



2019 Highlights



Soul of the Water. Spirit of the Woods

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Our Vision:

“Manistee is a safe and positive community to live, work, and play.”

Strategic Mission:

“To continue to encourage a rich heritage of successes in industry and business while continuing to enhance our vibrant residential character.”

Our Purpose:

“To protect the health, safety, and welfare of citizens in order that all may prosper, enjoy, and partake in a vibrant waterfront community that many will be proud to call home.”

Three Year Strategic Goals (SG#)

1. Economic Development and Jobs.
2. City Infrastructure.
3. Beaches, Parks and Recreational Areas.
4. Financial Stability and Continuous Improvement.
5. Intergovernmental Relationships.
6. Housing, Homelessness and Senior Citizens.

A MESSAGE FROM THE CITY MANAGER

The Highlights serve as an excellent time of reflection. Too often we live in the instant and fail to take the time to remember what has been accomplished. Committing to paper allows Council, Staff, and the Community a quick snapshot of the projects completed this year and how they relate to Council's Strategic Goals.

While each entry in the booklet is important, I would like to focus on three. First, the City entered into an agreement with the Manistee Area Chamber of Commerce to provide economic development services for the City. The City joins nine private sector and four public sector partners that help fund the economic development efforts of the Chamber. It's wonderful to realize there are so many partners that realize economic development is a responsibility of the community and have stepped up to drive the economic development efforts for the betterment of all.

Second, the City continues its efforts related to the final sanitary sewer overflow. We're on track to close the overflow in 2021 with the assistance of 22.4 million in USDA Rural Development financing; 18.2 million in loans and a 4.2 million grant. In 2020 the community will see sanitary sewer lining, installation of new sanitary sewer lines, street work and construction of 3 two-million gallon storage tanks at the Wastewater Treatment Plant. It will be a very busy construction season in the City.

Third, the City completed the first year of the Project Rising Tide program. This year, with the assistance of PRT Fellow Lissette Reyes, our local steering committee identified and acted on four specific initiatives. The initiatives are Economic Development, Housing, Branding and Board training. While we've made strides in all four areas, there's more work to be done. Moving forward the initiatives will be driven by Manistee Forward; a group of community leaders that meet on a regular basis with a goal of continuing to move our community identified initiatives forward.

Special thanks to all of our employees. Without their daily efforts we could not have realized these outstanding accomplishments. All in all, it's a great time to live, work and play in Manistee.

Thad N. Taylor, City Manager



APRIL 2018 SEICHE EVENT – REPAIRS COMPLETED IN 2019

CONSTRUCTION

1. 2019-2020 Construction Projects Presentation at February work session – Total Cost of \$21.5 million dollars. **SG#2**
 - RD Projects: General Wastewater Improvements
 - Phase IA–2019 Wastewater Collection System Rehabilitation
 - Phase IB–2019 Storm & Sanitary Sewer Improvements
 - PhaseIIA–2019 Wastewater Collection System Improvements
 - PhaseIIB–2019 Clean Water Recovery Facility Improvements
 - Twelfth Street: US-31 to Maple Street Reconstruction \$375,000 MDOT Small Urban Grant
 - Marina Docks & Riverwalk Seiche Repairs
 - Pilot Drinking Water Project

2. Twelfth Street Reconstruction Project – MDOT Contract to Elmer's Crane & Dozer. Reconstructed from Maple Street to US-31 in the summer of 2019. Included two 12 foot drive lanes, bike lanes, curb and gutter, sidewalks on both sides of the street, new concrete drive approaches, and storm sewer improvements. The majority of construction occurred when school was not in session. Project was funded with a Michigan Department of Transportation Small Urban Grant, sidewalk funds, and with City's major street fund. **SG#2,5**



TWELFTH STREET RECONSTRUCTION

3. 2019 Sanitary Sewer Overflow and I&I Reduction Projects – work continues to eliminate the City's last remaining Sanitary Sewer Overflow (SSO-018) and improve the City's wastewater collection and treatment infrastructure. The intent of this work is to reduce stormwater inflow and groundwater infiltration (I&I) into the city's sanitary sewer system, provide storage for excessive flows, and to improve the structural integrity of the City's wastewater collection

system. This work is being completed in accordance with the City's NPDES permit and the requirements of the MDEQ's Wet Weather Corrective Action Plan (CAP).

The wet weather CAP outlines all of the required steps and milestones necessary for field investigations, analysis, design, permitting, and construction to meet the intent of the CAP.

As of 2019, all field investigations and analyses have been completed. Infrastructure construction projects have been identified and are in various stages of design, permitting, funding, bidding or construction. These projects are summarized as follows:

2018 Sanitary Sewer Rehabilitation (Pilot Project) – Project was funded by a revenue bond and completed in August 2019.

- Approximately 3,350 feet of cured in place pipe lining (CIPP) of existing sanitary sewer
- 58 cured in place sewer lateral connection liners
- Cured in place manhole lining for 9 structures

General Wastewater Improvement, Phase I, Contract A, Wastewater Collection System Rehabilitation – Project is approved for funding by a USDA-RD low interest loan in the amount of \$4.4 million and City wastewater funds. The Project went out for bid in October 2019, bids to be opened in November 2019. Construction will proceed in early 2020, after all approvals from Rural Development are received and loan closing. Project completion is anticipated to be the winter of 2020.

