

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, MARCH 17, 2020 – 7:00 P.M. – COUNCIL CHAMBERS

I. Call to Order.

- a.) PLEDGE OF ALLEGIANCE.
- b.) ROLL CALL.

II. Public Hearings.

- a.) PUBLIC HEARING TO DISCUSS MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND DEVELOPMENT GRANT TO REDEVELOP VETERANS MEMORIAL PARK.

III. Citizen Comments on Agenda Related Items.

- IV. Consent Agenda.** All agenda items marked with an asterisk (*) are on the consent agenda and considered by the City Manager to be routine matters. Prior to approval of the Consent Agenda, any member of Council may have an item from the Consent Agenda removed and taken up during the regular portion of the meeting. Consent agenda items include:

- V. Approval of Minutes.
- VI. a.) Cash Balances / Payroll.
b.) Revenue & Expense / Invoices.
- VII. a.) Consideration of Ordinance 20-04 Tax Exemption for Housing.
b.) Consideration of Ordinance 20-05 Tax Exemption for Housing.
- IX. b.) Notification Regarding Next Work Session.
c.) Consideration of approval of invoices and Draw Request #2 for USDA Rural Development Wastewater Improvements Phase 1.

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

- *V. Approval of Minutes.** Approval of the minutes of the March 3, 2020 regular meeting and the March 11, 2020 work session.

VI. Financial Report.

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

VII. Unfinished Business.

- *a.) CONSIDERATION OF ORDINANCE 20-04 TAX EXEMPTION FOR HOUSING.

The City of Manistee Housing Commission on behalf of its partners has requested the adoption of a Tax Exemption Ordinance relating to the Century Terrace and Harborview Apartments renovation. The Ordinance would provide for a payment in lieu of taxes relating to the Century Terrace and Harborview properties. The City of Manistee Housing Commission currently makes a payment in lieu of taxes that provides for payment of 10% of Shelter Rent (rent paid, less certain utilities). It is being proposed that the PILOT Ordinance provide for a payment of 3% of Shelter Rent and an additional payment under the terms of a Municipal Services Agreement that will be separately considered by Council.

As an ordinance two separate readings are required. This ordinance was introduced at the March 3, 2020 meeting and could be adopted at this time.

At this time Council could take action to adopt Ordinance 20-04 Tax Exemption for Housing.

- *b.) CONSIDERATION OF ORDINANCE 20-05 TAX EXEMPTION FOR HOUSING.

Monroe Limited Dividend Housing Association Limited Partnership has requested the adoption of a Tax Exemption Ordinance relating to the Monroe Cottages Development. The PILOT Ordinance would provide for a Payment in Lieu of Taxes of 4% of Shelter Rent (rent paid, less certain utilities) and an additional payment under the terms of a Municipal Services Agreement that will be separately considered by Council.

As an ordinance two separate readings are required. This ordinance was introduced at the March 3, 2020 meeting and could be adopted at this time.

At this time Council could take action to adopt Ordinance 20-05 Tax Exemption for Housing.

VIII. New Business.

- a.) CONSIDERATION OF APPROVING A THREE-YEAR CONTRACT WITH LAKE GULLS CONCESSIONS AND RENTALS TO OPERATE THE FIFTH AVENUE BEACH CONCESSION STAND.

A Request for Proposals for Concession Stand operations was publicly advertised. Lake Gulls Concessions and Rentals was the lone respondent for Fifth Avenue. Staff recommends entering into a three-year agreement.

At this time Council could take action to approve a new three-year contract to Lake Gulls Concessions and Rentals to operate the Fifth Avenue Concession Stand in the amount of \$1,100/year for the seasons 2020-2022 and authorize the Mayor and Clerk to execute the agreement.

- b.) CONSIDERATION OF APPROVING A THREE-YEAR CONTRACT WITH NORTH COUNTRY CONCESSIONS TO OPERATE THE FIRST STREET BEACH CONCESSION STAND.

A Request for Proposals for Concession Stand operations was publicly advertised. North Country Concessions was the lone respondent for First Street. Staff recommends entering into a three-year agreement.

At this time Council could take action to approve a new three-year contract to North Country Concessions to operate the First Street Concession Stand in the amount of \$900/year for the seasons 2020-2022 and authorize the Mayor and Clerk to execute the agreement.

- c.) CONSIDERATION OF APPROVING CHANGES TO COUNCIL POLICY CP-19 CREDIT CARD POLICY.

The City is required to have a credit card policy per PA 266 of 1995 – Credit Card Transactions. Staff has reviewed the City Policy which was last amended in June of 2007 and has made some suggested changes to update the policy.

At this time Council could take action to approve changes to Council Policy CP-19 Credit Card Policy.

- d.) CONSIDERATION OF APPROVAL FOR APPLICATION FOR THE DNR WATERWAYS GRANT AND TO ADOPT A RESOLUTION FOR THE SUBMITTAL OF THE GRANT APPLICATION.

The City of Manistee's five-year Recreation Harbor Plan outlines certain goals and objectives including repairing the remaining docks at the City Marina. The City of Manistee is working with Spicer Group to request a DNR Waterways grant to assist in funding the project. The Waterways grant requires a resolution by City Council. I would request the City Council's approval for application for the DNR Waterways grant and to adopt a resolution for the submittal of the grant application.

At this time Council could take action to approve the application for the DNR Waterways grant and to adopt a resolution for the submittal of the grant application.

e.) **CONSIDERATION OF A RESOLUTION OF ADOPTION TO APPLY FOR A MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNR) TRUST FUND GRANT.**

The City Capital Improvement Plan includes upgrading the North Riverwalk within Veteran's Park. The park was constructed in 1983 and has exceeded its design life. Improvements include replacing landscape items, walkways, stairs and retaining walls. New lighting is also included to improve safety. Total estimated cost eligible for an MDNR Grant is \$410,000.

At this time Council could take action to approve the Resolution of Adoption to apply for a MDNR Trust Fund Grant.

f.) **CONSIDERATION OF APPROVING THE SUBMISSION OF AN MEDC COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION TO PARTIALLY FUND AN UPDATE OF THE MASTER PLAN FOR THE RAMSDELL THEATRE.**

As part of the Ramsdell Theatre Restoration Project in 1990, Quinn Evans architects created a Preservation Master Plan for the Ramsdell Theatre. This document helped guide the subsequent multi-year restoration efforts. Thirty years have passed since the report was issued and many of the key items identified have been completed. In order to finish the restoration of the Ramsdell Theatre and position it for success in the future, the building needs to be evaluated and a new master plan created. The grant application would be for \$27,500 which would be matched by \$27,500 from the non-profit Ramsdell Reginal Center for the Arts.

At this time Council could take action to approve the submission of an MEDC Community Development Block Grant application to fund an update of the Master Plan for the Ramsdell and authorize the City Manager and/or Chief Financial Officer to sign any needed documents.

IX. Notices, Communications, Announcements.

a.) A REPORT FROM THE PUBLIC SAFETY DEPARTMENT.

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

At this time Director of Public Safety Tim Kozal will report on the activities of the Public Safety Departments 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, March 14, 2020 at 7:00 p.m. A discussion will be conducted on business as may come before Council.

No action is required on this item.

*c.) CONSIDERATION OF APPROVAL OF INVOICES AND DRAW REQUEST #2 FOR USDA RURAL DEVELOPMENT WASTEWATER IMPROVEMENTS PHASE 1.

USDA Rural Development requires that invoices for construction projects they fund be approved by City Council and submitted as a Draw Request on Forms that they provide.

At this time Council could take action to approve invoices and Draw Request #2 for USDA Rural Development Wastewater Improvements Phase 1.

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:km

COUNCIL AGENDA ATTACHMENTS:

1. Council Meeting Minutes – 03/03/2020
2. Council Work Session Minutes – 03/11/2020
3. February Payroll Report
4. February Invoices Report
5. Ordinance 20-04
6. Ordinance 20-05
7. 5th Ave Concessions
8. 1st St Concessions
9. CP-19 Credit Card Policy
10. Waterways Grant Resolution
11. MDNR Trust Fund Grant Resolution
12. Ramsdell CDBG
- 13, Draw Request

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – MARCH 3, 2020

A regular meeting of the Manistee City Council was called to order by his honor, Mayor Roger Zielinski on Tuesday, March 3, 2020 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, Jermaine Cipic, Michael Szymanski, James Grabowski and Erin Pontiac

ABSENT: None

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, Deputy City Clerk – Lora Laurain, Deputy DPW Director – Rick Mohr, Deputy Finance Director – Angie Rabb, Public Safety Director – Tim Kozal, and City Engineer – Shawn Middleton

CITIZEN COMMENTS ON AGENDA RELATED ITEMS

None.

CONSENT AGENDA

- Minutes - February 18, 2020 Regular Meeting
- Financial Reports
 - Cash Balances January 2020
 - Revenue and Expenses January 2020
- Notification Regarding Next Work Session – March 11, 2020, 7:00 pm
A discussion will be conducted on Racial Justice, Inclusion and Diversity Resolution, Consumers Energy Remediation Presentation, Neighborhood Enterprise Zones, and Short-term Rentals; and such business as may come before Council.
- Consideration of Maxwell Town Committee to hold the Second Annual Maxwell Town Wee Parade on Tuesday, March 17, 2020.
The Maxwell Town Committee would like to hold the Second Annual Maxwell Town Wee Parade. Parade to assemble at 713 Kosciusko Street and finish at 506 Ramsdell Street, entailing the closure of the following City streets: Ramsdell Street to 7th Street to Kosciusko Street. Parade date Tuesday, March 17, 2020. This event would be held beginning at 5:30 pm.

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

With a roll call vote this motion passed unanimously.

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

NAYS: None

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – MARCH 3, 2020

CONSIDERATION OF approval of application for the 2019 FEMA Assistance to Firefighters Grant (AFG) program for the Manistee Fire Department and enter into a MOU with Manistee Township Fire Department and The Charter Township of Filer Fire Department for the AFG application.

