00	34.53
101-441-718.000	COSTS - HEALTH INSURANCE	11,374.16	56,870.80	124,470.00	45.69
101-441-718.001	COSTS - HSA CONTRIBUTION	0.00	33,000.00	33,000.00	100.00
101-441-718.002	COSTS - DENTAL INSURANCE	637.30	3,186.50	9,114.00	34.96
101-441-718.003	COSTS - VISION / ANCILLIARY	155.74	622.96	2,213.00	28.15
101-441-718.004	COSTS - HRA PAYMENTS/FEES	0.00	0.00	0.00	0.00
101-441-721.000	COSTS - UNIFORM/CLEANING ALLO	66.42	2,741.23	7,000.00	39.16
101-441-722.000	COSTS - FOOD ALLOWANCE	0.00	0.00	0.00	0.00
101-441-723.000	COSTS - RETIREE HEALTH CARE	500.00	2,543.04	10,250.00	24.81
101-441-725.000	COSTS - LIFE INSURANCE	166.32	831.60	1,812.00	45.89
101-441-726.000	COSTS - WORKERS COMPENSATION	3,073.15	15,813.04	48,358.00	32.70
101-441-727.000	WAGES - HOL/VAC/SICK SELLBACK	0.00	0.00	40,000.00	0.00
Total Dept 441 - PUBLIC WORKS		80,622.10	388,038.38	1,088,479.00	35.65
Dept 701 - PLANNING & ZONING					
101-701-702.000	WAGES - FULL TIME	0.00	0.00	0.00	0.00
101-701-704.000	WAGES - PART-TIME	0.00	0.00	0.00	0.00
101-701-708.000	COSTS - SUTA	0.00	0.00	0.00	0.00
101-701-709.000	COSTS - SOCIAL SECURITY	0.00	0.00	0.00	0.00
101-701-711.000	COSTS - MEDICARE	0.00	0.00	0.00	0.00
101-701-712.000	COSTS - IN LIEU OF BC/BS	0.00	0.00	0.00	0.00
101-701-713.000	WAGES - OVERTIME	0.00	0.00	0.00	0.00
101-701-714.000	WAGES - LONGEVITY PAY	0.00	0.00	0.00	0.00
101-701-717.000	COSTS - MERS CONTRIBUTION	1,056.00	4,224.00	12,671.00	33.34
101-701-718.000	COSTS - HEALTH INSURANCE	0.00	0.00	0.00	0.00
101-701-718.001	COSTS - HSA CONTRIBUTION	0.00	0.00	0.00	0.00
101-701-718.002	COSTS - DENTAL INSURANCE	0.00	0.00	0.00	0.00

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/2019 INCREASE (DECREASE) NORMAL	END BALANCE 10/31/2019 (ABNORMAL)	2019-20 AMENDED BUDGET	% BDGT USED
Fund 101 - GENERAL FUND					
Expenditures					
101-701-718.003	COSTS - VISION / ANCILLIARY	0.00	0.00	0.00	0.00
101-701-718.004	COSTS - HRA PAYMENTS/FEES	0.00	0.00	0.00	0.00
101-701-723.000	COSTS - RETIREE HEALTH CARE	250.00	1,469.06	3,000.00	48.97
101-701-724.000	COSTS - VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00
101-701-725.000	COSTS - LIFE INSURANCE	0.00	0.00	0.00	0.00
101-701-726.000	COSTS - WORKERS COMPENSATION	0.00	0.00	0.00	0.00
101-701-727.000	WAGES - HOL/VAC/SICK SELLBACK	0.00	0.00	0.00	0.00
Total Dept 701 - PLANNING & ZONING		1,306.00	5,693.06	15,671.00	36.33
Dept 751 - PARKS & RECREATION					
101-751-702.000	WAGES - FULL TIME	7,140.80	27,938.76	92,830.00	30.10
101-751-704.000	WAGES - PART-TIME	4,520.00	32,689.63	56,000.00	58.37
101-751-708.000	COSTS - SUTA	9.62	97.01	185.00	52.44
101-751-709.000	COSTS - SOCIAL SECURITY	700.36	4,646.78	9,816.00	47.34
101-751-711.000	COSTS - MEDICARE	163.81	1,086.77	2,296.00	47.33
101-751-713.000	WAGES - OVERTIME	92.48	5,244.70	8,500.00	61.70
101-751-713.001	WAGES - 2E STANDBY PAY	0.00	0.00	500.00	0.00
101-751-714.000	WAGES - LONGEVITY PAY	0.00	0.00	0.00	0.00
101-751-715.000	WAGES - PHYSICAL FITNESS	0.00	0.00	500.00	0.00
101-751-717.000	COSTS - MERS CONTRIBUTION	671.17	2,684.34	8,054.00	33.33
101-751-718.000	COSTS - HEALTH INSURANCE	2,075.92	10,379.60	25,290.00	41.04
101-751-718.001	COSTS - HSA CONTRIBUTION	0.00	6,000.00	4,500.00	133.33
101-751-718.002	COSTS - DENTAL INSURANCE	116.27	581.35	1,482.00	39.23
101-751-718.003	COSTS - VISION / ANCILLIARY	27.07	108.28	331.00	32.71
101-751-718.004	COSTS - HRA PAYMENTS/FEES	0.00	0.00	0.00	0.00
101-751-721.000	COSTS - UNIFORM/CLEANING ALLO	0.00	544.42	1,200.00	45.37
101-751-723.000	COSTS - RETIREE HEALTH CARE	250.00	1,490.58	1,500.00	99.37
101-751-725.000	COSTS - LIFE INSURANCE	18.48	92.40	222.00	41.62
101-751-726.000	COSTS - WORKERS COMPENSATION	375.68	2,616.78	5,021.00	52.12
101-751-727.000	WAGES - HOL/VAC/SICK SELLBACK	0.00	0.00	1,000.00	0.00
Total Dept 751 - PARKS & RECREATION		16,161.66	96,201.40	219,227.00	43.88
TOTAL EXPENDITURES		311,923.01	1,431,582.50	4,164,755.00	34.37
Fund 592 - WATER UTILITY					
Expenditures					
Dept 541 - ADMINISTRATION					
592-541-717.000	COSTS - MERS CONTRIBUTION	0.00	0.00	0.00	0.00
Total Dept 541 - ADMINISTRATION		0.00	0.00	0.00	0.00
Dept 542 - WATER OPERATION					
592-542-702.000	WAGES - FULL TIME	15,785.62	57,526.88	204,993.00	28.06
592-542-708.000	COSTS - SUTA	0.00	0.00	91.00	0.00
592-542-709.000	COSTS - SOCIAL SECURITY	1,003.58	4,408.35	14,422.00	30.57
592-542-711.000	COSTS - MEDICARE	234.74	1,031.06	3,373.00	30.57
592-542-713.000	WAGES - OVERTIME	521.79	4,661.83	9,250.00	50.40
592-542-713.001	WAGES - 2E STANDBY PAY	1,355.00	6,002.64	17,363.00	34.57
592-542-715.000	WAGES - PHYSICAL FITNESS	0.00	0.00	1,000.00	0.00
592-542-717.000	COSTS - MERS CONTRIBUTION	1,321.65	6,114.45	16,635.00	36.76
592-542-718.000	COSTS - HEALTH INSURANCE	4,509.51	20,352.37	54,935.00	37.05
592-542-718.001	COSTS - HSA CONTRIBUTION	0.00	12,000.00	11,250.00	106.67
592-542-718.002	COSTS - DENTAL INSURANCE	251.91	1,194.96	3,212.00	37.20
592-542-718.003	COSTS - VISION / ANCILLIARY	65.69	245.37	804.00	30.52
592-542-721.000	COSTS - UNIFORM/CLEANING ALLO	71.40	557.60	3,500.00	15.93
592-542-722.000	COSTS - FOOD ALLOWANCE	0.00	0.00	0.00	0.00
592-542-723.000	COSTS - RETIREE HEALTH CARE	250.00	1,490.58	3,000.00	49.69
592-542-725.000	COSTS - LIFE INSURANCE	36.98	175.60	444.00	39.55
592-542-726.000	COSTS - WORKERS COMPENSATION	454.10	2,306.79	7,616.00	30.29
592-542-727.000	WAGES - HOL/VAC/SICK SELLBACK	0.00	0.00	1,500.00	0.00
Total Dept 542 - WATER OPERATION		25,861.97	118,068.48	353,388.00	33.41
TOTAL EXPENDITURES		25,861.97	118,068.48	353,388.00	33.41
Fund 593 - SEWER UTILITY					
Expenditures					
Dept 543 - SEWER OPERATIONS					

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	ACTIVITY FOR		END BALANCE 10/31/2019	2019-20 AMENDED BUDGET	% BDGT USED
		MONTH 10/31/2019	INCREASE (DECREASE) NORMAL (ABNORMAL)			
<b>Fund 593 - SEWER UTILITY</b>						
Expenditures						
593-543-702.000	WAGES - FULL TIME	21,623.90		90,627.11	283,914.00	31.92
593-543-708.000	COSTS - SUTA	0.00		0.00	136.00	0.00
593-543-709.000	COSTS - SOCIAL SECURITY	1,366.84		6,344.50	19,367.00	32.76
593-543-711.000	COSTS - MEDICARE	319.65		1,483.72	4,530.00	32.75
593-543-713.000	WAGES - OVERTIME	1,520.05		5,985.97	26,250.00	22.80
593-543-713.001	WAGES - 2E STANDBY PAY	302.54		621.76	1,200.00	51.81
593-543-715.000	WAGES - PHYSICAL FITNESS	0.00		0.00	1,000.00	0.00
593-543-717.000	COSTS - MERS CONTRIBUTION	1,833.97		7,579.63	19,123.00	39.64
593-543-718.000	COSTS - HEALTH INSURANCE	5,027.17		26,293.07	51,755.00	50.80
593-543-718.001	COSTS - HSA CONTRIBUTION	0.00		15,000.00	11,250.00	133.33
593-543-718.002	COSTS - DENTAL INSURANCE	282.03		1,469.94	3,047.00	48.24
593-543-718.003	COSTS - VISION / ANCILLIARY	70.67		300.07	730.00	41.11
593-543-721.000	COSTS - UNIFORM/CLEANING ALLOW	276.33		1,050.01	4,620.00	22.73
593-543-723.000	COSTS - RETIREE HEALTH CARE	0.00		0.00	111.00	0.00
593-543-725.000	COSTS - LIFE INSURANCE	55.42		325.01	1,510.00	21.52
593-543-726.000	COSTS - WORKERS COMPENSATION	296.86		1,614.99	5,296.00	30.49
593-543-727.000	WAGES - HOL/VAC/SICK SELBACK	0.00		0.00	2,500.00	0.00
<b>Total Dept 543 - SEWER OPERATIONS</b>		<b>32,975.43</b>		<b>158,695.78</b>	<b>436,339.00</b>	<b>36.37</b>
<b>TOTAL EXPENDITURES</b>		<b>32,975.43</b>		<b>158,695.78</b>	<b>436,339.00</b>	<b>36.37</b>
<b>Fund 594 - MARINA FUND</b>						
Expenditures						
Dept 000						
594-000-702.000	WAGES - FULL TIME	0.00		0.00	0.00	0.00
594-000-704.000	WAGES - PART-TIME	520.88		17,905.02	25,000.00	71.62
594-000-708.000	COSTS - SUTA	0.81		50.88	63.00	80.76
594-000-709.000	COSTS - SOCIAL SECURITY	32.28		1,290.83	1,562.00	82.64
594-000-711.000	COSTS - MEDICARE	7.54		301.89	365.00	82.71
594-000-713.000	WAGES - OVERTIME	0.00		134.06	200.00	67.03
594-000-726.000	COSTS - WORKERS COMPENSATION	15.52		619.24	902.00	68.65
<b>Total Dept 000</b>		<b>577.03</b>		<b>20,301.92</b>	<b>28,092.00</b>	<b>72.27</b>
<b>TOTAL EXPENDITURES</b>		<b>577.03</b>		<b>20,301.92</b>	<b>28,092.00</b>	<b>72.27</b>

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 000							
101-000-004.000	09/30/19	PETTY CASH	PETTY CASH REIMBURSEMENT	09/30/2019	10/10/19	9.96	48273
Total For Dept 000						9.96	
Dept 172 MANAGER							
101-172-717.000	09/24/19	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTION	SEPTEMBER 2019	10/10/19	1,056.00	1399
101-172-717.000	10/29/19	MUNICIPAL EMPLOYEES RETIREMENT	10/1-10/31/19 CITY EXPENSE	OCT 2019	10/29/19	1,056.00	1461
101-172-752.000	10/01/19	HELPCNET	OCT-DEC 2019 EMPLOYEE ASSISTANCE PR	27233	10/10/19	15.72	48257
101-172-752.000	10/09/19	JACKPINE BUSINESS CENTERS	PENS, INDEX TABS AND FILE FOLDERS	447028-0	10/23/19	66.92	48317
101-172-933.000	09/29/19	PNC BANK	SEPTEMBER CREDIT CARD CHARGES	20190929 8866	10/10/19	16.99	48276
101-172-933.000	10/09/19	KOPY SALES INC.	MONTHLY COPIER MAINTENANCE	116261	10/25/19	45.50	1449
101-172-983.000	10/07/19	TEAM FINANCIAL GROUP INC.	CONTRACT #40020817-1 COPIER W2H6XO	17636	10/25/19	165.26	1456
Total For Dept 172 MANAGER						2,422.39	
Dept 215 CLERK							
101-215-717.000	09/24/19	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTION	SEPTEMBER 2019	10/10/19	1,759.00	1399
101-215-717.000	10/29/19	MUNICIPAL EMPLOYEES RETIREMENT	10/1-10/31/19 CITY EXPENSE	OCT 2019	10/29/19	1,759.00	1461
101-215-723.000	10/10/19	MICHELLE WRIGHT	RETIREE CASH STIPEND	10/10/2019	10/14/19	250.00	1415
101-215-752.000	10/01/19	HELPCNET	OCT-DEC 2019 EMPLOYEE ASSISTANCE PR	27233	10/10/19	15.72	48257
101-215-752.000	10/15/19	AMAZON CAPITAL SERVICES, INC	MEETING NOTEBOOKS	1FDQ-KR91-GHJ4	10/25/19	22.19	1433
101-215-752.000	10/10/19	JACKPINE BUSINESS CENTERS	HP TONER	447128-0	10/23/19	196.99	48317
101-215-752.000	10/10/19	JACKPINE BUSINESS CENTERS	CERTIFICATES, CALENDARS - LORA/ KEL	447080-0	10/23/19	33.97	48317
101-215-900.000	10/07/19	MANISTEE COUNTY REGISTER OF	SUP RECORDING FEES	20191007	10/10/19	210.00	48266
101-215-900.000	10/15/19	MANISTEE COUNTY REGISTER OF	RECORDING FEE SPECIAL USE PERMIT HA	P219-039	10/23/19	30.00	48323
101-215-900.000	10/17/19	MANISTEE COUNTY REGISTER OF	SPECIAL USE PERMIT 160 TENTH ST HIC	PC-2018-05	10/23/19	30.00	48323
101-215-900.000	10/22/19	MANISTEE COUNTY REGISTER OF	RECORDING FEE AMENDED SPECIAL USE P	PC-2018-09	10/23/19	30.00	48323
101-215-913.000	09/29/19	PNC BANK	SEPTEMBER CREDIT CARD CHARGES	20190929 8866	10/10/19	444.26	48276
101-215-913.000	10/15/19	LORA LAURAIN	TRAVEL REIMBURSEMENT PAYROLL CONFER	20191015	10/25/19	253.00	1450
101-215-933.000	09/29/19	PNC BANK	SEPTEMBER CREDIT CARD CHARGES	20190929 8866	10/10/19	16.99	48276
101-215-933.000	10/09/19	KOPY SALES INC.	COPIES/TONER	116260	10/25/19	77.30	1449
Total For Dept 215 CLERK						5,128.42	
Dept 253 FINANCE / TREASURER							
101-253-717.000	09/24/19	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTION	SEPTEMBER 2019	10/10/19	1,408.00	1399
101-253-717.000	10/29/19	MUNICIPAL EMPLOYEES RETIREMENT	10/1-10/31/19 CITY EXPENSE	OCT 2019	10/29/19	1,408.00	1461
101-253-723.000	10/15/19	DELTA DENTAL	RETIREE DENTAL NOVEMBER 2019	1339297 NOV 2019	10/29/19	51.68	48350
101-253-723.000	10/18/19	VISION SERVICE PLAN	RETIREE VISION PREMIUM	20191018	10/29/19	9.69	48353
101-253-752.000	10/01/19	HELPCNET	OCT-DEC 2019 EMPLOYEE ASSISTANCE PR	27233	10/10/19	23.58	48257
101-253-752.000	10/03/19	JACKPINE BUSINESS CENTERS	CALCULATOR	446864-0	10/10/19	7.99	48259
101-253-752.000	10/21/19	AMAZON CAPITAL SERVICES, INC	IPHONE CHARGING CABLE	1FGC-PTDK-HLRK	10/25/19	14.99	1433
101-253-752.000	10/08/19	JACKPINE BUSINESS CENTERS	MICROSOFT WIRELESS MOBI, FLASH DRIV	447018-0	10/23/19	16.99	48317
101-253-752.000	10/10/19	JACKPINE BUSINESS CENTERS	CERTIFICATES, CALENDARS - LORA/ KEL	447080-0	10/23/19	19.99	48317
101-253-801.000	08/31/19	ANDERSON TACKMAN & COMPANY PLC	FINAL BILLING FY19 AUDIT	123775	10/10/19	6,052.65	48231
101-253-900.000	09/30/19	THE PIONEER GROUP	SEPTEMBER ADVERTISEMENTS	41100167 9/19	10/10/19	134.50	48274
101-253-913.000	09/26/19	BS&A SOFTWARE, INC.	9/23/19 TRAINING - RABB	125658	10/10/19	205.00	48237
101-253-913.000	09/26/19	BS&A SOFTWARE, INC.	TRAINING 9/24/19 RABB	125668	10/10/19	205.00	48237
101-253-913.000	10/07/19	ANGELA RABB	TRAVEL REIMBURSEMENT	20191007	10/14/19	118.19	1401
101-253-913.000	10/08/19	EDWARD BRADFORD	MGFOA CONFERENCE TRAVEL REIMBURSEME	20191008	10/14/19	106.20	1404
101-253-913.000	10/18/19	ANGELA RABB	TRAVEL REIMBURSEMENT MMTA FALL CONF	20191018	10/25/19	217.12	1434
101-253-913.000	10/18/19	EDWARD BRADFORD	TRAVEL REIMBURSEMENT MMTA CONFERENC	20191018	10/25/19	242.19	1436
101-253-915.000	10/03/19	MICHIGAN MUNICIPAL TREASURER'S	MEMBERSHIP RENEWAL RABB, BRADFORD	1414	10/10/19	150.00	48269
101-253-933.000	09/29/19	PNC BANK	SEPTEMBER CREDIT CARD CHARGES	20190929 8866	10/10/19	52.99	48276
Total For Dept 253 FINANCE / TREASURER						10,444.75	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 257 ASSESSOR							
101-257-717.000	09/24/19	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTION	SEPTEMBER 2019	10/10/19	704.00	1399
101-257-717.000	10/29/19	MUNICIPAL EMPLOYEES RETIREMENT	10/1-10/31/19 CITY EXPENSE	OCT 2019	10/29/19	704.00	1461
101-257-801.000	09/30/19	GREAT LAKES ASSESSING INC	PROFESSIONAL ASSESSING SERVICE	09/30/2019	10/14/19	6,692.00	1411
101-257-933.000	10/09/19	KOPY SALES INC.	KYOCERA TA4550CI 9/2/19-10/1/19	116264	10/25/19	65.56	1449
Total For Dept 257 ASSESSOR						8,165.56	
Dept 262 ELECTIONS							
101-262-752.000	10/14/19	AMAZON CAPITAL SERVICES, INC	INK STAMP PAD	1MNH-W1T7-XDTF	10/25/19	9.04	1433
101-262-752.000	10/08/19	JACKPINE BUSINESS CENTERS	MICROSOFT WIRELESS MOBI, FLASH DRIV	447018-0	10/23/19	13.98	48317
Total For Dept 262 ELECTIONS						23.02	
Dept 265 CITY HALL BUILDINGS & GROUNDS							
101-265-717.000	09/24/19	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTION	SEPTEMBER 2019	10/10/19	352.00	1399
101-265-717.000	10/29/19	MUNICIPAL EMPLOYEES RETIREMENT	10/1-10/31/19 CITY EXPENSE	OCT 2019	10/29/19	352.00	1461
101-265-752.000	10/01/19	HELNET	OCT-DEC 2019 EMPLOYEE ASSISTANCE PR	27233	10/10/19	7.86	48257
101-265-752.000	10/02/19	FASTENAL COMPANY	BATTERIES FOR WINDOW CANDLES AND SO	MIMAN145008	10/14/19	68.04	1410
101-265-752.000	09/27/19	X-CEL CHEMICAL SPECIALTIES CO.	JANITORIAL SUPPLIES	75374	10/23/19	338.20	48347
101-265-850.000	09/19/19	AT&T	MONTHLY SERVICE 171-799-4036 001	8231850509 2019	10/10/19	453.04	48233
101-265-850.000	10/01/19	CHARTER COMMUNICATIONS INC.	MONTHLY SERVICE 70 MAPLE ST	0076258100119	10/10/19	51.38	48245
101-265-850.000	10/13/19	AT&T	MONTHLY SERVICE 2313982584	231398258410 201	10/23/19	358.39	48294
101-265-918.000	09/26/19	CITY OF MANISTEE WATER &	WATER USAGE 8/17-9/13/19	20190926	10/14/19	321.41	1406
101-265-920.000	09/30/19	CONSUMERS ENERGY	SEPTEMBER ELECTRIC UTILITY CHARGES	SEPT2019	10/10/19	2,381.65	48247
101-265-921.000	10/14/19	DTE ENERGY	MONTHLY GAS UTILITY - 70 MAPLE ST	9/10-10/8/19CITY	10/23/19	155.60	48307
101-265-930.000	10/01/19	WAHR HARDWARE, INC.	PAINT FOR THE RAILING IN THE WEST P.	B20814	10/14/19	23.98	1432
101-265-930.000	10/02/19	GILL-ROYS HARDWARE	CONCRETE ANCHOR PLATES FOR SHED ROO	1910-921613	10/10/19	86.33	48254
101-265-930.000	09/29/19	PNC BANK	SEPTEMBER CREDIT CARD CHARGES	20190929 8866	10/10/19	209.12	48276
101-265-930.000	10/01/19	STANDARD ELECTRIC COMPANY	GENERATOR MUFFLER REPLACEMENT	1003254-00	10/10/19	6,455.60	48282
101-265-930.000	10/14/19	GILL-ROYS HARDWARE	FRAMMING LUMBER FOR SHED ROOF	1910-971576	10/23/19	32.76	48313
101-265-930.000	10/15/19	GILL-ROYS HARDWARE	MATERIALS FOR SHED ROOF OVER GENERA	1910-973694	10/23/19	24.23	48313
101-265-930.000	10/14/19	GILL-ROYS HARDWARE	CONCRETE ANCHORS FOR POSTS	1910-969456	10/23/19	5.37	48313
101-265-930.000	10/14/19	GILL-ROYS HARDWARE	DRILL BITS FOR DRILLING I-BEAN FOR	1910-969639	10/23/19	33.47	48313
101-265-930.000	10/18/19	GILL-ROYS HARDWARE	GUTTER SYSTEM FOR THE SHED ROOF OVE	1910-985233	10/23/19	90.12	48313
101-265-930.000	10/16/19	GILL-ROYS HARDWARE	SCREWS FOR THE SHED ROOF PERLINS	1910-978008	10/23/19	46.99	48313
101-265-930.000	10/15/19	GILL-ROYS HARDWARE	PERLINS FOR THE SHED ROOF	1910-974894	10/23/19	47.45	48313
101-265-930.000	10/09/19	GILL-ROYS HARDWARE	NEW COMPUTER INSTALLATION 1ST FLOOR	1910-950777	10/23/19	11.57	48313
101-265-930.000	10/09/19	GILL-ROYS HARDWARE	MATERIALS FOR THE SHED ROOF OVER TH	1910-949701	10/23/19	98.00	48313
101-265-930.000	10/14/19	GILL-ROYS HARDWARE	FRAMING LUMBER FOR SHED ROOF	1910-970776	10/23/19	57.05	48313
Total For Dept 265 CITY HALL BUILDINGS & GROUNDS						12,061.61	
Dept 275 GENERAL							
101-275-802.000	09/24/19	MIKA MEYERS BECKETT & JONES	AUGUST GENERAL LEGAL	636967	10/25/19	4,455.00	1452
101-275-804.000	09/24/19	MIKA MEYERS BECKETT & JONES	AUGUST- GENERAL LABOR	636966	10/14/19	525.00	1416
101-275-806.000	09/24/19	MIKA MEYERS BECKETT & JONES	AUGUST PROSECUTING ATTY	636965	10/14/19	1,483.50	1416
101-275-851.000	10/08/19	EASYPERMIT POSTAGE	9/29 METER REFILL 10/01 PERMIT POST.	201910 0723-7170	10/25/19	2,153.10	1441
101-275-852.000	10/11/19	CHARTER COMMUNICATIONS INC.	MONTHLY SERVICE 70 MAPLE ST SB	0138918101119	10/23/19	159.96	48300
101-275-920.001	09/30/19	CONSUMERS ENERGY	SEPTEMBER ELECTRIC UTILITY CHARGES	SEPT2019	10/10/19	9,208.82	48247
101-275-946.000	09/18/19	SPICER GROUP INC	AUG 2019 GEN ENG 126455SG2018	198082	10/14/19	1,200.00	1427
101-275-984.000	10/09/19	I.T. RIGHT INC	SWITCH AND WAP, WAPS FOR CAR VIDEO	20161776	10/25/19	595.40	1447
101-275-984.000	10/10/19	JACKPINE BUSINESS CENTERS	24 INCH MONITOR	447142-0	10/23/19	129.99	48317
Total For Dept 275 GENERAL						19,910.77	
Dept 301 POLICE							
101-301-717.000	09/24/19	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTION	SEPTEMBER 2019	10/10/19	14,526.50	1399

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 301 POLICE							
101-301-717.000	10/29/19	MUNICIPAL EMPLOYEES RETIREMENT	10/1-10/31/19 CITY EXPENSE	OCT 2019	10/29/19	14,526.50	1461
101-301-721.000	09/23/19	MANISTEE CLEANING SOLUTIONS	UNIFORM DRY CLEANING	58673	10/10/19	158.30	48260
101-301-723.000	10/10/19	DAVID BACHMAN	RETIREE CASH STIPEND	10/10/2019	10/14/19	250.00	1403
101-301-723.000	10/10/19	JOHN S RILEY	RETIREE CASH STIPEND	10/10/2019	10/14/19	250.00	1421
101-301-752.000	09/25/19	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES	1FTJ-T4JH-JWXW	10/14/19	24.28	1400
101-301-752.000	09/26/19	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES	1KCP-7MYG-PXF6	10/14/19	11.99	1400
101-301-752.000	09/30/19	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES	1XJH-K6WV-W7QL	10/14/19	14.99	1400
101-301-752.000	10/01/19	TRANSUNION RISK	MOSLY CHARGES	3055211-201909-1	10/14/19	100.00	1431
101-301-752.000	09/27/19	GILL-ROYS HARDWARE	OFFICE SUPPLIES	1909-904279	10/10/19	22.99	48254
101-301-752.000	09/27/19	GILL-ROYS HARDWARE	OFFICE SUPPLIES	1909-903535	10/10/19	13.98	48254
101-301-752.000	10/01/19	HELPNET	OCT-DEC 2019 EMPLOYEE ASSISTANCE PR	27233	10/10/19	102.18	48257
101-301-752.000	09/29/19	PNC BANK	SEPTEMBER CREDIT CARD CHARGES	20190929 8866	10/10/19	459.95	48276
101-301-770.000	09/06/19	BLARNEY CASTLE FLEET PROGRAM	8/6-9/5/19 FUEL CHARGES	SEPT 2019	10/25/19	1,428.38	1435
101-301-770.000	10/06/19	BLARNEY CASTLE FLEET PROGRAM	9/6-10/5/19 FUEL CHARGES	OCTOBER2019	10/25/19	1,415.45	1435
101-301-801.000	10/01/19	US DEPARTMENT OF AGRICULTURE	DEER CULL COSTS	3003262538	10/23/19	37.76	48340
101-301-801.000	09/23/19	CORE TECHNOLOGY CORPORATION	MODULE	XT3000242	10/25/19	2,440.00	1440
101-301-931.000	10/03/19	TOP LINE ELECTRIC LLC	ELECTRICAL ISSUE/EQUIPMENT	12639	10/25/19	85.00	1457
101-301-931.000	10/10/19	GILL-ROYS HARDWARE	SUPPLIES	1910-954738	10/23/19	27.99	48313
101-301-932.000	09/17/19	AUTO VALUE \ AUTO-WARES GROUP	VEHICLE SUPPLIES	256-1025862	10/10/19	7.49	48234
101-301-932.000	10/02/19	AUTO VALUE \ AUTO-WARES GROUP	VEHICLE SUPPLIES	256-1027142	10/23/19	31.08	48295
101-301-933.000	09/29/19	PNC BANK	SEPTEMBER CREDIT CARD CHARGES	20190929 8866	10/10/19	16.99	48276
101-301-933.000	10/09/19	KOPY SALES INC.	KYOCERA TA3501I 9/2-10/1/19	116263	10/25/19	38.59	1449
101-301-985.000	10/09/19	I.T. RIGHT INC	SWITCH AND WAP, WAPS FOR CAR VIDEO	20161776	10/25/19	446.00	1447
Total For Dept 301 POLICE						36,436.39	
Dept 336 FIRE							
101-336-717.000	09/24/19	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTION	SEPTEMBER 2019	10/10/19	13,194.50	1399
101-336-717.000	10/29/19	MUNICIPAL EMPLOYEES RETIREMENT	10/1-10/31/19 CITY EXPENSE	OCT 2019	10/29/19	13,194.50	1461
101-336-723.000	09/30/19	DOUGLAS O DOMINICK	RETIREE CASH STIPEND	09/30/2019	10/14/19	250.00	1408
101-336-723.000	10/10/19	MARK A MODJESKI	RETIREE CASH STIPEND	10/10/2019	10/14/19	250.00	1418
101-336-723.000	10/10/19	SID SCRIMGER	RETIREE CASH STIPEND	10/10/2019	10/14/19	250.00	1424
101-336-723.000	10/10/19	TIMM H SMITH	RETIREE CASH STIPEND	10/10/2019	10/14/19	250.00	1425
101-336-752.000	09/19/19	VERIZON WIRELESS	MONTHLY SERVICE 8/20-9/19/19	9838389541	10/10/19	14.04	48289
101-336-752.000	09/25/19	PURE WATER WORKS INC	WATER	332063	10/10/19	62.00	48277
101-336-752.000	10/01/19	HELPNET	OCT-DEC 2019 EMPLOYEE ASSISTANCE PR	27233	10/10/19	62.88	48257
101-336-752.000	10/15/19	FASTENAL COMPANY	GLOVES	MIMAN145248	10/25/19	27.29	1443
101-336-770.000	09/06/19	BLARNEY CASTLE FLEET PROGRAM	8/6-9/5/19 FUEL CHARGES	SEPT 2019	10/25/19	708.96	1435
101-336-770.000	10/06/19	BLARNEY CASTLE FLEET PROGRAM	9/6-10/5/19 FUEL CHARGES	OCTOBER2019	10/25/19	426.78	1435
101-336-777.000	09/13/19	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	83347961	10/10/19	215.97	48236
101-336-777.000	09/16/19	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	83349821	10/10/19	372.77	48236
101-336-777.000	08/02/19	J & B MEDICAL SUPPLY	MEDICAL SUPPLIES	5602166	10/14/19	235.30	1412
101-336-777.000	09/27/19	STRYKER SALES CORPORATION	COT BATTERY	2796633M	10/10/19	362.12	48286
101-336-777.000	08/02/19	ARROW INTERNATIONAL INC	EZ IO NEEDLES	9501525288	10/14/19	562.46	1402
101-336-777.000	09/03/19	J & B MEDICAL SUPPLY	MEDICAL SUPPLIES	5676700	10/14/19	646.02	1412
101-336-777.000	09/22/19	PRAXAIR DISTRIBUTION INC	OXYGEN DPW & FIRE	92000620	10/14/19	38.78	1419
101-336-777.000	10/08/19	J & B MEDICAL SUPPLY	MED SUPPLY ORDER	5767786	10/25/19	247.66	1448
101-336-777.000	10/04/19	J & B MEDICAL SUPPLY	MEDICAL SUPPLIES	5759125	10/25/19	282.54	1448
101-336-777.000	09/27/19	PRAXAIR DISTRIBUTION INC	OXYGEN	92090843	10/25/19	51.65	1454
101-336-777.000	08/31/19	MUNSON HEALTHCARE MANISTEE	PHARMACY SUPPLIES / EMS CHARGES	CIT0819	10/23/19	940.00	48328
101-336-780.000	09/27/19	GREAT WESTERN STATES SUPPLY LI	PUBLIC EDUCATION MATERIALS	5797	10/25/19	665.67	1444
101-336-801.000	07/01/19	THE ACCUMED GROUP	INVOICE PAID TWICE	22358C	11/12/19	(1,385.54)	Multiple
101-336-801.000	09/30/19	ARBOR PROFESSIONAL SOLUTIONS	EMS COLLECTIONS FEE	0100570719093000	10/23/19	37.74	48293
101-336-801.000	10/01/19	THE ACCUMED GROUP	BILLING SERVICE FEE	23079	10/23/19	1,239.18	16