- Approximately 6.4 miles of cured in place pipe lining of existing sanitary sewers
- Approximately 80 manhole structures rehabilitated using cured in place manhole lining
- Removal and replacement of approximately 70 sanitary sewer manhole frames and covers

General Wastewater Improvements, Phase I, Contract B, Wastewater Collection System Improvements – Project is approved for funding by a USDA-RD low interest loan combined with the project above. The project went out for bid in October 2019, bids to be opened in November 2019. Construction will proceed in spring 2020, after all approvals from Rural Development are received and loan closing. Project completion is anticipated to be winter of 2020.

- Installation of approximately 3,900 feet of storm sewer and associated roadway improvements

- Removal of defective infiltration basins associated with historic street flooding, and infiltration into the City's wastewater collection system
- Replacement of approximately 900 feet of water main

General Wastewater Improvements, Phase II, Contract A, Wastewater Collection System Improvements – Project is being reviewed for funding by a USDA-RD low interest loan and potential grant combined with the project below. The project is currently being designed, with an approximate bid date of spring 2020. Construction will proceed after all approvals from Rural Development are received and loan closing / grant funding.

- Closure of SSO-018 at the intersection of Fifth and Ramsdell
- Construction of a new, 48" diameter, conveyance sanitary sewer collector from the former SSO to the WWTP
- Sewer construction will require complete road reconstruction along the following routes:
 - Ramsdell, Fifth to Seventh
 - Seventh; Ramsdell to High
 - Local sewer mains and water mains will be replaced or eliminated

General Wastewater Improvements, Phase II, Contract B, Clean Water Recovery Facility Improvements – Project is being reviewed for funding by a USDA-RD low interest loan and potential grant combined with the project above. The project is currently being designed, with an approximate bid date of spring 2020. Construction will proceed after all approvals from Rural Development are received and loan closing / grant funding.

- Construction of a new headworks facility at the WWTP including upgraded pumping, screening facilities, grit removal, and controls
- Construction of approximately 6 million gallons of above ground storage to temporarily contain excess I&I so it can be treated by the WWTP
- Removal of the sewage pump station at the intersection of Eighth and Vine
- Upgrades to the existing WWTP and rename it as the Clean Water Recovery Facility.

In October 2019 USDA-RD recommended that the City receive an anticipated \$13.8 million dollar loan and a \$4.2 million dollar grant for Phase II, Contracts A & B, to eliminate our remaining SSO. Obtaining a grant is beneficial to the City and our residents. **SG#2**

4. Marina Dock Upgrades and Seiche Repairs: 2018 revenue losses at the marina totaled \$22,171 in slip rentals and \$2,077 in fuel sales. Awarded contract to Fischer Contracting in February to repair/replace marina docks and Riverwalk damaged during the 2018 seiche event in the amount of \$635,000, which was covered by insurance claims. Dock upgrades and repairs were completed in June. The DPW built five platforms to set on the existing docks so that they could be used during the high lake levels. **SG#2**



APRIL 2018 SEICHE EVENT – REPAIRS COMPLETED IN 2019

5. High Lake Levels – Impacting several areas of the City including beachfront areas, Arthur Street boat launch fishing platform & retaining wall, Riverwalk and riverbank erosion. High water levels have also resulted in SSO-018 being submerged at times and requiring the WWTP to treat additional Manistee Lake water (approximately one million gallons per day). Total cost of damages was estimated at \$195,000 and all but \$14,000 was covered by insurance.
6. DPW Leaking Underground Storage Tank (LUST) – Compliance, Inc. completed sampling and report. Met with EGLE in October who authorized additional sampling in late fall. **SG#2,5**
7. M-55 Bridge Utilities – In 2022 MDOT will replace the M-55 bridge over the Manistee River due to structural concerns. A sanitary sewer force main and a water main serving the Oaks prison, Renaissance Park and the Bluffs development that are suspended from the bridge will be relocated as part of this project. **SG#2,5**
8. Applied for MDOT Local Bridge Funding to assist with preventative maintenance work consisting of concrete repairs, painting, electrical and miscellaneous repairs – up to \$750,000 with matching funds of 5% – Awarded grant in November. **SG#2**

9. Applied for Community Foundation Grant to resurface First Street Beach Tennis Courts with an estimated cost of \$67,200; grant request was for \$39,400 – Design and bid opening in November; approved for 2020 construction. **SG#3**
10. Partnership between Manistee Rotary and the City to support the Shoreline Showcase concert series. Installed a concrete patio and walkway that connects the two pavilions at First Street Beach in the south loop. DPW provided the labor and Rotary provided \$2,500 to cover the concrete and material costs. Manistee County Community Foundation contributed \$500 from the Spirit of Giving Fund. **SG#3,5**
11. County Brownfield Authority approved City's request to complete \$150,000 upgrade to the Arthur Street pump station. The upgrades are related to the Joslin Cove condominium expansion. Construction anticipated in spring 2020. Bids opened in November. **SG#2**
12. Applied for 2019 and 2020 Category B Grants to assist with paving streets; each grant was for \$250,000 with a 50/50 match. Significant interest in the program, funding was awarded to less than 10% of applicants, Manistee was not chosen. **SG#2**
13. Anticipated MDOT project coordination: 2020 sewer lining under US-31; Memorial Bridge work in 2023; Detour route upgrades in 2022; M-55 Bridge work in 2022; and Maple Street Bridge maintenance in 2022. **SG#2**
14. Worked with veterans group and the American Legion to install restored Civil War cannon (valued at \$90,000) in Memorial Park. City will provide the insurance coverage. Group also requested assistance to upgrade the sprinkler system. **SG#3**
15. Sanitary sewer collapse at the intersection of US-31 and Monroe was discovered while investigating an odor complaint; 130 feet of main required immediate, emergency repairs. Implemented full detour of US-31. Project completed in less than 5 working days. City crews were assisted by Swidorski Bros. and project costs were \$64,370 (not including department labor).
16. Completed emergency repairs at the Jerumbo Street Pump Station with an estimated cost of \$15,000.