The City of Manistee Fire Department is preparing to replace obsolete and expiring Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA). In an effort to maximize leverage on projected costs, the Manistee Fire Department will be preparing a grant through the 2019 FEMA Firefighter's grant for the purchase of new PPE and SCBAs. The Manistee Fire Department will be partnering with the Manistee Township Fire Department and the Charter Township of Filer Fire Department on a regional AFG application. The total amount of the application to replace the expiring and obsolete equipment for all three departments is \$369,000.

MOTION by Cooper, second by Pontiac to approve the application for new PPE and SCBAs through the 2019 FEMA Assistance to Firefighters Grant Program and enter into a MOU with Manistee Township Fire Department and The Charter Township of Filer Fire Department for the AFG application.

With a roll call vote this motion passed unanimously.

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

NAYS: None

Consideration of Ordinance 20-04 Tax Exemption for Housing

The City of Manistee Housing Commission on behalf of its partners has requested the adoption of a Tax Exemption Ordinance relating to the Century Terrace and Harborview Apartments renovation. The Ordinance would provide for a payment in lieu of taxes relating to the Century Terrace and Harborview properties. The City of Manistee Housing Commission currently makes a payment in lieu of taxes that provides for payment of 10% of Shelter Rent (rent paid, less certain utilities). It is being proposed that the PILOT Ordinance provide for a payment of 3% of Shelter Rent and an additional payment under the terms of a Municipal Services Agreement that will be separately considered by Council.

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

MOTION by Grabowski, second by Pontiac to introduce Ordinance 20-04 Tax Exemption for Housing.

With a roll call vote this motion passed, 6 - 1.

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

NAYS: Cipic

Consideration of Municipal Services Agreement for the Rehabilitation of Century Terrace and Harborview.

CT HV Limited Dividend Housing Association LLC is proposing a Municipal Services Agreement with the City as part of their PILOT request. The Municipal Services Agreement provides for a payment to the City,

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by the developer, of \$200 per living unit, per year. The first-year payment to the City will be \$33,400 and will increase by 3% annually. The term of the MSA is 35 years.

MOTION by Beaton, second by Cooper to approve the Municipal Services Agreement and authorize the Mayor and City Clerk to sign the agreement.

With a roll call vote this motion passed unanimously.

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

NAYS: None

Consideration of Ordinance 20-05 Tax Exemption for Housing

Monroe Limited Dividend Housing Association Limited Partnership has requested the adoption of a Tax Exemption Ordinance relating to the Monroe Cottages Development. The PILOT Ordinance would provide for a Payment in Lieu of Taxes of 4% of Shelter Rent (rent paid, less certain utilities) and an additional payment under the terms of a Municipal Services Agreement that will be separately considered by Council.

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

MOTION by Szymanski, second by Beaton to introduce Ordinance 20-05 Tax Exemption for Housing.

With a roll call vote this motion passed unanimously.

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

NAYS: None

Consideration of Municipal Services Agreement for the Monroe Street Senior Living Project.

The Oceana County Housing Commission Limited Dividend Housing Association (OCHCLDHA) is proposing a Municipal Services Agreement with the City as part of their PILOT request. The Municipal Services Agreement provides for a payment to the City, by the developer, of \$200 per living unit, per year. The first-year payment to the City will be \$9,200 and increase by 3% annually. The term of the Municipal Service Agreement is 18 years.

MOTION by Beaton, second by Szymanski to approve the Municipal Services Agreement and authorize the Mayor and City Clerk to sign the agreement.

With a roll call vote this motion passed unanimously.

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

NAYS: None

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – MARCH 3, 2020

Consideration of the Sale of Lot 8 in Renaissance Park

The City has received an offer of \$20,000 to purchase Lot 8 in the City's Renaissance Park.

MOTION by Grabowski, second by Beaton to accept the offer as presented.

With a roll call vote this motion passed unanimously.

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

NAYS: None

Consideration of Applications to Boards and Commissions

The City Clerk has taken action to advertise vacancies to the Compensation Commission, Downtown Development Authority Citizens Council, Harbor Commission, Historic District Commission, Parks Commission, PEG Commission, Planning Commission and 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 nominees until one nominee receives majority support.

The following applications have been received:

*Incumbent

Compensation Committee. One vacancy – term ending 09/30/24. Applicants must be registered voters in the City. Mayoral appointment.

Shelly Memberto, 347 Second Street

Mayor Zielinski appointed Shelly Memberto, 347 Second Street, to the Compensation Committee with term ending 09/30/2024.

MOTION by Szymanski, second by Pontiac to support Mayor Zielinski's appointment of Shelly Memberto, 347 Second Street, to the Compensation Committee with term ending 09/30/2024.

With a roll call vote this motion passed unanimously.

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

NAYS: None

Historic District Commission. One vacancy – term ending 02/28/2023. One Member is desired who meets professional qualification standards for archaeologist, architect, architectural historian, historian, or historic architect. Applicants must be City residents. Council appointments.

Julia S. Cook, 421 Second Street

Kathryn Levy, 361 Second Street

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Beaton nominated Kathryn Levy, 361 Second St., to be appointed to the Historic District Commission with term ending 02/28/2023.

With a roll call vote this motion passed unanimously.

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

NAYS: None

Planning Commission. One vacancy – term ending 10/31/2021. Applicants must be City residents. Mayoral appointments.

Kathryn Levy, 361 Second Street

Michelle A. Hanson, 387 Eleventh Street

Shelly Memberto, 347 Second Street

David Holmer, 909 High Street

Mayor Zielinski appointed Shelly Memberto, 347 Second St., to the Planning Commission with term ending 10/31/2021.

MOTION by Beaton, second by Pontiac to support Mayor Zielinski's appointment of Shelly Memberto, 347 Second St., to the Planning Commission with term ending 10/31/2021.

With a roll call vote this motion passed unanimously.

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

NAYS: None

PEG Commission. One vacancy – term ending 12/31/2020. Applicants must be Manistee County residents. Council appointment.

Dylan Fitzsimmons, 307 Second Avenue

Beaton nominated Dylan Fitzsimmons, 307 Second Avenue, to be appointed to the PEG Commission with term ending 12/31/2020.

With a roll call vote this motion passed unanimously.

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

NAYS: None

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – MARCH 3, 2020

A REPORT FROM DOWNTOWN DEVELOPMENT AUTHORITY

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

CITIZEN COMMENT

None.

OFFICIALS AND STAFF

Shawn Middleton provided updates regarding construction start dates for the Corrective Action Plan projects. RD1A will begin in 1-2 weeks and RD1B is set to begin in April. There will be a neighborhood meeting for area residents on March 18, 2020.

COUNCILMEMBERS

Grabowski asked Chief Kozal for updates regarding the coronavirus. Kozal has met with other Manistee County leaders and school officials regarding precautions to be taken to prevent the spread of the virus as well as possible scenarios.

Grabowski distributed employees' birthday cards and years of service cards.

Szymanski acknowledged that March is National Reading Month.

Beaton thanked the Manistee News Advocate for featuring articles on local businesses.

Zielinski thanked all applicants for Board and Commission positions and expressed his appreciation for their willingness to serve.

ADJOURN

MOTION to adjourn was made by Beaton. Meeting adjourned at 7:52 pm.

Lora Y Laurain
Deputy City Clerk

**MANISTEE CITY COUNCIL
WORK SESSION
MINUTES OF MARCH 11, 2020**

The Manistee City Council met in a work session on Wednesday, March 11, 2020 at 7:00 pm, Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan 49660.

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

MEMBERS ABSENT: None

ALSO PRESENT: City Manager, Department Directors, Public, and Media

Public Comments:

Kathryn Levy, 361 Second Street – spoke in favor of a blight patrol officer.

Dick Albee, 365 Lighthouse Way S. – encouraged Council to approve the proposed resolution for Racial Justice, Inclusion and Diversity at the March 17th Council meeting.

Lisa Allen, 74 Pine Street – spoke in support of the resolution for Racial Justice, Inclusion and Diversity.

Chris Schultz, 500 Second Street – spoke in opposition of the proposed resolution for Racial Injustice, Inclusion and Diversity.

Teresa Omachi, 355 Lighthouse Way S. – spoke in support of the resolution for Racial Justice, Inclusion and Diversity; will give Manistee a good reputation and be welcoming to all.

Al Frye, 2264 Merkey Road – expressed the importance of the proposed resolution.

Discussion on Racial Justice, Inclusion and Diversity Resolution. – Manistee County Racial Justice and Diversity Initiative. Council made recommendations for amendments to the revised resolution presented.

Items discussed included:

- addition of the word color, familial status, & economic status
- support the laws of our Constitution, Federal & State Government
- not intended to restrict first amendment rights
- acknowledge the Federal Government is the authority with regards to immigration
- resolution is not law, but a position taken as a community; affirmation of things we believe and would like to support and acknowledge
- review by City Attorney

CONSENSUS: Council directed staff to make the recommended revisions to the resolution, have it reviewed by the City Attorney, and add it to a future agenda for Council approval.

Consumers Energy Remediation Presentation – Andrew Santini project manager gave a presentation on the Consumers Energy remediation of the former Manufactured Gas Plant site. The presentation included status of work completed, upcoming work, process and schedules. A temporary license will be needed from the City for completion of work required. Council will consider approval of this license at the March 17th Council meeting.

Discussion on Neighborhood Enterprise Zones – Kyle Storey, Manistee County Planning and Zoning Administrator gave an informational presentation on Neighborhood Enterprise Zones. The presentation included an overview of the program, how it works, types of projects, process, and target areas. The NEZ is an opportunity to fix the current housing stock in the City. Council agreed that Maxwell Town would be good starting point for this program.

Discussion on Short-Term Rentals – Kyle Storey, Manistee County Planning and Zoning Administrator gave a presentation on Short-Term Rentals.