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 336 FIRE							
101-336-913.000	09/27/19	BRANDON NELSON	PARAMEDIC CLASS TRAVEL REIMBURSEMEN	20190927	10/14/19	761.91	1405
101-336-913.000	09/29/19	PNC BANK	SEPTEMBER CREDIT CARD CHARGES	20190929 8866	10/10/19	345.78	48276
101-336-913.000	10/18/19	BRANDON NELSON	TRAVEL REIMBURSEMENT PARAMEDIC SCHO	20191018	10/25/19	475.24	1437
101-336-918.000	09/26/19	CITY OF MANISTEE WATER &	WATER USAGE 8/17-9/13/19	20190926	10/14/19	148.77	1406
101-336-920.000	09/30/19	CONSUMERS ENERGY	SEPTEMBER ELECTRIC UTILITY CHARGES	SEPT2019	10/10/19	292.85	48247
101-336-921.000	10/15/19	DTE ENERGY	MONTHLY GAS UTILITY 281 1ST ST.	9/10-10/8/19 FIRM	10/23/19	52.01	48307
101-336-930.000	09/11/19	BOB'S ROOFING COMPANY INC.	FIRE DEPT ROOF REPAIR	67237	10/23/19	464.94	48297
101-336-931.000	09/17/19	CONSOLIDATED FLEET SERV., INC	EQUIPMENT TESTING	2019MY0176	10/10/19	1,099.35	48246
101-336-932.000	09/27/19	AUTO VALUE \ AUTO-WARES GROUP	AUTO MARINE CORE RETURN	256-1026730CREDI	10/10/19	(18.00)	48234
101-336-932.000	09/26/19	AUTO VALUE \ AUTO-WARES GROUP	BATTERY FOR TRUCK 654	256-1026683	10/23/19	159.99	48295
101-336-933.000	10/09/19	KOPY SALES INC.	KYOCERA M3550IDN 9/2-10/1/19	116262	10/25/19	30.00	1449
Total For Dept 336 FIRE						37,016.11	
Dept 441 PUBLIC WORKS							
101-441-717.000	09/24/19	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTION	SEPTEMBER 2019	10/10/19	4,010.21	1399
101-441-717.000	10/29/19	MUNICIPAL EMPLOYEES RETIREMENT	10/1-10/31/19 CITY EXPENSE	OCT 2019	10/29/19	4,010.21	1461
101-441-721.000	09/16/19	CONTINENTAL LINEN SERVICE	UNIFORM DELIVERY	2525888	10/10/19	7.67	48248
101-441-721.000	09/23/19	CONTINENTAL LINEN SERVICE	UNIFORM DELIVERY	2531317	10/10/19	7.67	48248
101-441-721.000	09/16/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2525890	10/10/19	14.47	48248
101-441-721.000	09/23/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2531319	10/10/19	14.47	48248
101-441-721.000	09/30/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2536939	10/10/19	14.47	48248
101-441-721.000	09/30/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2536937	10/10/19	7.67	48248
101-441-721.000	09/24/19	SAFETY SERVICES, INC.	SAFETY GLASSES	57188	10/14/19	392.75	1423
101-441-721.000	10/07/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2542572	10/23/19	7.67	48302
101-441-721.000	10/14/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2548170	10/23/19	7.67	48302
101-441-721.000	10/07/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2542574	10/23/19	14.47	48302
101-441-721.000	10/14/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2548172	10/23/19	14.47	48302
101-441-723.000	10/15/19	DELTA DENTAL	RETIREE DENTAL NOVEMBER 2019	1339297 NOV 2019	10/29/19	43.04	48350
101-441-723.000	10/28/19	PRIORITY HEALTH	RETIREE HEALTH PREMIUM NOVEMBER 201	20191101	10/29/19	438.12	48352
101-441-752.000	09/19/19	FASTENAL COMPANY	VENDING MACHINE	MIMAN144802	10/14/19	33.03	1410
101-441-752.000	09/19/19	FASTENAL COMPANY	SUPPLIES	MIMAN144800	10/14/19	25.20	1410
101-441-752.000	09/19/19	FASTENAL COMPANY	VENDING MACHINE	MIMAN144784	10/14/19	19.70	1410
101-441-752.000	09/19/19	FASTENAL COMPANY	STOCK ROOM SUPPLIES	MIMAN144803	10/14/19	63.88	1410
101-441-752.000	09/17/19	AUTO VALUE \ AUTO-WARES GROUP	SUPPLIES	256-1025862 DPW	10/10/19	26.89	48234
101-441-752.000	09/17/19	FAMILY FARM & HOME - MANISTEE	SUPPLIES	5409/16	10/10/19	90.97	48253
101-441-752.000	09/25/19	GILL-ROY'S HARDWARE	SUPPLIES	1909-896040	10/10/19	22.57	48254
101-441-752.000	09/14/19	JACKPINE BUSINESS CENTERS	SHOP SUPPLIES	445894-1	10/10/19	250.89	48259
101-441-752.000	09/21/19	EVAN SLAWINSKI	ANNUAL GYM MEMBERSHIP	20190921	10/14/19	180.00	1409
101-441-752.000	09/25/19	FASTENAL COMPANY	SUPPLIES	MIMAN144874	10/14/19	10.42	1410
101-441-752.000	09/27/19	AUTO VALUE \ AUTO-WARES GROUP	BLK LIGHTING	256-1026730	10/10/19	12.89	48234
101-441-752.000	09/25/19	CADILLAC PLUMBING-HEATING	MEMORIAL BRIDGE	768020	10/10/19	58.18	48241
101-441-752.000	10/01/19	HELPNET	OCT-DEC 2019 EMPLOYEE ASSISTANCE PR	27233	10/10/19	110.04	48257
101-441-752.000	09/22/19	PRAXAIR DISTRIBUTION INC	OXYGEN DPW & FIRE	92000620	10/14/19	46.87	1419
101-441-752.000	10/08/19	FASTENAL COMPANY	VENDING MACHINE	MIMAN145139	10/25/19	37.88	1443
101-441-752.000	10/16/19	JEFFREY W MIKULA	EXPENSE REIMBURSEMENT MEALS	20191016	10/25/19	87.57	1453
101-441-752.000	10/08/19	RICK TETSWORTH	FITNESS MEMBERSHIP	20191008	10/23/19	127.50	48339
101-441-752.000	10/16/19	FASTENAL COMPANY	STORM DAMAGE	MIMAN145273	10/25/19	12.99	1443
101-441-752.000	10/18/19	PRAXAIR DISTRIBUTION INC	WELDING SUPPLIES	92491572	10/25/19	33.78	1454
101-441-752.000	10/17/19	AUTO VALUE \ AUTO-WARES GROUP	SKIDSTEER	256-1028350	10/23/19	14.99	48295
101-441-752.000	10/21/19	FAMILY FARM & HOME - MANISTEE	SUPPLIES	5469/16	10/23/19	104.50	48309
101-441-752.000	10/18/19	JACKPINE BUSINESS CENTERS	SUPPLIES	447348-0	10/23/19	55.96	48317
101-441-752.000	10/19/19	JACKPINE BUSINESS CENTERS	SUPPLIES	447348-1	10/23/19	55.96	48317
101-441-752.000	10/17/19	JACKPINE BUSINESS CENTERS	OFFICE SUPPLIES	447334-0	10/23/19	64.99	48317

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 441 PUBLIC WORKS							
101-441-770.000	09/06/19	BLARNEY CASTLE FLEET PROGRAM	8/6-9/5/19 FUEL CHARGES	SEPT 2019	10/25/19	3,065.58	1435
101-441-770.000	10/06/19	BLARNEY CASTLE FLEET PROGRAM	9/6-10/5/19 FUEL CHARGES	OCTOBER2019	10/25/19	2,942.85	1435
101-441-850.000	10/12/19	CHARTER COMMUNICATIONS INC.	MONTHLY SERVICE 280 WASHINGTON ST	0140088101219	10/23/19	39.99	48300
101-441-900.000	09/30/19	THE PIONEER GROUP	SEPTEMBER ADVERTISEMENTS	41100167 9/19	10/10/19	444.50	48274
101-441-913.000	10/23/19	MANISTEE CHAMBER OF COMMERCE	ANNUAL MEETING/AWARDS DINNER	29827	10/29/19	50.00	48351
101-441-918.000	09/26/19	CITY OF MANISTEE WATER &	WATER USAGE 8/17-9/13/19	20190926	10/14/19	60.36	1406
101-441-920.000	09/30/19	CONSUMERS ENERGY	SEPTEMBER ELECTRIC UTILITY CHARGES	SEPT2019	10/10/19	847.21	48247
101-441-921.000	10/14/19	DTE ENERGY	MONTHLY GAS UTILITY 280 WASHINGTON	9/10-10/8/19 DPW	10/23/19	53.22	48307
101-441-931.000	09/17/19	AUTO VALUE \ AUTO-WARES GROUP	# 161	256-1025842	10/10/19	24.06	48234
101-441-931.000	09/16/19	AUTO VALUE \ AUTO-WARES GROUP	#161	256-1025759	10/10/19	22.74	48234
101-441-931.000	09/17/19	AUTO VALUE \ AUTO-WARES GROUP	#161	256-1025843	10/10/19	23.79	48234
101-441-931.000	09/24/19	AUTO VALUE \ AUTO-WARES GROUP	CREDIT BATTERY RETURN	256-1026469	10/10/19	(162.00)	48234
101-441-931.000	10/02/19	AUTO VALUE \ AUTO-WARES GROUP	#167	256-1027147	10/10/19	31.16	48234
101-441-931.000	10/02/19	AUTO VALUE \ AUTO-WARES GROUP	#167	256-1027145	10/10/19	50.15	48234
101-441-931.000	09/25/19	AUTO VALUE \ AUTO-WARES GROUP	CHAIN SAW REPAIR	256-1026561	10/10/19	45.69	48234
101-441-931.000	09/30/19	AUTO VALUE \ AUTO-WARES GROUP	#161	256-1026923	10/10/19	46.80	48234
101-441-931.000	09/23/19	AUTO VALUE \ AUTO-WARES GROUP	SIGN BOARD	256-1026342	10/10/19	911.94	48234
101-441-931.000	10/08/19	FASTENAL COMPANY	WACKER	MIMAN145145	10/25/19	15.38	1443
101-441-931.000	10/14/19	AUTO VALUE \ AUTO-WARES GROUP	LEAF PUSHER	256-1028056	10/23/19	19.58	48295
101-441-931.000	10/08/19	DINGES FIRE COMPANY	#161	03899	10/23/19	35.21	48303
101-441-931.000	09/26/19	SAFETY KLEEN SYSTEMS, INC	EQUIPMENT SERVICE	80754418	10/23/19	172.00	48334
101-441-931.000	10/18/19	AUTO VALUE \ AUTO-WARES GROUP	CRACK SEALER	256-1028466	10/23/19	8.18	48295
101-441-931.000	10/21/19	AUTO VALUE \ AUTO-WARES GROUP	PRESSURE WASHER	256-1028658	10/23/19	18.18	48295
101-441-931.000	10/17/19	AUTO VALUE \ AUTO-WARES GROUP	SKIDSTEER	256-1028350	10/23/19	142.89	48295
101-441-931.000	10/18/19	AUTO VALUE \ AUTO-WARES GROUP	PRESSURE WASHER	256-1028517	10/23/19	88.19	48295
101-441-931.000	10/17/19	FREEMAN CREEK EQUIPMENT INC	CHAINSAW REPAIR	17900	10/23/19	227.31	48311
101-441-931.000	10/07/19	FREEMAN CREEK EQUIPMENT INC	FORESTRY SUPPLIES	17762	10/23/19	1,196.96	48311
101-441-932.000	09/13/19	TELE-RAD INC.	#139	894056	10/14/19	120.00	1428
101-441-932.000	09/11/19	AUTO VALUE \ AUTO-WARES GROUP	#137	256-1025420	10/10/19	3.89	48234
101-441-932.000	09/17/19	AUTO VALUE \ AUTO-WARES GROUP	#161	256-1025875	10/10/19	46.80	48234
101-441-932.000	09/16/19	VALLEY TRUCK PARTS INC.	#136	2-1219268	10/10/19	128.13	48288
101-441-932.000	10/02/19	AUTO VALUE \ AUTO-WARES GROUP	#250	256-1027143	10/10/19	7.67	48234
101-441-932.000	09/06/19	ROAD EQUIPMENT PARTS CENTER	#136	469807	10/14/19	538.10	1422
101-441-932.000	10/18/19	AUTO VALUE \ AUTO-WARES GROUP	# 251	256-1028482	10/23/19	179.99	48295
101-441-932.000	10/21/19	AUTO VALUE \ AUTO-WARES GROUP	CREDIT STARTER	256-1028657	10/23/19	(40.00)	48295
101-441-933.000	10/09/19	KOPY SALES INC.	KYOCERA TA3050CI 9/2-10/1/19	116265	10/25/19	66.00	1449
Total For Dept 441 PUBLIC WORKS						22,025.18	
Dept 701 PLANNING & ZONING							
101-701-717.000	09/24/19	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTION	SEPTEMBER 2019	10/10/19	1,056.00	1399
101-701-717.000	10/29/19	MUNICIPAL EMPLOYEES RETIREMENT	10/1-10/31/19 CITY EXPENSE	OCT 2019	10/29/19	1,056.00	1461
101-701-723.000	10/28/19	PRIORITY HEALTH	RETIREE HEALTH PREMIUM NOVEMBER 201	20191101	10/29/19	219.06	48352
101-701-884.000	10/07/19	JACKPINE BUSINESS CENTERS	HDC / ZBA NAME PLATES	446947-0	10/10/19	24.50	48259
101-701-889.000	10/07/19	JACKPINE BUSINESS CENTERS	HDC / ZBA NAME PLATES	446947-0	10/10/19	13.50	48259
101-701-900.000	09/30/19	THE PIONEER GROUP	SEPTEMBER ADVERTISEMENTS	41100167 9/19	10/10/19	87.10	48274
101-701-933.000	09/29/19	PNC BANK	SEPTEMBER CREDIT CARD CHARGES	20190929 8866	10/10/19	16.99	48276
Total For Dept 701 PLANNING & ZONING						2,473.15	
Dept 751 PARKS & RECREATION							
101-751-717.000	09/24/19	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTION	SEPTEMBER 2019	10/10/19	671.17	1399
101-751-717.000	10/29/19	MUNICIPAL EMPLOYEES RETIREMENT	10/1-10/31/19 CITY EXPENSE	OCT 2019	10/29/19	671.17	1461
101-751-723.000	10/15/19	DELTA DENTAL	RETIREE DENTAL NOVEMBER 2019	1339297 NOV 2019	10/29/19	21.52	48350
101-751-723.000	10/28/19	PRIORITY HEALTH	RETIREE HEALTH PREMIUM NOVEMBER 201	20191101	10/29/19	219.06	48352

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GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 751 PARKS & RECREATION							
101-751-723.000	10/18/19	VISION SERVICE PLAN	RETIREE VISION PREMIUM	20191018	10/29/19	6.35	48353
101-751-752.000	09/17/19	FASTENAL COMPANY	SUPPLIES	MIMAN144745	10/14/19	11.71	1410
101-751-752.000	09/19/19	FASTENAL COMPANY	VENDING MACHINE	MIMAN144802	10/14/19	33.03	1410
101-751-752.000	09/19/19	FASTENAL COMPANY	VENDING MACHINE	MIMAN144784	10/14/19	19.70	1410
101-751-752.000	09/24/19	WAHR HARDWARE, INC.	SUPPLIES	C183149	10/14/19	25.88	1432
101-751-752.000	09/19/19	AUTO VALUE \ AUTO-WARES GROUP	SUPPLIES	256-1026079	10/10/19	13.08	48234
101-751-752.000	08/09/19	FAMILY FARM & HOME - MANISTEE	INVOICE PAID TWICE	5325 C	10/10/19	(17.99)	48253
101-751-752.000	09/13/19	JACKPINE BUSINESS CENTERS	TIME CARDS	446062-0	10/10/19	29.85	48259
101-751-752.000	10/02/19	FASTENAL COMPANY	SUPPLIES	MIMAN145020	10/14/19	79.04	1410
101-751-752.000	10/02/19	FASTENAL COMPANY	SUPPLIES	MIMAN145029	10/14/19	24.96	1410
101-751-752.000	10/02/19	AUTO VALUE \ AUTO-WARES GROUP	SUPPLIES	256-1027086	10/10/19	29.17	48234
101-751-752.000	09/20/19	GILL-ROYS HARDWARE	SUPPLIES	1909-877671	10/10/19	6.49	48254
101-751-752.000	10/01/19	GILL-ROYS HARDWARE	SUPPLIES	1910-918422	10/10/19	6.99	48254
101-751-752.000	10/01/19	HELPCNET	OCT-DEC 2019 EMPLOYEE ASSISTANCE PR	27233	10/10/19	15.72	48257
101-751-752.000	09/30/19	WAHR HARDWARE, INC.	SUPPLIES	B20783	10/14/19	33.98	1432
101-751-752.000	10/02/19	WAHR HARDWARE, INC.	SUPPLIES	B20852	10/14/19	30.99	1432
101-751-752.000	10/01/19	WAHR HARDWARE, INC.	SUPPLIES	C183610	10/14/19	19.48	1432
101-751-752.000	10/09/19	CARROT-TOP INDUSTRIES, INC.	DOUGLAS PARK	44129800	10/25/19	269.58	1439
101-751-752.000	10/04/19	FASTENAL COMPANY	SUPPLIES	MIMAN145079	10/25/19	13.99	1443
101-751-752.000	10/08/19	FASTENAL COMPANY	VENDING MACHINE	MIMAN145139	10/25/19	37.89	1443
101-751-752.000	10/16/19	WAHR HARDWARE, INC.	SUPPLIES	C184525	10/25/19	16.99	1460
101-751-752.000	10/10/19	WAHR HARDWARE, INC.	SUPPLIES	C184166	10/25/19	18.87	1460
101-751-752.000	10/17/19	WAHR HARDWARE, INC.	SUPPLIES	C184608	10/25/19	12.99	1460
101-751-770.000	09/06/19	BLARNEY CASTLE FLEET PROGRAM	8/6-9/5/19 FUEL CHARGES	SEPT 2019	10/25/19	597.06	1435
101-751-770.000	10/06/19	BLARNEY CASTLE FLEET PROGRAM	9/6-10/5/19 FUEL CHARGES	OCTOBER2019	10/25/19	433.59	1435
101-751-801.000	09/18/19	SPICER GROUP INC	RIVERWALK DAMAGE & BANK EROSION	198081	10/14/19	1,300.00	1427
101-751-850.000	09/22/19	CHARTER COMMUNICATIONS INC.	MONTHLY SERVICE 110S LAKESHORE DR	0139478092219	10/10/19	39.99	48245
101-751-850.000	10/10/19	CHARTER COMMUNICATIONS INC.	MONTHLY SERVICE 108 LAKESHORE DR	0138926101019	10/23/19	39.99	48300
101-751-913.000	10/23/19	MANISTEE CHAMBER OF COMMERCE	ANNUAL MEETING/AWARDS DINNER	29827	10/29/19	50.00	48351
101-751-918.000	09/26/19	CITY OF MANISTEE WATER &	WATER USAGE 8/17-9/13/19	20190926	10/14/19	2,788.37	1406
101-751-920.000	09/30/19	CONSUMERS ENERGY	SEPTEMBER ELECTRIC UTILITY CHARGES	SEPT2019	10/10/19	1,330.28	48247
101-751-921.000	10/11/19	DTE ENERGY	MONTHLY GAS UTILITY 580 MAPLE ST	9/10-10/07/19 TEJ	10/23/19	31.53	48307
101-751-930.000	09/17/19	FASTENAL COMPANY	ALL RESTROOM SUPPLIES	MIMAN144739	10/14/19	240.87	1410
101-751-930.000	09/17/19	FASTENAL COMPANY	FISH STATION	MIMAN144755	10/14/19	13.11	1410
101-751-930.000	09/18/19	AUTO VALUE \ AUTO-WARES GROUP	LIGHTHOUSE RESTROOM	256-1025965	10/10/19	7.29	48234
101-751-930.000	09/23/19	GILL-ROYS HARDWARE	RIVERWALK	1909-889948	10/10/19	47.35	48254
101-751-930.000	09/26/19	FASTENAL COMPANY	RIVERWALK	MIMAN144924	10/14/19	10.50	1410
101-751-930.000	09/25/19	FASTENAL COMPANY	FOUNTAIN	MIMAN144903	10/14/19	18.04	1410
101-751-930.000	09/24/19	FASTENAL COMPANY	ARTHUR STREET	MIMAN144861	10/14/19	21.24	1410
101-751-930.000	09/24/19	FASTENAL COMPANY	ARTHUR ST RAILING	MIMAN144872	10/14/19	30.33	1410
101-751-930.000	09/25/19	FASTENAL COMPANY	REITZ PARK	MIMAN144902	10/14/19	34.65	1410
101-751-930.000	09/27/19	FASTENAL COMPANY	RIVERWALK	MIMAN144945	10/14/19	40.77	1410
101-751-930.000	10/01/19	FASTENAL COMPANY	RESTROOM SUPPLIES	MIMAN144985	10/14/19	41.04	1410
101-751-930.000	09/13/19	WAHR HARDWARE, INC.	CREDIT FOR INV 19601 & EXTRA CREDIT	9/30/19 STMT CRE	10/14/19	(28.26)	1432
101-751-930.000	09/18/19	C&D TURF CARE LLC	MACK PARK	183345	10/10/19	440.10	48240
101-751-930.000	09/24/19	DORNBOS SIGN, INC.	RIVERWALK SIGNS	8092074	10/10/19	81.75	48249
101-751-930.000	09/09/19	C&D TURF CARE LLC	SUMMER/FALL APPLICATION	181836	10/10/19	2,257.75	48240
101-751-930.000	09/29/19	PNC BANK	SEPTEMBER CREDIT CARD CHARGES	20190929 8866	10/10/19	580.57	48276
101-751-930.000	10/02/19	C & W PORTABLES & SEPTIC	ARTHUR ST BOAT LAUNCH	139821	10/25/19	85.00	1438
101-751-930.000	10/04/19	C & W PORTABLES & SEPTIC	SANDS PARK	139917	10/25/19	85.00	1438
101-751-930.000	10/04/19	C & W PORTABLES & SEPTIC	WATER TOWER	139918	10/25/19	85.00	1438
101-751-930.000	10/04/19	C & W PORTABLES & SEPTIC	1ST ST LOWER LOT	139907	10/25/19	85.00	1438
101-751-930.000	10/04/19	C & W PORTABLES & SEPTIC	COASTGUARD/5TH AVE PIER	139908	10/25/19	85.00	1438

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 751 PARKS & RECREATION							
101-751-930.000	10/04/19	C & W PORTABLES & SEPTIC	MANMADE LAKE	139912	10/25/19	85.00	1438
101-751-930.000	10/04/19	C & W PORTABLES & SEPTIC	RIETZ PARK	139914	10/25/19	85.00	1438
101-751-930.000	10/04/19	C & W PORTABLES & SEPTIC	LIONS CLUB	139910	10/25/19	85.00	1438
101-751-930.000	10/04/19	C & W PORTABLES & SEPTIC	HAMLIN FIELD	139909	10/25/19	85.00	1438
101-751-930.000	10/04/19	C & W PORTABLES & SEPTIC	ROTARY PARK	139916	10/25/19	185.00	1438
101-751-930.000	10/04/19	C & W PORTABLES & SEPTIC	ROCKET PARK	139915	10/25/19	85.00	1438
101-751-930.000	10/04/19	C & W PORTABLES & SEPTIC	MACK PARK	139911	10/25/19	85.00	1438
101-751-930.000	10/04/19	C & W PORTABLES & SEPTIC	NINTH ST BOAT LAUNCH	139913	10/25/19	85.00	1438
101-751-930.000	10/07/19	C & W PORTABLES & SEPTIC	1ST ST BALL FIELD	141025	10/25/19	85.00	1438
101-751-930.000	10/04/19	FASTENAL COMPANY	FISH STATION	MIMAN145070	10/25/19	45.44	1443
101-751-930.000	10/04/19	FASTENAL COMPANY	FISH STATION	MIMAN145073	10/25/19	22.71	1443
101-751-930.000	10/07/19	FASTENAL COMPANY	FISH STATION	MIMAN145094	10/25/19	4.65	1443
101-751-930.000	10/10/19	FASTENAL COMPANY	FISH STATION	MIMAN145175	10/25/19	222.00	1443
101-751-930.000	10/08/19	WAHR HARDWARE, INC.	BOAT RAMP	B20986	10/25/19	16.99	1460
101-751-930.000	10/15/19	WAHR HARDWARE, INC.	1ST ST BATH HOUSE	B21158	10/25/19	11.99	1460
101-751-930.000	10/01/19	AUTO VALUE \ AUTO-WARES GROUP	BALLFIELDS	256-1027005	10/23/19	56.94	48295
101-751-930.000	10/11/19	DORNBOS SIGN, INC.	FREIGHT	INV46664-FREIGHT	10/23/19	13.42	48304
101-751-931.000	10/14/19	GILL-ROY'S HARDWARE	BALL FIELD	19140-969846	10/23/19	29.98	48313
101-751-930.000	10/17/19	FASTENAL COMPANY	RIVERWALK	MIMAN145290	10/25/19	33.16	1443
101-751-931.000	09/20/19	AUTO VALUE \ AUTO-WARES GROUP	EQUIPMENT SUPPLIES	256-1026184	10/10/19	11.88	48234
101-751-931.000	09/13/19	AUTO VALUE \ AUTO-WARES GROUP	PONTOON	256-1025642	10/10/19	52.89	48234
101-751-931.000	09/25/19	AUTO VALUE \ AUTO-WARES GROUP	PONTOON	256-1026549	10/10/19	12.38	48234
101-751-931.000	09/30/19	GRAND RENTAL STATION	EQUIPMENT SUPPLIES	1-566548	10/10/19	18.42	48255
101-751-931.000	09/30/19	GRAND RENTAL STATION	EQUIPMENT SUPPLIES	1-566551	10/10/19	56.99	48255
101-751-931.000	10/03/19	WAHR HARDWARE, INC.	RIVERWALK	C183722	10/25/19	6.29	1460
101-751-931.000	10/16/19	AUTO VALUE \ AUTO-WARES GROUP	MOWER REPAIR	256-1028193	10/23/19	30.69	48295
101-751-931.000	10/04/19	GRAND RENTAL STATION	EQUIPMENT SUPPLIES	1-566642	10/23/19	29.39	48314
101-751-932.000	10/01/19	AUTO VALUE \ AUTO-WARES GROUP	#131	256-1027022	10/10/19	454.85	48234
101-751-932.000	10/02/19	AUTO VALUE \ AUTO-WARES GROUP	#131	256-1027114	10/10/19	81.89	48234
101-751-932.000	10/02/19	AUTO VALUE \ AUTO-WARES GROUP	#131	256-1027118	10/10/19	81.89	48234
101-751-932.000	10/03/19	AUTO VALUE \ AUTO-WARES GROUP	CREDIT MEMO CALIPER W BRKT LTD LIFE'	256-1027174	10/10/19	(248.18)	48234
101-751-932.000	10/15/19	AUTO VALUE \ AUTO-WARES GROUP	#118	256-1028145	10/23/19	114.89	48295
Total For Dept 751 PARKS & RECREATION						15,221.12	
Dept 801 APPROPRIATIONS							
101-801-892.000	09/30/19	MANISTEE CHAMBER OF COMMERCE	ECONOMIC DEVELOPMENT CONTRACT	09/30/2019	10/10/19	5,000.00	48265
101-801-893.500	10/21/19	MANISTEE AREA PUBLIC SCHOOLS	COMMUNITY POOL AGREEMENT	10/21/2019	10/23/19	10,000.00	48322
101-801-897.000	09/30/19	RAMSDALL REGIONAL CENTER FOR	APPROPRIATION	09/30/2019	10/14/19	12,500.00	1420
Total For Dept 801 APPROPRIATIONS						27,500.00	
Total For Fund 101 GENERAL FUND						198,838.43	
Fund 202 MAJOR STREET FUND							
Dept 000							
202-000-863.000	09/30/19	GEM SEAL	STREET MARKING	INV1053189	10/23/19	141.68	48312
202-000-863.000	09/30/19	GEM SEAL	CREDIT PER COMPANY	CREDIT 2019	10/23/19	(105.36)	48312
202-000-863.000	10/03/19	STATE OF MICHIGAN - MDOT	TRAFFIC SIGNAL MAINTANANCE	591-10438362	10/23/19	433.42	48338
202-000-864.000	10/04/19	UNIQUE PAVING MATERIALS CORP	UPM COLD PATCH	47777	10/25/19	2,761.43	1459
202-000-864.001	09/04/19	STATE OF MICHIGAN - MDOT	12TH STREET FROM MAPLE TO US31	591-ACT51	10/10/19	161,606.62	48285
202-000-865.000	10/02/19	TOP LINE ELECTRIC LLC	MAPLE STREET BRIDGE	12578	10/25/19	134.00	1457
202-000-870.000	09/30/19	ELMER'S CRANE & DOZER, INC.	SIDWALKS	549172	10/10/19	429.00	48252
202-000-870.000	09/16/19	LC MATERIALS	SIDEWALK SUPPLIES	119057	10/10/19	383.00	48263
202-000-870.000	09/23/19	LC MATERIALS	SIDEWALK SUPPLIES	120487	10/10/19	53.05	48263