- 17. Council awarded a contract to Hallack Contracting, Inc. in the amount of \$358,205. The reconstruction of Hastings Street and one block of Third Avenue and will include new storm sewers. Construction in spring of 2020.



EMERGENCY REPAIRS TO SANITARY SEWER COLLAPSE AT US-31 AND MONROE

Governance

1. 2019 - 2020 Fiscal Year Budget and Capital Improvement Plan: Budget continues to be challenging with more needs and initiatives than funds available.

Budget recommendations were published March 28 and introduced to the Council and public on April 2; met City Council's directives to achieve a balanced budget without using the City's general fund reserves. Work sessions and public hearing held in April. Budget document adopted May 7, 2019 and includes a \$6,355,335 General Fund Budget. The City's taxable value increased by 2.5%. Millage was set at 17.7612 mills for the General Fund and 1.15 mills for the Refuse Fund. There was a 3.5% rate adjustment to water and sewer; charges established at \$3.14 and \$8.60 per 1,000 gallons respectively. Refuse monthly user charges were established at \$5.70, \$11.40 and \$17.10. **SG#4**

2. Approved budget amendments to address unanticipated or unbudgeted events or expenditures. Required by law to ensure actual expenditures do not exceed budgeted amounts. **SG#4**
 - 11/07/18 - #2019-1
 - 02/05/19 - #2019-2
 - 05/07/19 - #2019-3
 - 07/02/19 - #2019-4
 - 07/16/19 - #2019-5
 - 10/01/19 - #2020-1
3. Approved Downtown Development Authority Budget for 2019-2020 on May 21. **SG#5**
4. Anderson Tackman presented June 30, 2019 audit to City Council on November 19, 2019. **The audit shows a General Fund Balance of \$1,478,081; an increase of \$153,480.** Manistee had a clean (unqualified) audit opinion, no deficiencies in internal controls, and no instances of non-compliance under Government Accounting Standards.

Audit Committee submitted their annual report to Council on November 19 regarding the discharge of their duties and responsibilities. **SG#4**

5. Three Council seats were up for election in November. Candidates were: Second District – Lynda Beaton, Fourth District – Write-In

candidate Jermaine Cipcic, Sixth District – James Grabowski, Mark Wittlieff and write-in candidate Michelle Hanson. At the Organizational Meeting in November, City Clerk Heather Pefley swore in Lynda Beaton, Jermaine Cipcic, and James Grabowski. Council elected Roger Zielinski as Mayor and James Grabowski as Mayor Pro-Tem.

6. 2019 Elections: General Election on November 5. Clerk's Office completed required Public Accuracy tests.
7. City Manager provided quarterly updates on the 2019-2020 Strategic Plan to Council. SG All #
8. Downtown Development Authority - At the request of the Mayor, Council took action to amend Council Guidelines, DDA Ordinance, and DDA bylaws to allow the City Manager to be a voting member of the Downtown Development Authority; to facilitate better communication between the City and the DDA.

Confirmed Caitlyn Berard as the new fulltime Executive Director for the Downtown Development Authority.

Advertised for positions on new DDA Development Area Citizens Council and working with the DDA on a successor TIF Plan and DDA maintenance agreement SG#1, #5

9. Compensation Commission met and recommended an increase to current salaries for the Mayor and City Council (same rates since 2009). Council rejected the recommendations, no changes were made.
10. Amended site lease with T-Mobile Central LLC at the Industrial Park Water Tower; 11% increase in rent, \$18,000 annually with a 2.75% escalator. Working to amend a site lease with AT&T to upgrade equipment. SG#4
11. Approved a license agreement with Consumers Energy for environmental testing and remediation on City property along the river channel behind the American Legion. Part of Consumers' shoreline stabilization / remediation on Jones Street. Authorized joint Corps and DEQ permits to collect sediment samples and inspect rip-rap in the river channel. SG#5