Presentation and discussion included:

- short term/vacation rentals
- websites associated with short-term rentals
- significant increase in short term rentals from 2016-2019
- pros and cons
- need for housing
- revenue from short-term rental licensing fees
- goals of short-term rental policies
- options
- licensing requirements
- regulation

Discussion on Budget Priorities - Thad Taylor, City Manager led the discussion on budget priorities and asked Council for input on ideas outside of the bond issues already discussed.

Council ideas included:

- First Street Bandshell – need assessment
- Blight Officer
- Streets
- Sidewalk/bike paths; walkability study

Taylor informed Council that staff will be meeting next week to try to get to a balanced budget.

OTHER:

Pontiac asked when the new garbage service will begin.

Mikula stated the mandatory cart with trash bag opt out service will begin July 1st; currently working with Republic Service now on implementation and public education. Also, notified Council that the yard waste bags previously sold by the City will no longer be used for leaf pick up; we will now only pick up the brown kraft paper bags, sold by local stores, for leaf pickup.

Pontiac asked for an update on the recycling drop off site now located at MCC.

Zielinski informed Council that Ken Armor, owner of Iron Works, would like to meet with some Councilmembers to discuss plans and receive input.

Pontiac asked for an update on the election.

Adjourned at 8:37 pm.

Respectfully submitted,

Heather Pefley CMC/CMMC, MiCPT
City Clerk

PERIOD ENDING 02/29/2020

| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 02/29/2020 :REASE (DECREASE)ORMAL | END BALANCE 02/29/2020 (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 | 18,034.80 | 27,052.00 | 66.67 |
| 101-101-709.000 | COSTS - SOCIAL SECURITY | 139.80 | 1,118.21 | 1,677.00 | 66.68 |
| 101-101-711.000 | COSTS - MEDICARE | 32.65 | 261.49 | 392.00 | 66.71 |
| 101-101-726.000 | COSTS - WORKERS COMPENSATION | 4.74 | 42.78 | 92.00 | 46.50 |
| Total Dept 101 - LEGISLATIVE | | 2,431.54 | 19,457.28 | 29,213.00 | 66.60 |
| Dept 172 - MANAGER | | | | | |
| 101-172-702.000 | WAGES - FULL TIME | 11,897.98 | 113,771.77 | 165,238.00 | 68.85 |
| 101-172-708.000 | COSTS - SUTA | 2.13 | 16.20 | 45.00 | 36.00 |
| 101-172-709.000 | COSTS - SOCIAL SECURITY | 816.05 | 8,375.79 | 10,668.00 | 78.51 |
| 101-172-711.000 | COSTS - MEDICARE | 190.85 | 1,958.85 | 2,495.00 | 78.51 |
| 101-172-712.000 | COSTS - IN LIEU OF BC/BS | 738.64 | 4,247.76 | 4,023.00 | 105.59 |
| 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 |
| 101-172-715.000 | WAGES - PHYSICAL FITNESS | 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 | 8,448.00 | 12,671.00 | 66.67 |
| 101-172-718.000 | COSTS - HEALTH INSURANCE | 0.00 | 6,431.18 | 11,193.00 | 57.46 |
| 101-172-718.001 | COSTS - HSA CONTRIBUTION | 0.00 | 3,000.00 | 3,000.00 | 100.00 |
| 101-172-718.002 | COSTS - DENTAL INSURANCE | 51.68 | 826.88 | 1,318.00 | 62.74 |
| 101-172-718.003 | COSTS - VISION / ANCILLIARY | 9.69 | 135.66 | 237.00 | 57.24 |
| 101-172-718.004 | COSTS - HRA PAYMENTS/FEES | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-172-723.000 | COSTS - RETIREE HEALTH CARE | 484.23 | 484.23 | 0.00 | 100.00 |
| 101-172-724.000 | COSTS - VEHICLE ALLOWANCE | 400.00 | 2,800.00 | 4,800.00 | 58.33 |
| 101-172-725.000 | COSTS - LIFE INSURANCE | 45.51 | 418.83 | 558.00 | 75.06 |
| 101-172-726.000 | COSTS - WORKERS COMPENSATION | 49.78 | 623.21 | 771.00 | 80.83 |
| 101-172-727.000 | WAGES - HOL/VAC/SICK SELLBACK | 0.00 | 11,809.83 | 0.00 | 100.00 |
| Total Dept 172 - MANAGER | | 15,742.54 | 163,348.19 | 217,017.00 | 75.27 |
| Dept 215 - CLERK | | | | | |
| 101-215-702.000 | WAGES - FULL TIME | 8,580.84 | 72,937.12 | 110,953.00 | 65.74 |
| 101-215-704.000 | WAGES - PART-TIME | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-215-708.000 | COSTS - SUTA | 2.99 | 10.70 | 45.00 | 23.78 |
| 101-215-709.000 | COSTS - SOCIAL SECURITY | 572.96 | 5,092.55 | 7,505.00 | 67.86 |
| 101-215-711.000 | COSTS - MEDICARE | 134.00 | 1,191.00 | 1,755.00 | 67.86 |
| 101-215-712.000 | COSTS - IN LIEU OF BC/BS | 800.00 | 7,200.00 | 9,600.00 | 75.00 |
| 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 | 14,072.00 | 21,118.00 | 66.64 |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-215-725.000 | COSTS - LIFE INSURANCE | 43.66 | 392.94 | 381.00 | 103.13 |
| 101-215-726.000 | COSTS - WORKERS COMPENSATION | 34.74 | 366.03 | 527.00 | 69.46 |
| 101-215-727.000 | WAGES - HOL/VAC/SICK SELLBACK | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 215 - CLERK | | 11,928.19 | 101,262.34 | 152,384.00 | 66.45 |
| Dept 247 - BOARD OF REVIEW | | | | | |
| 101-247-704.000 | WAGES - PART-TIME | 0.00 | 250.00 | 2,000.00 | 12.50 |
| 101-247-709.000 | COSTS - SOCIAL SECURITY | 0.00 | 15.50 | 124.00 | 12.50 |
| 101-247-711.000 | COSTS - MEDICARE | 0.00 | 3.63 | 29.00 | 12.52 |
| 101-247-726.000 | COSTS - WORKERS COMPENSATION | 0.00 | 1.51 | 9.00 | 16.78 |
| Total Dept 247 - BOARD OF REVIEW | | 0.00 | 270.64 | 2,162.00 | 12.52 |
| Dept 253 - FINANCE / TREASURER | | | | | |
| 101-253-702.000 | WAGES - FULL TIME | 15,980.24 | 138,750.36 | 210,591.00 | 65.89 |
| 101-253-704.000 | WAGES - PART-TIME | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-253-708.000 | COSTS - SUTA | 2.06 | 27.51 | 68.00 | 40.46 |
| 101-253-709.000 | COSTS - SOCIAL SECURITY | 967.49 | 8,950.92 | 13,460.00 | 66.50 |
| 101-253-711.000 | COSTS - MEDICARE | 226.29 | 2,093.38 | 3,148.00 | 66.50 |
| 101-253-712.000 | COSTS - IN LIEU OF BC/BS | 0.00 | 2,400.00 | 4,800.00 | 50.00 |
| 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 | 303.84 | 1,245.74 | 4,000.00 | 100.00 |

PERIOD ENDING 02/29/2020

| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 02/29/2020 :REASE (DECREASE)ORMAL | END BALANCE 02/29/2020 (ABNORMAL) | 2019-20 AMENDED BUDGET | % BDGT USED |
|---|------------------------------------|--|---|---------------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | |
| Expenditures | | | | | |
| 101-253-717.000 | COSTS - MERS CONTRIBUTION | 1,408.00 | 11,264.00 | 16,894.00 | 66.67 |
| 101-253-718.000 | COSTS - HEALTH INSURANCE | 1,913.30 | 15,707.46 | 28,193.00 | 55.71 |
| 101-253-718.001 | COSTS - HSA CONTRIBUTION | 0.00 | 5,500.00 | 6,000.00 | 91.67 |
| 101-253-718.002 | COSTS - DENTAL INSURANCE | 107.63 | 882.59 | 1,647.00 | 53.59 |
| 101-253-718.003 | COSTS - VISION / ANCILLIARY | 30.08 | 221.59 | 425.00 | 52.14 |
| 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 | 600.60 | 611.00 | 98.30 |
| 101-253-726.000 | COSTS - WORKERS COMPENSATION | 64.68 | 698.45 | 1,003.00 | 69.64 |
| Total Dept 253 - FINANCE / TREASURER | | 21,068.29 | 188,394.28 | 288,540.00 | 65.29 |
| 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 | 5,632.00 | 8,447.00 | 66.67 |
| 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 | 5,632.00 | 8,447.00 | 66.67 |
| Dept 262 - ELECTIONS | | | | | |
| 101-262-704.000 | WAGES - PART-TIME | 0.00 | 1,903.50 | 6,690.00 | 28.45 |
| 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 | 9.86 | 32.00 | 30.81 |
| Total Dept 262 - ELECTIONS | | 0.00 | 1,913.36 | 6,722.00 | 28.46 |
| Dept 265 - CITY HALL BUILDINGS & GROUNDS | | | | | |
| 101-265-702.000 | WAGES - FULL TIME | 4,158.91 | 35,350.78 | 54,066.00 | 65.38 |
| 101-265-708.000 | COSTS - SUTA | 1.50 | 5.40 | 23.00 | 23.48 |
| 101-265-709.000 | COSTS - SOCIAL SECURITY | 244.60 | 2,194.63 | 3,557.00 | 61.70 |
| 101-265-711.000 | COSTS - MEDICARE | 57.20 | 513.25 | 832.00 | 61.69 |
| 101-265-713.000 | WAGES - OVERTIME | 0.00 | 38.99 | 300.00 | 13.00 |
| 101-265-717.000 | COSTS - MERS CONTRIBUTION | 352.00 | 2,816.00 | 4,224.00 | 66.67 |
| 101-265-718.000 | COSTS - HEALTH INSURANCE | 918.74 | 8,268.66 | 11,193.00 | 73.87 |
| 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 | 467.72 | 659.00 | 70.97 |
| 101-265-718.003 | COSTS - VISION / ANCILLIARY | 9.69 | 77.52 | 119.00 | 65.14 |
| 101-265-724.000 | COSTS - VEHICLE ALLOWANCE | 250.00 | 1,750.00 | 3,000.00 | 58.33 |
| 101-265-725.000 | COSTS - LIFE INSURANCE | 9.24 | 83.16 | 111.00 | 74.92 |
| 101-265-726.000 | COSTS - WORKERS COMPENSATION | 176.85 | 1,779.65 | 257.00 | 692.47 |
| Total Dept 265 - CITY HALL BUILDINGS & GROUNDS | | 6,230.41 | 56,345.76 | 81,341.00 | 69.27 |
| Dept 301 - POLICE | | | | | |
| 101-301-702.000 | WAGES - FULL TIME | 52,364.44 | 440,891.46 | 687,135.00 | 64.16 |
| 101-301-704.000 | WAGES - PART-TIME | 2,212.88 | 15,334.63 | 32,615.00 | 47.02 |
| 101-301-708.000 | COSTS - SUTA | 10.16 | 66.55 | 304.00 | 21.89 |
| 101-301-709.000 | COSTS - SOCIAL SECURITY | 137.20 | 950.75 | 1,092.00 | 87.07 |
| 101-301-711.000 | COSTS - MEDICARE | 865.05 | 8,491.62 | 10,778.00 | 78.79 |
| 101-301-712.000 | COSTS - IN LIEU OF BC/BS | 1,154.92 | 12,054.18 | 16,282.00 | 74.03 |
| 101-301-713.000 | WAGES - OVERTIME | 5,638.25 | 46,566.37 | 36,000.00 | 129.35 |
| 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 | (127.50) | 0.00 | 6,500.00 | 0.00 |
| 101-301-717.000 | COSTS - MERS CONTRIBUTION | 14,526.50 | 118,109.97 | 171,496.00 | 68.87 |
| 101-301-718.000 | COSTS - HEALTH INSURANCE | 8,617.94 | 68,304.02 | 104,986.00 | 65.06 |
| 101-301-718.001 | COSTS - HSA CONTRIBUTION | 1,250.00 | 22,250.00 | 22,500.00 | 98.89 |
| 101-301-718.002 | COSTS - DENTAL INSURANCE | 514.56 | 4,114.32 | 6,448.00 | 63.51 |