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 202 MAJOR STREET FUND							
Dept 000							
202-000-870.000	09/24/19	LC MATERIALS	SIDEWALK SUPPLIES	120490	10/10/19	123.40	48263
202-000-918.000	09/26/19	CITY OF MANISTEE WATER &	WATER USAGE 8/17-9/13/19	20190926	10/14/19	83.83	1406
202-000-920.000	09/30/19	CONSUMERS ENERGY	SEPTEMBER ELECTRIC UTILITY CHARGES	SEPT2019	10/10/19	151.05	48247
202-000-921.000	10/15/19	DTE ENERGY	MONTHLY GAS UTILITY 51 MAPLE ST	9/10-10/8/19 BRI	10/23/19	34.55	48307
Total For Dept 000						166,229.67	
Total For Fund 202 MAJOR STREET FUND						166,229.67	
Fund 203 LOCAL STREET FUND							
Dept 000							
203-000-864.000	10/07/19	MICHIGAN PIPE & VALVE	LOCAL STREETS	T003994	10/25/19	278.00	1451
203-000-864.000	10/15/19	WAHR HARDWARE, INC.	SIDEWALK REPAIR	C184451	10/25/19	51.96	1460
203-000-864.000	10/04/19	UNIQUE PAVING MATERIALS CORP	UPM COLD PATCH	47777	10/25/19	2,761.42	1459
203-000-864.001	09/18/19	SPICER GROUP INC	2019 - 2020 STREET IMPROVEMNTS	198080	10/14/19	15,765.00	1427
203-000-870.000	09/25/19	GILL-ROYS HARDWARE	SIDEWALKS	1909-895870	10/10/19	48.23	48254
203-000-870.000	09/25/19	GILL-ROYS HARDWARE	SIDEWALKS	1909-896142	10/10/19	9.94	48254
203-000-870.000	09/25/19	GILL-ROYS HARDWARE	SIDEWALKS	1909-896065	10/10/19	0.99	48254
203-000-870.000	09/06/19	LC MATERIALS	SIDEWALK SUPPLIES	118173	10/10/19	150.00	48263
203-000-870.000	09/16/19	ELMER'S CRANE & DOZER, INC.	SIDEWALKS	547177	10/10/19	1,287.00	48252
203-000-870.000	09/30/19	ELMER'S CRANE & DOZER, INC.	SIDEWALKS	549172	10/10/19	429.00	48252
203-000-870.000	09/16/19	LC MATERIALS	SIDEWALK SUPPLIES	119057	10/10/19	383.00	48263
203-000-870.000	09/23/19	LC MATERIALS	SIDEWALK SUPPLIES	120487	10/10/19	53.05	48263
203-000-870.000	09/24/19	LC MATERIALS	SIDEWALK SUPPLIES	120490	10/10/19	123.40	48263
Total For Dept 000						21,340.99	
Total For Fund 203 LOCAL STREET FUND						21,340.99	
Fund 226 CITY REFUSE FUND							
Dept 000							
226-000-202.000	09/30/19	MAKOWIEC, TED	UB REFUND FOR ACCOUNT: TENS-000183-	TENS-000183-0000	10/10/19	4.93	48264
226-000-202.000	09/30/19	SCHULTZ, JOY	UB REFUND FOR ACCOUNT: BROH-000030-	BROH-000030-0000	10/10/19	13.69	48280
226-000-202.000	10/18/19	JEFFREY, KATLYN	UB REFUND FOR ACCOUNT: THIS-000362-	THIS-000362-0001	10/23/19	73.28	48319
226-000-202.000	10/16/19	SMITH, KENNETH	UB REFUND FOR ACCOUNT: FIRS-000369-	FIRS-000369-0000	10/23/19	29.54	48335
226-000-202.000	10/16/19	WARD, CHRISTOPHER	UB REFUND FOR ACCOUNT: SIXS-000418-	SIXS-000418-0002	10/23/19	43.04	48343
226-000-202.000	10/16/19	WEAVER, RANDALL	UB REFUND FOR ACCOUNT: FIRS-000279-	FIRS-000279-0002	10/23/19	28.20	48344
226-000-202.000	10/18/19	WOODFIELD ACRES LLC	UB REFUND FOR ACCOUNT: FIRA-000257-	FIRA-000257-000A	10/23/19	18.88	48346
226-000-752.000	09/17/19	FASTENAL COMPANY	TRASH BAGS	MIMAN144740	10/14/19	456.30	1410
226-000-752.000	10/03/19	FASTENAL COMPANY	REFUSE	MIMAN145053	10/25/19	253.50	1443
226-000-755.000	09/17/19	TRANSCENDIA, INC.	BIODEGRADABLE LEAF BAGS	1424961	10/14/19	1,650.00	1430
226-000-755.000	09/19/19	TRANSCENDIA, INC.	BIODEGRADABLE LEAF BAGS	1425300	10/25/19	5,403.75	1458
226-000-826.000	08/31/19	REPUBLIC SERVICES #239	BASIC SERVICE	0239-002488014	10/10/19	35,688.44	48279
226-000-826.000	09/30/19	REPUBLIC SERVICES #239	BASIC SERVICE	0239-002508247	10/23/19	33,715.68	48333
226-000-827.000	08/31/19	REPUBLIC SERVICES #239	DUMPSTER SERVICE	0239-002484867	10/10/19	1,820.47	48279
226-000-827.000	10/22/19	HURON TACKLE CO.	2ND PMT FISH WASTE REMOVAL DUE 11/1	777981.	10/23/19	3,000.00	48316
226-000-827.000	09/30/19	REPUBLIC SERVICES #239	DUMPSTER SERVICE	0239-002504563	10/23/19	1,814.98	48333
226-000-920.000	09/30/19	CONSUMERS ENERGY	SEPTEMBER ELECTRIC UTILITY CHARGES	SEPT2019	10/10/19	3.64	48247
Total For Dept 000						84,018.32	
Total For Fund 226 CITY REFUSE FUND						84,018.32	
Fund 501 BOAT LAUNCH FUND							
Dept 000							
501-000-850.000	10/01/19	CHARTER COMMUNICATIONS INC.	MONTHLY SERVICE 110 S LAKESHORE DR	0139486100119	10/10/19	39.99	48245

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 501 BOAT LAUNCH FUND							
Dept 000							
501-000-918.000	09/26/19	CITY OF MANISTEE WATER &	WATER USAGE 8/17-9/13/19	20190926	10/14/19	190.39	1406
501-000-920.000	09/30/19	CONSUMERS ENERGY	SEPTEMBER ELECTRIC UTILITY CHARGES	SEPT2019	10/10/19	361.41	48247
						591.79	
Total For Dept 000							
Total For Fund 501 BOAT LAUNCH FUND						591.79	
Fund 592 WATER UTILITY							
Dept 000							
592-000-202.000	09/30/19	BURROWS, ERIC	UB REFUND FOR ACCOUNT: MCKS-000115-	MCKS-000115-0000	10/10/19	33.16	48239
592-000-202.000	09/30/19	CBK INVESTMENTS LLC	UB REFUND FOR ACCOUNT: THIS-000254-	THIS-000254-0000	10/10/19	12.55	48244
592-000-202.000	09/30/19	LAWITZKE, TOM	UB REFUND FOR ACCOUNT: RAMS-000723-	RAMS-000723-0001	10/10/19	23.39	48262
592-000-202.000	09/30/19	MAKOWIEC, TED	UB REFUND FOR ACCOUNT: TENS-000183-	TENS-000183-0000	10/10/19	3.86	48264
592-000-202.000	09/30/19	MILLER, DON	UB REFUND FOR ACCOUNT: LINS-000157-	LINS-000157-0000	10/10/19	11.74	48270
592-000-202.000	09/30/19	SCHULTZ, JOY	UB REFUND FOR ACCOUNT: BROH-000030-	BROH-000030-0000	10/10/19	10.70	48280
592-000-202.000	09/30/19	SOLLER, TIMOTHY	UB REFUND FOR ACCOUNT: SIXS-000217-	SIXS-000217-0000	10/10/19	50.69	48281
592-000-202.000	09/30/19	WILKOSZ, ROB	UB REFUND FOR ACCOUNT: DAVS-000508-	DAVS-000508-0000	10/10/19	22.48	48292
592-000-202.000	10/18/19	BURCHARD, MARY LYNN	UB REFUND FOR ACCOUNT: LAKD-000107-	LAKD-000107-0001	10/23/19	51.45	48298
592-000-202.000	10/18/19	JEFFREY, KATLYN	UB REFUND FOR ACCOUNT: THIS-000362-	THIS-000362-0001	10/23/19	56.82	48319
592-000-202.000	10/21/19	PETERSON, STEPHEN	UB REFUND FOR ACCOUNT: FOUS-000490-	FOUS-000490-0000	10/23/19	403.36	48331
592-000-202.000	10/16/19	SMITH, KENNETH	UB REFUND FOR ACCOUNT: FIRS-000369-	FIRS-000369-0000	10/23/19	59.78	48335
592-000-202.000	10/16/19	WARD, CHRISTOPHER	UB REFUND FOR ACCOUNT: SIXS-000418-	SIXS-000418-0002	10/23/19	57.31	48343
592-000-202.000	10/16/19	WEAVER, RANDALL	UB REFUND FOR ACCOUNT: FIRS-000279-	FIRS-000279-0002	10/23/19	53.36	48344
592-000-202.000	10/18/19	WOODFIELD ACRES LLC	UB REFUND FOR ACCOUNT: FIRA-000257-	FIRA-000257-000A	10/23/19	4.91	48346
Total For Dept 000						855.56	
Dept 542 WATER OPERATION							
592-542-702.000	10/01/19	HELPNET	OCT-DEC 2019 EMPLOYEE ASSISTANCE PR	27233	10/10/19	15.72	48257
592-542-717.000	09/24/19	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTION	SEPTEMBER 2019	10/10/19	1,321.65	1399
592-542-717.000	10/29/19	MUNICIPAL EMPLOYEES RETIREMENT	10/1-10/31/19 CITY EXPENSE	OCT 2019	10/29/19	1,321.65	1461
592-542-721.000	09/16/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2525889	10/10/19	23.80	48248
592-542-721.000	09/23/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2531318	10/10/19	23.80	48248
592-542-721.000	09/30/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2536938	10/10/19	23.80	48248
592-542-721.000	10/07/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2542573	10/23/19	23.80	48302
592-542-721.000	10/14/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2548171	10/23/19	23.80	48302
592-542-723.000	10/15/19	DELTA DENTAL	RETIREE DENTAL NOVEMBER 2019	1339297 NOV 2019	10/29/19	21.52	48350
592-542-723.000	10/28/19	PRIORITY HEALTH	RETIREE HEALTH PREMIUM NOVEMBER 201	20191101	10/29/19	219.06	48352
592-542-723.000	10/18/19	VISION SERVICE PLAN	RETIREE VISION PREMIUM	20191018	10/29/19	6.35	48353
592-542-752.000	09/19/19	FASTENAL COMPANY	VENDING MACHINE	MIMAN144802	10/14/19	33.02	1410
592-542-752.000	09/19/19	FASTENAL COMPANY	VENDING MACHINE	MIMAN144784	10/14/19	19.70	1410
592-542-752.000	09/17/19	WAHR HARDWARE, INC.	SUPPLIES	C182742	10/14/19	6.98	1432
592-542-752.000	09/16/19	CONTINENTAL LINEN SERVICE	SHOP SUPPLIES	S2528013	10/10/19	67.82	48248
592-542-752.000	09/14/19	LORI HANSEN	OFFICE CLEANING	278257	10/10/19	37.50	48256
592-542-752.000	09/13/19	JACKPINE BUSINESS CENTERS	TIME CARDS	446062-0	10/10/19	29.86	48259
592-542-752.000	09/18/19	USA BLUE BOOK	LAB SUPPLIES	012762	10/10/19	38.20	48287
592-542-752.000	10/01/19	HELPNET	OCT-DEC 2019 EMPLOYEE ASSISTANCE PR	27233	10/10/19	23.58	48257
592-542-752.000	10/01/19	WAHR HARDWARE, INC.	OFFICE SUPPLIES	C183596	10/14/19	7.69	1432
592-542-752.000	09/17/19	HACH COMPANY	LAB SUPPLIES	11639357	10/10/19	860.00	15
592-542-752.000	09/24/19	HACH COMPANY	CREDIT MEMO	2170409	10/10/19	(860.00)	15
592-542-752.000	09/28/19	LORI HANSEN	OFFICE CLEANING	278258	10/10/19	37.50	48256
592-542-752.000	09/13/19	USA BLUE BOOK	LAB SUPPLIES	008408	10/10/19	565.33	48287
592-542-752.000	10/08/19	FASTENAL COMPANY	VENDING MACHINE	MIMAN145139	10/25/19	37.89	1443
592-542-752.000	10/10/19	WAHR HARDWARE, INC.	SUPPLIES	B21064	10/25/19	25.98	1460
592-542-752.000	10/15/19	WAHR HARDWARE, INC.	SUPPLIES	C184449	10/25/19	14.35	1460

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 592 WATER UTILITY							
Dept 542 WATER OPERATION							
592-542-752.000	10/13/19	LORI HANSEN	OFFICE CLEANING	278259	10/23/19	37.50	48315
592-542-752.000	10/10/19	JACKPINE BUSINESS CENTERS	SUPPLIES	447138-0	10/23/19	5.60	48317
592-542-752.000	10/09/19	JACKPINE BUSINESS CENTERS	OFFICE SUPPLIES	447107-0	10/23/19	38.91	48317
592-542-753.000	09/19/19	ELHORN ENGINEERING COMPANY	CHEMICALS	280234	10/10/19	4,560.00	48251
592-542-753.000	10/05/19	HAVILAND PRODUCTS COMPANY INC	CHEMICALS	332909	10/25/19	3,667.00	1446
592-542-753.000	10/08/19	HAVILAND PRODUCTS COMPANY INC	DEPOSIT RETURN CREDIT	333244	10/25/19	(700.00)	1446
592-542-770.000	09/06/19	BLARNEY CASTLE FLEET PROGRAM	8/6-9/5/19 FUEL CHARGES	SEPT 2019	10/25/19	332.35	1435
592-542-770.000	10/06/19	BLARNEY CASTLE FLEET PROGRAM	9/6-10/5/19 FUEL CHARGES	OCTOBER2019	10/25/19	411.05	1435
592-542-801.000	09/18/19	SPICER GROUP INC	WATER & WWTP GENERAL ENGINEERING	198079	10/14/19	500.00	1427
592-542-824.000	09/17/19	WAHR HARDWARE, INC.	WATER SAMPLES	C182741	10/14/19	13.99	1432
592-542-824.000	09/24/19	WAHR HARDWARE, INC.	WATER SAMPLES	C183183	10/14/19	10.22	1432
592-542-824.000	09/16/19	STATE OF MICHIGAN	LEAD & COPPER SAMPLING	761-10435060	10/10/19	494.00	48284
592-542-824.000	09/30/19	STATE OF MICHIGAN	WATER ANALYSIS	761-10437142	10/23/19	180.00	48337
592-542-853.000	09/19/19	VERIZON WIRELESS	MONTHLY SERVICE 8/20-9/19/19	9838425219	10/10/19	323.42	48289
592-542-900.000	09/30/19	THE PIONEER GROUP	SEPTEMBER ADVERTISEMENTS	41100167 9/19	10/10/19	101.60	48274
592-542-920.000	09/30/19	CONSUMERS ENERGY	SEPTEMBER ELECTRIC UTILITY CHARGES	SEPT2019	10/10/19	101.22	48247
592-542-920.000	10/14/19	CONSUMERS ENERGY	MONTHLY ELECTRIC UTILITY	2019 OCTOBER	10/23/19	4,983.19	48301
592-542-931.000	10/01/19	WAHR HARDWARE, INC.	OFFICE SUPPLIES	C183596	10/14/19	38.98	1432
592-542-931.000	10/07/19	MICHIGAN PIPE & VALVE	DISTRIBUTION SUPPLIES	T004151	10/25/19	294.00	1451
592-542-931.000	10/14/19	WAHR HARDWARE, INC.	DISTRIBUTION SUPPLIES	B21139	10/25/19	10.67	1460
592-542-931.000	10/11/19	GRAND RENTAL STATION	WELL PUMP SUPPLIES	1-566815	10/23/19	15.00	48314
592-542-931.000	10/16/19	GRAND RENTAL STATION	WELL SUPPLIES	1-566876	10/23/19	24.95	48314
592-542-931.000	10/09/19	USA BLUE BOOK	DISTRIBUTION SUPPLIES	033093	10/23/19	173.42	48341
592-542-931.000	10/15/19	USA BLUE BOOK	WELL SUPPLIES	038195	10/23/19	169.47	48341
592-542-931.000	10/18/19	HARBOR STEEL & SUPPLY CORP.	HYDRANT REPAIR	04248519	10/25/19	12.60	1445
592-542-931.000	10/07/19	MICHIGAN PIPE & VALVE	DISTRIBUTION SUPPLIES	T003564	10/25/19	1,200.00	1451
592-542-931.000	10/07/19	MICHIGAN PIPE & VALVE	DISTRIBUTION SUPPLIES	T004008	10/25/19	909.50	1451
592-542-931.000	10/07/19	MICHIGAN PIPE & VALVE	DISTRIBUTION SUPPLIES	T004122	10/25/19	1,960.00	1451
592-542-931.000	10/07/19	MICHIGAN PIPE & VALVE	DISTRIBUTION SUPPLIES	T004146	10/25/19	1,530.00	1451
592-542-931.000	10/07/19	MICHIGAN PIPE & VALVE	DISTRIBUTION SUPPLIES	T004147	10/25/19	1,242.00	1451
592-542-931.000	10/07/19	MICHIGAN PIPE & VALVE	DISTRIBUTION SUPPLIES	T004149	10/25/19	774.00	1451
592-542-931.000	10/07/19	MICHIGAN PIPE & VALVE	DISTRIBUTION SUPPLIES	T004152	10/25/19	951.00	1451
592-542-931.000	10/07/19	MICHIGAN PIPE & VALVE	DISTRIBUTION SUPPLIES	T004532	10/25/19	1,530.00	1451
592-542-932.000	10/02/19	AUTO VALUE \ AUTO-WARES GROUP	#122	256-1027144	10/10/19	7.67	48234
592-542-932.000	09/27/19	AUTO VALUE \ AUTO-WARES GROUP	#128	256-1026764	10/10/19	144.76	48234
592-542-932.000	09/27/19	AUTO VALUE \ AUTO-WARES GROUP	#128	256-1026727	10/10/19	145.37	48234
592-542-932.000	10/16/19	AUTO VALUE \ AUTO-WARES GROUP	VEHICLE REPAIR	256-1028273	10/23/19	21.98	48295

Total For Dept 542 WATER OPERATION 30,185.77

Total For Fund 592 WATER UTILITY 31,041.33

Fund 593 SEWER UTILITY  
 Dept 000

593-000-202.000	09/30/19	MAKOWIEC, TED	UB REFUND FOR ACCOUNT: TENS-000183-	TENS-000183-0000-10/10/19		11.08	48264
593-000-202.000	09/30/19	SCHULTZ, JOY	UB REFUND FOR ACCOUNT: BROH-000030-	BROH-000030-0000-10/10/19		75.06	48280
593-000-202.000	10/18/19	BURCHARD, MARY LYNN	UB REFUND FOR ACCOUNT: LAKD-000107-	LAKD-000107-0001-10/23/19		148.01	48298
593-000-202.000	10/18/19	JEFFREY, KATLYN	UB REFUND FOR ACCOUNT: THIS-000362-	THIS-000362-0001-10/23/19		164.00	48319
593-000-202.000	10/21/19	PETERSON, STEPHEN	UB REFUND FOR ACCOUNT: FOUS-000490-	FOUS-000490-0000-10/23/19		1,100.66	48331
593-000-202.000	10/16/19	SMITH, KENNETH	UB REFUND FOR ACCOUNT: FIRS-000369-	FIRS-000369-0000-10/23/19		166.88	48335
593-000-202.000	10/16/19	WARD, CHRISTOPHER	UB REFUND FOR ACCOUNT: SIXS-000418-	SIXS-000418-0002-10/23/19		161.50	48343
593-000-202.000	10/16/19	WEAVER, RANDALL	UB REFUND FOR ACCOUNT: FIRS-000279-	FIRS-000279-0002-10/23/19		149.14	48344
593-000-202.000	10/18/19	WOODFIELD ACRES LLC	UB REFUND FOR ACCOUNT: FIRA-000257-	FIRA-000257-000A-10/23/19		45.77	48346

JOURNALIZED  
 PAID

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 593 SEWER UTILITY							
Dept 000							
Total For Dept 000						2,022.10	
Dept 543 SEWER OPERATIONS							
593-543-717.000	09/24/19	MUNICIPAL EMPLOYEES RETIREMENT	EMPLOYER CONTRIBUTION	SEPTEMBER 2019	10/10/19	1,833.97	1399
593-543-717.000	10/29/19	MUNICIPAL EMPLOYEES RETIREMENT	10/1-10/31/19 CITY EXPENSE	OCT 2019	10/29/19	1,833.97	1461
593-543-721.000	09/09/19	CONTINENTAL LINEN SERVICE	UNIFORMS/CLEANING	2520422	10/10/19	12.57	48248
593-543-721.000	09/16/19	CONTINENTAL LINEN SERVICE	UNIFORMS/CLEANING	2525900	10/10/19	12.57	48248
593-543-721.000	09/16/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2525891	10/10/19	14.47	48248
593-543-721.000	09/23/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2531320	10/10/19	14.47	48248
593-543-721.000	09/09/19	CONTINENTAL LINEN SERVICE	UNIFORMS/CLEANING	2520423	10/10/19	17.81	48248
593-543-721.000	09/16/19	CONTINENTAL LINEN SERVICE	UNIFORMS/CLEANING	2525901	10/10/19	17.81	48248
593-543-721.000	10/05/19	AMAZON CAPITAL SERVICES, INC	UNIFORMS/CLEANING	1KQY-Y7XC-47FV	10/14/19	141.78	1400
593-543-721.000	09/30/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2536940	10/10/19	14.47	48248
593-543-721.000	09/23/19	CONTINENTAL LINEN SERVICE	UNIFORMS/CLEANING	2531330	10/10/19	17.81	48248
593-543-721.000	09/30/19	CONTINENTAL LINEN SERVICE	UNIFORMS/CLEANING	2536950	10/10/19	17.81	48248
593-543-721.000	09/23/19	CONTINENTAL LINEN SERVICE	UNIFORMS/CLEANING	2531329	10/10/19	12.57	48248
593-543-721.000	09/30/19	CONTINENTAL LINEN SERVICE	UNIFORMS/CLEANING	2536949	10/10/19	12.57	48248
593-543-721.000	10/07/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2542575	10/23/19	14.47	48302
593-543-721.000	10/14/19	CONTINENTAL LINEN SERVICE	UNIFORMS/CLEANING	2548181	10/23/19	12.57	48302
593-543-721.000	10/14/19	CONTINENTAL LINEN SERVICE	UNIFORM RENTAL	2548173	10/23/19	14.47	48302
593-543-721.000	10/14/19	CONTINENTAL LINEN SERVICE	UNIFORMS/CLEANING	2548182	10/23/19	17.81	48302
593-543-721.000	10/07/19	CONTINENTAL LINEN SERVICE	UNIFORMS/CLEANING	2542583	10/23/19	17.81	48302
593-543-721.000	10/07/19	CONTINENTAL LINEN SERVICE	UNIFORMS/CLEANING	2542582	10/23/19	12.57	48302
593-543-752.000	09/16/19	FASTENAL COMPANY	OPERATING SUPPLIES	MIMAN144730	10/14/19	238.21	1410
593-543-752.000	09/24/19	FASTENAL COMPANY	SUPPLIES	MIMAN144860	10/14/19	30.23	1410
593-543-752.000	09/19/19	FASTENAL COMPANY	VENDING MACHINE	MIMAN144802	10/14/19	33.02	1410
593-543-752.000	09/19/19	FASTENAL COMPANY	VENDING MACHINE	MIMAN144784	10/14/19	19.70	1410
593-543-752.000	09/05/19	APPLIED INDUSTRIAL TECHNOLOGI	OPERATING SUPPLIES	7017116645	10/10/19	102.52	48232
593-543-752.000	09/20/19	AUTO VALUE \ AUTO-WARES GROUP	SUPPLIES	256-1026141	10/10/19	43.49	48234
593-543-752.000	09/14/19	LORI HANSEN	OFFICE CLEANING	278257	10/10/19	37.50	48256
593-543-752.000	09/17/19	JACKPINE BUSINESS CENTERS	OPERATING SUPPLIES	446166-0	10/10/19	369.96	48259
593-543-752.000	09/19/19	JACKPINE BUSINESS CENTERS	OPERATING SUPPLIES	446304-0	10/10/19	38.47	48259
593-543-752.000	09/25/19	ABSOLUTE SAFETY	OPERATING SUPPLIES	DPW/WWTP819	10/10/19	266.55	48230
593-543-752.000	09/26/19	AUTO VALUE \ AUTO-WARES GROUP	OPERATING SUPPLIES	256-1026676	10/10/19	19.38	48234
593-543-752.000	10/01/19	SPARTANNASH	SEPTEMBER CHARGES	20191001 018957	10/14/19	36.59	1426
593-543-752.000	10/01/19	HELNET	OCT-DEC 2019 EMPLOYEE ASSISTANCE PR	27233	10/10/19	39.30	48257
593-543-752.000	10/01/19	WAHR HARDWARE, INC.	SUPPLIES	C183551	10/14/19	6.27	1432
593-543-752.000	09/28/19	LORI HANSEN	OFFICE CLEANING	278258	10/10/19	37.50	48256
593-543-752.000	09/26/19	JACKPINE BUSINESS CENTERS	OPERATING SUPPLIES	446578-0	10/10/19	24.99	48259
593-543-752.000	10/04/19	ENVIRONMENTAL RESOURCE ASSOC.	OPERATING SUPPLIES	915339	10/25/19	287.35	1442
593-543-752.000	10/08/19	FASTENAL COMPANY	VENDING MACHINE	MIMAN145139	10/25/19	37.89	1443
593-543-752.000	10/07/19	CONTINENTAL LINEN SERVICE	UNIFORMS/CLEANING	2542582	10/23/19	31.50	48302
593-543-752.000	10/07/19	GILL-ROYS HARDWARE	OPERATING SUPPLIES	1910-942261	10/23/19	29.99	48313
593-543-752.000	10/13/19	LORI HANSEN	OFFICE CLEANING	278259	10/23/19	37.50	48315
593-543-752.000	10/10/19	JACKPINE BUSINESS CENTERS	SUPPLIES	447138-0	10/23/19	5.59	48317
593-543-752.000	10/09/19	JACKPINE BUSINESS CENTERS	OFFICE SUPPLIES	447107-0	10/23/19	38.91	48317
593-543-752.000	09/30/19	REPUBLIC SERVICES #239	OPERATING SUPPLIES	0239-002504537	10/23/19	168.38	48333
593-543-752.000	10/18/19	STATE OF MICHIGAN	NPDES APP FEE	HNT-CPP6-6NTHM	10/23/19	75.00	48348
593-543-770.000	09/06/19	BLARNEY CASTLE FLEET PROGRAM	8/6-9/5/19 FUEL CHARGES	SEPT 2019	10/25/19	236.24	1435
593-543-770.000	10/06/19	BLARNEY CASTLE FLEET PROGRAM	9/6-10/5/19 FUEL CHARGES	OCTOBER2019	10/25/19	167.12	1435
593-543-801.000	09/18/19	SPICER GROUP INC	WATER & WWTP GENERAL ENGINEERING	198079	10/14/19	500.00	1427
593-543-801.000	10/01/19	INDEPENDENT MEDICAL EVALUATION	MEDICAL EVAL, CHART REVIEW, REPORT	114470	10/10/19	2,750.00	48258
593-543-915.000	09/17/19	MWEA	MEMBERSHIP & DUES	16559	10/23/19	75.00	48329

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 593 SEWER UTILITY							
Dept 543 SEWER OPERATIONS							
593-543-920.000	09/30/19	CONSUMERS ENERGY	SEPTEMBER ELECTRIC UTILITY CHARGES	SEPT2019	10/10/19	1,952.26	48247
593-543-920.000	10/14/19	CONSUMERS ENERGY	MONTHLY ELECTRIC UTILITY	2019 OCTOBER	10/23/19	9,690.26	48301
593-543-921.000	10/11/19	DTE ENERGY	MONTHLY GAS UTILITY 15 9TH ST	9/10-10/7/19 WWT:	10/23/19	802.42	48307
593-543-931.000	07/19/19	LC MATERIALS	CREDIT FOR INVOICE PAID TWICE	111507C	10/10/19	(105.60)	48263
593-543-931.000	10/01/19	GILL-ROYS HARDWARE	REPAIR & MAINTENANCE - EQUIPMENT	1910-919924	10/10/19	234.99	48254
593-543-931.000	09/05/19	CUSTOM SHEET METAL & HEATING	REPAIR & MAINTENANCE - EQUIPMENT	9297180	10/14/19	526.62	1407
593-543-931.000	10/02/19	TOP LINE ELECTRIC LLC	REPAIR & MAINTENANCE - EQUIPMENT	12603	10/14/19	472.00	1429
593-543-931.000	10/03/19	TOP LINE ELECTRIC LLC	REPAIR & MAINTENANCE - EQUIPMENT	12621	10/14/19	285.00	1429
593-543-931.000	10/02/19	TOP LINE ELECTRIC LLC	REPAIR & MAINTENANCE - EQUIPMENT	12604	10/14/19	381.82	1429
593-543-931.000	09/30/19	QUALITY ASSURANCE SERVICES	REPAIR & MAINTENANCE - EQUIPMENT	20190930	10/10/19	356.00	48278
593-543-932.000	10/08/19	MANISTEE FORD INC	REPAIR & MAINTENANCE - VEHICLES	168222	10/23/19	401.27	48325
593-543-932.000	10/18/19	MANISTEE FORD INC	REPAIR & MAINTENANCE - VEHICLES	168357	10/23/19	435.07	48325
Total For Dept 543 SEWER OPERATIONS						25,280.61	
Dept 903 CAPITAL OUTLAY - OVER \$5,000							
593-903-987.021	09/18/19	SPICER GROUP INC	GENERAL WW IMPROVEMENTS PH II	198078	10/14/19	11,947.75	1427
593-903-987.022	09/18/19	SPICER GROUP INC	ARTUR STREET PS IMPROVEMENTS	198077	10/25/19	1,686.50	1455
Total For Dept 903 CAPITAL OUTLAY - OVER \$5,000						13,634.25	
Total For Fund 593 SEWER UTILITY						40,936.96	
Fund 594 MARINA FUND							
Dept 000							
594-000-255.000	10/11/19	JAYCEES	MARINA DEPOSIT REFUND 10/4/19 RENTA	20191004	10/23/19	100.00	48318
594-000-255.000	10/21/19	PRISCILLA STAFFELD	MARINA DEPOSIT REFUND OCTOBER 19, 2	20191019	10/23/19	100.00	48332
594-000-752.000	09/19/19	FASTENAL COMPANY	OFFICE SUPPLIES	MIMAN144795	10/14/19	48.38	1410
594-000-752.000	09/28/19	CHARTER COMMUNICATIONS INC.	MONTHLY SERVICE - 480 RIVER ST CB A	0099730092819	10/10/19	87.45	48245
594-000-760.000	09/24/19	BLARNEY CASTLE OIL CO.	FUEL	1137221-IN	10/10/19	1,525.38	48235
594-000-918.000	09/26/19	CITY OF MANISTEE WATER &	WATER USAGE 8/17-9/13/19	20190926	10/14/19	2,118.17	1406
594-000-920.000	09/30/19	CONSUMERS ENERGY	SEPTEMBER ELECTRIC UTILITY CHARGES	SEPT2019	10/10/19	770.57	48247
594-000-921.000	10/11/19	DTE ENERGY	MONTHLY GAS UTILITY 480 RIVER ST	9/10-10/7/19 MAR:	10/23/19	55.77	48307
594-000-930.000	10/04/19	GILL-ROYS HARDWARE	GLUE FOR THE OPEN SPACE CARPET THAT	1910-929298	10/23/19	4.79	48313
594-000-930.000	08/26/19	DRI-RITE RESTORATION AND CLEAN	BUILDING-RECONSTRUCTION	1318.	10/23/19	6,936.37	48306
594-000-930.000	10/22/19	GILL-ROYS HARDWARE	PARTS TO FIX THE OPEN SPACE DOOR, R	1910-600443	10/23/19	5.83	48313
594-000-930.000	09/16/19	PERSONAL PLUMBING INC	REPLACE SHOWER CARTRIDGE ON SHOWER	190916-04	10/23/19	326.20	48330
594-000-930.001	09/25/19	FISHER CONTRACTING CO.	MARINA DOCKS & SEICHE REPAIRS	55241 PAY APP 3	10/23/19	7,156.21	48310
594-000-931.000	10/07/19	WAHR HARDWARE, INC.	SUPPLIES	C183953	10/25/19	8.28	1460
Total For Dept 000						19,243.40	
Total For Fund 594 MARINA FUND						19,243.40	
Fund 661 MOTOR POOL FUND							
Dept 000							
661-000-981.100	09/30/19	WEST SHORE BANK	KOMATSU LOADER LOAN #1104881267	09/30/2019	10/10/19	34,338.30	48290
Total For Dept 000						34,338.30	
Total For Fund 661 MOTOR POOL FUND						34,338.30	
Fund 703 CURRENT TAX COLLECTION							
Dept 000							
703-000-215.000	10/07/19	DOWNTOWN DEVELOPMENT	2019 SUMMER TAX DISTRIBUTION 6 9/16	19SUMTXDIST6	10/10/19	7,956.02	48250
703-000-215.000	10/18/19	DOWNTOWN DEVELOPMENT	2019 SUMMER TAX DISTRIBUTION 7 10/	2019SUMTXDIST7	10/23/19	2,891.31	48305
703-000-222.000	10/07/19	MANISTEE COUNTY TREASURER	2019 SUMMER TAX DISTRIBUTION 6 9/16	2019SUMTXDIST6	10/10/19	9,667.68	48267
703-000-222.000	10/18/19	MANISTEE COUNTY TREASURER	2019 SUMMER TAX DISTRIBUTION 7 SET/	2019SUMTXDIST7	10/23/19	1,466.21	48324

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 703 CURRENT TAX COLLECTION							
Dept 000							
703-000-228.001	10/07/19	MANISTEE COUNTY TREASURER	2019 SUMMER TAX DISTRIBUTION 6 9/16	2019SUMTXDIST6	10/10/19	12,282.28	48267
703-000-228.001	10/18/19	MANISTEE COUNTY TREASURER	2019 SUMMER TAX DISTRIBUTION 7 SET/10/18	2019SUMTXDIST7	10/23/19	2,230.26	48324
703-000-234.000	10/07/19	MANISTEE INTERMEDIATE SCHOOL	2019 SUMMER TAX DISTRIBUTION 6 9/16	19SUMTXDIST6	10/10/19	4,708.13	48268
703-000-234.000	10/18/19	MANISTEE INTERMEDIATE SCHOOL	2019 SUMMER TAX IDISTRIBUTION 7 10/18	2019SUMTXDIST7	10/23/19	854.94	48326
703-000-235.000	10/07/19	WEST SHORE COMMUNITY COLLEGE	2019 SUMMER TAX DISTRIBUTION 6 9/16	19SUMTXDIST6	10/10/19	5,432.55	48291
703-000-235.000	10/18/19	WEST SHORE COMMUNITY COLLEGE	2019 SUMMER TAX DISTRIBUTION 7 10/18	2019SUMTXDIST7	10/23/19	823.88	48345
Total For Dept 000						48,313.26	
Total For Fund 703 CURRENT TAX COLLECTION						48,313.26	

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL FUND			198,838.43	
			Fund 202 MAJOR STREET FUND			166,229.67	
			Fund 203 LOCAL STREET FUND			21,340.99	
			Fund 226 CITY REFUSE FUND			84,018.32	
			Fund 501 BOAT LAUNCH FUND			591.79	
			Fund 592 WATER UTILITY			31,041.33	
			Fund 593 SEWER UTILITY			40,936.96	
			Fund 594 MARINA FUND			19,243.40	
			Fund 661 MOTOR POOL FUND			34,338.30	
			Fund 703 CURRENT TAX COLLECTION			48,313.26	
			Total For All Funds:			<hr/>	
						644,892.45	

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**Memo to:** Thad Taylor, City Manager

**From:** Edward Bradford, CFO *EB*

**Re:** FY 2019 Audit Results

**Date:** November 13, 2019

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Thad,

The City's FY 2019 financial audit has been completed. Once again, the City received an unqualified, or clean opinion. This is the best opinion the City can receive and states that the financial statements fairly present the financial position of the City. This can be found in the Independent Auditor's Report on pages 1-3.