12. Entered into County-Wide mutual aid agreement as a member of the County Fire Association. Automatic mutual aid agreement with Manistee Township for fire apparatus response. **SG#5**
13. Designated the City Clerk as the Title VI Non-Discrimination Plan Coordinator. Original plan was adopted in 2014. Amendment designated the City Clerk position, eliminating personal names.
14. Results from the Michigan Port Coalition survey/study to develop information on economic benefits associated with being a port community will be used to leverage grants and funding. The study looked at overall economic impact for various ports in the state. Impact of water-based culture is \$129.6 million; \$71.2 direct and \$58.4 secondary. **SG#1,4,5**
15. Approved a 4% PILOT and Essential Services Agreement of \$200 per unit for Hollander Development to support the construction of a 50 unit housing development at the former Washington School site. Thirty year agreement with a 3% escalator. **SG#1,6**
16. Entered into a new Criminal Ordinance Prosecution Agreement with Mika Meyers, PLC from 1/1/19 through 6/30/20; with two two-year extensions.
17. DPW Lead Person Brandon Prince and Deputy Treasurer Angela Rabb participated in the 2018-2019 Manistee Area Chamber of Commerce Leadership program; learning about their community; bringing awareness of trends, opportunities, challenges and issues that face Manistee County. Hosted the Leadership class for Government Justice Day in February. **SG#5**

Big Day of Serving – Organized by the Chamber and their leadership group. Volunteers worked on six City projects: **SG#3**

- Trash pickup on North Riverwalk
- Staining and cleaning at Lighthouse Park
- Edging and staining at Lion's Pavilion
- Observation deck staining
- Cleaned up along the southside Riverwalk
- Removed garlic mustard on Cedar Street hill

18. Participated in League of Women Voters Program in January on water quality. Featured presenters from MDEQ, District 10 Health Department and the DPW Director. **SG#2,5**

19. Continued work with the Grand Traverse Conservation District to treat invasive species along Veterans Oak Grove Drive and other areas in the City. Northwest Michigan Invasive Species Network applied treatment to eliminate Japanese Knotweed in the City and Phragmites at Man-Made Lake. **SG#5**
20. City participated in Chamber Business Expo in March. Focused on board and commission recruitment, applicants for summer and seasonal positions, election workers, voter registration, and general interaction with the community. **SG#1,5**
21. Working with Jeff Dontz (County Board) exploring possibility of relocating rail system to the south to eliminate storage of rail cars along US-31, eliminate rail crossings over rivers and two US-31 crossings, and open the waterfront to development. **SG#1,5**
22. Continued to work cooperatively with MDNR / U.S. Forest Service to protect nesting sites of endangered Piping Plovers north of Fifth Avenue Beach. Issued moratorium on beach cleaning when eggs hatched and City was only able to do spot cleaning. **SG#5**
23. Continued standing governmental meetings with representatives from the City, County, Manistee Township, Filer Township, LRBOI on a monthly basis. The meetings serve as an excellent exchange of information and helps facilitate intergovernmental cooperation. **SG#5**
24. Approved license renewal with the U.S. Army Corps of Engineers to allow annual fireworks display on the south breakwater, Manistee Harbor. **SG#5**
25. Mayor Zielinski, Councilmembers Grabowski and Szymanski, and City Manager Taylor attended the annual County Regional Summit on September 19 at the Little River Casino Resort. **SG#5**
26. Authorized the use of Rietz Park on August 14 by the Manistee County Historical Museum for a picnic and historical talk on the history of the City of Manistee. **SG#5**
27. Created the Ad Hoc Refuse Committee to discuss and provide recommendations to City Council on the collection and disposal of refuse/garbage city-wide. Made recommendations to install dumpster corrals in the downtown area and eliminate refuse

collection on River Street. DDA will cover the cost to construct corrals up to \$80,000. Ordinance language will be updated and implemented in the spring of 2020.

Made recommendations to Council on city-wide collection options. Council reviewed the recommendations at work sessions and in November authorized staff to negotiate a new contract with Republic Services that 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.

28. Continued to work with Manistee Area Public Schools to take corrective action on the blighted former school building on Sixth Street. **SG#5**
29. Participated in the Change of Command ceremony at USCG Station Manistee in June.
30. Provided meeting space and participated in monthly local office hours with State Senator Kurt VanderWall and State Representative Jack O'Malley. **SG#5**
31. Approved the five-year Intergovernmental Community Pool agreement with Manistee Area Public Schools with an annual contribution of \$40,000. **SG#3,5**
32. Blight Enforcement – Police department provided regular updates to the Manager and City Council on actions to address blight complaints. Council took action in August to create an Ad Hoc Blight Committee with a citizen representative from each Council district. The Committee held two meetings in October. Purpose: to discuss and provide recommendations to Council on the prevention and elimination of contributing factors and causes of blight.
33. Approved a five-year Manistee County Mutual Aid Agreement that includes all fire entities in the county.
34. Manistee Township – Discussion continued on the sewer franchise agreement. **SG#2, #5**
35. City Hall hosted a Mitten Tree that quickly filled with winter accessories. Items collected will be donated to Choices of Manistee. The Toys for Tots / Gifts for Teens barrel was filled with donations. And, the Manistee Lions Club can was filled a few times

with donated winter jackets for area school children. A special thank you to those that were able to donate.

36. City continues to use social media like Facebook to inform the public. This page is not intended to be a forum for public debate or discussion; rather is used to disseminate information in a timely manner to residents and visitors. If you haven't already done so, please like and follow our page!