PERIOD ENDING 02/29/2020

| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 02/29/2020 :REASE (DECREASE)ORMAL | END BALANCE 02/29/2020 (ABNORMAL) | 2019-20 AMENDED BUDGET | % BDGT USED |
|---|-------------------------------|--|---|---------------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | |
| Expenditures | | | | | |
| 101-301-718.003 | COSTS - VISION / ANCILLIARY | 135.36 | 961.23 | 1,610.00 | 59.70 |
| 101-301-718.004 | COSTS - HRA PAYMENTS/FEES | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-301-721.000 | COSTS - UNIFORM/CLEANING ALLO | 0.00 | 4,012.49 | 6,900.00 | 58.15 |
| 101-301-723.000 | COSTS - RETIREE HEALTH CARE | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-301-724.000 | COSTS - VEHICLE ALLOWANCE | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-301-725.000 | COSTS - LIFE INSURANCE | 175.56 | 1,580.06 | 2,179.00 | 72.51 |
| 101-301-726.000 | COSTS - WORKERS COMPENSATION | 1,481.33 | 16,621.02 | 21,857.00 | 76.04 |
| 101-301-727.000 | WAGES - HOL/VAC/SICK SELLBACK | 1,258.40 | 33,388.97 | 33,000.00 | 101.18 |
| Total Dept 301 - POLICE | | 90,215.05 | 793,697.64 | 1,164,712.00 | 68.15 |
| Dept 336 - FIRE | | | | | |
| 101-336-702.000 | WAGES - FULL TIME | 36,403.95 | 296,396.31 | 453,700.00 | 65.33 |
| 101-336-704.000 | WAGES - PART-TIME | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-336-708.000 | COSTS - SUTA | 10.68 | 67.45 | 191.00 | 35.31 |
| 101-336-709.000 | COSTS - SOCIAL SECURITY | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-336-711.000 | COSTS - MEDICARE | 557.02 | 5,902.18 | 6,378.00 | 92.54 |
| 101-336-712.000 | COSTS - IN LIEU OF BC/BS | 559.00 | 9,220.30 | 10,898.00 | 84.61 |
| 101-336-713.000 | WAGES - OVERTIME | 3,349.34 | 41,348.47 | 38,000.00 | 108.81 |
| 101-336-713.005 | WAGES - OT FF PA 604 | 377.68 | 4,002.42 | 5,000.00 | 80.05 |
| 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 | 105,869.30 | 155,353.00 | 68.15 |
| 101-336-718.000 | COSTS - HEALTH INSURANCE | 8,100.26 | 60,173.36 | 94,460.00 | 63.70 |
| 101-336-718.001 | COSTS - HSA CONTRIBUTION | 0.00 | 21,375.00 | 24,000.00 | 89.06 |
| 101-336-718.002 | COSTS - DENTAL INSURANCE | 484.42 | 3,649.29 | 6,917.00 | 52.76 |
| 101-336-718.003 | COSTS - VISION / ANCILLIARY | 130.35 | 886.37 | 1,761.00 | 50.33 |
| 101-336-718.004 | COSTS - HRA PAYMENTS/FEES | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-336-721.000 | COSTS - UNIFORM/CLEANING ALLO | 0.00 | 3,661.27 | 8,000.00 | 45.77 |
| 101-336-722.000 | COSTS - FOOD ALLOWANCE | 0.00 | 740.23 | 6,560.00 | 11.28 |
| 101-336-723.000 | COSTS - RETIREE HEALTH CARE | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-336-725.000 | COSTS - LIFE INSURANCE | 133.98 | 1,254.59 | 1,514.00 | 82.87 |
| 101-336-726.000 | COSTS - WORKERS COMPENSATION | 1,519.89 | 17,950.44 | 22,108.00 | 81.19 |
| 101-336-727.000 | WAGES - HOL/VAC/SICK SELLBACK | 0.00 | 44,331.36 | 38,000.00 | 116.66 |
| Total Dept 336 - FIRE | | 64,821.07 | 616,828.34 | 876,840.00 | 70.35 |
| Dept 441 - PUBLIC WORKS | | | | | |
| 101-441-702.000 | WAGES - FULL TIME | 44,005.13 | 426,608.71 | 629,302.00 | 67.79 |
| 101-441-704.000 | WAGES - PART-TIME | 0.00 | 11,270.00 | 18,000.00 | 62.61 |
| 101-441-708.000 | COSTS - SUTA | 19.71 | 108.24 | 360.00 | 30.07 |
| 101-441-709.000 | COSTS - SOCIAL SECURITY | 2,748.07 | 32,331.39 | 43,929.00 | 73.60 |
| 101-441-711.000 | COSTS - MEDICARE | 642.68 | 7,561.37 | 10,274.00 | 73.60 |
| 101-441-712.000 | COSTS - IN LIEU OF BC/BS | 400.00 | 6,800.00 | 14,400.00 | 47.22 |
| 101-441-713.000 | WAGES - OVERTIME | 1,430.61 | 28,089.16 | 29,000.00 | 96.86 |
| 101-441-713.001 | WAGES - 2E STANDBY PAY | 1,294.72 | 11,225.12 | 16,831.00 | 66.69 |
| 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 | 212.31 | 2,157.57 | 2,804.00 | 76.95 |
| 101-441-717.000 | COSTS - MERS CONTRIBUTION | 4,010.21 | 32,050.44 | 46,362.00 | 69.13 |
| 101-441-718.000 | COSTS - HEALTH INSURANCE | 10,833.48 | 100,151.90 | 124,470.00 | 80.46 |
| 101-441-718.001 | COSTS - HSA CONTRIBUTION | 625.00 | 33,625.00 | 33,000.00 | 101.89 |
| 101-441-718.002 | COSTS - DENTAL INSURANCE | 607.14 | 5,610.82 | 9,114.00 | 61.56 |
| 101-441-718.003 | COSTS - VISION / ANCILLIARY | 152.40 | 1,220.19 | 2,213.00 | 55.14 |
| 101-441-718.004 | COSTS - HRA PAYMENTS/FEES | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-441-721.000 | COSTS - UNIFORM/CLEANING ALLO | 432.70 | 4,362.24 | 7,000.00 | 62.32 |
| 101-441-722.000 | COSTS - FOOD ALLOWANCE | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-441-723.000 | COSTS - RETIREE HEALTH CARE | 956.36 | 4,999.40 | 10,250.00 | 48.77 |
| 101-441-725.000 | COSTS - LIFE INSURANCE | 157.08 | 1,459.92 | 1,812.00 | 80.57 |
| 101-441-726.000 | COSTS - WORKERS COMPENSATION | 2,513.47 | 35,050.19 | 48,358.00 | 72.48 |
| 101-441-727.000 | WAGES - HOL/VAC/SICK SELLBACK | 0.00 | 35,621.21 | 40,000.00 | 89.05 |
| Total Dept 441 - PUBLIC WORKS | | 71,041.07 | 780,302.87 | 1,088,479.00 | 71.69 |
| 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 | 8,448.00 | 12,570.00 | 66.67 |
| 101-701-718.000 | COSTS - HEALTH INSURANCE | 0.00 | 0.00 | 0.00 | 0.00 |