There are several highlights I would like to point out in the audit report:

The General Fund on pages 16-17 had \$6,393,385 in revenue and \$6,239,905 in expenses and transfers. This resulted in an increase in fund balance of \$153,480. Ending fund balance was \$1,478,081 or about 24% of expenses and transfers. The general fund balance is healthy and at an appropriate percentage of expenses. The increase in fund balance was attributable primarily to excess personal property reimbursement from the State and spending restraint in departments. Departmental results vs. budget can be found on pages 64-65.

Total debt for the City declined by about \$1,380,000 primarily due to paying down the principal on bonded indebtedness, offset somewhat by increased motor pool debt. The majority of the debt of the City relates to the water & sewer utility.

Total capital assets, net of depreciation increased by about \$500,000. This is due primarily to construction in progress (engineering costs) in the water & sewer utility relating to the wet weather corrective action program.

Total cash and investments for the City were about \$16,900,000. The majority of the investments are in the Oil & Gas fund, with the remainder spread across the other funds of the City, including the general fund and water & sewer utility. All investments comply with the City's investment policy and State Law MCL 129.91.

The City's MERS employee retirement system's net pension liability as measured by the requirements of GASB 68 increased by about \$1,750,000 during the year. This was caused by an increase in total pension liability of about \$385,000 and a decrease in net assets of about

\$1,365,000. The biggest driver of the increased net liability was the sharp decline in the markets as of the December 31, 2018 measurement date (which recovered shortly thereafter in 2019). Absent another large market decline in 2019, this should improve next year.

The City's self-administered and closed to new hires cash retiree health insurance stipend was required to be reported upon this year as a "pension". The net pension liability for this plan is about \$270,000. It is a pay-as-you-go-plan that cost about \$29,000 in FY 2019.

The City's self-administered OPEB (closed retiree healthcare) plan's liability declined by about \$28,000 to around \$90,000 in total. This liability should be extinguished in about a decade.

The water & sewer utility is shown as a combined enterprise in the front of the audit on pages 19-21 but is broken out into water & sewer on pages 70-72 for USDA Rural development. Cash flow was negative for the year due to the City expending engineering dollars for the wet weather corrective action plan. This will get reimbursed when we close on the Rural Development financing in FY 2020. Breaking out the two funds will allow for easier reporting and compliance moving forward.

The audit report also provides several comments from the auditors in the *Communication With Those Charged With Governance* letter at the back of the audit. These comments relate to various aspects of the City's finances and operations and include a City response as warranted.

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**Memo to:** City Council

**From:** Council Audit Committee

**Re:** Annual Report on Discharging its Duties

**Date:** November 8, 2019

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City Council,

The Council Audit Committee is established by Section 23 of the City Council Guidelines. The responsibilities of the audit committee are spelled out as:

The Audit Committee shall be responsible for the selection (through a recommendation to Council), retention and oversight of the City's independent auditors, using the Government Finance Officer's recommended practice for Audit Committees as a guideline. The committee shall consist of three Councilmembers. The Committee shall have access to the services of at least one financial expert familiar with municipal accounting and auditing practices. The Committee shall present annually a written report of how it has discharged its duties and responsibilities.

This memo will serve as the annual report for how the committee has discharged its duties. The audit committee met one time in 2019. The minutes of the meeting is attached.

On November 7, 2019 the audit committee met to review and discuss the draft audit report for the fiscal year ended June 30, 2019. Lead auditor Ken Talsma from Anderson Tackman joined the meeting by phone. Ken and CFO Ed Bradford went over the report with the Committee and answered several questions. The City will once again receive an unqualified opinion. The General Fund balance increased by \$153,480.

The Committee also reviewed and approved the draft of the audit committee annual report to City Council.

**COUNCIL AUDIT COMMITTEE  
MINUTES OF NOVEMBER 7, 2019**

A meeting of the City Council Audit Committee was held on Thursday, November 7, 2019 in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, MI 49660.

MEMBERS PRESENT: Lynda Beaton, Erin Pontiac, Mick Szymanski

MEMBERS ABSENT: None

OTHERS PRESENT: Finance Director Ed Bradford

**Call to Order** – Chair Lynda Beaton called the meeting to order at 3:00 p.m.

**Public Comments** - None

**Conference Call with Anderson Tackman** – Prior to making the call to the auditor, Finance Director Ed Bradford provided staff's review of the audit process and draft audit. Questions and comments from the Audit Committee were responded to.

Ken Talsma of Anderson Tackman provided an overview of the draft City of Manistee 2019 Audit.

- Reviewed audit process.
- Increase in fund balance of \$153,480; fund balance is at 23%.
- Discussed cash flow and timing for next year's budget.
- Discussed conducting another water and sewer rate analysis in the next few years.
- Current blanks in the draft will be completed prior to the presentation to full Council.
- Discussed asset test ratio.
- Discussed pension liability, 75% funded which is better than average.
- Questions from the Audit Committee were responded to.

CONSENSUS: Staff will forward this item for full council consideration on November 19, 2019.

**Annual Report to Council** – A draft annual report was prepared by staff and reviewed by the Audit Committee. The annual report will have 2019 meeting minutes attached and the draft will be amended to reflect actions taken today.

CONSENSUS: The Annual Audit Committee Report will be presented to Council on November 19, 2019 in conjunction with the auditor's presentation of the June 30, 2019 audit.

**Next Meeting** – No further meetings were scheduled for 2019.

**Adjourn** – Motion by Erin Pontiac, second by Mick Szymanski to adjourn at 3:55 p.m.



Cynthia J. Lokovich, CAP, OM  
Executive Secretary

**City of Manistee, Michigan**

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**BASIC FINANCIAL STATEMENTS**

**June 30, 2019**

**CITY OF MANISTEE, MICHIGAN**

ORGANIZATION

**MEMBERS OF THE CITY COMMISSION**

MAYOR

ROGER ZIELINSKI

MAYOR PRO-TEM

LYNDA BEATON

COUNCIL MEMBER

DALE COOPER

COUNCIL MEMBER

CHIP GOODSPEED

COUNCIL MEMBER

MICK SZYMANSKI

COUNCIL MEMBER

JAMES GRABOWSKI

COUNCIL MEMBER

ERIN PONTIAC

**APPOINTED OFFICERS**

CITY MANAGER

THAD TAYLOR

CHIEF FINANCIAL OFFICER

EDWARD BRADFORD

CLERK

HEATHER PEFLEY

**TABLE OF CONTENTS**

	<b><u>Page</u></b>
<b>INDEPENDENT AUDITOR’S REPORT .....</b>	<b>1</b>
<b>MANAGEMENT’S DISCUSSION AND ANALYSIS .....</b>	<b>4</b>
<b>BASIC FINANCIAL STATEMENTS:</b>	
Government-Wide Financial Statements:	
Statement of Net Position .....	14
Statement of Activities .....	15
Fund Financial Statements:	
Balance Sheet – Governmental Funds.....	16
Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds .....	17
Reconciliation of Governmental Funds:	
Statement of Revenues, Expenditures, and Changes in in Fund Balances to the Statement of Activities .....	18
Proprietary Funds:	
Statement of Net Position .....	19
Statement of Revenues, Expenses, and Changes in Net Position.....	20
Statement of Cash Flows .....	21
Fiduciary Funds:	
Statement of Fiduciary Net Position.....	22
<b>NOTES TO FINANCIAL STATEMENTS .....</b>	<b>23</b>
<b>REQUIRED SUPPLEMENTARY INFORMATION:</b>	
Employee Retirement and Benefit Systems:	
Defined Benefit Plan	
Schedule of Changes in Pension Liability .....	59
Schedule of Employer Contributions .....	60
Fixed Payment Defined Benefit Plan	
Schedule of Changes in Pension Liability .....	61
Schedule of Employer Contributions .....	62
Other Post Employment Benefits	
Schedule of Changes in the City’s Total OPEB Liability and Related Ratios.....	63

**TABLE OF CONTENTS (Continued)**

	<u>Page</u>
<b>REQUIRED SUPPLEMENTARY INFORMATION: (Continued)</b>	
Budgetary Comparison Schedules:	
General Fund .....	64
Major Street Fund .....	66
Local Street Fund .....	67
<b>OTHER INFORMATION:</b>	
Combining Balance Sheet – Nonmajor Governmental Funds .....	68
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental Funds .....	69
Combining Statement of Net Position – Major Enterprise Funds .....	70
Combining Statement of Revenues, Expenses, and Changes in Net Position – Major Enterprise Funds .....	71
Combining Statement of Cash Flows – Major Enterprise Funds .....	72
Combining Statement of Net Position – Nonmajor Enterprise Funds .....	73
Combining Statement of Revenues, Expenses, and Changes in Net Position – Nonmajor Enterprise Funds .....	74
Combining Statement of Cash Flows – Nonmajor Enterprise Funds .....	75
<b>COMPONENT UNITS:</b>	
Combining Balance Sheet .....	76
Combining Statement of Revenues, Expenditures, and Changes in Net Position .....	77
<b>REPORT ON COMPLIANCE:</b>	
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> .....	78



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

**KINROSS OFFICE**

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

PHILLIP J. WOLF, CPA  
LESLIE BOHN, CPA

**MEMBER AICPA  
DIVISION FOR CPA FIRMS**

**MEMBER MACPA**

**OFFICES IN  
MICHIGAN & WISCONSIN**

**INDEPENDENT AUDITOR'S REPORT**

To the City Council  
City of Manistee  
Manistee, MI 49660

***Report on the Financial Statements***

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, of the City of Manistee, Michigan, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

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

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

***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Manistee Housing Commission, which represents 87 percent, 78 percent, and 69 percent, respectively, of the assets, net position, and revenues of the discretely presented component units. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Manistee Housing Commission, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

To the City Council  
City of Manistee

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

***Opinions***

In our opinion, based on our audit and the report of other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Manistee, Michigan, as of June 30, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of employee retirement and benefit systems and budgetary comparison information on pages 4 through 13, pages 59 through 63, and pages 64 through 67 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We and other auditors have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Information***

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

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

To the City Council  
City of Manistee

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2019 on our consideration of the City of Manistee, Michigan's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Manistee, Michigan's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Manistee, Michigan's internal control over financial reporting and compliance.



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

October 25, 2019

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

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As management of the City of Manistee, Michigan (the "City"), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2019. We encourage readers to consider the information presented here in conjunction with additional information that is furnished in the financial statements and notes to the financial statements.

### Financial Highlights

- The assets and deferred outflows of the City exceeded its liabilities and deferred inflows at the close of the fiscal year 2019 by \$37,460,203 (*net position*). Of this, \$3,215,669 (*unrestricted net position*) may be used to meet the City's ongoing obligations to citizens and creditors.
- The government's total net position increased by \$1,987,961 (excluding restatement of beginning of net position, see Note 13) or 6%.
- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of \$14,242,599, an increase of \$1,469,770 or 12% from the prior year.
- At the end of the current fiscal year, the total General Fund fund balance was \$1,478,081, an increase of \$153,480. Unassigned fund balance was \$1,379,678 or 22% of total General Fund expenditures and transfers out.
- The City's total long-term debt (including vested employee benefits excluding pensions, OPEB and leases,) decreased by \$1,371,817.

### Overview of the Financial Statements

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

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

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

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

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

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

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

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

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

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

The City maintains 8 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General, Major and Local Streets, and Oil and Gas Funds, each of which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements* elsewhere in this report.

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

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

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

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

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

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

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

**Notes to financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 23-58 of this report.

**Required supplementary information.** Required supplementary information related to the City's employee retirement and benefit systems and budgetary comparison information related to the City's major governmental funds can be found on pages 59-67 of this report.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain supplementary information including the combining statements referred to earlier in connection with nonmajor governmental and proprietary funds which are presented immediately following the notes to the financial statements. Combining and individual fund statements and schedules can be found on pages 68-75 of this report.

**Component Units.** Individual component unit financial statements can be found on pages 76-77.

Government-wide Financial Statements

A condensed version of the Statement of Net Position at June 30, 2019 follows:

City of Manistee  
Condensed Statement of Net Position

	Governmental Activities		Business-type Activities		Total	
	2018	2019	2018	2019	2018	2019
<b>Assets</b>						
Current Assets	\$ 13,702,318	\$ 15,389,950	\$ 3,398,659	\$ 3,091,593	\$ 17,100,977	\$ 18,481,543
Capital Assets	21,734,077	21,612,968	19,128,218	19,742,829	40,862,295	41,355,797
<b>Total Assets</b>	<b>35,436,395</b>	<b>37,002,918</b>	<b>22,526,877</b>	<b>22,834,422</b>	<b>57,963,272</b>	<b>59,837,340</b>
<b>Deferred Outflows of Resources</b>	<b>351,728</b>	<b>1,256,649</b>	<b>76,057</b>	<b>109,274</b>	<b>427,785</b>	<b>1,365,923</b>
<b>Liabilities</b>						
Current Liabilities	1,335,905	1,570,097	1,537,441	2,389,746	2,873,346	3,959,843
Noncurrent Liabilities	9,950,985	8,925,359	9,295,640	10,747,987	19,246,625	19,673,346
<b>Total Liabilities</b>	<b>11,286,890</b>	<b>10,495,456</b>	<b>10,833,081</b>	<b>13,137,733</b>	<b>22,119,971</b>	<b>23,633,189</b>
<b>Deferred Inflows of Resources</b>	<b>473,797</b>	<b>101,081</b>	<b>47,757</b>	<b>8,790</b>	<b>521,554</b>	<b>109,871</b>
<b>Net Position</b>						
Net Investment in Capital Assets	14,669,202	17,244,363	8,458,405	7,797,809	23,127,607	25,042,172
Restricted	8,347,542	9,202,362	-	-	8,347,542	9,202,362
Unrestricted	1,010,692	1,216,305	3,263,691	1,999,364	4,274,383	3,215,669
<b>Total Net Position</b>	<b>\$ 24,027,436</b>	<b>\$ 27,663,030</b>	<b>\$ 11,722,096</b>	<b>\$ 9,797,173</b>	<b>\$ 35,749,532</b>	<b>\$ 37,460,203</b>

The largest portion of the City’s net position \$25,042,172 (67%) reflects its net investment in capital assets (for example land, buildings, vehicles, equipment, and infrastructure); less any related debt used to acquire those assets that are still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the City’s net investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets cannot themselves be used to liquidate these liabilities.

A portion of the City’s net position of \$9,202,362 (25%) represents resources that are subject to external restrictions on how they may be used both for the City as a whole, as well as for its separate governmental and business-type activities. The balance in restricted net position reflects the charter-protected Oil and Gas fund, the City’s Bond Debt reserve, as well as other external restrictions. The remaining balance of unrestricted net position of \$3,215,669 (8%) may be used to meet the City’s ongoing obligations to citizens and creditors.

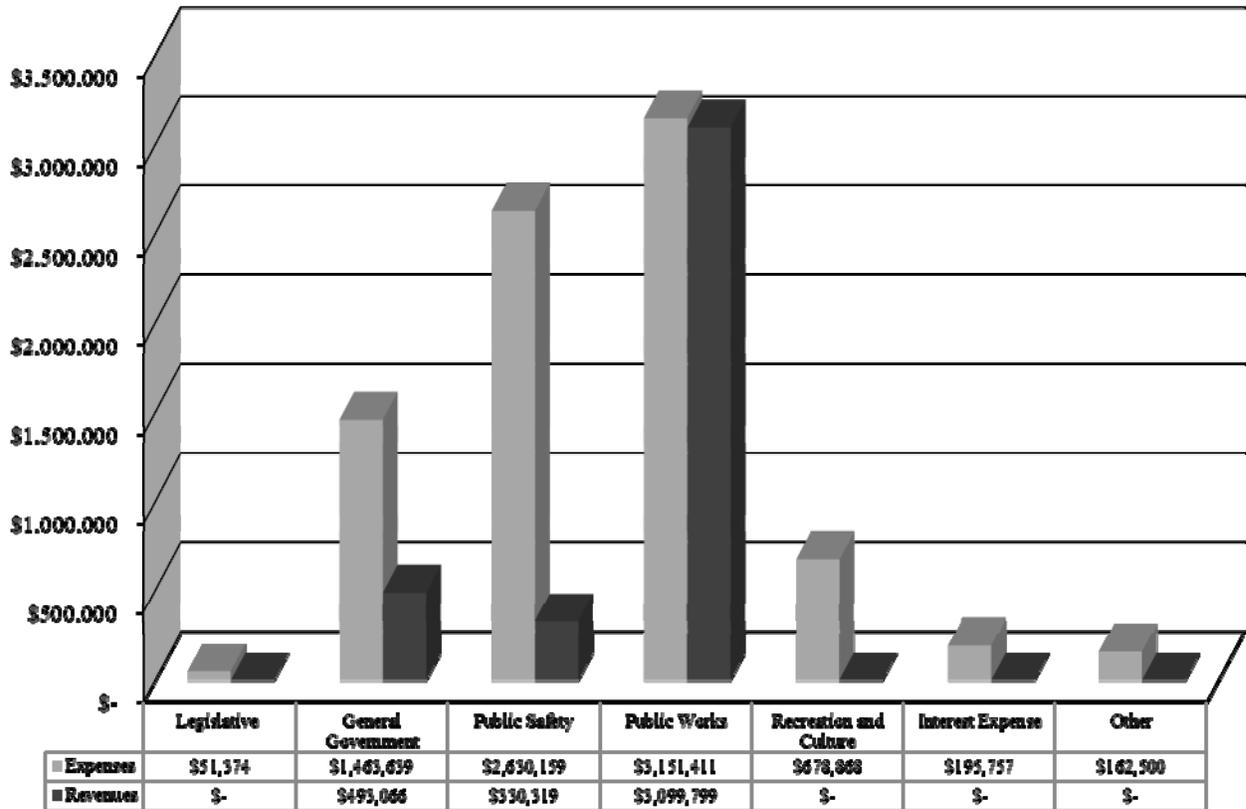
A condensed version of the Statement of Activities follows:

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

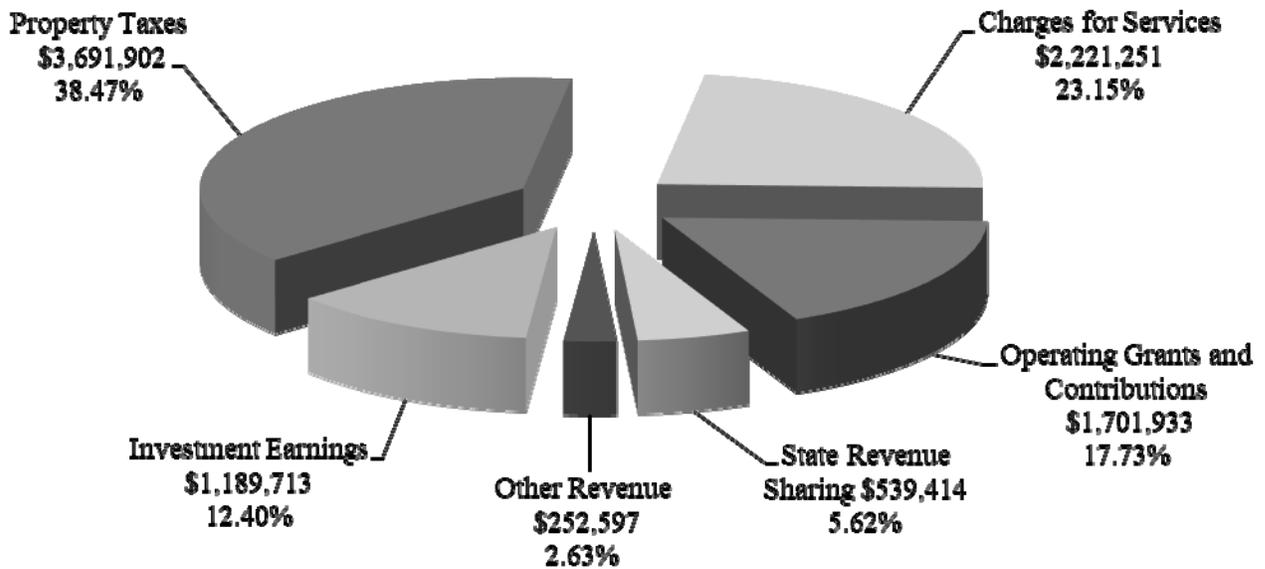
	Governmental Activities		Business-type Activities		Total	
	2018	2019	2018	2019	2018	2019
<b>Revenues</b>						
<b>Program Revenues</b>						
Charges for Services	\$ 2,400,042	\$ 2,221,251	\$ 4,799,542	\$ 5,023,505	\$ 7,199,584	\$ 7,244,756
Operating Grants and Contributions	1,402,307	1,701,933	440,815	362,582	1,843,122	2,064,515
<b>General Revenues</b>						
Property Taxes	3,591,361	3,691,902	-	-	3,591,361	3,691,902
State Revenue Sharing	520,702	539,414	-	-	520,702	539,414
Other Revenue	44,882	252,597	-	-	44,882	252,597
Investment Earnings	912,067	1,189,713	25,454	41,201	937,521	1,230,914
<b>Total Revenues</b>	<b>8,871,361</b>	<b>9,596,810</b>	<b>5,265,811</b>	<b>5,427,288</b>	<b>14,137,172</b>	<b>15,024,098</b>
<b>Expenses</b>						
Legislative	37,061	51,374	-	-	37,061	51,374
General Government	1,401,282	1,463,639	-	-	1,401,282	1,463,639
Public Safety	2,636,661	2,630,159	-	-	2,636,661	2,630,159
Public Works	3,258,495	3,151,411	-	-	3,258,495	3,151,411
Recreation and Culture	687,605	678,868	-	-	687,605	678,868
Interest Expense	249,566	195,757	-	-	249,566	195,757
Other	215,381	162,500	-	-	215,381	162,500
Boat Ramp	-	-	61,562	42,819	61,562	42,819
Marina	-	-	242,491	436,912	242,491	436,912
Water and Sewer	-	-	4,234,058	4,222,698	4,234,058	4,222,698
<b>Total Expenses</b>	<b>8,486,051</b>	<b>8,333,708</b>	<b>4,538,111</b>	<b>4,702,429</b>	<b>13,024,162</b>	<b>13,036,137</b>
Changes in Net Position before Transfers	385,310	1,263,102	727,700	724,859	1,113,010	1,987,961
Transfers	210,179	(65,000)	(210,179)	65,000	-	-
<b>Changes in Net Position</b>	<b>595,489</b>	<b>1,198,102</b>	<b>517,521</b>	<b>789,859</b>	<b>1,113,010</b>	<b>1,987,961</b>
Net Position - Beginning, as Restated (see Note 13)	23,431,947	26,464,928	11,204,575	9,007,314	34,636,522	35,472,242
<b>Net Position - Ending</b>	<b>\$ 24,027,436</b>	<b>\$ 27,663,030</b>	<b>\$ 11,722,096</b>	<b>\$ 9,797,173</b>	<b>\$ 35,749,532</b>	<b>\$ 37,460,203</b>

**Governmental activities.** Governmental activities increased the City’s ending net position by \$1,198,102.

**Expenses and Program Revenues – Governmental Activities**

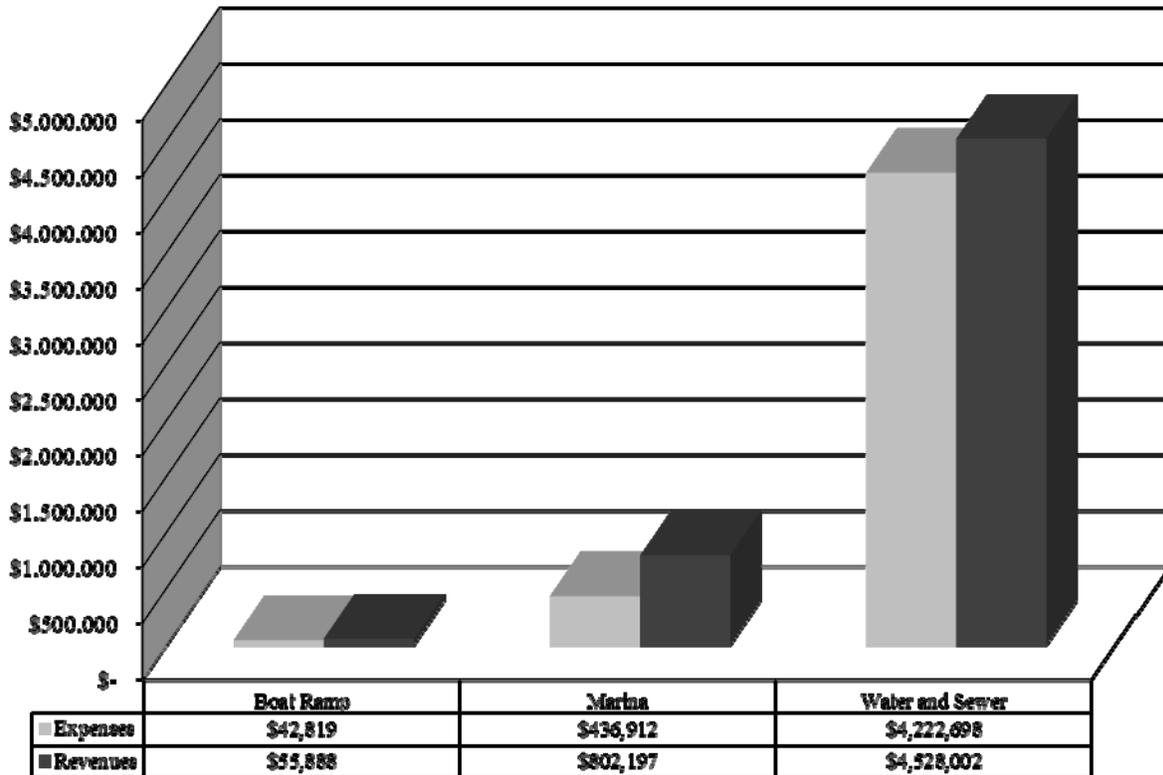


**Revenues by Source – Governmental Activities**



**Business-type activities.** Business-type activities increased the ending City’s net position by \$789,859.

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



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

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

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

The General Fund is the main operating fund of the City. At the end of the current fiscal year, the total fund balance of the General Fund was \$1,478,081 of which \$1,379,678 was unassigned. As a measure of the General Fund’s liquidity, it may be useful to compare unassigned fund balance to total fund expenditures, including transfers out.

The Oil and Gas Fund has a total fund balance of \$10,997,567, which increased by \$468,532 during the year. This increase is primarily due to stronger market returns. The City Charter prevents the principal of this fund to be spent without a vote of the people.

**Proprietary funds.** The City’s proprietary fund statements provide the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position of the Water and Sewer and Boat Ramp and Marina Funds at the end of the year amounted to \$1,999,364 and net investment in capital assets, net of related debt amounted to \$7,797,809. The Water and Sewer Funds had an increase of \$346,505, while the Boat Ramp and Marina have a combined increase of \$443,354.

**General Fund Budgetary Highlights**

During the year, General Fund budget variance of expenditures was underspent by \$177,791 when comparing final budget to actual. This was primarily due to less actual expenditures than anticipated for general government, public safety, and public works. General Fund revenues were more than anticipated by \$113,976. Further detail on budgetary highlights is found in the required supplementary information section of the audit report.

**Capital Asset and Debt Administration**

**Capital Assets**

The City’s net investment in capital assets as of June 30, 2019, amounted to \$41,355,797. This investment in capital assets includes land, land improvements, infrastructure, buildings and improvements, furniture and equipment, vehicles, and construction in progress. The total net increase in the City’s investment in capital assets after depreciation for the current fiscal year was \$493,502. The following table summarizes the capital assets of the City as of year end:

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

	Governmental Activities		Business-type Activities		Total	
	2018	2019	2018	2019	2018	2019
Land	\$ 4,723,930	\$ 4,723,930	\$ 51,974	\$ 51,974	\$ 4,775,904	\$ 4,775,904
Construction in Progress	68,802	320,111	602,445	2,143,418	671,247	2,463,529
Land Improvements	2,800,185	2,830,589	233,752	211,348	3,033,937	3,041,937
Infrastructure	7,637,934	6,949,758	16,884,014	16,044,789	24,521,948	22,994,547
Buildings and Improvements	4,427,619	4,143,415	939,977	882,625	5,367,596	5,026,040
Vehicles	438,461	1,393,802	-	-	438,461	1,393,802
Furniture and Equipment	1,637,146	1,251,363	416,056	408,675	2,053,202	1,660,038
<b>Total Capital Assets, Net</b>	<b>\$ 21,734,077</b>	<b>\$ 21,612,968</b>	<b>\$ 19,128,218</b>	<b>\$ 19,742,829</b>	<b>\$ 40,862,295</b>	<b>\$ 41,355,797</b>

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

**Long-Term Debt**

At the end of the current fiscal year, the City had total long-term debt of \$16,436,317. Of this amount, \$5,465,000 comprises debt backed by the full faith and credit of the government. The remainder of the City’s debt represents loans and bonds secured solely by specified revenue sources (i.e., revenue bonds). The City also has capital leases that amounted to \$5,032 at the end of the fiscal year. The City’s total long-term debt (excluding vested employee benefits, capital leases, net pension and OPEB obligations) decreased by \$1,378,399.

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

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

	Governmental Activities		Business-type Activities		Total	
	2018	2019	2018	2019	2018	2019
Bonds Payable	\$ 5,895,000	\$ 2,777,324	\$ 10,191,674	\$ 11,531,197	\$ 16,086,674	\$ 14,308,521
Notes Payable	1,161,400	1,586,249	225,000	199,905	1,386,400	1,786,154
Capital Leases	8,475	5,032	-	-	8,475	5,032
<b>Total Long-Term Debt</b>	<b>\$ 7,064,875</b>	<b>\$ 4,368,605</b>	<b>\$ 10,416,674</b>	<b>\$ 11,731,102</b>	<b>\$ 17,481,549</b>	<b>\$ 16,099,707</b>

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

The City of Manistee continues to recover from the major recession of 2009. Property values have stabilized and are expected to slowly rise over the next few years. State-shared revenue has also reversed its decade long decline and is slowly increasing.

Developer interest in the City is near all-time highs.

Manistee continues to provide a full range of municipal services. The last several years have seen aggressive City efforts to control costs through headcount reductions and health care reforms. Strategic restructuring of various departments has occurred to optimize efficiency and better utilize human resources. Room for future headcount reduction and/or increased efficiencies is rather limited without addressing service level expenditures.

The City’s pension and retiree healthcare (OPEB) obligations are quite manageable compared to many communities across the State because of modest benefits and caps on health costs. OPEB costs are well contained. However, recent MERS investment results and revised actuarial assumptions will result in higher pension costs moving forward; although pension reforms for new hires have been implemented.

The FY 2020 budget anticipates modest growth, and several large infrastructure projects.