Maple Street Bridge

Business Registrations:

- Backstage Hobbies & Games
- Caliber Home Loans
- Ragin Cajun
- Sweet Smoke BBQ
- Taco Bout It Mexican Fusion
- Third Coast Notary
- City2Shore Port City Associates
- Hope Recovery Network
- Lavender Florals
- Salt City Car Wash
- Rapid Repair Small Engine
- Blue Waters Café

Parcel Splits / Combinations:

- 51-190-143-00, 170 Glocheski Drive, Greg Ferguson
- 51-365-701-01 & 51-365-701-13, 480 Water Street, Denis Johnson

Bylaw Updates for:

- PEG Commission
- Downtown Development Authority

Policies:

- CP-28 amended authorizing personnel to issue civil infractions
- CP-39 amended special events policy
- CP-10 amended Section 21 Committee to add DDA Citizen Council and strike language appointing Mayor to DDA

Ordinance Amendments:

- 19-01 Chapter 867 Recreational Marihuana
- 19-02 Chapter 867 Recreational Marihuana
- 19-03 Hollander Hillcrest Apartment Development
- 19-04 Chapter 663 Fireworks
- 19-05 Chapter 662 Peace Disturbances
- 19-06 Chapter 606 Animals
- 19-07 Chapter 1482 Residential Rental Properties
- 19-08 Chapter 1024 Sidewalks and Riverwalk
- 19-09 Repeal Chapter 292 & 294 Employee Retirement System
- Z19-10 Article 5 Section 514 (E)
- Z19-11 Small Cell Wireless Facilities

- 19-12 Abandoned Number
- Z19-13 Medical & Recreational Marihuana
- 19-14 Chapter 867 Recreational Marihuana
- 19-15 Chapter 288 PEG Commission
- 19-16 Chapter 282 Downtown Development Authority
- 19-17 Chapter 866 Medical Marihuana
- 19-18 Chapter 1610 International Fire Code
- 19-19 Chapter 460 Golf Carts
- 19-20 Chapter 866 Medical Marihuana Facilities
- 19-21 Chapter 867 Recreational Marihuana (failed)
- 19-22 Chapter 1420 State Construction Code
- 19-23 Chapter 867 Recreational Marihuana

Resolutions:

- RES 19-01 Thanks and Appreciation, Doug Dominick
- RES 19-02 Thanks and Appreciation Maureen Barry
- RES 19-03 Consumers Energy Street Light Installation
- RES 19-04 2019 MDOT Category B Grant Application
- RES 19-05 2020 MDOT Category B Grant Application
- RES 19-06 Manistee Saints Charitable Gaming License
- RES 19-07 Michigan Historic Grant for Lighthouse
- RES 19-08 MDOT Local Bridge Grant
- RES 19-09 MDOT Twelfth Street Project Contract
- RES 19-10 Administrative Professionals Week and Day
- RES 19-11 Recreational Marihuana Fees
- RES 19-12 2019-2020 Budget Adoption
- RES 19-13 Alternate Dates for Board of Review
- RES 19-14 Board of Review PRE Exemptions
- RES 19-15 Local Pavement Warranty Program
- RES 19-16 Local Pavement Warranty Program Implementation
- RES 19-17 Manistee Area CBOC Task Force
- RES 19-18 Rural Development for Unrecorded Easements
- RES 19-19 Thanks and Appreciation, Fred LaPoint
- RES 19-20 IFT Application for Fab-Lite
- RES 19-21 Paint the Town Pink

Annual Council Authorizations:

Participated and assisted in various annual community festivals and events and authorized many fundraising opportunities for area nonprofits. Non-profit events not covered by statute charged \$100 – for profit events, actual cost of services.

- Memorial Day Parade
- Maxwelltown Wee Parade
- Catamaran Racing Association Manistee Regatta
- Tight Lines for Troops
- Letter of Support Manistee County Council on Aging
- Letter of Support for the Manistee Saints
- Manistee Lions White Cane Fundraiser
- Pier Foundation 5K Race
- American Legion Poppy Sales
- Salt City Rock & Blues Labor Fest
- Administrative Professionals Week and Day
- Forest Festival
- Elks Excellence in Education Proclamation
- Hops & Props
- Ragnar Racing Relay Race
- MHS Homecoming Parade
- MCC Homecoming Parade
- Suicide Awareness and Prevention Walk
- Paint the Town Pink
- Sleighbell Parade & Old Christmas Weekend
- Tight Lines for Troops 2020
- Stomp Out Cancer Block Party

COMMUNITY / ECONOMIC DEVELOPMENT

1. Local Revenue Sharing Board:

City of Manistee was the only applicant and retained their seat on the Local Revenue Sharing Board as the Third Most Eligible Unit in January. Roger Zielinski is the City's representative on the Board.

2019 Cycle I

Police – Body Cameras \$19,310.75, awarded \$11,600.00.

Fire – Paramedic Program \$11,159, denied.

2019 Cycle II

Police – WatchGuard Redactive Software \$5,990, approved.

Fire – Thermal Camera \$7,720, approved.