PERIOD ENDING 02/29/2020

| GL NUMBER | DESCRIPTION | ACTIVITY FOR MONTH 02/29/2020 INCREASE (DECREASE) | END BALANCE 02/29/2020 NORMAL (ABNORMAL) | 2019-20 AMENDED BUDGET | % BDGT USED |
|--|-------------------------------|---|--|---------------------------|----------------|
| Fund 101 - GENERAL FUND | | | | | |
| Expenditures | | | | | |
| 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 |
| 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 | 2,469.06 | 3,000.00 | 82.30 |
| 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 | 19.81 | 0.00 | 100.00 |
| 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 | 10,936.87 | 15,671.00 | 69.79 |
| Dept 751 - PARKS & RECREATION | | | | | |
| 101-751-702.000 | WAGES - FULL TIME | 7,140.81 | 60,072.39 | 92,830.00 | 64.71 |
| 101-751-704.000 | WAGES - PART-TIME | 0.00 | 35,623.63 | 56,000.00 | 63.61 |
| 101-751-708.000 | COSTS - SUTA | 3.35 | 108.11 | 185.00 | 58.44 |
| 101-751-709.000 | COSTS - SOCIAL SECURITY | 437.92 | 6,968.56 | 9,816.00 | 70.99 |
| 101-751-711.000 | COSTS - MEDICARE | 102.42 | 1,629.76 | 2,296.00 | 70.98 |
| 101-751-713.000 | WAGES - OVERTIME | 379.36 | 8,516.82 | 8,500.00 | 100.20 |
| 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 | 5,369.02 | 8,054.00 | 66.66 |
| 101-751-718.000 | COSTS - HEALTH INSURANCE | 2,075.92 | 18,683.28 | 25,290.00 | 73.88 |
| 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 | 1,046.43 | 1,482.00 | 70.61 |
| 101-751-718.003 | COSTS - VISION / ANCILLIARY | 27.07 | 216.56 | 331.00 | 65.43 |
| 101-751-718.004 | COSTS - HRA PAYMENTS/FEES | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-721.000 | COSTS - UNIFORM/CLEANING ALLO | 35.80 | 580.22 | 1,200.00 | 48.35 |
| 101-751-723.000 | COSTS - RETIREE HEALTH CARE | 250.00 | 2,490.58 | 1,500.00 | 166.04 |
| 101-751-725.000 | COSTS - LIFE INSURANCE | 18.48 | 166.32 | 222.00 | 74.92 |
| 101-751-726.000 | COSTS - WORKERS COMPENSATION | 202.27 | 4,048.83 | 5,021.00 | 80.64 |
| 101-751-727.000 | WAGES - HOL/VAC/SICK SELLBACK | 0.00 | 936.36 | 1,000.00 | 93.64 |
| Total Dept 751 - PARKS & RECREATION | | 11,460.84 | 152,456.87 | 219,227.00 | 69.54 |
| TOTAL EXPENDITURES | | 296,949.00 | 2,890,846.44 | 4,150,755.00 | 69.65 |
| Fund 592 - WATER UTILITY | | | | | |
| Expenditures | | | | | |
| Dept 542 - WATER OPERATION | | | | | |
| 592-542-702.000 | WAGES - FULL TIME | 15,754.11 | 128,513.04 | 204,993.00 | 62.69 |
| 592-542-708.000 | COSTS - SUTA | 6.10 | 21.63 | 91.00 | 23.77 |
| 592-542-709.000 | COSTS - SOCIAL SECURITY | 977.16 | 8,904.96 | 14,422.00 | 61.75 |
| 592-542-711.000 | COSTS - MEDICARE | 228.55 | 2,082.81 | 3,373.00 | 61.75 |
| 592-542-713.000 | WAGES - OVERTIME | 376.73 | 7,667.65 | 9,250.00 | 82.89 |
| 592-542-713.001 | WAGES - 2E STANDBY PAY | 1,073.96 | 10,575.46 | 17,363.00 | 60.91 |
| 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 | 11,401.05 | 16,635.00 | 68.54 |
| 592-542-718.000 | COSTS - HEALTH INSURANCE | 4,509.50 | 38,390.40 | 54,935.00 | 69.88 |
| 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 | 2,202.63 | 3,212.00 | 68.58 |
| 592-542-718.003 | COSTS - VISION / ANCILLIARY | 65.69 | 508.14 | 804.00 | 63.20 |
| 592-542-721.000 | COSTS - UNIFORM/CLEANING ALLO | 100.04 | 945.66 | 3,500.00 | 27.02 |
| 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 | 2,490.58 | 3,000.00 | 83.02 |
| 592-542-725.000 | COSTS - LIFE INSURANCE | 36.96 | 323.49 | 444.00 | 72.86 |
| 592-542-726.000 | COSTS - WORKERS COMPENSATION | 440.11 | 4,902.97 | 7,616.00 | 64.38 |
| 592-542-727.000 | WAGES - HOL/VAC/SICK SELLBACK | 0.00 | 0.00 | 1,500.00 | 0.00 |
| Total Dept 542 - WATER OPERATION | | 25,392.47 | 230,930.47 | 353,388.00 | 65.35 |
| TOTAL EXPENDITURES | | 25,392.47 | 230,930.47 | 353,388.00 | 65.35 |
| Fund 593 - SEWER UTILITY | | | | | |
| Expenditures | | | | | |
| Dept 543 - SEWER OPERATIONS | | | | | |
| 593-543-702.000 | WAGES - FULL TIME | 21,401.59 | 178,649.69 | 283,914.00 | 62.92 |
| 593-543-708.000 | COSTS - SUTA | 10.56 | 30.31 | 136.00 | 22.29 |
| 593-543-709.000 | COSTS - SOCIAL SECURITY | 1,301.26 | 12,028.87 | 19,800.00 | 62.11 |

PERIOD ENDING 02/29/2020

| GL NUMBER | DESCRIPTION | ACTIVITY FOR | | END BALANCE | 2019-20 | % BDGT |
|--|--------------------------------|---------------------|------------|-------------------|-------------------|--------------|
| | | MONTH 02/29/2020 | 02/29/2020 | 02/29/2020 | | |
| | | INCREASE (DECREASE) | NORMAL | (ABNORMAL) | AMENDED BUDGET | USED |
| Fund 593 - SEWER UTILITY | | | | | | |
| Expenditures | | | | | | |
| 593-543-711.000 | COSTS - MEDICARE | 304.31 | | 2,813.02 | 4,530.00 | 62.10 |
| 593-543-712.000 | COSTS - IN LIEU OF BC/BS | 200.00 | | 200.00 | 0.00 | 100.00 |
| 593-543-713.000 | WAGES - OVERTIME | 796.77 | | 13,852.48 | 26,250.00 | 52.77 |
| 593-543-713.001 | WAGES - 2E STANDBY PAY | 0.00 | | 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 | | 14,915.51 | 19,123.00 | 78.00 |
| 593-543-718.000 | COSTS - HEALTH INSURANCE | 5,567.86 | | 45,430.20 | 51,755.00 | 87.78 |
| 593-543-718.001 | COSTS - HSA CONTRIBUTION | 0.00 | | 15,000.00 | 11,250.00 | 133.33 |
| 593-543-718.002 | COSTS - DENTAL INSURANCE | 312.19 | | 2,542.11 | 3,047.00 | 83.43 |
| 593-543-718.003 | COSTS - VISION / ANCILLIARY | 74.01 | | 560.68 | 730.00 | 76.81 |
| 593-543-721.000 | COSTS - UNIFORM/CLEANING ALLOW | 231.12 | | 2,106.84 | 4,620.00 | 45.60 |
| 593-543-723.000 | COSTS - RETIREE HEALTH CARE | 0.00 | | 0.00 | 111.00 | 0.00 |
| 593-543-725.000 | COSTS - LIFE INSURANCE | 16.14 | | 470.46 | 1,510.00 | 31.16 |
| 593-543-726.000 | COSTS - WORKERS COMPENSATION | 320.84 | | 3,328.73 | 5,296.00 | 62.85 |
| 593-543-727.000 | WAGES - HOL/VAC/SICK SELBACK | 0.00 | | 599.39 | 2,500.00 | 23.98 |
| Total Dept 543 - SEWER OPERATIONS | | 32,370.62 | | 293,150.05 | 436,339.00 | 67.18 |
| TOTAL EXPENDITURES | | 32,370.62 | | 293,150.05 | 436,339.00 | 67.18 |
| Fund 594 - MARINA FUND | | | | | | |
| 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 | 0.00 | | 18,025.02 | 25,000.00 | 72.10 |
| 594-000-708.000 | COSTS - SUTA | 0.00 | | 51.14 | 63.00 | 81.17 |
| 594-000-709.000 | COSTS - SOCIAL SECURITY | 0.00 | | 1,298.27 | 1,562.00 | 83.12 |
| 594-000-711.000 | COSTS - MEDICARE | 0.00 | | 303.63 | 365.00 | 83.19 |
| 594-000-713.000 | WAGES - OVERTIME | 0.00 | | 134.06 | 200.00 | 67.03 |
| 594-000-726.000 | COSTS - WORKERS COMPENSATION | 0.00 | | 687.77 | 902.00 | 76.25 |
| Total Dept 000 | | 0.00 | | 20,499.89 | 28,092.00 | 72.97 |
| TOTAL EXPENDITURES | | 0.00 | | 20,499.89 | 28,092.00 | 72.97 |