**Component Units**

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

**Request for Information**

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

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

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

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

## **Basic Financial Statements**

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**Statement of Net Position  
June 30, 2019**

	Primary Government		Totals	Component Units
	Governmental Activities	Business-type Activities		
<b>ASSETS:</b>				
Cash and Equivalents - Unrestricted	\$ 1,666,009	\$ 1,392,209	\$ 3,058,218	\$ 806,058
Cash and Equivalents - Restricted	27,102	52,500	79,602	-
Investments - Unrestricted	1,315,636	826,080	2,141,716	-
Investments - Restricted	11,110,377	487,884	11,598,261	-
Accounts Receivable	246,628	792,757	1,039,385	37,587
Notes Receivable	-	-	-	13,360
Due From Governmental Units	423,886	-	423,886	-
Internal Loans	484,969	(484,969)	-	-
Other Assets	-	-	-	41,046
Prepaid Items and Inventory	115,343	25,132	140,475	-
Capital Assets (Not Depreciated)	5,044,041	2,195,392	7,239,433	444,432
Capital Assets (Net of Accumulated Depreciation)	16,568,927	17,547,437	34,116,364	2,535,530
<b>TOTAL ASSETS</b>	<b>37,002,918</b>	<b>22,834,422</b>	<b>59,837,340</b>	<b>3,878,013</b>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>				
Pension Items	1,256,649	109,274	1,365,923	11,921
<b>LIABILITIES:</b>				
Accounts Payable	481,875	807,025	1,288,900	44,211
Accrued Liabilities	232,077	22,605	254,682	35,397
Due to Other Governmental Units	11,137	-	11,137	33,669
Accrued Interest Payable	52,379	60,639	113,018	-
Customer Deposits	-	51,900	51,900	50,702
Unearned Revenue	-	-	-	15,878
Net Pension Liability - Due in more than one year	4,973,489	408,820	5,382,309	7,746
Bonds Payable - Due within one year	438,331	1,421,669	1,860,000	-
Bonds Payable - Due in more than one year	2,316,529	10,109,528	12,426,057	-
Note Payable - Due within one year	350,855	25,908	376,763	-
Note Payable - Due in more than one year	1,257,858	173,997	1,431,855	500,000
Capital Leases - Due within one year	3,443	-	3,443	48,623
Capital Leases - Due in more than one year	1,589	-	1,589	988,650
OPEB Liability - Due in more than one year	89,894	-	89,894	-
Vested Employee Benefits- Due within one year	-	-	-	24,697
Vested Employee Benefits - Due in more than one year	286,000	55,642	341,642	13,536
<b>TOTAL LIABILITIES</b>	<b>10,495,456</b>	<b>13,137,733</b>	<b>23,633,189</b>	<b>1,763,109</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>				
Pension & OPEB Items	101,081	8,790	109,871	10,600
<b>NET POSITION:</b>				
Net Investment in Capital Assets	17,244,363	7,797,809	25,042,172	1,442,689
Restricted	9,202,362	-	9,202,362	-
Unrestricted	1,216,305	1,999,364	3,215,669	673,536
<b>TOTAL NET POSITION</b>	<b>\$ 27,663,030</b>	<b>\$ 9,797,173</b>	<b>\$ 37,460,203</b>	<b>\$ 2,116,225</b>

Statement of Activities  
For the Year Ended June 30, 2019

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position			Component Units
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government			
					Governmental Activities	Business-type Activities	Total	
<b>Primary Government:</b>								
<b>Governmental Activities:</b>								
Legislative	\$ 51,374	\$ -	\$ -	\$ -	(51,374)	\$ -	(51,374)	\$ -
General Government	1,463,639	251,136	241,930	-	(970,573)	-	(970,573)	-
Public Safety	2,630,159	-	330,319	-	(2,299,840)	-	(2,299,840)	-
Public Works	3,151,411	1,970,115	1,129,684	-	(51,612)	-	(51,612)	-
Recreation and Culture	678,868	-	-	-	(678,868)	-	(678,868)	-
Interest Expense	195,757	-	-	-	(195,757)	-	(195,757)	-
Other	162,500	-	-	-	(162,500)	-	(162,500)	-
Total Governmental Activities	8,333,708	2,221,251	1,701,933	-	(4,410,524)	-	(4,410,524)	-
<b>Business-type Activities:</b>								
Boat Ramp	42,819	55,888	-	-	-	13,069	13,069	-
Marina	436,912	802,197	-	-	-	365,285	365,285	-
Water and Sewer	4,222,698	4,165,420	362,582	-	-	305,304	305,304	-
Total Business-type Activities	4,702,429	5,023,505	362,582	-	-	683,658	683,658	-
Total Primary Government	\$ 13,036,137	\$ 7,244,756	\$ 2,064,515	\$ -	(4,410,524)	683,658	(3,726,866)	-
<b>Component Units:</b>								
<b>Public Works:</b>								
Manistee Housing Commission	\$ 1,617,917	\$ 578,660	\$ 730,651	\$ 41,286	-	-	-	(267,320)
<b>Recreation and Culture:</b>								
Friends of the Ramsdell	427,306	162,352	215,336	-	-	-	-	(49,618)
<b>Economic Development:</b>								
Downtown Development Authority	318,882	72,155	-	-	-	-	-	(246,727)
Total Component Units	\$ 2,364,105	\$ 813,167	\$ 945,987	\$ 41,286	-	-	-	(563,665)
Total								
<b>General Revenues and Transfers:</b>								
Property Taxes - Real	-	-	-	-	3,691,902	-	3,691,902	202,126
State Revenue Sharing	-	-	-	-	539,414	-	539,414	-
Investment Earnings/(Expense)	-	-	-	-	1,189,713	41,201	1,230,914	1,564
Rental Income	-	-	-	-	-	-	-	24,338
Other Revenue	-	-	-	-	252,597	-	252,597	127,595
Transfers	-	-	-	-	(65,000)	65,000	-	-
Total General Revenues and Transfers	-	-	-	-	5,608,626	106,201	5,714,827	355,623
Changes in Net Position	-	-	-	-	1,198,102	789,859	1,987,961	(208,042)
<b>Net Position - Beginning</b>								
Prior Period Adjustments - See Note 13	-	-	-	-	24,027,436	11,722,096	35,749,532	2,285,362
	-	-	-	-	2,437,492	(2,714,782)	(277,290)	38,905
<b>Net Position - Ending</b>								
	-	-	-	-	\$ 27,663,030	\$ 9,797,173	\$ 37,460,203	\$ 2,116,225

**Balance Sheet  
Governmental Funds  
June 30, 2019**

	General	Major Street	Local Street	Permanent Fund Oil and Gas	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS:</b>						
Cash and Equivalents - Unrestricted	\$ 601,969	\$ 167,284	\$ 585,030	\$ 19,275	\$ 239,735	\$ 1,613,293
Cash and Equivalents - Restricted	27,102	-	-	-	-	27,102
Investments - Unrestricted	698,732	564,769	50,864	-	1,271	1,315,636
Investments - Restricted	-	-	-	10,744,104	-	10,744,104
Accounts Receivable	136,429	-	-	20,270	89,929	246,628
Due from Other Funds	250,700	61,988	185,135	-	6,507	504,330
Long-term Advance from Other Funds	-	-	-	213,918	-	213,918
Due from Governmental Units	177,850	209,030	37,006	-	-	423,886
Prepaid Items	98,403	-	-	-	13,667	112,070
<b>TOTAL ASSETS</b>	<b>\$ 1,991,185</b>	<b>\$ 1,003,071</b>	<b>\$ 858,035</b>	<b>\$ 10,997,567</b>	<b>\$ 351,109</b>	<b>\$ 15,200,967</b>
<b>LIABILITIES:</b>						
Accounts Payable	\$ 288,172	\$ 25,486	\$ 63,920	\$ -	\$ 104,297	\$ 481,875
Unearned Revenue	-	-	-	-	-	-
Accrued Payroll and Related Liabilities	155,156	62,258	14,663	-	-	232,077
Due to Other Governmental Units	11,137	-	-	-	-	11,137
Due to Other Funds	58,639	150,000	21,940	-	2,700	233,279
<b>TOTAL LIABILITIES</b>	<b>513,104</b>	<b>237,744</b>	<b>100,523</b>	<b>-</b>	<b>106,997</b>	<b>958,368</b>
<b>FUND BALANCES:</b>						
Nonspendable	98,403	-	-	-	13,667	112,070
Restricted	-	765,327	757,512	7,574,802	104,721	9,202,362
Committed	-	-	-	-	39,463	39,463
Assigned	-	-	-	3,422,765	86,261	3,509,026
Unassigned	1,379,678	-	-	-	-	1,379,678
<b>TOTAL FUND BALANCES</b>	<b>1,478,081</b>	<b>765,327</b>	<b>757,512</b>	<b>10,997,567</b>	<b>244,112</b>	<b>14,242,599</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 1,991,185</b>	<b>\$ 1,003,071</b>	<b>\$ 858,035</b>	<b>\$ 10,997,567</b>	<b>\$ 351,109</b>	

**Reconciliation to amounts reported for governmental activities in the statement of net position:**

Capital assets used by governmental activities	19,439,060
Vested employee benefits liability	(286,000)
Net pension liability and pension items	(3,817,921)
OPEB liability	(89,894)
Long-term notes and bonds payable for governmental activities	(3,491,609)
Accrued interest payable	(32,725)
Internal service funds included in governmental activities	1,699,520
<b>Net position of governmental activities</b>	<b>\$ 27,663,030</b>

**Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Governmental Funds  
For the Year Ended June 30, 2019**

	General	Major Street	Local Street	Permanent Fund Oil and Gas	Nonmajor Governmental Funds	Totals Governmental Funds
<b>REVENUES:</b>						
Taxes	\$ 3,487,539	\$ -	\$ -	\$ -	\$ 204,363	\$ 3,691,902
Licenses and Permits	133,746	-	-	-	-	133,746
Federal Sources	-	-	-	-	110,514	110,514
State Sources	958,030	889,406	212,691	-	27,587	2,087,714
Local Sources	-	-	-	-	43,119	43,119
Charges for Services	1,484,254	202,988	-	-	400,263	2,087,505
Interest and Rents	62,058	10,643	-	1,115,741	1,271	1,189,713
Other Revenue	267,758	-	864	-	8,873	277,495
<b>TOTAL REVENUES</b>	<u>6,393,385</u>	<u>1,103,037</u>	<u>213,555</u>	<u>1,115,741</u>	<u>795,990</u>	<u>9,621,708</u>
<b>EXPENDITURES:</b>						
Legislative	51,374	-	-	-	-	51,374
General Government	1,510,401	-	-	56,167	1,080	1,567,648
Public Safety	2,365,897	-	-	-	143,186	2,509,083
Public Works	1,302,931	634,474	238,270	-	591,320	2,766,995
Recreation and Cultural	394,185	-	-	-	-	394,185
Other Expenditures	147,000	-	-	-	-	147,000
Capital Outlay	-	-	-	-	15,500	15,500
Debt Service	367,700	-	80,776	-	186,677	635,153
<b>TOTAL EXPENDITURES</b>	<u>6,139,488</u>	<u>634,474</u>	<u>319,046</u>	<u>56,167</u>	<u>937,763</u>	<u>8,086,938</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)</b>	<u>253,897</u>	<u>468,563</u>	<u>(105,491)</u>	<u>1,059,574</u>	<u>(141,773)</u>	<u>1,534,770</u>
<b>OTHER FINANCING SOURCES (USES):</b>						
Operating Transfers In	-	60,000	539,573	-	596,662	1,196,235
Operating Transfers Out	(100,417)	(180,776)	-	(591,042)	(389,000)	(1,261,235)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>(100,417)</u>	<u>(120,776)</u>	<u>539,573</u>	<u>(591,042)</u>	<u>207,662</u>	<u>(65,000)</u>
<b>NET CHANGE IN FUND BALANCES</b>	153,480	347,787	434,082	468,532	65,889	1,469,770
<b>FUND BALANCE BEGINNING OF YEAR</b>	<u>1,324,601</u>	<u>417,540</u>	<u>323,430</u>	<u>10,529,035</u>	<u>178,223</u>	<u>12,772,829</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$ 1,478,081</u>	<u>\$ 765,327</u>	<u>\$ 757,512</u>	<u>\$ 10,997,567</u>	<u>\$ 244,112</u>	<u>\$ 14,242,599</u>

**Reconciliation of the Statement of Revenues, Expenditures,  
and Changes in Fund Balances of Governmental Funds  
to the Statement of Activities  
For the Year Ended June 30, 2019**

Net changes in fund balances - total governmental funds	\$ 1,469,770
The change in net position reported for governmental activities in the statement of activities is different because:	
Governmental funds reported capital outlays as expenditures. However, in the statement of activities the cost of those assets is capitalized and the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation and loss on disposals exceeded capital outlay in the current period.	
	(690,904)
Repayment principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	
Principal payments	509,651
An internal service fund is used by management to charge the costs of certain activities, such as equipment costs, to individual funds. The net revenue (expense) of the internal service funds is reported with governmental activities.	
	(16,442)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the funds:	
Vested employee benefits	(3,411)
OPEB liability	28,247
Change in net pension liability and pension items	(131,556)
Accrued interest payable	<u>32,747</u>
Changes in net position of governmental activities	<u>\$ 1,198,102</u>

**Statement of Net Position  
Proprietary Funds  
June 30, 2019**

	Water and Sewer	Nonmajor Enterprise Funds	Total	Governmental Activities Internal Service Fund
<b>ASSETS:</b>				
Cash and Equivalents - Unrestricted	\$ 715,304	\$ 676,905	\$ 1,392,209	\$ 52,716
Cash and Equivalents - Restricted	52,500	-	52,500	-
Investments - Unrestricted	826,080	-	826,080	366,273
Investments - Restricted	487,884	-	487,884	-
Accounts Receivable	788,686	4,071	792,757	-
Due from Other Funds	400,000	-	400,000	-
Prepaid Items	18,157	64	18,221	3,273
Inventory	-	6,911	6,911	-
Capital Assets (Not Depreciated)	2,148,418	46,974	2,195,392	-
Capital Assets (Net of Accumulated Depreciation)	16,470,406	1,077,031	17,547,437	2,173,908
<b>TOTAL ASSETS</b>	<b>21,907,435</b>	<b>1,811,956</b>	<b>23,719,391</b>	<b>2,596,170</b>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>				
Pension Items	109,274	-	109,274	-
<b>LIABILITIES:</b>				
Accounts Payable	736,787	70,238	807,025	-
Customer Deposits	51,900	-	51,900	-
Accrued Payroll and Related Liabilities	19,824	2,781	22,605	-
Accrued Interest Payable	58,479	2,160	60,639	19,654
Due to Other Funds	671,051	-	671,051	-
Long-term Advance to Other Funds	-	213,918	213,918	-
Vested Employee Benefits - Due in more than one year	55,642	-	55,642	-
Net Pension Liability	408,820	-	408,820	-
Note Payable - Due within one year	-	25,908	25,908	261,412
Note Payable - Due in more than one year	-	173,997	173,997	615,584
Bonds Payable - Due within one year	1,421,669	-	1,421,669	-
Bonds Payable - Due in more than one year	10,109,528	-	10,109,528	-
<b>TOTAL LIABILITIES</b>	<b>13,533,700</b>	<b>489,002</b>	<b>14,022,702</b>	<b>896,650</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>				
Pension Items	8,790	-	8,790	-
<b>NET POSITION:</b>				
Net Investment in Capital Assets	7,087,627	710,182	7,797,809	1,296,912
Unrestricted	1,386,592	612,772	1,999,364	402,608
<b>TOTAL NET POSITION</b>	<b>\$ 8,474,219</b>	<b>\$ 1,322,954</b>	<b>\$ 9,797,173</b>	<b>\$ 1,699,520</b>

**Statement of Revenues, Expenses, and  
Changes in Net Position - Proprietary Funds  
For the Year Ended June 30, 2019**

	Water and Sewer	Nonmajor Enterprise Funds	Total	Governmental Activities Internal Service Fund
<b>OPERATING REVENUES:</b>				
Charges for Services	\$ 4,126,774	\$ 206,042	\$ 4,332,816	\$ 382,977
Other Revenue	38,646	652,043	690,689	-
Total Operating Revenues	<u>4,165,420</u>	<u>858,085</u>	<u>5,023,505</u>	<u>382,977</u>
<b>OPERATING EXPENSES:</b>				
Personnel Services	995,929	24,760	1,020,689	-
Contracted Services	39,021	-	39,021	-
Insurance	-	1,833	1,833	38,765
Administration	375,000	15,203	390,203	-
Equipment Rental	150,000	-	150,000	-
Supplies	110,033	83,371	193,404	-
Utilities	233,657	28,015	261,672	-
Repair and Maintenance	224,062	216,988	441,050	1,401
Depreciation	1,157,006	78,637	1,235,643	341,869
Miscellaneous	535,774	18,004	553,778	1,681
Total Operating Expenses	<u>3,820,482</u>	<u>466,811</u>	<u>4,287,293</u>	<u>383,716</u>
<b>OPERATING INCOME (LOSS)</b>	<u>344,938</u>	<u>391,274</u>	<u>736,212</u>	<u>(739)</u>
<b>NON-OPERATING REVENUES (EXPENSES):</b>				
Interest Income	41,201	-	41,201	8,651
State Grants	362,582	-	362,582	-
Interest Expense	(402,216)	(12,920)	(415,136)	(24,354)
Total Non-Operating Revenues (Expenses)	<u>1,567</u>	<u>(12,920)</u>	<u>(11,353)</u>	<u>(15,703)</u>
Income (Loss) Before Transfers	346,505	378,354	724,859	(16,442)
Operating Transfers In	-	65,000	65,000	-
<b>CHANGES IN NET POSITION</b>	346,505	443,354	789,859	(16,442)
NET POSITION, JULY 1	10,842,496	879,600	11,722,096	1,715,962
Prior Period Adjustment - See Note 13	(2,714,782)	-	(2,714,782)	-
<b>NET POSITION, JUNE 30</b>	<u>\$ 8,474,219</u>	<u>\$ 1,322,954</u>	<u>\$ 9,797,173</u>	<u>\$ 1,699,520</u>

**Statement of Cash Flows  
Proprietary Fund Types  
For the Year Ended June 30, 2019**

	Water and Sewer	Nonmajor Enterprise Funds	Total	Governmental Activities Internal Service Fund
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>				
Receipts from Customers	\$ 4,018,381	\$ 954,838	\$ 4,973,219	\$ 388,602
Payments to Suppliers	(815,682)	(296,303)	(1,111,985)	(24,737)
Payments to Employees	(721,713)	(24,060)	(745,773)	-
Internal Activity - Payments/Receipts with Other Funds	-	(39,221)	(39,221)	-
Net Cash Provided (Used) by Operating Activities	<u>2,480,986</u>	<u>595,254</u>	<u>3,076,240</u>	<u>363,865</u>
<b>CASH FLOWS FROM NONCAPITAL AND RELATED FINANCING ACTIVITIES:</b>				
Operating Transfers In	-	65,000	65,000	-
Net Cash Provided (Used) by Noncapital and Related Financing Activities	<u>-</u>	<u>65,000</u>	<u>65,000</u>	<u>-</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>				
(Purchase)/Transfer of Capital Assets	(1,850,255)	-	(1,850,255)	(912,684)
State Grants	362,582	-	362,582	-
Bond Proceeds	-	-	-	660,000
Interest Payments	(402,216)	(12,920)	(415,136)	(24,354)
Principal Payments	(1,375,259)	(25,095)	(1,400,354)	(131,837)
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(3,265,148)</u>	<u>(38,015)</u>	<u>(3,303,163)</u>	<u>(408,875)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>				
Net (increase)/decrease in investments	548,772	-	548,772	(8,651)
Interest Income	41,201	-	41,201	8,651
Net Cash Provided (Used) by Investing Activities	<u>589,973</u>	<u>-</u>	<u>589,973</u>	<u>-</u>
Net Increase (Decrease) in Cash and Equivalents	(194,189)	622,239	428,050	(45,010)
Balances - Beginning of the Year	961,993	54,666	1,016,659	97,726
Balances - End of the Year	<u>\$ 767,804</u>	<u>\$ 676,905</u>	<u>\$ 1,444,709</u>	<u>\$ 52,716</u>
<b>Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:</b>				
Operating Income (Loss)	\$ 344,938	\$ 391,274	\$ 736,212	\$ (739)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:				
Depreciation Expense	1,157,006	78,637	1,235,643	341,869
Change in Assets and Liabilities:				
(Increase) Decrease in Assets:				
Accounts Receivable	(146,239)	96,753	(49,486)	5,625
Prepaid Items and Inventory	(3,876)	7,877	4,001	510
Increase (Decrease) in Liabilities:				
Accounts Payable	562,037	59,505	621,542	-
Accrued Payroll & Related Liabilities	271,045	700	271,745	-
Accrued Interest Payable	22,653	(271)	22,382	16,600
Due to/ Advance to Other Funds	271,050	(39,221)	231,829	-
Customer Deposits	(800)	-	(800)	-
Vested Employee Benefits	3,171	-	3,171	-
Net Cash Provided (Used) by Operating Activities	<u>\$ 2,480,985</u>	<u>\$ 595,254</u>	<u>\$ 3,076,239</u>	<u>\$ 363,865</u>

**Statement of Fiduciary Net Position  
Fiduciary Funds  
June 30, 2019**

	Delinquent Tax	Payroll Clearing	Current Tax Collection	Totals
<b>ASSETS:</b>				
Cash and Equivalents - Unrestricted	\$ -	\$ 61,248	\$ -	\$ 61,248
TOTAL ASSETS	\$ -	\$ 61,248	\$ -	\$ 61,248
<b>LIABILITIES:</b>				
Due to Others	\$ -	\$ 57,792	\$ -	\$ 57,792
Accrued Liabilities	-	3,456	-	3,456
TOTAL LIABILITIES	\$ -	\$ 61,248	\$ -	\$ 61,248

## **Notes to Financial Statements**

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

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

**A. Reporting Entity**

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

***Discretely Presented Component Units***

Friends of the Ramsdell

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

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

Manistee City Housing Commission

The Mayor, with approval of the City Council, appoints the members of the governing board of the Commission. The Commission’s fiscal year end is December 31, 2018. A complete financial statement of the Housing Commission can be obtained from the Executive Director, City of Manistee Housing Commission, Century Terrace, Manistee, Michigan 49660.

Downtown Development Authority (“DDA”)

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

***Blended Component Units***

Brownfield Redevelopment Authority

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

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

**B. Government-Wide Fund Financial Statements**

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

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

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

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

The City reports the following major governmental funds:

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

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

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

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

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

The City reports the following major proprietary funds:

The *Water and Sewer Fund* is the City's major proprietary fund. It accounts for the activities of the City's water distribution, sewage disposal and treatment system. In addition, a combining statement listed the water and sewer operations separately in order to satisfy USDA Rural Development requirements.

Additionally, the City reports the following fund types:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

***Cash and Equivalents***

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

***Interfund Receivables and Payables***

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

***Property Taxes***

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

Assessed values are established annually by the City, and subject to acceptance by the County, are equalized by the state at an estimated 50% of current market value. Real and personal property in the City for the 2018 levy were assessed and equalized at \$191,032,406 (not including properties subject to Industrial Facilities Tax Exemption), representing 50% of estimated current market value.

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

The government’s general operating tax rate for fiscal year 2019 was 17.7612 mills, with an additional 1.1500 mills levied for the City Refuse Fund.

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

***Inventories and Prepaids Items***

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

***Capital Assets***

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

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

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

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

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

***Pensions***

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

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

***Vested Employee Benefits (Vacation, Personal, and Sick Leave)***

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

Housing Commission

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

***Deferred Outflows of Resources***

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

***Deferred Inflows of Resources***

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

***Long-Term Obligations***

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

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

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

*Fund Balance Classification*

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

- Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The City has classified Prepaid Items as being Nonspendable as these items are not expected to be converted to cash within the next year. The City has \$112,070 in Nonspendable fund balance.
- Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The City has \$9,202,362 in restricted fund balance.
- Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the City. These amounts cannot be used for any other purpose unless the City removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The City has committed \$39,463 for capital project funds.
- Assigned: This classification includes amounts that are constrained by the City's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the City through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The City has assigned funds in the amount of \$3,509,026.
- Unassigned: This classification includes the residual fund balance for the General Fund. The unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts.

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

*Use of Estimates*

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

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

***Budgetary Procedures***

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

**NOTE 3 - CASH AND INVESTMENTS**

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

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total Primary Government</u>	<u>Fiduciary Funds</u>	<u>Component Units</u>
Cash and Equivalents -					
Unrestricted	\$ 1,666,009	\$ 1,392,209	\$ 3,058,218	\$ 61,248	\$ 806,058
Restricted	27,102	52,500	79,602	-	-
Investments –					
Unrestricted	1,315,636	826,080	2,141,716	-	-
Restricted	<u>11,110,377</u>	<u>487,884</u>	<u>11,598,261</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 14,119,124</u>	<u>\$ 2,758,673</u>	<u>\$ 16,877,797</u>	<u>\$ 61,248</u>	<u>\$ 806,058</u>

Investments of the Water and Sewer Fund are restricted by bond debt reserve requirements and for future construction in the amount of \$487,887. Investments in the Oil and Gas Fund are restricted by the related trust agreement for \$10,744,104. Other investments and cash for debt and project resources are restricted in the amount of \$445,872.

The breakdown between cash and investments is as follows:

	<u>Primary Government</u>	<u>Fiduciary Funds</u>	<u>Component Units</u>
Bank Deposits (checking and savings accounts, certificates of deposit and money market accounts)	\$ 3,135,590	\$ 61,248	\$ 805,258
Petty Cash and Cash on Hand	2,230	-	800
Investments	<u>13,739,977</u>	<u>-</u>	<u>-</u>
Total	<u>\$ 16,877,797</u>	<u>\$ 61,248</u>	<u>\$ 806,058</u>

NOTE 3 - CASH AND INVESTMENTS (Continued)

Investments

	<u>Fair Value</u>	<u>Maturities in Years</u>				<u>Ratings</u>	<u>Concentration</u>
		<u>Less Than 1</u>	<u>1 – 5</u>	<u>6 – 10</u>	<u>More Than 10</u>		
Investments:							
US Treasury Securities	\$ 1,038,612	\$ -	\$ 603,734	\$ 434,878	\$ -	AAA	8%
Equity Securities	6,644,665	-	-	-	-	N/A	48%
ETF's	294,430	-	-	-	-	N/A	2%
Fixed Income	2,121,834	400,900	977,219	228,604	515,111	AA+	15%
Money Market	521,892	-	-	-	-	N/A	4%
Other Assets	<u>3,118,544</u>	-	-	-	-	N/A	<u>23%</u>
Total Investments	<u>\$ 13,739,977</u>						<u>100%</u>

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

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

- The Charles Schwab oil and gas fund is valued using quoted market prices (Level 1 inputs).
- The Michigan Class investments are not required to be categorized within the fair value of the securities making up the investment fund/pool.
- The City does not have any investments that report fair value based on significant unobservable inputs (Level 3 inputs).

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

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

*Custodial deposit credit risk.* Custodial deposit credit risk is the risk that in the event of a bank failure, the City’s deposits may not be returned. State law does not require and the City does not have a policy for deposit custodial credit risk. As of year end, \$3,273,544 of the City’s bank balance of \$3,523,544 was exposed to credit risk because it was uninsured and uncollateralized.

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

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

*Fair value measurement.* The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments that are measured at fair value using the net asset value per share (or equivalent) as a practical expedient are not classified in the fair value hierarchy below.

In instances where inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the measurements required judgement and considers factors specific to each asset or liability.

The City has the following fair value measurements as of June 30, 2019:

	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Various Investments	<u>\$ 10,744,104</u>	<u>\$ 10,744,104</u>	<u>\$ -</u>	<u>\$ -</u>

Statutory Authority:

P.A. 152, entitled “An act relative to the investment of funds of public corporations of the state; and to validate certain investments,” by amending section 1 (MCL 129.91), as amended by 2009 PA 21.

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

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

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

- h. Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- i. Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.
- j. The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

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

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

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

**NOTE 4 - CAPITAL ASSETS**

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

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Adjustments/ Decreases</u>	<u>Ending Balances</u>
<b>Governmental Activities:</b>				
<i>Capital assets not being depreciated:</i>				
Land	\$ 4,723,930	\$ -	\$ -	\$ 4,723,930
Construction in Progress	<u>68,802</u>	<u>251,309</u>	<u>-</u>	<u>320,111</u>
Subtotal	<u>4,792,732</u>	<u>251,309</u>	<u>-</u>	<u>5,044,041</u>
<i>Capital assets being depreciated:</i>				
Land Improvements	5,405,552	-	(4,561)	5,400,991
Infrastructure	12,168,431	-	-	12,168,431
Buildings and Improvements	8,925,602	36,487	(62,383)	8,899,706
Vehicles	2,125,694	670,767	380,720	3,177,181
Furniture and Equipment	<u>3,721,927</u>	<u>397,769</u>	<u>(694,417)</u>	<u>3,425,279</u>
Subtotal	<u>32,347,206</u>	<u>1,105,023</u>	<u>(380,641)</u>	<u>33,071,588</u>
<i>Less accumulated depreciation for:</i>				
Land Improvements	(2,605,367)	(125,801)	160,766	(2,570,402)
Infrastructure	(4,530,497)	(591,129)	(97,047)	(5,218,673)
Buildings and Improvements	(4,497,983)	(288,470)	30,162	(4,756,291)
Vehicles	(1,687,233)	(203,392)	107,246	(1,783,379)
Furniture and Equipment	<u>(2,084,781)</u>	<u>(243,751)</u>	<u>154,616</u>	<u>(2,173,916)</u>
Subtotal	<u>(15,405,861)</u>	<u>(1,452,543)</u>	<u>355,743</u>	<u>(16,502,661)</u>
Net Capital Assets Being Depreciated	<u>16,941,345</u>	<u>(347,520)</u>	<u>(24,898)</u>	<u>16,568,927</u>
Capital Assets – Net	<u>\$ 21,734,077</u>	<u>\$ (96,211)</u>	<u>\$ (24,898)</u>	<u>\$ 21,612,968</u>

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

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

<b>Governmental Activities</b>		
General Government		\$ 159,566
Public Safety		67,845
Public Works		599,635
Recreation and Culture		283,628
Internal Service		<u>341,869</u>
<b>Total Depreciation Expense - Governmental Activities</b>		<b><u>\$ 1,452,543</u></b>

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
<b>Business-type Activities:</b>				
<i>Capital assets not being depreciated:</i>				
Land	\$ 51,974	\$ -	\$ -	\$ 51,974
Construction in Progress	<u>602,445</u>	<u>1,540,973</u>	<u>-</u>	<u>2,143,418</u>
Subtotal	<u>654,419</u>	<u>1,540,973</u>	<u>-</u>	<u>2,195,392</u>
<i>Capital assets being depreciated:</i>				
Land Improvements	424,960	-	-	424,960
Building and Improvements	1,456,890	-	-	1,456,890
Infrastructure	38,143,011	278,572	-	38,421,583
Equipment	<u>1,334,900</u>	<u>30,709</u>	<u>-</u>	<u>1,365,609</u>
Subtotal	<u>41,359,761</u>	<u>309,281</u>	<u>-</u>	<u>41,669,042</u>
<i>Less accumulated depreciation for:</i>				
Land Improvements	(191,208)	(22,404)	-	(213,612)
Building and Improvements	(516,913)	(57,352)	-	(574,265)
Infrastructure	(21,258,997)	(1,117,797)	-	(22,376,794)
Equipment	<u>(918,844)</u>	<u>(38,090)</u>	<u>-</u>	<u>(956,934)</u>
Subtotal	<u>(22,885,962)</u>	<u>(1,235,643)</u>	<u>-</u>	<u>(24,121,605)</u>
Net Capital Assets Being Depreciated	<u>18,473,799</u>	<u>(926,362)</u>	<u>-</u>	<u>17,547,437</u>
Capital Assets – Net	<u>\$ 19,128,218</u>	<u>\$ 614,611</u>	<u>\$ -</u>	<u>\$ 19,742,829</u>

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

<b>Business-type Activities</b>		
Water and Sewer		\$ 1,157,006
Boat Ramp		23,225
Marina		<u>55,412</u>
<b>Total Depreciation Expense - Business-type Activities</b>		<b><u>\$ 1,235,643</u></b>

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

Capital asset activity for the Manistee Housing Commission for the current year was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
<b>Manistee Housing Commission:</b>				
<i>Capital assets not being depreciated:</i>				
Land	\$ 360,272	\$ -	\$ -	\$ 360,272
<i>Capital assets being depreciated:</i>				
Buildings	10,514,680	47,973	-	10,562,653
Furniture and Equipment – Dwell	261,204	7,673	-	268,877
Furniture and Equipment – Admin.	<u>324,286</u>	<u>2,076</u>	<u>-</u>	<u>326,362</u>
Subtotal	<u>11,100,170</u>	<u>57,722</u>	<u>-</u>	<u>11,157,892</u>
<i>Less accumulated depreciation:</i>				
Buildings	(7,825,546)	(282,815)	-	(8,108,361)
Furniture and Equipment – Dwell	(229,396)	(8,342)	-	(237,738)
Furniture and Equipment – Admin.	<u>(251,360)</u>	<u>(24,903)</u>	<u>-</u>	<u>(276,263)</u>
Subtotal	<u>(8,306,302)</u>	<u>(316,060)</u>	<u>-</u>	<u>(8,622,362)</u>
Net Capital Assets Being Depreciated	<u>2,793,868</u>	<u>(258,338)</u>	<u>-</u>	<u>2,535,530</u>
Capital Assets - Net	<u>\$ 3,154,140</u>	<u>\$ (258,338)</u>	<u>\$ -</u>	<u>\$ 2,895,802</u>

Depreciation expense for the year ended December 31, 2018 was \$316,060.