The City has received approximately \$1,311,310 from the Local Revenue Sharing Board since 2000. **SG#4**

2. Purchasing land from Morton Salt to expand the WWTP, \$335,000. **SG#2**
3. Sale of a portion of 40 acre City parcel in Filer Township along Red Apple Road to Morton for \$25,460; includes mineral rights but excludes oil, gas and hydrocarbons. **SG#1,4**
4. Project Rising Tide: Provides at risk communities with the tools needed to design and build a successful economic framework. It supports vibrant, thriving communities to attract business investment and talent by creating a sustainable path toward economic stability and growth. **SG#1,4,5**
 - Organized, facilitated, and promoted a community discussion on economic development in February. The input from the community discussions led to the development of an economic development strategy for the community.
 - Board and Commission training in May for various public and private groups.
 - Incentives 101 Training in April regarding various MEDC assistance programs.
 - Submitted a \$100,000 Façade Restoration Initiative grant request to the Michigan Economic Development Corporation on behalf of the DDA.

- Hosted Share Your Vision Community Focus Groups to establish community branding.
- Organized community outreach presentation by Michigan State Housing Development Authority in October. Focused on MSHDA programs that are available to homeowners that desire to improve their homes.
- In collaboration with the Chamber, completed RFI for the Site-Readiness grant, focused in the Manistee Renaissance Park. The completion of the RFI included getting site plans, telecommunication information, site studies, transportation plan, NAICS codes, and more data.
- In collaboration with Housing North, arranged a workshop for local officials and boards with the Michigan Land Bank Authority Development Director. The session was meant to inform decision-makers on tools and programs available through land bank authorities to support development in rural communities.
- Developed a Young Professionals Housing Survey.
- Organized and helped facilitate a Housing Matters Community Forum to raise awareness on housing needs, possible solutions, and impact.
- In October Council took action to adopt PRT Action Plan Documents: Economic Development Strategy, Housing Action Plan, and the Branding & Marketing Toolbox. Each document outlines strategies and action items to guide community development efforts for the community.
- Jaycees named Lissette Reyes as their Outstanding Young Person Making a Difference for 2019.



5. Approved Olga Street vacation request from Eighth Street (partial) to Tenth Street.
6. Approved an Industrial Facilities Tax (IFT) for Fab-Lite for a period of 12 years; creates 10-15 new jobs in the first two years. **SG#1**
7. Supported economic development services concept with the Manistee Area Chamber of Commerce that includes \$20,000 per year funding for three years. The Chamber hired Marc Miller as the Economic Development Director as of September 3, 2019. **SG#1**
8. Received Community Energy Management Incentive Program grant for \$25,000 from the Michigan Energy Office with no local match. Completed energy audit of City facilities. **SG#2**
9. Request for Qualifications solicited for a feasibility study on a proposed outdoor performance facility at First Street Beach.
10. Held town hall meeting on August 6, 2019 to discuss the reasons for water and sewer backups during hundred year storm events. **SG#2**
11. Worked with Westshore Community College on the former Glik's building at 400 River Street. Planning for 2-4 community partners to occupy space (commitments from Chamber and Networks Northwest). Requesting the City designate the building as obsolete and up to 12 years in tax abatements. City to apply for Community Block Grant through MEDC. **SG#1,4,5**
12. City Manager led the City's participation in the "Clear the Manistee County Lunch Debt Challenge" in September with the Little River Casino Resort. City employees rose to the challenge and raised \$125 in donations; City Manager matched the donations up to \$250.
13. Assisted Manistee Rotary in power washing and staining the overlook at First Street Beach. **SG#3**



DEPARTMENT OF PUBLIC WORKS, 280 WASHINGTON STREET

OPERATIONS

1. The Board of Review met in March, July and December hearing valuation, poverty exemption, principal residency, mutual mistakes of fact and conditional rescission appeals.
2. Completed nineteenth year of beach sampling program. City financially responsible for all samples. DPW reached an agreement with the County Health Department for the City to undertake the local beach monitoring program. City can do the program more economically and avoids higher charges from the Health Department. **SG#3, #5**
3. Intergovernmental cooperation with Road Commission / MDOT on equipment, street sweeping, sewer cleaning, and guard rail repairs. **SG#5**
4. Continued regular financial and investment updates to City Council. **SG#4**
5. Published the annual State of the Streets report in January. **SG#2**
6. 2019 Recycling Event with Republic Waste held June 22 for City residents. Approximately 5.2 tons or 10,400 lbs. of electronics were recycled and diverted from the landfill (139 televisions and other mixed electronics were recycled or refurbished and repurposed). No charge for residents, residential only, no commercial businesses.
7. Annual yard waste collection and brush pickup began in April. Recycling center also had bins available for yard waste disposal and free composted topsoil.
8. Annual spring and fall hydrant flushing programs completed. **SG#2**
9. Completed annual tree removal program and related stump grinding.
10. The City Assessor reviewed 20% of the real property in the City. Notifications were sent to the owners of the targeted properties. Twenty percent of the City will be reviewed each year. The end result is every property will be reviewed once every five years. **SG#4**

11. Precision Saw Cutting addressed more than 400 trip hazards around town in January.
12. Implemented working holiday concept for the third Monday in January and the third Monday in February. Offices will be closed to the public but employees will report to work. Employees enjoyed the ability to focus exclusively on projects without the need to answer phones or wait on customers for an extremely productive working environment. Projects: filing, file purging, document scanning, email management and budget development.
13. USDA Deer Cull – Total cost for 2018-2019 cull was \$9,947.45 for set-up, baiting, dispatching, processing, testing, and donation of venison. Twenty-three deer taken in four days; 380 lbs. of meat distributed through food pantries. Another cull being scheduled for 2019-2020.
14. Adopted updated Personnel Policies & Procedures Manual.