| GL Number | Invoice Date | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
|--------------------------------|--------------|--------------------------------|--------------------------------------|-------------------|----------|----------|---------|
| Fund 101 GENERAL FUND | | | | | | | |
| Dept 101 LEGISLATIVE | | | | | | | |
| 101-101-752.000 | 01/24/20 | JACKPINE BUSINESS CENTERS | BUSINESS CARDS - GRABOWSKI | 450805-0 | 02/04/20 | 49.00 | 48810 |
| | | | | | | | |
| Total For Dept 101 LEGISLATIVE | | | | | | 49.00 | |
| Dept 172 MANAGER | | | | | | | |
| 101-172-717.000 | 02/20/20 | MUNICIPAL EMPLOYEES RETIREMENT | FEBRUARY 2020 CITY EXPENSE | FEBRUARY 2020 | 02/20/20 | 1,056.00 | 1667 |
| 101-172-723.000 | 02/11/20 | DELTA DENTAL | COBRA DENTAL - LOKOVICH/KOLANOWSKI | COBRA MARCH 2020 | 02/20/20 | 43.04 | 48852 |
| 101-172-723.000 | 02/18/20 | PRIORITY HEALTH | MARCH COBRA LOKOVICH/KOLANOWSKI | 2020MARCH COBRA | 02/20/20 | 938.12 | 48892 |
| 101-172-723.001 | 01/27/20 | CYNTHIA J LOKOVICH | RETIREE CASH STIPEND | 01/27/2020 | 02/07/20 | 250.00 | 1636 |
| 101-172-752.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 72.00 | 48891 |
| 101-172-791.000 | 01/29/20 | THE PIONEER GROUP | 2020 NEWS PAPER SUBSCRIPTION | 0016518 2020 | 02/04/20 | 204.60 | 48821 |
| 101-172-913.000 | 01/31/20 | THAD N TAYLOR | TRAVEL REIMBURSEMENT MME CONFERENCE | 20200131 | 02/07/20 | 207.54 | 1660 |
| 101-172-913.000 | 02/07/20 | THAD N TAYLOR | TRAVEL REIMBURSEMENT HOUSING NORTH | 20200207 | 02/24/20 | 13.00 | 1686 |
| 101-172-913.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 273.46 | 48891 |
| 101-172-933.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 16.99 | 48891 |
| 101-172-933.000 | 02/10/20 | KOPY SALES INC. | KYOCERA TA5052CI MANAGER 1/1-1/31/2 | AR11533 MNGR | 02/24/20 | 90.26 | 1680 |
| 101-172-983.000 | 02/07/20 | TEAM FINANCIAL GROUP INC. | CONTRACT #40020817-1 COPIER W2H6X0 | 24829 | 02/24/20 | 165.26 | 1687 |
| | | | | | | | |
| Total For Dept 172 MANAGER | | | | | | 3,330.27 | |
| Dept 215 CLERK | | | | | | | |
| 101-215-717.000 | 02/20/20 | MUNICIPAL EMPLOYEES RETIREMENT | FEBRUARY 2020 CITY EXPENSE | FEBRUARY 2020 | 02/20/20 | 1,759.00 | 1667 |
| 101-215-723.001 | 01/27/20 | MICHELLE WRIGHT | RETIREE CASH STIPEND | 01/27/2020 | 02/07/20 | 250.00 | 1647 |
| 101-215-752.000 | 01/24/20 | AMAZON CAPITAL SERVICES, INC | PLASTIC ENVELOPES | 1GNH-T9W6-VVD3 | 02/07/20 | 26.99 | 1632 |
| 101-215-752.000 | 01/30/20 | AMAZON CAPITAL SERVICES, INC | MONITORS AND SPEAKERS | 14GN-4VYP-JT19 | 02/07/20 | 480.25 | 1632 |
| 101-215-752.000 | 02/02/20 | AMAZON CAPITAL SERVICES, INC | TELEPHONE CORD DETANGLER | 1CYN-CRVY-JM6K | 02/07/20 | 6.99 | 1632 |
| 101-215-752.000 | 01/22/20 | PITNEY BOWES | E-Z SEAL | 1014851027 | 02/07/20 | 76.49 | 1652 |
| 101-215-752.000 | 01/24/20 | JACKPINE BUSINESS CENTERS | STAPLE REMOVER. ENV. MOISTENER, 10 | 450766-0 | 02/04/20 | 198.92 | 48810 |
| 101-215-752.000 | 02/12/20 | AMAZON CAPITAL SERVICES, INC | FILE FOLDERS | 1TTC-FTH9-JQXF | 02/24/20 | 10.88 | 1669 |
| 101-215-752.000 | 02/05/20 | JACKPINE BUSINESS CENTERS | COLORED PAPER | 451168-0 | 02/20/20 | 20.91 | 48870 |
| 101-215-752.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 138.33 | 48891 |
| 101-215-752.000 | 02/20/20 | JACKPINE BUSINESS CENTERS | BINDER/LABEL HOLDERS/POST ITS/PENS | 451662-0 | 03/05/20 | 16.49 | 48939 |
| 101-215-791.000 | 01/24/20 | THE PIONEER GROUP | ANNUAL NEWSPAPER SUBSCRIPTION - CLE | 0035929-2020 | 02/04/20 | 204.60 | 48821 |
| 101-215-900.000 | 01/31/20 | THE PIONEER GROUP | JANUARY ADVERTISEMENTS | 41100167 JAN 2020 | 02/20/20 | 478.80 | 48888 |
| 101-215-900.000 | 01/31/20 | THE PIONEER GROUP | ADVERTISEMENTS AND AFFIDAVIT FOR DD. | 43100650 MIKA MYI | 02/20/20 | 432.80 | 48889 |
| 101-215-900.000 | 02/24/20 | JACKPINE BUSINESS CENTERS | ENVELOPES | 451764-0 | 03/05/20 | 58.00 | 48939 |
| 101-215-913.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 166.50 | 48891 |
| 101-215-933.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 16.99 | 48891 |
| 101-215-933.000 | 02/10/20 | KOPY SALES INC. | KYOCERA TA3051CI CLERK 1/1-1/31/202 | AR11533 CLERK | 02/24/20 | 164.00 | 1680 |
| | | | | | | | |
| Total For Dept 215 CLERK | | | | | | 4,506.94 | |
| Dept 253 FINANCE / TREASURER | | | | | | | |
| 101-253-717.000 | 02/20/20 | MUNICIPAL EMPLOYEES RETIREMENT | FEBRUARY 2020 CITY EXPENSE | FEBRUARY 2020 | 02/20/20 | 1,408.00 | 1667 |
| 101-253-723.000 | 02/11/20 | DELTA DENTAL | RETIREE DENTAL PREMIUM MARCH 2020 | 1339297 03/2020 | 02/20/20 | 51.68 | 48852 |
| 101-253-723.000 | 02/18/20 | VISION SERVICE PLAN | MARCH RETIREE VISION INSURANCE PREM | 30083266 MARCH 20 | 02/20/20 | 9.69 | 48905 |
| 101-253-752.000 | 01/29/20 | AMAZON CAPITAL SERVICES, INC | PHONE CHARGING CORD AND EPSON SCANN | 1YM7-FLJR-FYFK | 02/07/20 | 14.99 | 1632 |
| 101-253-752.000 | 01/29/20 | AMAZON CAPITAL SERVICES, INC | NOTARY RECORD BOOK - K. OWENS | 1LMM-J1PJ-1LTR | 02/07/20 | 10.00 | 1632 |
| 101-253-752.000 | 01/24/20 | JACKPINE BUSINESS CENTERS | THERMAL PAPER ROLLS | 450817-0 | 02/04/20 | 19.68 | 48810 |
| 101-253-752.000 | 01/24/20 | JACKPINE BUSINESS CENTERS | STAPLE REMOVER. ENV. MOISTENER, 10 | 450766-0 | 02/04/20 | 192.35 | 48810 |
| 101-253-752.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 138.33 | 48891 |
| 101-253-752.000 | 02/17/20 | JACKPINE BUSINESS CENTERS | WATER PAST DUE/ SHUT OFF NOTICES | 451544-0 | 02/20/20 | 549.12 | 48870 |
| 101-253-752.000 | 02/05/20 | I.T. RIGHT INC | PRINTER HOOK UP TO NETWORK | 20163105 | 02/24/20 | 11.20 | 1678 |
| 101-253-752.000 | 02/20/20 | JACKPINE BUSINESS CENTERS | BINDER/LABEL HOLDERS/POST ITS/PENS | 451662-0 | 03/05/20 | 84.36 | 48939 |
| 101-253-791.000 | 01/24/20 | THE PIONEER GROUP | ANNUAL NEWS PAPER SUBSCRIPTION - FI | 0049259 2020 | 02/04/20 | 204.60 | 48821 |
| 101-253-801.000 | 01/30/20 | MANISTEE COUNTY CONTROLLER | 2019 TAX MAPS/ASSESSMENT ROLL MAINT | 20200108 | 02/20/20 | 164.92 | 48875 |