Capital asset activity for the City of Manistee DDA for the current year was as follows:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balances</u>
<b>City of Manistee, DDA</b>				
<i>Capital assets not being depreciated:</i>				
Land	\$ 84,160	\$ -	\$ -	\$ 84,160
Total Capital Assets - Net	<u>\$ 84,160</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 84,160</u>

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

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

		<b>DUE FROM OTHER FUNDS</b>					
DO TO OTHER FUNDS		General	Major Street	Local Street	Nonmajor Governmental	Water and Sewer	Total
		General	\$ 8,000	\$ 15,359	\$ 35,135	\$ 145	\$ -
	Major Street	-	-	150,000	-	-	150,000
	Local Street	-	15,578	-	6,362	-	21,940
	Nonmajor Governmental	2,700	-	-	-	-	2,700
	Water and Sewer	<u>240,000</u>	<u>31,051</u>	<u>-</u>	<u>-</u>	<u>400,000</u>	<u>671,051</u>
	Total	<u>\$ 250,700</u>	<u>\$ 61,988</u>	<u>\$ 185,135</u>	<u>\$ 6,507</u>	<u>\$ 400,000</u>	<u>\$ 904,330</u>

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

		<b>LONG-TERM ADVANCES FROM OTHER FUNDS</b>
LONG-TERM ADVANCES TO OTHER FUNDS		<u>Oil and Gas</u>
		Nonmajor Enterprise

		<b>TRANSFERS (OUT)</b>				
TRANSFERS IN		General	Major Street	Oil and Gas	Nonmajor Governmental	Total
		Major Street	\$ -	\$ -	\$ -	\$ 60,000
	Local Street	94,797	180,776	-	264,000	539,573
	Nonmajor Governmental	5,620	-	591,042	-	596,662
	Nonmajor Enterprise	<u>-</u>	<u>-</u>	<u>-</u>	<u>65,000</u>	<u>65,000</u>
	Total	<u>\$ 100,417</u>	<u>\$ 180,776</u>	<u>\$ 591,042</u>	<u>\$ 389,000</u>	<u>\$ 1,261,235</u>

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

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

**NOTE 6 - LONG-TERM DEBT**

**Primary Government**

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

Bond and contractual obligation activity can be summarized as follows:

	<u>Interest Rate</u>	<u>Principal Matures</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Transfers/ Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<b><u>Governmental Activities</u></b>							
<b>Bonds:</b>							
2010 DDA Limited Tax General Obligation Bond	2.00 to 4.00%	2020	\$ 265,000	\$ -	\$ 130,000	\$ 135,000	\$ 135,000
2010 Tax General Obligation Bonds	2.00 to 4.65%	2031	4,235,000	-	2,804,524	1,430,476	93,331
2013 General Obligation Refunding Bond	2.00 to 2.50%	2024	1,395,000	-	200,000	1,195,000	210,000
Michigan Economic Development Corporation Loan	0.0%	2022	22,464	-	5,616	16,848	5,616
<b>Notes Payable:</b>							
Braun Ambulance	2.70%	2022	133,864	-	25,335	108,529	26,029
Plow Trucks	1.79%	2020	147,807	-	73,171	74,636	74,636
Small Loader	1.50%	2020	67,162	-	33,331	33,831	33,831
Ramsdell Theatre - HVAC	3.64%	2027	790,103	-	80,850	709,253	83,827
2019 Loader	3.59%	2023	-	150,000	-	150,000	35,540
2019 Vactor Truck	3.79%	2025	-	350,000	-	350,000	53,046
2019 Plow Truck	2.85%	2023	-	160,000	-	160,000	38,330
Subtotal			7,056,400	660,000	3,352,827	4,363,573	789,186
Vested Employee Benefits - net			282,589	3,411	-	286,000	-
<b>Total Governmental Activities</b>			<b>7,338,989</b>	<b>663,411</b>	<b>3,352,827</b>	<b>4,649,573</b>	<b>789,186</b>
<b><u>Business-type Activities</u></b>							
<b>Bonds:</b>							
1998 General Obligation Bonds	2.25%	2019	165,000	-	165,000	-	-
1999 General Obligation Bonds	2.50%	2021	420,000	-	135,000	285,000	140,000
2006 SRF Water & Sewer Bonds	1.63%	2027	1,332,270	-	145,000	1,187,270	145,000
2010 Tax General Obligation Bonds	2.00% - 4.65%	2031	-	2,714,782	160,259	2,554,523	166,669
2010 SRF Water & Sewer Bonds	2.50%	2031	461,075	-	30,000	431,075	30,000
2010 DWRF Water & Sewer Bonds	2.50%	2031	325,000	-	20,000	305,000	20,000
2011 DWRF Water & Sewer Bonds	2.50%	2031	312,555	-	20,000	292,555	20,000
2011 SRF Water & Sewer Bonds	2.50%	2031	930,774	-	60,000	870,774	65,000
2015 Water & Sewer Revenue Bonds	3.00% - 3.25%	2036	2,770,000	-	-	2,770,000	5,000
2017 Water & Sewer Refunding Bonds	2.32 to 4.00%	2038	3,475,000	-	640,000	2,835,000	830,000

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

	Interest Rate	Principal Matures	Beginning Balance	Additions	Transfers/Reductions	Ending Balance	Due Within One Year
<b>Business-type Activities (Continued)</b>							
<b>Note Payable:</b>							
Marina Debt	3.24%	2026	<u>225,000</u>	<u>-</u>	<u>25,095</u>	<u>199,905</u>	<u>25,908</u>
Subtotal			10,416,674	2,714,782	1,400,354	11,731,102	1,447,577
Vested Employee Benefits - net			<u>52,471</u>	<u>3,171</u>	<u>-</u>	<u>55,642</u>	<u>-</u>
<b>Total Business-type Activities</b>			<u>10,469,145</u>	<u>2,717,953</u>	<u>1,400,354</u>	<u>11,786,744</u>	<u>1,447,577</u>
<b>Total Long-Term Debt – Primary Government</b>			<u><b>\$17,808,134</b></u>	<u><b>\$ 3,381,364</b></u>	<u><b>\$ 4,753,181</b></u>	<u><b>\$16,436,317</b></u>	<u><b>\$ 2,236,763</b></u>

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

Fiscal:	Governmental Activities		Business-type Activities	
	Bonds/Installment Notes Payable		Bonds/Installment Notes Payable	
	Principal	Interest	Principal	Interest
2020	\$ 789,186	\$ 141,067	\$ 1,447,577	\$ 352,280
2021	572,480	120,175	789,826	324,902
2022	596,335	102,532	672,864	305,077
2023	623,137	83,482	692,613	285,969
2024	537,915	63,487	709,948	266,006
2025-2029	950,170	156,454	3,656,551	993,777
2030-2034	294,350	13,782	2,746,723	394,678
2035-2038	-	-	1,015,000	57,363
<b>TOTALS</b>	<u><b>\$ 4,363,573</b></u>	<u><b>\$ 680,979</b></u>	<u><b>\$ 11,731,102</b></u>	<u><b>\$ 2,980,052</b></u>

**Vested Employee Benefits**

Employees of the City earn sick and vacation time at varying rates based on the following:

**SICK LEAVE**

Under the terms of the various union’s collective bargaining units and nonunion groups, sick leave is accumulated at the rate of one day for each month of service, with a maximum accumulation. Employees who have accumulated more than the maximum days will not be allowed additional accumulation. Upon retirement or death, employees will be paid out 100% of days accumulated up to the maximum days.

As a result of separation for any other reason, the employees will lose all accumulated sick leave. Total sick leave was \$153,886.

**VACATIONS**

All full-time employees are granted vacation based on their years of service with the City and in accordance with personnel policies and union contracts. Annual earned vacation maxes out at five weeks.

The amount of accumulated vacation time as of June 30, 2019 was 7,138 with a value of \$187,756.

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

**Component Unit – Housing Commission**

MSHDA Mortgages – In 2007, the Commission, through MSHDA, a government agency, borrowed \$326,000 maturing December 2047 and in 2008 borrowed \$174,000 maturing December 2048. These are three forgivable mortgages that are non-interest bearing and secured by property and buildings. If the properties mortgaged are continuously used in the Domestic Violence program, the mortgages are forgivable over the 40-year term; 25% for each 10 years that the houses stay in the program. The Commission is required by the loan agreement to deposit money each year in a reserve account to cover maintenance and repairs for the homes over the term of the loans. The amount deposited in the reserve account as of December 31, 2018 was \$63,599.

Note obligation activity can be summarized as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<b>Housing Commission</b>					
Mortgage 1 MSHDA	\$ 166,000	\$ -	\$ -	\$ 166,000	\$ -
Mortgage 2 MSHDA	160,000	-	-	160,000	-
Mortgage 3 MSHDA	174,000	-	-	174,000	-
Total Notes Payable	500,000	-	-	500,000	-
Vested Employee Benefits	34,588	9,614	(5,969)	38,233	24,697
<b>Total Component Unit Long-Term Debt</b>	<b>\$ 534,588</b>	<b>\$ 9,614</b>	<b>\$ (5,969)</b>	<b>\$ 538,223</b>	<b>\$ 24,697</b>

Since the MSHDA mortgage payables are forgivable over 40 years there are no future debt service requirements as of December 31, 2018.

**NOTE 7 - LEASES**

Capital Lease – Housing Commission – In November 2009, the Commission entered into an equipment lease-purchase agreement to acquire equipment under an energy performance contract to update the heating and efficiency of several properties. The total amount of the contract is \$1,228,854, which began in January 2010 and was all committed as of December 31, 2010. Principal payments commenced March 2010. Interest from inception to March 2010 was added to principal. The agreement ends in July 2030. The balance as of December 31, 2018 is \$1,025,144 with interest at 6.123%.

Capital Lease – Housing Commission – In March 2016, the Commission entered into an equipment lease-purchase agreement to acquire equipment. The total amount of the contract is \$25,036, with interest rate of 5.95%. Principal payments commenced April 2016. The agreement ends in March 2021. The balance as of December 31, 2018 is \$12,129.

**NOTE 7 - LEASES (Continued)**

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
EPC Capital Lease	\$ 1,101,128	\$ -	\$ 75,984	\$ 1,025,144	\$ 43,432
Equipment Lease Purchase	<u>17,021</u>	<u>-</u>	<u>4,892</u>	<u>12,129</u>	<u>5,191</u>
Total Capital Leases	<u>\$ 1,118,149</u>	<u>\$ -</u>	<u>\$ 80,876</u>	<u>\$ 1,037,273</u>	<u>\$ 48,623</u>

Payments under the agreement are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 48,623	\$ 67,427	\$ 116,050
2020	55,850	64,131	119,981
2021	59,280	60,444	119,724
2022	66,003	56,494	122,497
2023	74,845	52,016	126,861
2024-2028	534,831	170,568	705,399
2029-2030	<u>197,841</u>	<u>12,926</u>	<u>210,767</u>
Total	<u>\$ 1,037,273</u>	<u>\$ 484,006</u>	<u>\$ 1,521,279</u>

**NOTE 8 - RISK MANAGEMENT**

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

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

**PRIMARY GOVERNMENT**

Description of Plan and Plan Assets

The City is in an agent multiple-employer defined benefit pension plan with the Municipal Employees' Retirement System (MERS). The system provides the following provisions: normal retirement, deferred retirement and service retirement to plan members and their beneficiaries. The service requirement is computed using credited service at the time of termination of membership multiplies by the sum of 1.5% to 2.8% (depending on division) times the final compensation (FAC). The most recent period of which actuarial data was available was for year ended December 31, 2018.

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

General Information about the Pension Plan

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

<b>01 – Non-Union: Open Division</b>	
	<b>2018 Valuation</b>
<b>Benefit Multiplier:</b>	2.00% Multiplier (no max)
<b>Normal Retirement Age:</b>	60
<b>Vesting:</b>	8 Years
<b>Early Retirement (Unreduced):</b>	55/30
<b>Early Retirement (Reduced):</b>	50/25
	55/15
<b>Final Average Compensation:</b>	5 years
<b>Employee Contributions</b>	4%
<b>Act 88:</b>	Yes (Adopted 1/1/2005)
<b>02 – POAM: Closed to new hires, linked to Division 21</b>	
	<b>2018 Valuation</b>
<b>Benefit Multiplier:</b>	2.80% Multiplier (80% max)
<b>Normal Retirement Age:</b>	60
<b>Vesting:</b>	10 Years
<b>Early Retirement (Unreduced):</b>	55/25
	50/15
<b>Early Retirement (Reduced):</b>	-
<b>Final Average Compensation:</b>	3 years
<b>Employee Contributions</b>	4%
<b>Act 88:</b>	Yes (Adopted 1/1/2005)
<b>05 – IAFF: Closed Division</b>	
	<b>2018 Valuation</b>
<b>Benefit Multiplier:</b>	2.80% Multiplier (80% max)
<b>Normal Retirement Age:</b>	60
<b>Vesting:</b>	10 Years
<b>Early Retirement (Unreduced):</b>	50/25
<b>Early Retirement (Reduced):</b>	50/15
<b>Final Average Compensation:</b>	3 years
<b>Employee Contributions</b>	4%
<b>D-2:</b>	D-2 (25%)
<b>Act 88:</b>	Yes (Adopted 1/1/2005)

NOTE 9 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)

<b>10 – USWA: Close to new hires, linked to Division 11</b>	
	<u><b>2018 Valuation</b></u>
<b>Benefit Multiplier:</b>	2.00% Multiplier (no max)
<b>Normal Retirement Age:</b>	60
<b>Vesting:</b>	8 Years
<b>Early Retirement (Unreduced):</b>	55/30
<b>Early Retirement (Reduced):</b>	50/25
	55/15
<b>Final Average Compensation:</b>	5 years
<b>Employee Contributions</b>	4%
<b>Act 88:</b>	Yes (Adopted 1/1/2005)
<b>11 – USWA hired after 7/1/2012: Open Division, linked to Division 10, 12</b>	
	<u><b>2018 Valuation</b></u>
<b>Benefit Multiplier:</b>	1.50% Multiplier (no max)
<b>Normal Retirement Age:</b>	60
<b>Vesting:</b>	8 Years
<b>Early Retirement (Unreduced):</b>	55/30
<b>Early Retirement (Reduced):</b>	50/25
	55/15
<b>Final Average Compensation:</b>	5 years
<b>Employee Contributions</b>	4%
<b>Act 88:</b>	Yes (Adopted 1/1/2005)
<b>12 – USWA hired after 7/1/2011: Open Division, linked to Division 11</b>	
	<u><b>2018 Valuation</b></u>
<b>Benefit Multiplier:</b>	1.50% Multiplier (no max)
<b>Normal Retirement Age:</b>	60
<b>Vesting:</b>	8 Years
<b>Early Retirement (Unreduced):</b>	55/30
<b>Early Retirement (Reduced):</b>	50/25
	55/15
<b>Final Average Compensation:</b>	5 years
<b>Employee Contributions</b>	4%
<b>Act 88:</b>	Yes (Adopted 1/1/2005)

NOTE 9 - EMPLOYEE RETIREMENT AND BENEFIT SYSTEMS (Continued)

<b>20 – COAM: Closed to new hires, linked to Division 22</b>	
	<u><b>2018 Valuation</b></u>
<b>Benefit Multiplier:</b>	2.80% Multiplier (80% max)
<b>Normal Retirement Age:</b>	60
<b>Vesting:</b>	10 Years
<b>Early Retirement (Unreduced):</b>	50/25 55/15
<b>Early Retirement (Reduced):</b>	-
<b>Final Average Compensation:</b>	3 years
<b>Employee Contributions</b>	4%
<b>Act 88:</b>	Yes (Adopted 1/1/2005)
<b>21 – POAM after 07/01/2015: Open Division, linked to Division 02</b>	
	<u><b>2018 Valuation</b></u>
<b>Benefit Multiplier:</b>	2.50% Multiplier (80% max)
<b>Normal Retirement Age:</b>	60
<b>Vesting:</b>	10 Years
<b>Early Retirement (Unreduced):</b>	50/25 55/15
<b>Early Retirement (Reduced):</b>	-
<b>Final Average Compensation:</b>	3 years
<b>Employee Contributions</b>	4%
<b>Act 88:</b>	Yes (Adopted 1/1/2005)
<b>22 – COAM after 07/01/2015: Open Division, linked to Division 20</b>	
	<u><b>2018 Valuation</b></u>
<b>Benefit Multiplier:</b>	2.50% Multiplier (80% max)
<b>Normal Retirement Age:</b>	60
<b>Vesting:</b>	10 Years
<b>Early Retirement (Unreduced):</b>	50/25 55/15
<b>Early Retirement (Reduced):</b>	-
<b>Final Average Compensation:</b>	3 years
<b>Employee Contributions</b>	4%
<b>Act 88:</b>	Yes (Adopted 1/1/2005)

Employees Covered by Benefit Terms

At December 31, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	55
Inactive employees entitled to but not yet receiving benefits	11
Active employees	<u>51</u>
	117

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

Funding Policy

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

The contribution rate as a percentage of payroll or monthly level dollar amount at July 1, 2018 is as follows:

Non-Union		12.61%
POAM	\$	7,880
IAFF		26.27%
USWA	\$	1,756
USWA hired after 7/1/12		3.33%
COAM	\$	2,453
POAM after 7/1/15		14.99%

Net Pension Liability

The City’s net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

*Actuarial Assumptions.* The total pension liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation		2.50%
Salary increases		3.75%
Investment rate of return		7.75%

Although no specific price inflation assumptions are needed for the valuation, the 2.5% long-term wage inflation assumption would be consistent with a price inflation of 3% - 4%.

Mortality rates used were based on the RP – 2014 Group Annuity Mortality Table of a 50% Male and 50% Female blend.

The actuarial assumptions used in valuation were based on the results of the most recent actuarial experience study covering the period from January 1, 2009, through December 31, 2013.

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

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

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

*Discount Rate.* The discount rate used to measure the total pension liability is 8.0% for 2018. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers. Based on these assumptions, the pension plan’s fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Changes in the Net Pension Liability:**

	<b>Increases (Decreases)</b>		
	<b>Total Pension Liability</b>	<b>Plan Fiduciary Net Position</b>	<b>Net Pension Liability</b>
<b>Balances at December 31, 2017</b>	<b>\$ 19,654,005</b>	<b>\$ 16,300,409</b>	<b>\$ 3,353,596</b>
Service cost	299,088	-	299,088
Interest on total pension liability	1,532,814	-	1,532,814
Changes in benefits	-	-	-
Difference between expected and actual experience	(157,178)	-	(157,178)
Changes in assumptions	-	-	-
Employer contributions	-	437,921	(437,921)
Employee contributions	-	131,806	(131,806)
Net investment income	-	(620,444)	620,444
Benefit payments, including employee refunds	(1,286,772)	(1,286,772)	-
Administrative expense	-	(31,217)	31,217
<b>Net changes</b>	<b>387,952</b>	<b>(1,368,706)</b>	<b>1,756,658</b>
<b>Balances as of December 31, 2018</b>	<b>\$ 20,041,957</b>	<b>\$ 14,931,703</b>	<b>\$ 5,110,254</b>

*Sensitivity of the net pension liability to changes in the discount rate.* The following presents the net pension liability of the City, calculated using the discount rate of 8.00%, as well as what the City’s net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (7.00%) or 1-percentage-point higher (9.00%) than the current rate:

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

	1% Decrease (7.00%)	Current Discount Rate (8.00%)	1% Increase (9.00%)
City's net pension liability	\$7,184,932	\$5,110,254	\$3,335,000

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

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

For the year ended December 31, 2018, the City recognized pension expense of \$1,087,036. At June 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ -	\$ 109,871
Changes in assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	1,129,978	-
Contributions subsequent to the measurement date	235,945	-
<b>Total</b>	<b>\$ 1,365,923</b>	<b>\$ 109,871</b>

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

<u>Year Ended June 30:</u>	
2020	\$ 370,235
2021	88,473
2022	182,489
2023	378,910
<b>Total</b>	<b>\$ 1,020,107</b>

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

Annual Pension Cost

During the year ended June 30, 2019, the City’s contributions totaling \$413,100 were made in accordance with contribution requirement determined by an actuarial valuation of the plan as of December 31, 2017. The employer contribution rate has been determined based on the entry age normal funding method. Under the entry age normal cost funding method, the total employer contribution is comprised of the normal cost plus the level annual percentage of payroll payment required to normal cost is, for each employee, the level percentage of payroll contribution (from entry age to retirement) required to accumulate sufficient assets at the member’s retirement to pay for his projected benefit. Significant actuarial assumptions used include a long-term investment yield rate of 8 percent and annual salary increases of 4.5 percent based on an age-related scale to reflect merit, longevity, and promotional salary increases. The unfunded actuarial liability is amortized as a level percent of payroll on a closed basis. The remaining amortization period is 22 years.

**Fixed Payment Defined Benefit Plan**

The City of Manistee offers eligible employees who retire from the City a \$250 per month stipend from normal retirement age until age 65. This cash benefit is intended to aid the retiree in buying health insurance on the open market or exchange, but there is no requirement that it be used for that and the stipend is reported as taxable income to the employee. Employees hired after July 1, 2012 in the four City-union groups are not eligible for this benefit. Non-union employees hired after July 1, 2018 are not eligible for this benefit.

Certain information contained in this note is based on information for the Defined Benefit Plan measured as of July 1, 2018, which is the most recent valuation date for which complete information related to the year ended June 30, 2019 is available, which was calculated in accordance with GASB Statement Number 73.

*Fiduciary Investment and Control:* The plan is unfunded. Benefits are paid to retirees monthly.

*Participants Covered by the Benefit Terms:* The following participants were covered by the benefit terms:

Inactive participants currently receiving benefit payments	8
Inactive participants entitled to but not yet receiving benefit payments	-
Active participants	<u>31</u>
	39

*Contributions:* Benefits are paid monthly to the retirees. There is no pre-funding of the pension obligation.

*Trust Assets:* None.

*Measurement of Total Pension Liability:* The total pension liability at the June 30, 2019 measurement date was determined using an actuarial valuation as of July 1, 2018.

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

Actuarial Assumptions: The total pension liability in the July 1, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Cost Method:	Entry Age Normal, as a percent of Salary
Inflation:	N/A
Salary Scale:	2.00%
Mortality rates were based on:	SOA RP-2014 Total Dataset Mortality with Scale MP-2018 (Base Rate 2006)

As prescribed by GASB No. 73, the discount rate will be based on the index rate for 20-year tax-exempt general obligation municipal bond index rate with an average rating of AA/Aa or higher as of the measurement date. To comply with this provision, the *Bond Buyer 20-Bond General Obligation Index* will be used. The discount rate of 3.87% is the July 1, 2018 value of this index.

*Changes in the Total Pension Liability:* The following table presents the changes to the total pension liability during the fiscal year.

	<u>June 30, 2019</u>
<b>Pension Liability Beginning of Year, July 1st</b>	\$ 277,290
Changes for the Year	
Service cost	6,650
Interest	10,167
Assumption changes	7,146
Difference between actual and expected experience	-
Change in actuarial cost method	-
Benefit payments	<u>(29,198)</u>
<b>Pension Liability End of Year, June 30th</b>	<u>\$ 272,055</u>

*Sensitivity of the Total Pension Liability to Changes in the Discount Rate:* The following presents the total pension liability of the City as of the June 30, 2019 measurement date, calculated using the discount rate of 3.50%, as well as what the City 's total pension liability would be if it were not calculated using a discount rate that is one percentage point lower (2.50%) or one percentage point higher (4.50%) than the current rate:

Period	1% Decrease (2.50%)	Current (3.50%)	1% Increase (4.50%)
Net pension liability, June 30, 2019	\$286,937	\$272,055	\$257,839

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

	<u>June 30, 2019</u>
Service cost	\$ 6,650
Interest	10,167
Amortization of Deferred Charges:	
Difference between expected and actual experience	-
Changes of assumptions or other inputs	935
Plan changes	-
Expected return on investments	-
Net Pension Expense	<u>\$ 17,752</u>

**Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions:**

	<u>Attributable to</u>			
	<u>Actual vs. Expected Experience</u>	<u>Assumption Changes</u>	<u>Plan Changes</u>	<u>Expected Return on Investments</u>
Balance June 30, 2019	\$ -	\$ 6,211	\$ -	\$ -

Amounts reported as deferred outflows of resources and deferred (inflows) of resources related to Pension will be recognized in Pension expense as follows:

<u>As of June 30th</u>	<u>Actual vs. Expected Experience</u>	<u>Assumption Changes</u>	<u>Plan Changes</u>	<u>Expected Return on Investments</u>
2020	\$ -	\$ 935	\$ -	\$ -
2021	-	935	-	-
2022	-	935	-	-
2023	-	935	-	-
2024	-	935	-	-
2025 and beyond	-	1,536	-	-

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

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

Description of Plan and Plan Assets

The Commission is in an agent multiple-employer defined benefit pension plan with the Municipal Employees’ Retirement System (MERS). The system provides the following provisions: normal retirement, deferred retirement and service retirement to plan members and their beneficiaries. The service requirement is computed using credited service at the time of termination of membership multiplies by the sum of 1.5% to 2.8% (depending on division) times the final compensation (FAC). The most recent period of which actuarial data was available was for year ended December 31, 2017.

General Information about the Pension Plan

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

	<u>2017 Valuation</u>
<b>Benefit Multiplier:</b>	1.50%
<b>Normal Retirement Age:</b>	60
<b>Vesting:</b>	10 Years
<b>Early Retirement (Unreduced):</b>	-
<b>Early Retirement (Reduced):</b>	50/25 55/15
<b>Final Average Compensation:</b>	5 years
<b>Employee Contributions</b>	6%
<b>Act 88:</b>	Yes (Adopted 4/1/2005)

Employees Covered by Benefit Terms

At the December 31, 2017 valuation date, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	4
Inactive employees entitled to but not yet receiving benefits	2
Active employees	<u>8</u>
	14

Funding Policy

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

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

Employer contributions range from \$0 to \$0 based on annual payroll for open divisions. The plan is closed to new employees. The Commission has an annual employer contribution amount of \$0. Employees contribute 6% of their payroll. The amount of employee contributions was \$16,770 as of December 31, 2017.

Net Pension Liability

The employer’s net pension liability was measured as of December 31, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

*Actuarial Assumptions.* The total pension liability in the December 31, 2017 annual actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50 percent
Salary increases	3.75 percent
Investment rate of return	7.75 percent

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

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

The actuarial assumptions used in valuation were based on the results of the most recent actuarial experience study covering the period from January 1, 2009, through December 31, 2013.

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

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

*Discount Rate.* The discount rate used to measure the total pension liability is 8.00% for 2017. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employee assumptions, the pension plan’s fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

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

**Changes in the Net Pension Liability:**

	Increases (Decreases)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
<b>Balances at December 31, 2016</b>	\$ 531,537	\$ 502,358	\$ 29,179
Service cost	22,980	-	22,980
Interest on total pension liability	41,960	-	41,960
Changes in benefits	-	-	-
Difference between expected and actual experience	263	-	263
Changes in assumptions	-	-	-
Employer contributions	-	4,878	(4,878)
Employee contributions	-	16,770	(16,770)
Net investment income	-	66,034	(66,034)
Benefit payments, including employee refunds	(37,056)	(37,056)	-
Administrative expense	-	(1,046)	1,046
Other changes	-	-	-
<b>Net changes</b>	<b>28,147</b>	<b>49,580</b>	<b>(21,433)</b>
<b>Balances as of December 31, 2017</b>	<b>\$ 559,684</b>	<b>\$ 551,938</b>	<b>\$ 7,746</b>

*Sensitivity of the net pension liability to changes in the discount rate.* The following presents the net pension liability of the Commission, calculated using the discount rate of 8.0%, as well as what the Commission’s net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (7.0%) or 1-percentage-point higher (9.0%) than the current rate:

	1% Decrease (7.0%)	Current Discount Rate (8.0%)	1% Increase (9.0%)
Net Pension Liability	\$70,085	7,746	(\$45,132)

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

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

For the year ended December 31, 2018, the Commission recognized pension expense of \$12,797. At December 31, 2017, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

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

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Difference between expected and actual experience	\$ 881	\$ -
Changes in assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	-	10,600
Contributions subsequent to the measurement date	11,040	-
<b>Total</b>	<b>\$ 11,921</b>	<b>\$ 10,600</b>

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

<u>Year Ended December 31:</u>	<b>Deferred Outflows of Resources</b>
2018	\$ 13,782
2019	1,050
2020	(8,275)
2021	(5,236)
<b>Total</b>	<b>\$ 1,321</b>

**NOTE 10 - OTHER POST EMPLOYMENT BENEFITS**

***PRIMARY GOVERNMENT***

In addition to the pension benefits described in Note 9, the City provides a post retirement health insurance premium contribution of up to 50% of the premium, or a maximum of \$250 per month, from normal retirement until age 65 or eligibility for Medicare.

**Plan Description**

The City administers a single-employer healthcare plan (“the Retire Health Plan”). The plan provides payments for eligible retirees through the City’s group health insurance plan, which covers both active and retired members. Benefit provisions are established through negotiations between the various agencies and employees. The Retiree Health Plan does not issue a publicly available financial report.

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

Employees Covered by Benefit Terms

As of July 1, 2017, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	7
Inactive employees entitled to but not yet receiving benefits	-
Active employees	<u>-</u>
 Total participants covered by OPEB Plan	 <u><u>7</u></u>

Funding Policy

There are no required contributions by plan participants. The required contribution is based on pay-as-you-go financing requirements. The City paid \$32,548 in benefits for participants for the year ended June 30, 2019. The benefit is funded by assets of the City’s General Fund and Water and Sewer Fund depending on what department the employee was employed.

Total OPEB Liability and Net OPEB Liability

The City’s total OPEB liability of \$89,894 was measured as of July 1, 2017, and was determined by an actuarial valuation as of that date, which is calculated in accordance with provisions of GASB Statement Number 75.

As of June 30, 2019, there were no assets in the City’s OPEB trust.

Actuarial assumptions and other inputs.

The total OPEB liability in the July 1, 2017 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified.

Discount Rate	3.58%
Amortization Period	30 years
Healthcare Cost Trend Rates:	
Current Year Trend	(8.60%)
Second Year Trend	9.50%
Decrement	.50%
Ultimate Trend	5.00%
Year Ultimate Trend is Reached	2025
Salary Increases	3.50%
Actuarial Cost Method	Entry Age Normal

Mortality rates were based on the RP-2000 Combined Healthy Participant Table Projected 10 Years using Projection Scale AA.

NOTE 10 - OTHER POST EMPLOYMENT BENEFITS (Continued)

	<u>Total OPEB Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Net OPEB Liability</u>
<b>Balances at July 1, 2018</b>	\$ 118,141	\$ -	\$ 118,141
Service cost	-	-	-
Interest	3,647	-	3,647
Difference between expected and actual experience and assumptions	654	-	654
Contributions - Employer	-	-	-
Net investment income	-	-	-
Benefit payments	(32,548)	-	(32,548)
<b>Net changes</b>	<u>(28,247)</u>	<u>-</u>	<u>(28,247)</u>
<b>Balances as June 30, 2019</b>	<u>\$ 89,894</u>	<u>\$ -</u>	<u>\$ 89,894</u>

Sensitivity of the total OPEB liability to changes in the discount rate.

The July 1, 2018 was prepared using a discount rate of 3.58%. If the discount rate were 1% higher than what was used in this valuation, the Total OPEB Liability would decrease to \$88,162 or by 1.93%. If the discount rate were 1% lower than was used in this valuation, the Total OPEB Liability would increase to \$91,698 or by 2.01%.

	<u>Discount Rate</u>		
	<u>1% Decrease</u>	<u>Baseline 3.58%</u>	<u>1% Increase</u>
Net OPEB Liability	\$91,698	\$89,894	\$88,162

Sensitivity of the Total OPEB liability to changes in the healthcare cost trend rates.

The July 1, 2018 was prepared using an initial trend rate of 9.50%. If the trend rate were 1% higher than what was used in this valuation, the Total OPEB Liability would increase to \$90,815 or by 1.02%. If the trend rate were 1% lower than was used in this valuation, the Total OPEB Liability would decrease to \$88,990 or by 1.1%.

	<u>Healthcare Cost Trend Rates</u>		
	<u>1% Decrease</u>	<u>Baseline 9.50%</u>	<u>1% Increase</u>
Total OPEB Liability	\$88,990	\$89,894	\$90,815

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

OPEB Expense

For the year ended June 30, 2019, the City recognized an OPEB expense as follows:

	<u>June 30, 2019</u>
Service Cost	\$ -
Interest on Net OPEB Liability (Asset)	2,647
Deferred (Inflows)/Outflows from Expected and Actual Experience	<u>(213,112)</u>
Net OPEB Expense	<u>\$ (210,465)</u>

Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2019, the City reported deferred outflows / inflows of resources related to OPEB from the following sources:

Increase (decrease) in July 1, 2018 OPEB liability due to actuarial experience different from expected and actuarial assumption changes	\$ 654
Less Amortization:	<u>(654)</u>
Total June 30, 2019	<u>\$ -</u>

There were no amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB.

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

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

For the year ended December 31, 2017, the Commission had one covered retiree and contributed \$300.

**NOTE 11 - CAPITAL LEASES:**

The City has executed various leases for office equipment related to administration of its governmental activities. Lease terms require combined monthly payments of \$323 as follow:

Total lease payments:

2020	\$	2,297
2021		1,984
2022		<u>1,156</u>
Total minimum lease payments		5,437
Less amount resending interest		<u>(405)</u>
Present value of minimum lease payments	\$	<u><u>5,032</u></u>

**NOTE 12 - TAX ABATEMENTS:**

The City of Manistee, entered into certain agreements during the year that involve tax abatements; the following table outlines the key information regarding the entities involved and the type and amounts of City taxes abated during the year ending June 30, 2019.