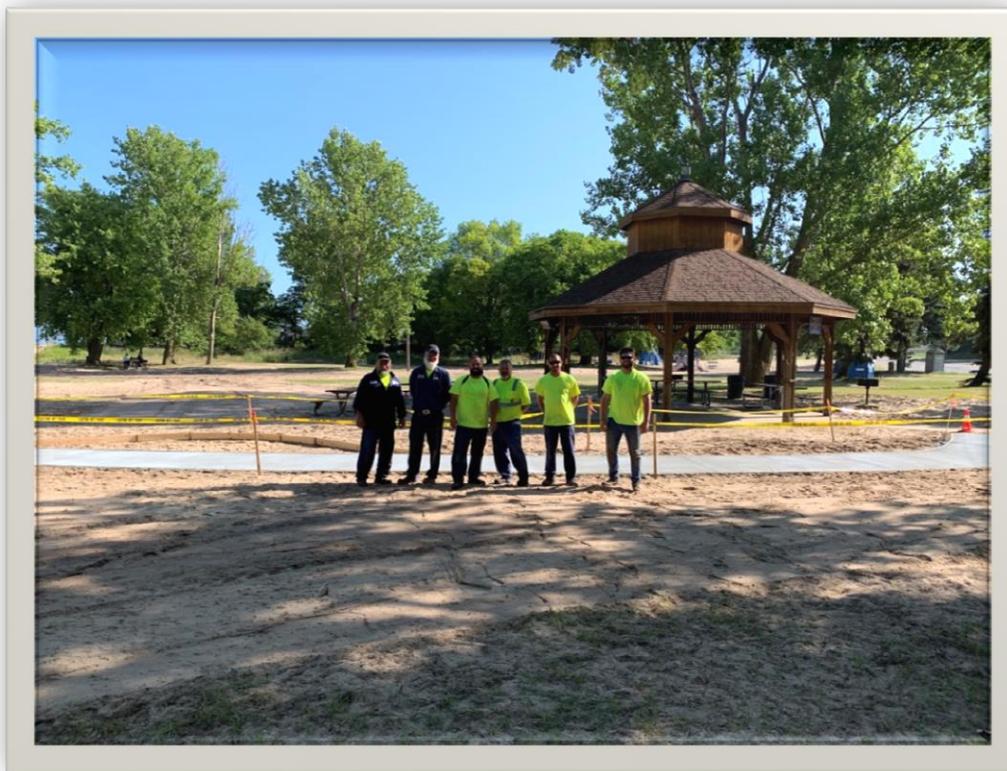


BLOSSOM BOULEVARD

15. Agreed to act as fiduciary for Blossom Boulevard. City provided a vehicle and employees to water flowers. Dirt was replaced and DPW provided traffic control during planting. **SG#3,5**
16. Fire Department held an open house on June 17 to celebrate their 130 years and be recognized as the Oldest Continually Operating Fire Station in the World in the Guinness Book of World Records.
17. Trial run on new website tracker system complaint process for blight and brush pickup began in July. This provides another way for the public to interact with the City.
18. Signed an agreement in May with SafeBuilt Michigan to perform building plan review services and inspections. Checking the boxes with State of Michigan: adopted required ordinance, appeared before the Michigan Construction Code Commission in October. The State Construction Code Commission approved the City's application to administer and enforce the building code, effective January 1, 2020.
19. Contract renewal with Accumed – stayed at same rate of 7.5% of collected amount for the next five years, no annual fees, new software for patient care report for a cost savings of \$4,500.
20. DPW partnered with Manistee High School on their Work Based Education Program – allows students to explore careers with local businesses or organizations. Blake Mikula started the program on January 7 – the student is not paid, no cost to the City. **SG#5**
21. City Auction held Saturday, February 2, 2019 to dispose of items that are deemed to be surplus and no longer of use to the City. Most of the items were from the DPW with the remainder from City Hall, Police Department, and the Sheriff's Department. Proceeds of \$22,000; the City realized a profit of \$18,281. **SG#4**
22. Replaced part of City Hall fire suppression system. Line burst and caused significant water damage in the Police Department.
23. Waterways Commission granted the City's request to upgrade to 18 seasonal slips. If we can fill the additional seasonal docks it will have a positive impact on marina revenue. The marina has a total of 37 docks; a split of 19 transient, and 18 seasonal. **SG#3**