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| GL Number | Invoice Date | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
|--|--------------|--------------------------------|--------------------------------------|-------------------|----------|-----------|---------|
| Fund 101 GENERAL FUND | | | | | | | |
| Dept 253 FINANCE / TREASURER | | | | | | | |
| 101-253-900.000 | 02/24/20 | JACKPINE BUSINESS CENTERS | ENVELOPES | 451764-0 | 03/05/20 | 58.00 | 48939 |
| 101-253-913.000 | 01/23/20 | EDWARD BRADFORD | TRAVEL REIMBURSEMENT MMTA WINTER WO: | 20200123 | 02/07/20 | 42.00 | 1634 |
| 101-253-913.000 | 02/04/20 | MICHIGAN GOVERNMENT FINANCE | REGISTRATION SPRING SEMINAR BRADFOR | SPRING SEMINAR 21 | 02/04/20 | 119.00 | 48818 |
| 101-253-913.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 132.50 | 48891 |
| 101-253-933.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 52.99 | 48891 |
| Total For Dept 253 FINANCE / TREASURER | | | | | | 19,232.41 | |
| Dept 257 ASSESSOR | | | | | | | |
| 101-257-717.000 | 02/20/20 | MUNICIPAL EMPLOYEES RETIREMENT | FEBRUARY 2020 CITY EXPENSE | FEBRUARY 2020 | 02/20/20 | 704.00 | 1667 |
| 101-257-801.000 | 01/27/20 | GREAT LAKES ASSESSING INC | PROFESSIONAL ASSESSING SERVICE | 01/27/2020 | 02/07/20 | 6,692.00 | 1641 |
| 101-257-933.000 | 02/10/20 | KOPY SALES INC. | KYOCERA TA4550CI ASSESSOR 1/1-1/31/ | AR11533 ASSESSOR | 02/24/20 | 63.80 | 1680 |
| 101-257-985.000 | 01/29/20 | AMAZON CAPITAL SERVICES, INC | PHONE CHARGING CORD AND EPSON SCANN: | 1YM7-FLJR-FYFK | 02/07/20 | 321.99 | 1632 |
| Total For Dept 257 ASSESSOR | | | | | | 7,781.79 | |
| Dept 262 ELECTIONS | | | | | | | |
| 101-262-752.000 | 02/06/20 | ELECTIONSOURCE | AV SUPPLIES MARCH PRESIDENTIAL PRIM | 19-46406 | 02/20/20 | 900.21 | 48856 |
| Total For Dept 262 ELECTIONS | | | | | | 900.21 | |
| Dept 265 CITY HALL BUILDINGS & GROUNDS | | | | | | | |
| 101-265-717.000 | 02/20/20 | MUNICIPAL EMPLOYEES RETIREMENT | FEBRUARY 2020 CITY EXPENSE | FEBRUARY 2020 | 02/20/20 | 352.00 | 1667 |
| 101-265-752.000 | 02/01/20 | CHARTER COMMUNICATIONS INC. | MONTHLY TV SERVICVE 70 MAPLE ST | 0076258020120 | 02/20/20 | 73.58 | 48848 |
| 101-265-752.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 152.26 | 48891 |
| 101-265-752.000 | 02/12/20 | PURE WATER WORKS INC | PURIFIED WATER | 407047 | 02/20/20 | 50.00 | 48893 |
| 101-265-752.000 | 02/06/20 | X-CEL CHEMICAL SPECIALTIES CO. | JANITORIAL SUPPLIES | 76685 | 02/20/20 | 166.55 | 48908 |
| 101-265-850.000 | 02/11/20 | CHARTER COMMUNICATIONS INC. | MONTHLY SERVICE - 70 MAPLE ST SB | 0138918021120 | 02/20/20 | 159.96 | 48848 |
| 101-265-850.000 | 02/19/20 | AT&T | MONTHLY SERVICE 171-799-4036001 | 02192020 | 03/05/20 | 445.29 | 48915 |
| 101-265-913.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 17.00 | 48891 |
| 101-265-920.000 | 01/22/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES - JANUARY | JANUARY 2020. | 02/04/20 | 1,574.23 | 48793 |
| 101-265-920.000 | 01/31/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES | JAN-2020 | 02/20/20 | 43.25 | 48849 |
| 101-265-921.000 | 02/06/20 | DTE ENERGY | MONTHLY GAS UTILITY 70 MAPLE ST | 1/7-2/4/2020CTYH | 02/20/20 | 492.54 | 48855 |
| Total For Dept 265 CITY HALL BUILDINGS & GROUNDS | | | | | | 3,526.66 | |
| Dept 275 GENERAL | | | | | | | |
| 101-275-801.000 | 01/15/20 | BSB COMMUNICATIONS INC | REMOTE MAC | 150517 | 02/04/20 | 62.50 | 48791 |
| 101-275-801.000 | 02/03/20 | BSB COMMUNICATIONS INC | REMOTE SERVICE PHONES | 150889 | 02/20/20 | 125.00 | 48844 |
| 101-275-802.000 | 01/20/20 | MIKA MEYERS BECKETT & JONES | DEC 2019 NEGOTIATIONS (2018) | 640343 | 02/07/20 | 115.00 | 1648 |
| 101-275-802.000 | 01/20/20 | MIKA MEYERS BECKETT & JONES | DECEMBER GENERAL LEGAL | 640341 | 02/07/20 | 4,455.00 | 1648 |
| 101-275-804.000 | 01/20/20 | MIKA MEYERS BECKETT & JONES | DECEMBER GENERAL LABOR | 640342 | 02/07/20 | 925.00 | 1648 |
| 101-275-804.000 | 02/13/20 | MIKA MEYERS BECKETT & JONES | JAN 2020 GENERAL LABOR | 641027 | 03/09/20 | 250.00 | 1714 |
| 101-275-806.000 | 01/20/20 | MIKA MEYERS BECKETT & JONES | DECEMBER PROSECUTING ATTY | 640345 | 02/07/20 | 688.00 | 1648 |
| 101-275-807.000 | 01/20/20 | MIKA MEYERS BECKETT & JONES | RECREATIONAL MARIHUANA DEC 2019 | 640344 | 02/07/20 | 344.00 | 1648 |
| 101-275-851.000 | 02/09/20 | EASYPERMIT POSTAGE | JANUARY/FEBRUARY METER REFILL, FEBR | 0723-7170 2020-0 | 02/24/20 | 3,159.15 | 1674 |
| 101-275-853.000 | 01/19/20 | VERIZON WIRELESS | MONTHLY SERVICES | 9846631151 | 02/04/20 | 933.18 | 48829 |
| 101-275-920.001 | 01/22/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES - JANUARY | JANUARY 2020. | 02/04/20 | 250.12 | 48793 |
| 101-275-920.001 | 01/31/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES | JAN-2020 | 02/20/20 | 8,807.36 | 48849 |
| 101-275-946.000 | 11/18/19 | SPICER GROUP INC | ARTHUR ST MARIHUANA SALES OVERLAY D | 199057 | 02/24/20 | 1,084.00 | 1685 |
| 101-275-955.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 8.00 | 48891 |
| Total For Dept 275 GENERAL | | | | | | 21,206.31 | |
| Dept 301 POLICE | | | | | | | |
| 101-301-717.000 | 02/20/20 | MUNICIPAL EMPLOYEES RETIREMENT | FEBRUARY 2020 CITY EXPENSE | FEBRUARY 2020 | 02/20/20 | 14,526.50 | 1667 |
| 101-301-721.000 | 01/22/20 | MANISTEE CLEANING SOLUTIONS | UNIFORM DRY CLEANING | 58705 | 02/04/20 | 131.50 | 48811 |
| 101-301-723 | | JOHN S RILEY | RETIREE CASH STIPEND | 01/27/2020 | 02/07/20 | 22.00 | 1657 |