Contracted Entity	Program	Statutory Authority	Tax Abated	Total	Commitment by Contracted Entity
Fab Lite, Inc.	IFT	ACT 198	Prop. Tax	\$ 2,120	Development
Reitz Park Village	Pilots Housing	ACT 346	Prop. Tax	-	Development
North Channel Investors	OPRA	ACT 146	Prop. Tax	31,709	Development
American Materials etal	REN	ACT 376	Prop. Tax	212,350	Development
Manistee Place Limited	Housing	ACT 346	Prop. Tax	<u>-</u>	Development
Total Abated				<u><u>\$ 246,179</u></u>	

**NOTE 13 - PRIOR PERIOD ADJUSTMENT:**

	Governmental Activities	Business- Type Activities	Component Unit Housing Commission
Beginning net position as previously stated at June 30, 2018	\$ 24,027,436	\$ 10,842,496	\$ 1,746,114
Adjustment to net position due to allocation of bonded debt	2,714,782	(2,714,782)	-
Implementation of GASB Statement Number 73	(277,290)	-	-
Adjustment of prior year income expense items	<u>-</u>	<u>-</u>	<u>38,905</u>
Beginning net position as restated at June 30, 2018	<u><u>\$ 26,464,928</u></u>	<u><u>\$ 8,127,714</u></u>	<u><u>\$ 1,785,009</u></u>

**NOTE 14 - SUBSEQUENT EVENTS:**

After year end, the City received approval from USDA Rural Development to bid Phase 1 of a wastewater improvement project estimated to cost \$4.4 million dollars and to be financed thru low interest, 40-year loans.

The City is also completing a USDA Rural Development loan application for Phase 2 wastewater improvements in an amount of \$18 million dollars also to be financed thru low interest, 40-year loans and/or a possible grant.

## **Required Supplementary Information**

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**Required Supplementary Information  
Employee Retirement and Benefit Systems  
Schedule of Changes in Pension Liability  
For the Year Ended June 30, 2019**

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
<b>Total pension liability</b>					
Service cost	\$ 290,722	\$ 293,554	\$ 305,785	\$ 303,716	\$ 299,088
Interest	1,309,986	1,319,718	1,433,368	1,483,502	1,532,814
Changes in benefits	-	(2,973)	-	-	-
Difference between expected and actual experience	-	50,037	11,166	10,443	(157,178)
Change in assumptions	-	780,329	-	-	-
Benefit payments, including refund of member contributions	(939,727)	(1,028,824)	(1,094,230)	(1,150,988)	(1,286,772)
Other changes	-	35,381	-	39,918	-
<b>Net change in total pension liability</b>	<u>660,981</u>	<u>1,447,222</u>	<u>656,089</u>	<u>686,591</u>	<u>387,952</u>
<b>Total pension liability - beginning</b>	<u>16,203,122</u>	<u>16,864,103</u>	<u>18,311,325</u>	<u>18,967,414</u>	<u>19,654,005</u>
<b>Total pension liability - ending</b>	<u><u>\$ 16,864,103</u></u>	<u><u>\$ 18,311,325</u></u>	<u><u>\$ 18,967,414</u></u>	<u><u>\$ 19,654,005</u></u>	<u><u>\$ 20,041,957</u></u>
<b>Plan fiduciary net position</b>					
Contributions - employer	\$ 196,069	\$ 216,916	\$ 284,796	\$ 367,062	\$ 437,921
Contributions - employee	603,192	132,242	144,382	148,063	131,806
Net investment income	913,523	(219,279)	1,584,820	1,959,571	(620,444)
Benefit payments, including refund of member contributions	(939,727)	(1,028,824)	(1,094,230)	(1,150,988)	(1,286,772)
Administrative expense	(33,619)	(32,521)	(31,310)	(31,062)	(31,217)
<b>Net change in plan fiduciary net position</b>	<u>739,438</u>	<u>(931,466)</u>	<u>888,458</u>	<u>1,292,646</u>	<u>(1,368,706)</u>
<b>Plan fiduciary net position - beginning</b>	<u>14,311,333</u>	<u>15,050,771</u>	<u>14,119,305</u>	<u>15,007,763</u>	<u>16,300,409</u>
<b>Plan fiduciary net position - ending</b>	<u><u>\$ 15,050,771</u></u>	<u><u>\$ 14,119,305</u></u>	<u><u>\$ 15,007,763</u></u>	<u><u>\$ 16,300,409</u></u>	<u><u>\$ 14,931,703</u></u>
<b>City's net pension liability - ending</b>	<u><u>\$ 1,813,332</u></u>	<u><u>\$ 4,192,020</u></u>	<u><u>\$ 3,959,651</u></u>	<u><u>\$ 3,353,596</u></u>	<u><u>\$ 5,110,254</u></u>
<b>Plan fiduciary net position as a percentage of the total pension liability</b>	89%	77%	79%	83%	75%
<b>Covered - employee payroll</b>	\$ 2,760,014	\$ 2,781,946	\$ 2,836,757	\$ 2,934,617	\$ 2,827,295
<b>City's net pension liability as a percentage of covered-employee payroll</b>	66%	151%	140%	114%	181%

**Required Supplementary Information  
Employee Retirement and Benefit Systems  
Schedule of Employer Contributions  
For the Year Ended June 30, 2019**

	2015	2016	2017	2018	2019
Actuarially determined contribution	\$ 196,069	\$ 243,437	\$ 284,796	\$ 355,152	\$ 413,100
Contributions in relation to the actuarially determined contribution	196,069	243,437	284,796	355,152	413,100
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered - employee payroll	\$ 2,760,014	\$ 2,781,946	\$ 2,836,757	\$ 2,934,617	\$ 2,827,295
Contributions as a percentage of covered-employee payroll	7%	9%	10%	12%	15%

**Notes to Schedule:**

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

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry age
Amortization method	Level percentage of payroll, closed
Remaining amortization period	22 years
Asset valuation method	5-years smoothed market
Inflation	2.50%
Salary increases	3.75%
Investment rate of return	7.75%
Retirement age	In the 2018, actuarial valuation, expected retirement ages of general employees were adjusted to more closely reflect actual experience
Mortality	Assumptions were based on the RP2014 Group Annuity Mortality Table - Blended 50% Male / 50% Female

**Required Supplementary Information  
Employee Retirement and Benefit Systems  
Schedule of Changes in Pension Liability  
For the Year Ended June 30, 2019**

	2019
<b>Total pension liability</b>	
Service cost	\$ 6,650
Interest	10,167
Changes in benefits	-
Difference between expected and actual experience	-
Change in assumptions	7,146
Benefit payments, including refund of member contributions	(29,198)
Other changes	-
<b>Net change in total pension liability</b>	(5,235)
<b>Total pension liability - beginning</b>	277,290
<b>Total pension liability - ending</b>	\$ 272,055
<b>Plan fiduciary net position</b>	
Contributions - employer	\$ 29,198
Contributions - employee	-
Net investment income	-
Benefit payments, including refund of member contributions	(29,198)
Administrative expense	-
<b>Net change in plan fiduciary net position</b>	-
<b>Plan fiduciary net position - beginning</b>	-
<b>Plan fiduciary net position - ending</b>	\$ -
<b>City's net pension liability - ending</b>	\$ 272,055
<b>Plan fiduciary net position as a percentage of the total pension liability</b>	0%
<b>Covered - employee payroll</b>	\$ 1,700,000
<b>City's net pension liability as a percentage of covered-employee payroll</b>	16.31%

**Required Supplementary Information  
Employee Retirement and Benefit Systems  
Schedule of Employer Contributions  
For the Year Ended June 30, 2019**

	2019
Actuarially determined contribution	\$ 29,198
Contributions in relation to the actuarially determined contribution	(29,198)
Contribution deficiency (excess)	\$ -
Covered - employee payroll	\$ 1,700,000
Contributions as a percentage of covered-employee payroll	2%

**Notes to Schedule:**

Actuarially determined contribution rates are calculated as of June 1, 2018:

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Age Enry Normal, as a percent of salary
Discount rate	3.87%
Duration of benefits	Payable until age 65
Inflation	2.00%
Salary increases	2.00%
Mortality	RP-2014 total data set mortality with scale MP-2018

**Required Supplementary Information**  
**Employee Retirement and Benefit Systems**  
**Schedule of Changes in the City's Total OPEB Liability and Related Ratios**  
**For the Year Ended June 30, 2019**

	2018	2019
<b>OPEB Liability Beginning of Year</b>	\$ 330,195	\$ 118,141
<b>Changes for the Year:</b>		
Service Cost	18,919	-
Interest	14,139	3,647
Change in Benefit Terms	-	-
Assumption Changes and Differences Between Actual and Expected Experience	(213,112)	654
Change in Actuarial Cost Method	-	-
Benefit Payments	(32,000)	(32,548)
<b>OPEB Liability End of Year</b>	\$ 118,141	\$ 89,894
<b>Covered Payroll</b>	NA	N/A
<b>Total OPEB Liability as a percentage of covered payroll</b>	NA	N/A
<b>Actuarially Determined Contribution:</b>		2019
Service Cost		\$ -
30 Year amortization of NOL at 3.58%		4,937
Actuarially Determined Contribution		4,937
Actual Contribution		31,909
Contribution deficiency (excess)		\$ (26,972)
<b>Key Assumptions:</b>		
Census Collection Date	July 1, 2017	
Discount Rate	3.58%	
Year 1 Inflation Rate	(8.60%)	
Year 2 Inflation Rate	5.02%	
Ultimate Inflation Rate	5.00%	
Year Ultimate Inflation Rate is Reached	2028	
Actuarial Cost Method	Entry Age Normal (Percent of Salary)	

**Required Supplementary Information  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended June 30, 2019**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Taxes	\$ 3,438,340	\$ 3,438,340	\$ 3,487,539	\$ 49,199
Licenses and Permits	157,500	157,500	133,746	(23,754)
State Sources	888,906	888,906	958,030	69,124
Charges for Services	1,552,610	1,552,610	1,484,254	(68,356)
Interest and Rents	51,053	51,053	62,058	11,005
Other Revenue	191,000	191,000	267,758	76,758
<b>TOTAL REVENUES</b>	<b>6,279,409</b>	<b>6,279,409</b>	<b>6,393,385</b>	<b>113,976</b>
<b>EXPENDITURES:</b>				
Legislative:				
City Council	40,208	52,708	51,374	1,334
General Government:				
Manager	228,004	228,004	221,889	6,115
Clerk	162,748	172,053	169,925	2,128
Board of Review	1,850	1,850	1,908	(58)
Finance/Treasurer	340,720	341,920	338,945	2,975
Building and Grounds	150,516	177,516	175,043	2,473
Assessor	88,398	88,398	84,188	4,210
Elections	16,400	16,400	12,181	4,219
General	422,927	504,927	506,322	(1,395)
<b>Total General Government</b>	<b>1,411,563</b>	<b>1,531,068</b>	<b>1,510,401</b>	<b>20,667</b>
Public Safety:				
Police Department	1,231,157	1,231,157	1,203,779	27,378
Fire Department	1,087,649	1,094,130	1,070,002	24,128
Planning & Zoning	107,953	107,953	92,116	15,837
<b>Total Public Safety</b>	<b>2,426,759</b>	<b>2,433,240</b>	<b>2,365,897</b>	<b>67,343</b>
Public Works:				
Public Works	1,378,619	1,378,619	1,302,931	75,688
<b>Total Public Works</b>	<b>1,378,619</b>	<b>1,378,619</b>	<b>1,302,931</b>	<b>75,688</b>
Recreation and Culture:				
Parks and Recreation	406,944	406,944	394,185	12,759
<b>Total Recreation and Culture</b>	<b>406,944</b>	<b>406,944</b>	<b>394,185</b>	<b>12,759</b>
Debt Service	367,700	367,700	367,700	-
Other Expenditures:				
Appropriations	172,000	147,000	147,000	-
<b>Total Other Expenditures</b>	<b>172,000</b>	<b>147,000</b>	<b>147,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>6,203,793</b>	<b>6,317,279</b>	<b>6,139,488</b>	<b>177,791</b>

**Required Supplementary Information  
Budgetary Comparison Schedule  
General Fund  
For the Year Ended June 30, 2019**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)</b>	75,616	(37,870)	253,897	291,767
OTHER FINANCING SOURCES (USES):				
Operating Transfers Out	<u>(75,616)</u>	<u>(100,616)</u>	<u>(100,417)</u>	<u>199</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>\$ -</u>	<u>\$ (138,486)</u>	153,480	<u>\$ 291,966</u>
<b>FUND BALANCE BEGINNING OF YEAR</b>			<u>1,324,601</u>	
<b>FUND BALANCE AT END OF YEAR</b>			<u>\$ 1,478,081</u>	

**Required Supplementary Information  
Budgetary Comparison Schedule  
Major Street Fund  
For the Year Ended June 30, 2019**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
State Sources	\$ 774,208	\$ 887,708	\$ 889,406	\$ 1,698
Charges for Services	293,500	180,000	202,988	22,988
Interest	1,000	1,000	10,643	9,643
<b>TOTAL REVENUES</b>	<u>1,068,708</u>	<u>1,068,708</u>	<u>1,103,037</u>	<u>34,329</u>
<b>EXPENDITURES:</b>				
Public Works	1,049,526	868,750	634,474	234,276
<b>TOTAL EXPENDITURES</b>	<u>1,049,526</u>	<u>868,750</u>	<u>634,474</u>	<u>234,276</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)</b>				
	<u>19,182</u>	<u>199,958</u>	<u>468,563</u>	<u>268,605</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Operating Transfers In	85,000	85,000	60,000	(25,000)
Operating Transfers Out	-	(180,776)	(180,776)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>85,000</u>	<u>(95,776)</u>	<u>(120,776)</u>	<u>(25,000)</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>\$ 104,182</u>	<u>\$ 104,182</u>	347,787	<u>\$ 243,605</u>
<b>FUND BALANCE BEGINNING OF YEAR</b>			<u>417,540</u>	
<b>FUND BALANCE AT END OF YEAR</b>			<u>\$ 765,327</u>	

**Required Supplementary Information  
Budgetary Comparison Schedule  
Local Street Fund  
For the Year Ended June 30, 2019**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES:				
State Sources	\$ 199,488	\$ 199,488	\$ 212,691	\$ 13,203
Other Revenue	50	50	864	814
<b>TOTAL REVENUES</b>	<u>199,538</u>	<u>199,538</u>	<u>213,555</u>	<u>14,017</u>
EXPENDITURES:				
Public Works	652,600	652,600	238,270	414,330
Debt Service	80,776	80,776	80,776	-
<b>TOTAL EXPENDITURES</b>	<u>733,376</u>	<u>733,376</u>	<u>319,046</u>	<u>414,330</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)</b>	(533,838)	(533,838)	(105,491)	428,347
OTHER FINANCING SOURCES (USES):				
Operating Transfers In	524,776	524,776	539,573	14,797
<b>NET CHANGE IN FUND BALANCES</b>	<u>\$ (9,062)</u>	<u>\$ (9,062)</u>	434,082	<u>\$ 443,144</u>
<b>FUND BALANCE BEGINNING OF YEAR</b>			<u>323,430</u>	
<b>FUND BALANCE AT END OF YEAR</b>			<u>\$ 757,512</u>	

## **Other Information**

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**Other Information  
Combining Balance Sheet  
Nonmajor Governmental Funds  
June 30, 2019**

	Special Revenue Funds					Capital Project Fund	Debt Service Fund	Totals
	City Refuse	Peg Commission	Brownfield Redevelopment Authority	Street Improvement	Grant Management Fund	Capital Improvement	Renaissance Park	
<b>ASSETS:</b>								
Cash and Equivalents - Unrestricted	\$ 47,546	\$ 19,724	\$ 72,336	\$ 57,959	\$ 7	\$ 36,486	\$ 5,677	\$ 239,735
Investments - Unrestricted	1,271	-	-	-	-	-	-	1,271
Accounts Receivable	60,044	2,216	-	69	27,600	-	-	89,929
Due From Other Funds	145	-	-	6,362	-	-	-	6,507
Prepaid Items	-	-	246	-	13,421	-	-	13,667
<b>TOTAL ASSETS</b>	<b>\$ 109,006</b>	<b>\$ 21,940</b>	<b>\$ 72,582</b>	<b>\$ 64,390</b>	<b>\$ 41,028</b>	<b>\$ 36,486</b>	<b>\$ 5,677</b>	<b>\$ 351,109</b>
<b>LIABILITIES:</b>								
Accounts Payable	\$ 41,445	\$ -	\$ 56,769	\$ 69	\$ 6,014	\$ -	\$ -	\$ 104,297
Due To Other Funds	-	-	-	-	-	-	2,700	2,700
<b>TOTAL LIABILITIES</b>	<b>41,445</b>	<b>-</b>	<b>56,769</b>	<b>69</b>	<b>6,014</b>	<b>-</b>	<b>2,700</b>	<b>106,997</b>
<b>FUND BALANCES:</b>								
Nonspendable	-	-	246	-	13,421	-	-	13,667
Restricted	67,561	-	15,567	-	21,593	-	-	104,721
Committed	-	-	-	-	-	36,486	2,977	39,463
Assigned	-	21,940	-	64,321	-	-	-	86,261
<b>TOTAL FUND BALANCES</b>	<b>67,561</b>	<b>21,940</b>	<b>15,813</b>	<b>64,321</b>	<b>35,014</b>	<b>36,486</b>	<b>2,977</b>	<b>244,112</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 109,006</b>	<b>\$ 21,940</b>	<b>\$ 72,582</b>	<b>\$ 64,390</b>	<b>\$ 41,028</b>	<b>\$ 36,486</b>	<b>\$ 5,677</b>	<b>\$ 351,109</b>

**Other Information**  
**Combining Statement of Revenues, Expenditures,**  
**and Changes in Fund Balance - Nonmajor Governmental Funds**  
**For the Year Ended June 30, 2019**

	Special Revenue Funds					Capital Project Fund	Debt Service Fund	Totals
	City Refuse	Peg Commission	Brownfield Redevelopment Authority	Street Improvement	Grant Management Fund	Capital Improvement	Renaissance Park	
<b>REVENUES:</b>								
Taxes	\$ 204,363	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204,363
Federal Sources	-	-	-	-	110,514	-	-	110,514
State Sources	-	-	-	27,587	-	-	-	27,587
Charges for Services	400,263	-	-	-	-	-	-	400,263
Local Sources	-	5,056	-	-	38,063	-	-	43,119
Other Revenues	73	8,800	-	-	-	-	-	8,873
Interest and Rents	1,271	-	-	-	-	-	-	1,271
<b>TOTAL REVENUES</b>	<b>605,970</b>	<b>13,856</b>	<b>-</b>	<b>27,587</b>	<b>148,577</b>	<b>-</b>	<b>-</b>	<b>795,990</b>
<b>EXPENDITURES:</b>								
General Government	-	1,080	-	-	-	-	-	1,080
Public Safety	-	-	-	-	143,186	-	-	143,186
Public Works	582,949	-	2,954	5,417	-	-	-	591,320
Debt Service	-	-	-	-	-	181,061	5,616	186,677
Capital Outlay	-	-	-	-	-	15,500	-	15,500
<b>TOTAL EXPENDITURES</b>	<b>582,949</b>	<b>1,080</b>	<b>2,954</b>	<b>5,417</b>	<b>143,186</b>	<b>196,561</b>	<b>5,616</b>	<b>937,763</b>
<b>EXCESS OF REVENUES OVER (UNDER)</b>								
<b>EXPENDITURES BEFORE OTHER</b>								
<b>FINANCING SOURCES (USES)</b>	23,021	12,776	(2,954)	22,170	5,391	(196,561)	(5,616)	(141,773)
<b>OTHER FINANCING SOURCES (USES):</b>								
Operating Transfers In	-	-	-	-	-	591,042	5,620	596,662
Operating Transfers Out	-	-	-	(20,000)	-	(369,000)	-	(389,000)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(20,000)</b>	<b>-</b>	<b>222,042</b>	<b>5,620</b>	<b>207,662</b>
<b>NET CHANGE IN FUND BALANCES</b>	<b>23,021</b>	<b>12,776</b>	<b>(2,954)</b>	<b>2,170</b>	<b>5,391</b>	<b>25,481</b>	<b>4</b>	<b>65,889</b>
<b>FUND BALANCE BEGINNING OF YEAR</b>	<b>44,540</b>	<b>9,164</b>	<b>18,767</b>	<b>62,151</b>	<b>29,623</b>	<b>11,005</b>	<b>2,973</b>	<b>178,223</b>
<b>FUND BALANCE AT END OF YEAR</b>	<b>\$ 67,561</b>	<b>\$ 21,940</b>	<b>\$ 15,813</b>	<b>\$ 64,321</b>	<b>\$ 35,014</b>	<b>\$ 36,486</b>	<b>\$ 2,977</b>	<b>\$ 244,112</b>

**Other Information**  
**Combining Statement of Net Position**  
**Major Enterprise Funds**  
**June 30, 2019**

	Sewer	Water	Totals
<b>ASSETS:</b>			
Cash and Equivalents - Unrestricted	\$ 29,614	\$ 685,690	\$ 715,304
Cash and Equivalents - Restricted	-	52,500	52,500
Investments - Unrestricted	826,008	72	826,080
Investments - Restricted for Debt Reserve	487,884	-	487,884
Accounts Receivable	396,982	391,704	788,686
Due from Other Funds	-	400,000	400,000
Prepaid Items	9,462	8,695	18,157
Capital Assets (Not Depreciated)	2,148,418	-	2,148,418
Capital Assets (Net of Accumulated Depreciation)	15,762,494	707,912	16,470,406
<b>TOTAL ASSETS</b>	<b>19,660,862</b>	<b>2,246,573</b>	<b>21,907,435</b>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>			
Pension Items	59,604	49,670	109,274
<b>LIABILITIES:</b>			
Accounts Payable	649,434	87,353	736,787
Customer Deposits	37,887	14,013	51,900
Accrued Payroll and Related Liabilities	11,088	8,736	19,824
Accrued Interest Payable	54,557	3,922	58,479
Due to Other Funds	431,051	240,000	671,051
Vested Employee Benefits - Due in more than one year	22,141	33,501	55,642
Net Pension Liability	222,993	185,827	408,820
Bonds Payable - Due within one year	1,381,669	40,000	1,421,669
Bonds Payable - Due in more than one year	9,551,973	557,555	10,109,528
<b>TOTAL LIABILITIES</b>	<b>12,362,793</b>	<b>1,170,907</b>	<b>13,533,700</b>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>			
Pension Items	4,795	3,995	8,790
<b>NET POSITION:</b>			
Net Investment in Capital Assets	6,977,270	110,357	7,087,627
Unrestricted	375,608	1,010,984	1,386,592
<b>TOTAL NET POSITION</b>	<b>7,352,878</b>	<b>1,121,341</b>	<b>8,474,219</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	<b>\$ 19,720,466</b>	<b>\$ 2,296,243</b>	<b>\$ 22,016,709</b>

**Other Information**  
**Combining Statement of Revenues, Expenses, and**  
**Changes in Net Position - Major Enterprise Funds**  
**For the Year Ended June 30, 2019**

	Sewer	Water	Totals
<b>OPERATING REVENUES:</b>			
Charges for Services	\$ 2,828,264	\$ 1,298,510	\$ 4,126,774
Other Revenue	7,689	30,957	38,646
<b>TOTAL OPERATING REVENUES</b>	<b>2,835,953</b>	<b>1,329,467</b>	<b>4,165,420</b>
<b>OPERATING EXPENSES:</b>			
Personnel Services	577,149	418,780	995,929
Contracted Services	30,149	8,872	39,021
Administration	187,500	187,500	375,000
Equipment Rental	100,000	50,000	150,000
Supplies	63,940	46,093	110,033
Utilities	155,905	77,752	233,657
Repair and Maintenance	177,603	46,459	224,062
Depreciation	1,041,305	115,701	1,157,006
Miscellaneous	283,468	252,306	535,774
<b>Total Operating Expenses</b>	<b>2,617,019</b>	<b>1,203,463</b>	<b>3,820,482</b>
<b>OPERATING INCOME (LOSS)</b>	<b>218,934</b>	<b>126,004</b>	<b>344,938</b>
<b>NON-OPERATING REVENUES (EXPENSES):</b>			
Interest Income	32,961	8,240	41,201
State Grants	131,469	231,113	362,582
Interest Expense	(388,876)	(13,340)	(402,216)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>(224,446)</b>	<b>226,013</b>	<b>1,567</b>
<b>CHANGES IN NET POSITION</b>	<b>(5,512)</b>	<b>352,017</b>	<b>346,505</b>
NET POSITION, JULY 1	9,150,094	1,692,402	10,842,496
Prior Period Adjustment - See Note 13	(1,791,704)	(923,078)	(2,714,782)
<b>NET POSITION, JUNE 30</b>	<b>\$ 7,352,878</b>	<b>\$ 1,121,341</b>	<b>\$ 8,474,219</b>

**Other Information**  
**Combining Statement of Cash Flows**  
**Major Enterprise Funds**  
**For the Year Ended June 30, 2019**

	Sewer	Water	Totals
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Receipts from Customers	\$ 2,908,945	\$ 1,109,436	\$ 4,018,381
Payments to Suppliers	(188,660)	(627,022)	(815,682)
Payments to Employees	(441,488)	(280,225)	(721,713)
Net Cash Provided (Used) by Operating Activities	<u>2,278,797</u>	<u>202,189</u>	<u>2,480,986</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>			
(Purchase)/Transfer of Capital Assets	(1,834,253)	(16,002)	(1,850,255)
State Grants	131,469	231,113	362,582
Principal Paid on Capital Debt	(1,335,259)	(40,000)	(1,375,259)
Interest Paid on Capital Debt	(388,876)	(13,340)	(402,216)
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(3,426,919)</u>	<u>161,771</u>	<u>(3,265,148)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Net (increase)/decrease in investments	439,957	108,815	548,772
Interest Income	32,961	8,240	41,201
Net Cash Provided (Used) by Investing Activities	<u>472,918</u>	<u>117,055</u>	<u>589,973</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(675,204)	481,015	(194,189)
Balances - Beginning of the Year	704,818	257,175	961,993
Balances - End of the Year	<u>\$ 29,614</u>	<u>\$ 738,190</u>	<u>\$ 767,804</u>
<b>Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:</b>			
Operating Income (Loss)	\$ 218,934	\$ 126,004	\$ 344,938
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:			
Depreciation Expense	1,041,305	115,701	1,157,006
Change in Assets and Liabilities:			
(Increase) Decrease in Assets:			
Accounts Receivable	73,716	(219,955)	(146,239)
Prepaid Items	(893)	(2,983)	(3,876)
Increase (Decrease) in Liabilities:			
Accounts Payable	484,561	77,477	562,038
Customer Deposits	(724)	(76)	(800)
Accrued Payroll and Related Liabilities	145,003	126,042	271,045
Accrued Interest Payable	20,038	2,615	22,653
Due to Other Funds	306,199	(35,149)	271,050
Vested Employee Benefits	(9,342)	12,513	3,171
Net Cash Provided (Used) by Operating Activities	<u>\$ 2,278,797</u>	<u>\$ 202,189</u>	<u>\$ 2,480,986</u>

**Other Information  
Combining Statement of Net Position  
Nonmajor Enterprise Funds  
June 30, 2019**

	Boat Ramp	Marina	Totals
<b>ASSETS:</b>			
Cash and Equivalents - Unrestricted	\$ 56,274	\$ 620,631	\$ 676,905
Accounts Receivable	-	4,071	4,071
Prepaid Items	-	64	64
Inventory	-	6,911	6,911
Capital Assets (Not Depreciated)	-	46,974	46,974
Capital Assets (Net of Accumulated Depreciation)	213,882	863,149	1,077,031
<b>TOTAL ASSETS</b>	<b>\$ 270,156</b>	<b>\$ 1,541,800</b>	<b>\$ 1,811,956</b>
<b>LIABILITIES:</b>			
Accounts Payable	\$ 5,267	\$ 64,971	\$ 70,238
Accrued Payroll and Related Liabilities	-	2,781	2,781
Accrued Interest Payable	-	2,160	2,160
Long-term Advance to Other Funds	42,169	171,749	213,918
Notes Payable - Due within one year	-	25,908	25,908
Notes Payable - Due in more than one year	-	173,997	173,997
<b>TOTAL LIABILITIES</b>	<b>47,436</b>	<b>441,566</b>	<b>489,002</b>
<b>NET POSITION:</b>			
Net Investment in Capital Assets	171,713	538,469	710,182
Unrestricted	51,007	561,765	612,772
<b>TOTAL NET POSITION</b>	<b>222,720</b>	<b>1,100,234</b>	<b>1,322,954</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 270,156</b>	<b>\$ 1,541,800</b>	<b>\$ 1,811,956</b>

**Other Information**  
**Combining Statement of Revenues, Expenses, and**  
**Changes in Net Position - Nonmajor Enterprise Funds**  
**For the Year Ended June 30, 2019**

	<u>Boat Ramp</u>	<u>Marina</u>	<u>Totals</u>
<b>OPERATING REVENUES:</b>			
Charges for Services	\$ 55,888	\$ 150,154	\$ 206,042
Other Revenue	-	652,043	652,043
<b>TOTAL OPERATING REVENUES</b>	<u>55,888</u>	<u>802,197</u>	<u>858,085</u>
<b>OPERATING EXPENSES:</b>			
Personnel Services	-	24,760	24,760
Administration	2,600	12,603	15,203
Insurance	-	1,833	1,833
Supplies	1,246	82,125	83,371
Utilities	6,342	21,673	28,015
Repair and Maintenance	2,934	214,054	216,988
Depreciation	23,225	55,412	78,637
Miscellaneous	5,090	12,914	18,004
<b>Total Operating Expenses</b>	<u>41,437</u>	<u>425,374</u>	<u>466,811</u>
<b>OPERATING INCOME (LOSS)</b>	<u>14,451</u>	<u>376,823</u>	<u>391,274</u>
<b>NON-OPERATING REVENUES (EXPENSES):</b>			
Interest Expense	<u>(1,382)</u>	<u>(11,538)</u>	<u>(12,920)</u>
<b>Total Non-Operating Revenues (Expenses)</b>	<u>(1,382)</u>	<u>(11,538)</u>	<u>(12,920)</u>
<b>Income (Loss) Before Transfers</b>	13,069	365,285	378,354
Operating Transfers In	<u>-</u>	<u>65,000</u>	<u>65,000</u>
<b>CHANGES IN NET POSITION</b>	13,069	430,285	443,354
<b>NET POSITION, JULY 1</b>	<u>209,651</u>	<u>669,949</u>	<u>879,600</u>
<b>NET POSITION, JUNE 30</b>	<u><u>\$ 222,720</u></u>	<u><u>\$ 1,100,234</u></u>	<u><u>\$ 1,322,954</u></u>

**Other Information**  
**Combining Statement of Cash Flows**  
**Nonmajor Enterprise Funds**  
**For the Year Ended June 30, 2019**

	Boat Ramp	Marina	Totals
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Receipts from Customers	\$ 55,888	\$ 898,950	\$ 954,838
Payments to Suppliers	(13,491)	(282,812)	(296,303)
Payments to Employees	-	(24,060)	(24,060)
Internal Activity - Payments/Receipts with Other Funds	(13,154)	(26,067)	(39,221)
Net Cash Provided (Used) by Operating Activities	29,243	566,011	595,254
<b>CASH FLOWS FROM NONCAPITAL AND RELATED FINANCING ACTIVITIES:</b>			
Operating Transfers In	-	65,000	65,000
Net Cash Provided (Used) by Noncapital and Related Financing Activities	-	65,000	65,000
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>			
Principal Paid on Capital Debt	-	(25,095)	(25,095)
Interest Paid on Capital Debt	(1,382)	(11,538)	(12,920)
Net Cash Provided (Used) by Capital and Related Financing Activities	(1,382)	(36,633)	(38,015)
Net Increase (Decrease) in Cash and Cash Equivalents	27,861	594,378	622,239
Balances - Beginning of the Year	28,413	26,253	54,666
Balances - End of the Year	\$ 56,274	\$ 620,631	\$ 676,905
<b>Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:</b>			
Operating Income (Loss)	\$ 14,451	\$ 376,823	\$ 391,274
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:			
Depreciation Expense	23,225	55,412	78,637
Change in Assets and Liabilities:			
(Increase) Decrease in Assets:			
Accounts Receivable	-	96,753	96,753
Inventory	-	7,757	7,757
Prepaid Items	-	120	120
Increase (Decrease) in Liabilities:			
Accounts Payable	4,721	54,784	59,505
Accrued Payroll and Related Liabilities	-	700	700
Accrued Interest Payable	-	(271)	(271)
Due to/Advance to Other Funds	(13,154)	(26,067)	(39,221)
Net Cash Provided (Used) by Operating Activities	\$ 29,243	\$ 566,011	\$ 595,254