24. Applied for a demolition grant to remove blighted building at 2 Duffy Street. Grant was denied as needs surpassed funds available. City remains on the "next up" list. City Attorney petitioned the court to allow the City to seal up the house. Cost to demolish is estimated at \$12,000.
25. Applied for State Waterways Grant to replace marina docks not damaged by last year's seiche. Grant denied because the City does not have a five year harbor plan; a new requirement. Staff is working on process to develop a plan.
26. At a cost of \$7,000 the DPW provided additional snow removal around the Iron Works building to the same standards as River Street to the west.
27. DPW removed tree limbs and trees that were blocking the Riverwalk.
28. At the recommendation of the Harbor Commission Council approved the purchase and installation of 12 large and 8 small no wake zone signs for the Manistee River channel; with a total cost not to exceed \$1,600.
29. Public Safety received a \$2,000 donation from PCA for equipment.
30. Tim Kozal participated in the annual law enforcement meeting at the new WSCC Law Enforcement facility in collaboration for ongoing training needs.
31. Installed electronic locks on all public restrooms to eliminate the need to manually lock facilities each night to help address vagrancy and vandalism.
32. Received a Michigan Energy Office Grant of \$25,000 for an energy audit of municipal facilities. Spicer Group completed the study. Programs are available to help with implementation.
33. Rehabbed the floating dock at Ninth Street Launch.
34. Sent EMS staff to neonatal training when Munson closed their OB unit.
35. Spring sludge haul completed, approximately 870,000 gallons removed and land applied according to EGLE guidelines.

36. DPW sealed and striped City Hall parking lot and removed the bumpout for easier accessibility and plowing.
37. All streets striped using new equipment – 46 miles in 5 days. Additional parking spaces created at both beaches.
38. Added beach safety signs at beaches through a Coastal Zone Management Grant.
39. Reached an agreement with Manistee Catholic Central Schools to combine recycling efforts. City will relocate its recycling center to MCC, saving approximately \$14,000 each year in tipping fees for fiber materials; while increasing the amount of revenue for MCC. MCC will add another trailer from PCA for fiber and the City will add an area at MCC for compost.
40. Replaced carpeting in the Administrative Services offices.
41. Increased seasonal launch ramp fee from \$40 to \$45. **SG#4**
42. Authorized roof repairs at the Fire Department and the Ramsdell Theatre.



ROTARY / DPW SIDEWALK PROJECT AT FIRST STREET BEACH

43. Technology Updates: upgraded Council iPads, 16 PC replacements, upgrade to Windows 10, utility department iPads, firewall update, DPW server, wireless hotspots, Office 365 upgrades, Lucity Software for utilities, updated software for website, beach & harbor cameras.
SG#2
44. Continue to utilize ePackets for City Council meeting agendas using iPads and Dropbox for all Councilmembers and Department Directors. Agenda packets are no longer mailed or emailed and are regularly posted on the City's website at www.manisteeemi.gov. While on the City's website, click on the "Notify Me" button. You will be able to sign up for regular email updates on a variety of subjects. We also post Council and other board and commission dates on Facebook ([facebook.com/CityofManistee](https://www.facebook.com/CityofManistee)) with a link to the agenda packet. Please like our page and get regular updates this way too.

Equipment Purchases:

- Surf Rake \$41,946
- New Holland Tractor \$3,400 (One Year Lease)
- Single Axle Plow Truck \$174,627
- 2021 Tandem Axle snow Plow/Haul Truck \$204,318
- 2020 Ford Explorer \$29,647
- F450 Pickup & Dump Body \$57,495
- 2020 Ford Police Interceptor

Employee Hires / Retirements:

- Doug Dominick retired from the Fire Department 1/13/19
- Brandon Nelson hired as a Firefighter 2/2/19
- Tracey Lindeman hired as a WWTP Operator 3/4/19
- Chris Jefferies hired as a Firefighter 5/23/19
- Fred LaPoint retired from the Fire Department 7/1/19
- David LaCross resigned as a Firefighter 8/12/19
- Hired Kali Owens as new utility billing clerk 10/31/19
- Kelly McColl promoted to Executive Secretary to fill the position vacated by Cindy Lokovich upon her retirement 1/17/20
- Brian Moore resigned from the WWTP on 10/22/19
- John Robydek hired as a Firefighter 11/19/19

Promotions / Training / Certifications:

- Brent Haskins promoted to Captain as 2/11/19.
- Cindy Lokovich attained IAAP's Member of Excellence designation for 2018-2019. Cindy has earned this designation every year since its inception in 2008.
- Angela Rabb, recertified as a Certified Public Funds Administrator. The recertification process entailed continuing education hours focused on public finance and treasury management and is valid until June 1, 2024.
- Mickey McCann attended Public Service Institute in April.
- Cindy Lokovich awarded retired Certified Administrative Professional (CAP) status from IAAP.
- Heather Pefley received recognition from Michigan Secretary of State for her contribution to the absent voter ballot process – LEAN process improvement project.
- Ed Bradford elected to Michigan CLASS public funds investment pool Board of Trustees.

People's Choice Awards:

- Mark Cameron – Best Firefighter and Best EMT



FAN PHOTO FROM BEVERLY WILKINS

DIRECTORY OF OFFICIALS - 2020

Mayor Roger Zielinski
Mayor Pro-Tem James Grabowski
Councilmember Dale Cooper
Councilmember Michael Szymanski
Councilmember Lynda Beaton
Councilmember Jermaine Cipcic
Councilmember Erin Martin Pontiac

City Manager Thad N. Taylor

DIRECTORY OF OFFICIALS - 2019

Mayor Roger Zielinski
Mayor Pro-Tem Lynda Beaton
Councilmember Dale Cooper
Councilmember Robert Goodspeed
Councilmember Michael Szymanski
Councilmember Jim Grabowski
Councilmember Erin Martin Pontiac

City Manager Thad N. Taylor