**Other Information  
Combining Balance Sheet  
Component Units  
June 30, 2019**

	Downtown Development Authority	Friends of the Ramsdell	Manistee Housing Commission	Totals
<b>ASSETS:</b>				
Cash and Equivalents - Unrestricted	\$ 322,710	\$ 53,999	\$ 429,349	\$ 806,058
Accounts Receivable - net	5,719	16,959	14,909	37,587
Notes Receivable	13,360	-	-	13,360
Prepaid Items	4,138	5,342	31,566	41,046
Capital Assets (Not Depreciated)	84,160	-	360,272	444,432
Capital Assets (Net of Accumulated Depreciation)	-	-	2,535,530	2,535,530
<b>TOTAL ASSETS</b>	<b>430,087</b>	<b>76,300</b>	<b>3,371,626</b>	<b>3,878,013</b>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>				
Pension Items	-	-	11,921	11,921
<b>LIABILITIES:</b>				
Accounts Payable	426	18,423	25,362	44,211
Accrued Liabilities	1,397	3,454	30,546	35,397
Due to Other Governmental Units	-	-	33,669	33,669
Security Deposits	-	-	50,702	50,702
Unearned Revenue	12,514	-	3,364	15,878
Capital Leases - Due within one year	-	-	48,623	48,623
Capital Leases - Due in more than one year	-	-	988,650	988,650
Note Payable - Due in more than one year	-	-	500,000	500,000
Net Pension Liability	-	-	7,746	7,746
Vested Employee Benefits - Due within one year	-	-	24,697	24,697
Vested Employee Benefits - Due in more than one year	-	-	13,536	13,536
<b>TOTAL LIABILITIES</b>	<b>14,337</b>	<b>21,877</b>	<b>1,726,895</b>	<b>1,763,109</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>				
Pension Items	-	-	10,600	10,600
<b>NET POSITION:</b>				
Net Investment in Capital Assets	84,160	-	1,358,529	1,442,689
Unrestricted	331,590	54,423	287,523	673,536
<b>TOTAL NET POSITION</b>	<b>415,750</b>	<b>54,423</b>	<b>1,646,052</b>	<b>2,116,225</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>	<b>\$ 430,087</b>	<b>\$ 76,300</b>	<b>\$ 3,383,547</b>	<b>\$ 3,889,934</b>

**Other Information**  
**Combining Statement of Revenues, Expenditures**  
**and Changes in Net Position**  
**Component Units**  
**For the Year Ended June 30, 2019**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position			
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Downtown Development Authority	Friends of the Ramsdell	Manistee Housing Commission	Total
<b>Public Works:</b>								
Manistee Housing Commission	\$ 1,547,636	\$ 578,660	\$ 730,651	\$ 41,286	\$ -	\$ -	\$ (197,039)	\$ (197,039)
<b>Recreation and Culture:</b>								
Friends of the Ramsdell	427,306	162,352	215,336	-	-	(49,618)	-	(49,618)
<b>Economic Development:</b>								
Downtown Development Authority	318,882	72,155	-	-	(246,727)	-	-	(246,727)
<b>Total Component Units</b>	<u>\$ 2,293,824</u>	<u>\$ 813,167</u>	<u>\$ 945,987</u>	<u>\$ 41,286</u>	<u>(246,727)</u>	<u>(49,618)</u>	<u>(197,039)</u>	<u>(493,384)</u>
<b>General Revenues:</b>								
Property Taxes					202,126	-	-	202,126
Interest Expense					-	-	(70,281)	(70,281)
Interest Income					796	-	768	1,564
Rental Income					-	24,338	-	24,338
Other Revenue					-	-	127,595	127,595
<b>Total General Revenues</b>					<u>202,922</u>	<u>24,338</u>	<u>58,082</u>	<u>285,342</u>
Changes in Net Position					<u>(43,805)</u>	<u>(25,280)</u>	<u>(138,957)</u>	<u>(208,042)</u>
Net Position - Beginning					459,555	79,703	1,746,104	2,285,362
Prior Period Adjustment					-	-	38,905	38,905
Restated Net Position - Beginning					459,555	79,703	1,785,009	2,324,267
<b>Net Position - Ending</b>					<u>\$ 415,750</u>	<u>\$ 54,423</u>	<u>\$ 1,646,052</u>	<u>\$ 2,116,225</u>

## **Report on Compliance**

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

**KINROSS OFFICE**

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

**MEMBER MACPA**

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

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

To the City Council  
 City of Manistee  
 Manistee, MI 49660

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Manistee, Michigan as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City of Manistee, Michigan’s basic financial statements and have issued our report thereon dated October 25, 2019. Our report includes a reference to other auditors who audited the financial statements of the Manistee Housing Commission, as described in our report on the City of Manistee, Michigan’s financial statements. This report does not include the results of the other auditors’ testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

**Internal Control Over Financial Reporting**

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

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

To the City Council  
City of Manistee

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City of Manistee, Michigan's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

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



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

October 25, 2019



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

**KINROSS OFFICE**

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

**COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE**

To the City Council  
City of Manistee  
Manistee, MI 49660

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Manistee, Michigan for the year ended June 30, 2019, and have issued our report thereon dated October 25, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and, if applicable, Government Auditing Standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information about our audit.

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

As stated in our engagement letter dated August 12, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

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

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

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

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

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

We performed the audit according to the planned scope and timing previously communicated to you in our letter about planning matters on August 12, 2019.

### **Significant Accounting Policies**

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

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

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

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

The financial statement disclosures are neutral, consistent and clear.

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

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

### ***Corrected and Uncorrected Misstatements***

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

### ***Disagreement with Management***

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

### ***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated October 25, 2019.

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

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

### ***Other Audit Findings or Issues***

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

### ***Comments and Recommendations***

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

### **BS&A Financial Reporting (Prior Year)**

During the fiscal year, management implemented a new enhanced accounting software which significantly improved the City's ability to report and monitor financial information. The software allows for various governmental financial reports including GASB 34 – government-wide summary reporting, combining fund financial statements and various other activity reports. The City should fully implement these financial reports to comply with generally accepted accounting principles regarding governmental financial reporting and budget monitoring.

Status: The City has always relied on its auditors to do the GASB 34 statements and will continue to do so as it is not cost effective for the City to generate them.

### **Information Technology (Prior Year)**

The Board may want to perform vulnerability or intrusion scans or test to assure that unauthorized or illegal access to the City's software or data has not occurred to prevent or detect theft or private information. Additionally, this procedure detects "ghost" programs operating for other than the City's purposes due to the internet.

Status: While the city has not conducted intrusion scans, it did replace its primary firewall and keeps the device patched and up to date.

### **Credit Card Transactions**

It was noted in our review of credit card transactions that the City had multiple purchases that did not conform to the credit card policy in that some were missing required supporting documentation, had sales tax paid on transactions, and were missing approval signature on support. We recommend that the City review its credit card policy and credit card practices to ensure future compliance with policies and that the City take all measures possible to avoid paying sales tax as the City is a tax-exempt organization.

Status: The City will review and update its credit card policy in the coming year to simplify and streamline the policy and help with compliance. The City has taken measures to avoid paying sales tax such as opening an Amazon Business account, providing tax exempt forms for hotels when travelling and being tax exempt with local and regular vendors. In limited instances where the purchase is over the internet, or remote via phone, with an infrequently used vendor, sales tax avoidance may not be cost justified.

### **Accrued Sick and Vacation Time**

During our review of accrued sick and vacation time we noted that the City currently has a few employees with accrued sick and vacation balances above the stated accrual caps. We also noted that the City is not calculating the cost of associated payroll taxes into the accrued liability amount. We recommend that the City review its balances of accrued sick and vacation time against the City's personnel policy manual and/or union agreements to ensure that all balances are within the agreed ranges. We also recommend that the City add the cost of the employer matching amount of FICA to the accrued liability calculation to reflect a more accurate liability amount.

Status: The City has reviewed its spreadsheet and will add FICA to the calculation for next year. It will also review sick time caps to ensure full compliance.

### **Upcoming Standards**

The following pronouncements of the Governmental Accounting Standards Board (GASB) have been released recently and may be applicable to the City in the near future. We encourage management to review the following information and determine which standard(s) may be applicable to the City. For the complete text of these and other GASB standards, visit [www.gasb.org](http://www.gasb.org). If you have questions regarding the applicability, timing, or implementation, please contact us.

### **GASB 87 – Single Approach for Reporting Leases**

The Governmental Accounting Standards Board (GASB) issued guidance that establishes a single approach to accounting for and reporting leases by state and local governments. The single approach is based on the principle that leases are financing of the right to use an underlying asset.

GASB Statement No. 87, *Leases*, provides guidance for lease contracts for nonfinancial assets – including vehicles heavy equipment, and buildings – but excludes nonexchange transactions, including donated assets, and leases of intangible assets.

Under the new Statement, a lessee government is required to recognize (1) a lease liability and (2) an intangible asset representing the lessee's right to use the leased asset. A lessor government is required to recognize (1) a lease receivable and (2) a deferred inflow of resources. A lessor will continue to report the leased asset in its financial statements.

A lease also will report the following in its financial statements:

- Amortization expense for using the lease asset (similar to depreciation) over the shorter of the term of the lease or the useful life of the underlying asset.
- Interest expense on the lease liability.
- Note disclosures about the lease, including a general description of the leasing arrangement, the amount of the lease assets recognized, and a schedule of future lease payments to be made.

Limited exceptions to the single-approach guidance are provided for:

- Short-term leases, defined as lasting a maximum of 12 months at inception, including any options to extend.
- Financial purchases.
- Certain regulated leases, such as between municipal airports and air carriers.

The full text of Statement 87 is available on the GASB website, [www.gasb.org](http://www.gasb.org).

### **Statement No. 88, Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements**

*Effective for fiscal years beginning after June 15, 2018 (City's fiscal year 2019).* This Statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established.

This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses.

This Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt.

### **Statement No. 89, Accounting for Interest Cost Incurred Before the End of a Construction Period**

*Effective for fiscal years beginning after December 15, 2019 (City's fiscal year 2021).* This Statement establishes accounting requirements for interest cost incurred before the end of a construction period.

Such interest cost includes all interest that was previously accounted for in accordance with the requirements of Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statement prepared using the economic resources measurement focus.

### **Statement No. 90, Majority Equity**

*Effective for fiscal years beginning after December 15, 2018 (City's fiscal year 2020).* This statement improves the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and improves the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value.

For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority interest in a legally separate organization results in a government being financially accountable for a legally separate organization and, therefore, the government should report that organization as a component unit.

This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit.

### **Other Matters**

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

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

**Conclusion**

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

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



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

October 25, 2019



MEMO TO: Thad Taylor, City Manager  
 FROM: Jeffrey W. Mikula, Public Works Director  
 DATE: November 7, 2019  
 SUBJECT: 2019-2020 Street Improvements



**Public Works**  
**231-723-7132**

The City has publicly bid out local street improvements for 2019-20. The bidding process was timed to take advantage of other City construction projects planned for 2020. The project includes extending storm sewer along a portion of 3<sup>rd</sup> Ave and Hastings with reconstruction of the streets. A small section Fremont St. will also be improved.

Two bids were received as follows:

- Elmer's Crane and Dozer - \$401,098.62
- Hallack Contracting - \$358,205.00
- Engineer's Estimate - \$370,779.50

We are recommending awarding to the low bidder, Hallack Contracting. Funding will be provided by the Local Street Fund and an allocation City Council provided from the Oil and Gas Fund.

November 6, 2019

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

RE: 2019-2020 Street Improvement Project  
Bid Tabulation and Recommendation  
VIA EMAIL

Jeff,

We received two bids for this project, with the low bid of \$358,205.00 and the high bid of \$401,098.62. Enclosed with this letter is a copy of the bid tabulation.

Hallack Contracting, Inc. is the apparent low bidder, and has completed similar projects.

We recommend the award of this project to Hallack Contracting, Inc. at the unit prices bid which, when applied to the estimated quantities, result in a total bid of three hundred fifty-eight thousand, two hundred five dollars (\$358,205.00).

We will prepare the Contract documents and obtain the necessary insurances and bonding documents from the contractor once the City has approved the contract, and the Notice of Award is issued.

If you have any question or comments, please contact me at (517) 749-4274.

Sincerely,



**Richard D. Kathrens, P.E.**  
Project Manager

**SPICER GROUP, INC**  
302 River Street  
Manistee, MI 49660  
E-mail: rich.kathrens@spicergroup.com

Copy: SGI File 12092418-075  
Thad Taylor, City Manager  
Ed Bradford, Chief Financial Officer

**2019-2020 STREET IMPROVEMENTS  
PROJECT NO. 12645518-104**

TAKEN ON: November 6, 2019

Item No.	Estimated Quantity	Unit	MDOT Pay Item	Description	Hallack Contracting, Inc.		Elmer's Crane and Dozer, Inc.	
					Unit Price	Amount		
1.	1	LSUM	1500001	Mobilization, Max (\$32,000)	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00
2.	10	Ea	2030011	Dr Structure, Rem	\$ 385.00	\$ 3,850.00	\$ 525.00	\$ 5,250.00
3.	358	Ft	2030015	Sewer, Rem, Less than 24 inch	\$ 5.00	\$ 1,790.00	\$ 30.00	\$ 10,740.00
4.	220	Ft	2040020	Curb and Gutter, Rem	\$ 5.00	\$ 1,100.00	\$ 9.00	\$ 1,980.00
5.	130	Syd	2040055	Sidewalk, Rem	\$ 5.00	\$ 650.00	\$ 18.00	\$ 2,340.00
6.	50	Syd	2047011	Pavt, Rem, Modified	\$ 10.00	\$ 500.00	\$ 20.00	\$ 1,000.00
7.	100	Cyd	2050041	Subgrade Undercutting, Type II	\$ 17.50	\$ 1,750.00	\$ 25.00	\$ 2,500.00
8.	11	Sta	2057002	Machine Grading, Modified	\$ 4,850.00	\$ 53,350.00	\$ 4,590.00	\$ 50,490.00
9.	9	Ea	2080020	Erosion Control, Inlet Protection, Fabric Drop	\$ 85.00	\$ 765.00	\$ 205.00	\$ 1,845.00
10.	200	Ft	2080036	Erosion Control, Silt Fence	\$ 1.50	\$ 300.00	\$ 3.50	\$ 700.00
11.	1,120	Cyd	3010002	Subbase, CIP	\$ 10.00	\$ 11,200.00	\$ 13.60	\$ 15,232.00
12.	140	Syd	3020008	Aggregate Base, 3 inch	\$ 3.85	\$ 539.00	\$ 5.50	\$ 770.00
13.	2,910	Syd	3020020	Aggregate Base, 8 inch	\$ 7.85	\$ 22,843.50	\$ 9.27	\$ 26,975.70
14.	196	Ft	4020987	Sewer, CI IV, 12 inch, Tr Det B	\$ 30.00	\$ 5,880.00	\$ 58.00	\$ 11,368.00
15.	503	Ft	4020989	Sewer, CI IV, 18 inch, Tr Det B	\$ 45.00	\$ 22,635.00	\$ 68.00	\$ 34,204.00

Item No.	Estimated Quantity	Unit	MDOT Pay Item	Description	Hallack Contracting, Inc.		Elmer's Crane and Dozer, Inc.	
					Unit Price	Amount		
16.	441	Ft	4020993	Sewer, CI IV, 24 inch, Tr Det B	\$ 60.00	\$ 26,460.00	\$ 80.00	\$ 35,280.00
17.	5	Ea	4021230	Sewer Bulkhead, 12 inch	\$ 350.00	\$ 1,750.00	\$ 250.00	\$ 1,250.00
18.	5	Ea	4030005	Dr Structure Cover, Adj, Case 1	\$ 585.00	\$ 2,925.00	\$ 300.00	\$ 1,500.00
19.	7	Ea	4030050	Dr Structure Cover, Type K	\$ 1,285.00	\$ 8,995.00	\$ 750.00	\$ 5,250.00
20.	5	Ea	4030250	Dr Structure, Add Depth of 48 in dia, 8 ft to 15 ft	\$ 250.00	\$ 1,250.00	\$ 355.00	\$ 1,775.00
21.	1	Ea	4030330	Dr Structure, Tap, 24 inch	\$ 895.00	\$ 895.00	\$ 1,150.00	\$ 1,150.00
22.	4	Ea	4037050	Dr Structure Cover, Type B, Modified	\$ 1,285.00	\$ 5,140.00	\$ 813.00	\$ 3,252.00
23.	2	Ea	4037050	Dr Structure Cover, Type DG	\$ 1,285.00	\$ 2,570.00	\$ 855.00	\$ 1,710.00
24.	5	Ea	4037050	Dr Structure Cover, Type Q, Modified	\$ 1,285.00	\$ 6,425.00	\$ 785.00	\$ 3,925.00
25.	7	Ea	4037050	Dr Structure, 24 inch dia, Modified	\$ 1,500.00	\$ 10,500.00	\$ 1,250.00	\$ 8,750.00
26.	6	Ea	4037050	Dr Structure, 48 inch dia, Modified	\$ 2,000.00	\$ 12,000.00	\$ 2,050.00	\$ 12,300.00
27.	2,790	Syd	5010005	HMA Surface, Rem	\$ 2.00	\$ 5,580.00	\$ 3.00	\$ 8,370.00
28.	510	Ton	5010703	HMA, LVSP	\$ 102.50	\$ 52,275.00	\$ 102.00	\$ 52,020.00
29.	59	Syd	8010005	Driveway, Nonreinf Conc, 6 inch	\$ 42.50	\$ 2,507.50	\$ 51.25	\$ 3,023.75
30.	561	Ft	8020023	Curb and Gutter, Conc, Det C4	\$ 20.00	\$ 11,220.00	\$ 21.63	\$ 12,134.43

Item No.	Estimated Quantity	Unit	MDOT Pay Item	Description	Hallack Contracting, Inc.		Elmer's Crane and Dozer, Inc.	
					Unit Price	Amount		
31.	48	Ft	8030030	Curb Ramp Opening, Conc	\$ 20.00	\$ 960.00	\$ 21.63	\$ 1,038.24
32.	250	Sft	8030036	Sidewalk Ramp, Conc, 6 inch	\$ 5.00	\$ 1,250.00	\$ 5.56	\$ 1,390.00
33.	1,130	Sft	8030044	Sidewalk, Conc, 4 inch	\$ 4.50	\$ 5,085.00	\$ 4.90	\$ 5,537.00
34.	200	Sft	8030046	Sidewalk, Conc, 6 inch	\$ 5.00	\$ 1,000.00	\$ 5.45	\$ 1,090.00
35.	65	Ft	8037001	Detectable Warning Surface, Modified	\$ 45.00	\$ 2,925.00	\$ 47.30	\$ 3,074.50
36.	30	Ft	8077001	Guardrail, Salv, Modified	\$ 35.00	\$ 1,050.00	\$ 75.00	\$ 2,250.00
36.	1	LSUM	8127051	Maintaining Traffic	\$ 20,000.00	\$ 20,000.00	\$ 16,000.00	\$ 16,000.00
37.	660	Syd	8167011	Slope Restoration, Modified	\$ 5.00	\$ 3,300.00	\$ 10.90	\$ 7,194.00
38.	2	Ea	8230421	Water Shutoff, Adj, Case 1	\$ 285.00	\$ 570.00	\$ 205.00	\$ 410.00
39.	2	Ea	8230422	Water Shutoff, Adj, Case 2	\$ 285.00	\$ 570.00	\$ 140.00	\$ 280.00
39.	3	Ea	8230431	Gate Box, Adj, Case 1	\$ 550.00	\$ 1,650.00	\$ 210.00	\$ 630.00
40.	100	Ft	8237001	Water Service, Private	\$ 30.00	\$ 3,000.00	\$ 30.00	\$ 3,000.00
41.	50	Ft	8237001	Water Service, Public	\$ 20.00	\$ 1,000.00	\$ 37.00	\$ 1,850.00
42.	2	Ea	8237050	1" Corporation and Saddle	\$ 750.00	\$ 1,500.00	\$ 750.00	\$ 1,500.00
43.	2	Ea	8237050	1" Curb Stop and Box	\$ 850.00	\$ 1,700.00	\$ 385.00	\$ 770.00
44.	4	Ea	8237050	Water Service Exploration	\$ 750.00	\$ 3,000.00	\$ 1,500.00	\$ 6,000.00
<b>TOTAL:</b>					<b>\$358,205.00</b>		<b>\$401,098.62</b>	



# Administrative Services

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

**Memo to:** Thad Taylor, City Manager

**From:** Edward Bradford, CFO *EAB*  
 Jeff Mikula, DPW Director *JM*

**Re:** Residential Garbage Collection

**Date:** September 27, 2019



Thad,

The Ad-Hoc Refuse Committee has completed its work and recommends that the City move to a new residential collection system structure when the existing contract with Republic Services expires June 30, 2020.

The current system has three mandatory service levels: Mini, Regular and Tote. The Committee recommendation is to replace the current system with a mandatory tote system, with the ability for customers to opt out and buy individual garbage bags instead of using a tote, if desired.

Matt Biolette from Republic Services, Jeff Mikula and myself met to review the new structure and resultant pricing to City residents. Working thru a number of assumptions relating to number of users for each service level, volume of garbage and behavioral factors, we arrived at the pricing shown below:

Per Bag	\$2.50
Tote (Monthly)	\$15.02

This compares to what the pricing will be July 1, 2020 under the existing residential service levels:

Mini (Monthly)	\$6.32	1,575 customers today
Regular (Monthly)	\$12.64	482 customers today
Tote (Monthly)	\$18.97	842 customers today

The new structure results in a reduction in price to the current Tote users. Prior Regular and Mini service users will have to choose between a Tote service or buying individual bags. That decision will depend on a variety of factors unique for each household.

Because of the shift from fixed service levels with very stable monthly revenue to a structure with a more variable revenue stream, there is a small risk that prices may have to be adjusted in

the middle of the fiscal year if revenues fall short of expectations. However, we believe that there is enough cushion built into the pricing to mitigate most of that risk. Once the City has more experience with the system, revenue should be easier to model, and pricing the services will be easier.

If the tote\bag system is ultimately adopted and implemented by the City, trash bags would be sold at City Hall (and possibly other City locations), and hopefully area retailers similar to what is done with yard waste bags.

If City Council were to adopt a full tote structure the cost per tote would be \$11.80 which results in a substantial savings for the current tote & regular service users and a \$4.72 increase for the bag customers.

One difference between the two choices is the all tote system would remove the small pricing risk factor of the proposed tote\bag service by removing the per bag service option. A second difference is the all tote system would remove the need for bags to be sold at City Hall and other retail outlets.

Matt Biolette advises that although the tote\bag option is a step toward full automation of the collection (100% totes), the option for bags will still require drivers to frequently exit the truck to retrieve the garbage. This will result in higher annual contractual increases than if the City were using a fully automated system, because their labor costs are higher.



To: Thad Taylor, Manager  
City of Manistee

Date: October 24<sup>th</sup>, 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 proposed brand logo for the City of Manistee.

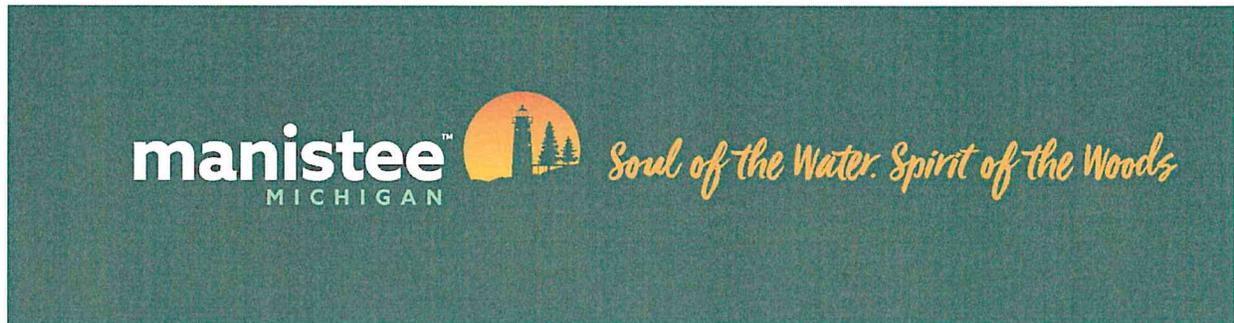
The logo for consideration was discussed and selected by City Council on the work session of October 8<sup>th</sup>, 2019. The official adoption of the new logo would progressively mean updating the City of Manistee brand and the City's website.

The branding logo and proposal is 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 this logo and brand will represent the official acceptance of the new brand and allow the other marketing materials designed to be used across the community. Please see attachment A for the samples of the logos selected.

Respectfully submitted,

Lissette Reyes

Attachment A:



# City of Manistee Police Department



70 Maple Street, Manistee, MI 49660-0358

[www.manisteemi.gov](http://www.manisteemi.gov)



TO: Thad Taylor, City Manager

DATE: November 12, 2019

FROM: Chief Timothy Kozal

RE: Special Event Request/Consideration for City Council

Stomp Out Cancer Fund is requesting consideration to hold a Cafe1907/Seng's Marina Block Party in the parking lot on the corner of River and Cross Streets. This will be a family friendly event with an appearance by Santa and a band and firepits. Wristbands will be provided to those 21 and over as the organizers have applied for a special license application for the sale of beer, wine & spirits. The event will occur over the following date:

Friday, December 6, 2019 from 5 p.m. – 11 p.m.

Please see attached document for proposed requested assistance, along with the time tables for that proposed assistance.

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

Respectfully Submitted,

Timothy E. Kozal  
Manistee Director of Public Safety  
70 Maple Street  
Manistee, Michigan 49660



Tim Kozal, Director of Public Safety  
 Police Department  
 70 Maple Street  
 Manistee, MI 49660  
 231.723-2533 (phone)  
 231-398-2012 (Fax)  
 tkozal@manisteemi.gov

### SPECIAL EVENT REQUEST

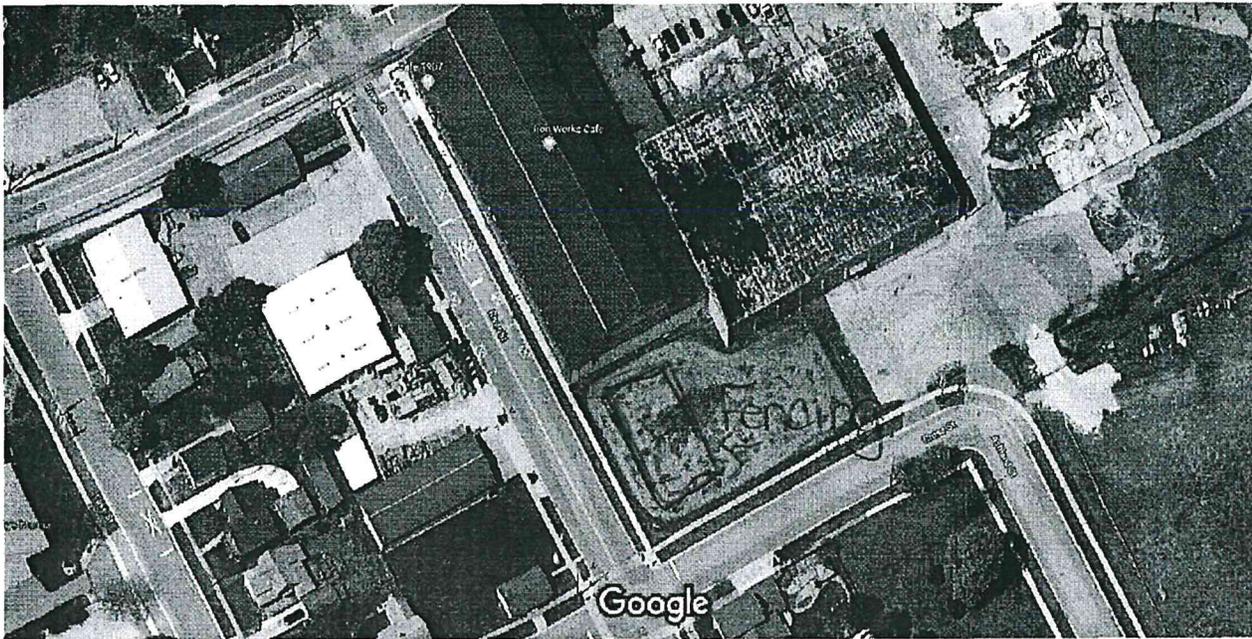
Please Print

<p><b>The City <u>must</u> receive this form at least ninety (90) days prior to the date of the event. Forms received less than ninety (90) days prior to the date of the event may result in denial of the request. You are requested to submit a letter with this form that details your Special Event.</b></p>		
Name of Event: <u>Cafe 1907 / Seng's Marina Block Party</u>		
Person(s)/Organization(s) making request: <u>Stamp Out \$ Cancer Fund</u>		
<input checked="" type="checkbox"/> Non Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> Free to Attend
Contact Person: <u>Jackie Gielczyk</u>	Phone Number: <u>231.510.8147</u>	
Address: <u>2226 Staunton Filer City</u>	Email Address: <u>gielczyk@att.net</u>	
Date(s) of Event: <u>Dec 6 2019</u>	Time of Event: <u>5pm - 11pm</u>	
<b>EVENT LOCATION</b>		
City Park(s): <u>None</u>		
Parking Lot(s): <u>- corner of River &amp; Cross St. Map included</u>		
City Street(s) Closure: <u>None</u>		
<b>NUMBER OF UNITS PARTICIPATING</b>		
<b>For Parades</b>		
Marching/Walking:	Driven:	Other:
Assembly Starting Location:		
Destination/Finishing Point:		
Route that the special event will follow (attach map)		
<b>INSURANCE CERTIFICATE</b>		
<p>The City of Manistee has been advised by our insurance carrier that when an event is held on City Properties we need to require an insurance certificate naming the City of Manistee as co-insured. An insurance certificate <b>must be filed at the time this Special Event Request form is filed</b>. The minimum amount that our insurance company will accept is \$1 million dollars of Liability Insurance. The Insurance Certificate, this form, and related correspondence should be sent to the attention of the Manistee City Police Department.</p>		
Signature: <u>Angela Mielczyk</u>		Date: <u>11/3/19</u>
<b>Office Use Only</b>		
<input type="checkbox"/> Recommendation/Forward to City Council for Approval		
Notes:		
<input type="checkbox"/> Event does not utilize City Services/Property – Does not require Council Approval		
Notes:		
Signature: _____ Date: _____		

Block Party - 12-6-2019

This Section Completed by the Event Organizer				OFFICE USE ONLY
Item	Unit Price		Quantity	Total Cost
Picnic Tables	\$4.00	Each		
90 Gal Tote	\$12.00	Each		
Trash Can	\$5.00	Each	6	30.00
Garbage Bags (case)	\$62.00	Each		
Barricades, horses	\$4.00	Each		
Traffic Cones	\$3.00	Each		
HC Signs	\$1.00	Each		
No Parking Signs	\$1.00	Each		
Standard Cones	\$1.00	Each		
Fence, Plastic	\$70.00	Per 50 feet		
Fence, Wood	\$90.00	Per 50 feet		
Grand Stand	\$80.00	Each		
Plywood	\$3.00	Each		
Grill	\$15.00	Each		
Festival Street Banners	\$10.00	Each		
Hang Banner	\$60.00	Each		
Relocate Bleachers	\$60.00	Each		
Other:	TBD			
Other:	TBD			
Other	TBD			
<b>Staff Charges (Office Use Only)</b> Hours will be logged and billed after event				<b>OFFICE USE ONLY</b>
<b>DPW/Parks Department Services</b>	<b>Cost</b>			
Restroom Cleaning	\$45.00	Per hour		
Restroom Cleaning (overtime rate)	\$60.00	Per hour		
Street Sweeping	\$25.00	Per Block		
Street Sweeping (overtime rate)	\$35.00	Per Block		
Safety Perimeter installation	\$10.00	Per 50 feet		
Beach Cleaning (overtime rate)	\$95.00	Per hour		
Other:	TBD			
Other:	TBD			
<b>Police Department Services</b>	<b>Cost</b>			
Per Officer	\$38.64	Per hour		2 hrs @ 2 hrs = \$135.
Per Officer (overtime rate)	\$50.61	Per hour		
Other:	TBD			
<b>Fire Department Services</b>	<b>Cost</b>			
Ambulance/Pumper	\$22.62	Per Hour		
Ambulance/Pumper (overtime rate)	\$29.07	Per Hour		
Other	TBD			
<b>SUB TOTAL</b>				
Apply Discount Rate 0% 25% 50% 100% X				%
<b>TOTAL</b>				\$ 165.00

Google Maps Stomp out Cancer Event - December 6th 2019



Imagery ©2019 Google, Imagery ©2019 Maxar Technologies, Map data ©2019 50 ft

Cafe 1907/Seng's Marina Block Party  
 Event is December 6th 2019 from 5pm-11pm  
 Family Friendly event - Santa will be there from 5-7  
 Fencing as above.

There will be a band & having firepits  
 Wristbands will be provided for 21 and over

Event for Stomp Out Cancer Fund