| GL Number | Invoice Date | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
|---------------------------|--------------|--------------------------------|-------------------------------------|------------------|----------|-----------|---------|
| Fund 101 GENERAL FUND | | | | | | | |
| Dept 301 POLICE | | | | | | | |
| 101-301-752.000 | 02/16/20 | AMAZON CAPITAL SERVICES, INC | OFFICE SUPPLIES | 1GTP-7HD7-7TNH | 02/24/20 | 70.97 | 1669 |
| 101-301-752.000 | 02/07/20 | AMAZON CAPITAL SERVICES, INC | OFFICE SUPPLIES | 119T-H319-RFQG | 02/24/20 | 30.81 | 1669 |
| 101-301-752.000 | 02/03/20 | AMAZON CAPITAL SERVICES, INC | OFFICE SUPPLY | 1NHN-DQRY-7L37 | 02/24/20 | 199.00 | 1669 |
| 101-301-752.000 | 02/01/20 | TRANSUNION RISK | MOSLY. BILLING CHARGES | 3055211-202001-1 | 02/24/20 | 100.00 | 1691 |
| 101-301-752.000 | 02/15/20 | WAHR HARDWARE, INC. | SUPPLIES | B23802 | 02/24/20 | 5.09 | 1694 |
| 101-301-752.000 | 01/31/20 | DERMATEC DIRECT | OFC SUPPLIES | 1511773 | 02/20/20 | 87.49 | 48853 |
| 101-301-752.000 | 02/11/20 | JACKPINE BUSINESS CENTERS | OFFICE SUPPLIES | 451375-0 | 02/20/20 | 43.00 | 48870 |
| 101-301-770.000 | 02/06/20 | BLARNEY CASTLE FLEET PROGRAM | FUEL CHARGES 1/6-2/6/2020 | BC177 20200206 | 02/24/20 | 1,417.08 | 1670 |
| 101-301-801.000 | 02/10/20 | STATE OF MICHIGAN - MSP | SOR FEES | 551-557089 | 02/20/20 | 120.00 | 48899 |
| 101-301-913.000 | 01/25/20 | STEVEN SCHMELING | TRAVEL REIMBURSEMENT EMT REFRESHER | 20200125 | 02/07/20 | 139.20 | 1658 |
| 101-301-913.000 | 02/10/20 | TIM KOZAL | TRAVEL REIMBURSEMENT MACP CONFERENC | 20200210 | 02/24/20 | 871.12 | 1689 |
| 101-301-913.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 17.00 | 48891 |
| 101-301-913.000 | 02/26/20 | DAVID SHANDS II | TRAINING MEALS | 02262020 | 03/09/20 | 44.00 | 1701 |
| 101-301-913.000 | 02/26/20 | KIRSTEN GOODSPEED | TRAINING MEALS | 02262020 | 03/09/20 | 44.00 | 1706 |
| 101-301-913.000 | 02/26/20 | RAUL VASQUEZ | TRAINING MEALS | 02262020 | 03/09/20 | 44.00 | 1724 |
| 101-301-913.000 | 02/26/20 | JASON P HALLEAD | TRAINING MEALS | 02262020 | 03/05/20 | 44.00 | 48938 |
| 101-301-915.000 | 01/02/20 | FBI-NAA INC | ANNUAL DUES - STEVEN C SCHMELING | 35306 20200102 | 02/04/20 | 110.00 | 48801 |
| 101-301-915.000 | 12/04/19 | INT'L ASSOCIATION OF POLICE CH | ANNUAL DUES | 0094848 | 02/20/20 | 190.00 | 48868 |
| 101-301-932.000 | 01/24/20 | AUTO VALUE \ AUTO-WARES GROUP | AUTO SUPPLIES | 256-1035812 | 02/04/20 | 22.98 | 48788 |
| 101-301-932.000 | 01/24/20 | AUTO VALUE \ AUTO-WARES GROUP | AUTO SUPPLIES | 256-1035820 | 02/04/20 | 23.31 | 48788 |
| 101-301-932.000 | 01/22/20 | AUTO VALUE \ AUTO-WARES GROUP | VEHICLE SUPPLIES | 256-1035679 | 02/04/20 | 14.61 | 48788 |
| 101-301-932.000 | 02/11/20 | MANISTEE FORD INC | VEHICLE REPAIR | 86449 | 02/20/20 | 34.11 | 48878 |
| 101-301-933.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 16.99 | 48891 |
| 101-301-933.000 | 02/18/20 | CORE TECHNOLOGY CORPORATION | ANNUAL MAINTENANCE | MN3001331 | 02/24/20 | 3,546.00 | 1671 |
| 101-301-933.000 | 02/10/20 | KOPY SALES INC. | KYOCERA TA 3501I P.D. 1/1-1/31/2020 | AR11533 POLICE | 02/24/20 | 30.58 | 1680 |
| Total For Dept 301 POLICE | | | | | | 22,173.34 | |
| Dept 336 FIRE | | | | | | | |
| 101-336-717.000 | 02/20/20 | MUNICIPAL EMPLOYEES RETIREMENT | FEBRUARY 2020 CITY EXPENSE | FEBRUARY 2020 | 02/20/20 | 13,194.50 | 1667 |
| 101-336-721.000 | 01/24/20 | NYE UNIFORM COMPANY | BADGE REFINISH | 726062 | 02/04/20 | 10.00 | 48819 |
| 101-336-723.001 | 01/27/20 | DOUGLAS O DOMINICK | RETIREE CASH STIPEND | 01/27/2020 | 02/07/20 | 250.00 | 1637 |
| 101-336-723.001 | 01/27/20 | MARK A MODJESKI | RETIREE CASH STIPEND | 01/27/2020 | 02/07/20 | 250.00 | 1650 |
| 101-336-723.001 | 01/27/20 | TIMM H SMITH | RETIREE CASH STIPEND | 01/27/2020 | 02/07/20 | 250.00 | 1659 |
| 101-336-752.000 | 01/18/20 | CHARTER COMMUNICATIONS INC. | MONTHLY SERVICE 281 1ST ST CB ACCT2 | 0073420011820 | 02/04/20 | 145.63 | 48792 |
| 101-336-752.000 | 01/19/20 | VERIZON WIRELESS | MONTHLY SERVICE | 9846620733 | 02/04/20 | 14.04 | 48829 |
| 101-336-752.000 | 01/23/20 | FASSTENAL COMPANY | CAN LINERS | M1MAN146494 | 02/07/20 | 39.93 | 1640 |
| 101-336-752.000 | 01/27/20 | GILL-ROYS HARDWARE | STATION BULB | 2001-916411 | 02/04/20 | 12.99 | 48805 |
| 101-336-752.000 | 02/13/20 | WAHR HARDWARE, INC. | BRASS POLISH | C189753 | 02/24/20 | 4.89 | 1694 |
| 101-336-752.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 27.96 | 48891 |
| 101-336-752.000 | 02/12/20 | PURE WATER WORKS INC | WATER BOTTLES | 407043 | 02/20/20 | 62.00 | 48893 |
| 101-336-752.000 | 02/17/20 | AMAZON CAPITAL SERVICES, INC | STATION SUPPLIES | 1W7G-JCF1-TNYG | 03/09/20 | 79.20 | 1697 |
| 101-336-752.000 | 02/18/20 | CHARTER COMMUNICATIONS INC. | 281 1ST ST CB ACCT 2 | 0073420021820 | 03/05/20 | 145.63 | 48926 |
| 101-336-770.000 | 02/06/20 | BLARNEY CASTLE FLEET PROGRAM | FUEL CHARGES 1/6-2/6/2020 | BC177 20200206 | 02/24/20 | 618.84 | 1670 |
| 101-336-777.000 | 01/23/20 | J & B MEDICAL SUPPLY | MEDICAL SUPPLIES | 6038102 | 02/07/20 | 38.52 | 1643 |
| 101-336-777.000 | 01/22/20 | PRAXAIR DISTRIBUTION INC | OXYGEN | 94435194 | 02/07/20 | 41.40 | 1653 |
| 101-336-777.000 | 01/17/20 | PRAXAIR DISTRIBUTION INC | M5 OXYGEN | 94293157 | 02/07/20 | 48.27 | 1653 |
| 101-336-777.000 | 02/04/20 | J & B MEDICAL SUPPLY | MEDICAL SUPPLY | 6065037 | 02/24/20 | 665.20 | 1679 |
| 101-336-777.000 | 02/05/20 | PRAXAIR DISTRIBUTION INC | MEDICAL OXYGEN | 94770730 | 02/24/20 | 56.22 | 1682 |
| 101-336-777.000 | 02/10/20 | J & B MEDICAL SUPPLY | MEDICAL SUPPLIES | 6080136 | 02/24/20 | 521.42 | 1679 |
| 101-336-777.000 | 02/17/20 | J & B MEDICAL SUPPLY | MEDICAL SUPPLIES | 6098729 | 03/09/20 | 100.42 | 1711 |
| 101-336-777.000 | 02/18/20 | J & B MEDICAL SUPPLY | MEDICAL SUPPLIES | 6100304 | 03/09/20 | 38.40 | 1711 |
| 101-336-777.000 | 02/18/20 | PRAXAIR DISTRIBUTION INC | MEDICAL OXYGEN | 94925772 | 03/09/20 | 93.76 | 1716 |
| 101-336-801.000 | 01/31/20 | THE ACCUMED GROUP | BILLING SERVICE FEE | 24063 | 02/04/20 | 2,046.70 | 48783 |

| GL Number | Invoice Date | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
|-------------------------|--------------|--------------------------------|--------------------------------------|------------------|----------|-----------|---------|
| Fund 101 GENERAL FUND | | | | | | | |
| Dept 336 FIRE | | | | | | | |
| 101-336-913.000 | 02/03/20 | DANIEL RECK | TRAVEL REIMBURSEMENT - MEALS | 20200203 | 02/07/20 | 26.00 | 1654 |
| 101-336-915.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 85.00 | 48891 |
| 101-336-920.000 | 01/22/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES - JANUARY | JANUARY 2020. | 02/04/20 | 499.02 | 48793 |
| 101-336-921.000 | 02/06/20 | DTE ENERGY | MONTHLY GAS UTILITY 281 1ST STREET | 1/7-2/4/2020FIRE | 02/20/20 | 447.01 | 48855 |
| 101-336-930.000 | 01/21/20 | WAHR HARDWARE, INC. | STATION BULBS | C188685 | 02/07/20 | 25.98 | 1665 |
| 101-336-930.000 | 01/23/20 | WAHR HARDWARE, INC. | ELECTRIC BREAKER | C188797 | 02/07/20 | 9.49 | 1665 |
| 101-336-930.000 | 01/27/20 | GILL-ROYS HARDWARE | BOLTS | 2001-916534 | 02/04/20 | 7.49 | 48805 |
| 101-336-930.000 | 02/15/20 | WAHR HARDWARE, INC. | LIGHT BULBS | C189850 | 02/24/20 | 7.99 | 1694 |
| 101-336-931.000 | 01/24/20 | GILL-ROYS HARDWARE | CHORD PLUG | 2001-908593 | 02/04/20 | 3.99 | 48805 |
| 101-336-931.000 | 02/05/20 | GILL-ROYS HARDWARE | TRAINING ROPE / HEAT SHRINK | 2002-940706 | 02/20/20 | 24.59 | 48865 |
| 101-336-931.000 | 02/20/20 | GRAND RENTAL STATION | REPAIR SAW | 1-10183 | 03/05/20 | 60.25 | 48935 |
| 101-336-932.000 | 02/17/20 | AUTO VALUE \ AUTO-WARES GROUP | BACK UP LAMP | 256-1037345 | 03/05/20 | 10.80 | 48916 |
| 101-336-932.000 | 02/19/20 | AUTO VALUE \ AUTO-WARES GROUP | BATTERY L-651 | 256-1037517 | 03/05/20 | 155.99 | 48916 |
| 101-336-933.000 | 02/10/20 | KOPY SALES INC. | KYOCERA M3550IDN FIRE 1/1-1/31/2020 | AR11533 FIRE | 02/24/20 | 41.42 | 1680 |
| Total For Dept 336 FIRE | | | | | | 20,166.94 | |
| Dept 441 PUBLIC WORKS | | | | | | | |
| 101-441-717.000 | 02/20/20 | MUNICIPAL EMPLOYEES RETIREMENT | FEBRUARY 2020 CITY EXPENSE | FEBRUARY 2020 | 02/20/20 | 4,010.21 | 1667 |
| 101-441-721.000 | 01/27/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2632231 | 02/04/20 | 8.05 | 48794 |
| 101-441-721.000 | 02/03/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2637682 | 02/20/20 | 8.05 | 48850 |
| 101-441-721.000 | 02/03/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2637684 | 02/20/20 | 15.20 | 48850 |
| 101-441-721.000 | 01/20/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2626743 | 02/20/20 | 8.05 | 48850 |
| 101-441-721.000 | 01/20/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2626745 | 02/20/20 | 15.20 | 48850 |
| 101-441-721.000 | 01/27/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2632233 | 02/20/20 | 15.20 | 48850 |
| 101-441-721.000 | 02/10/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2643120 | 02/20/20 | 8.05 | 48850 |
| 101-441-721.000 | 02/05/20 | CONTINENTAL LINEN SERVICE | NEW UNIFORM - BACHINSKI | S2642938 | 02/20/20 | 216.00 | 48850 |
| 101-441-721.000 | 02/10/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2643122 | 02/20/20 | 15.20 | 48850 |
| 101-441-721.000 | 01/24/20 | SNYDER SHOE CORP | SAFETY BOOTS - A. BACHINSKI | 275022-4268 | 02/20/20 | 131.75 | 48896 |
| 101-441-723.000 | 02/11/20 | DELTA DENTAL | RETIREE DENTAL PREMIUM MARCH 2020 | 1339297 03/2020 | 02/20/20 | 43.04 | 48852 |
| 101-441-723.000 | 02/11/20 | DELTA DENTAL | COBRA DENTAL - LOKOVICH/KOLANOWSKI | COBRA MARCH 2020 | 02/20/20 | 43.04 | 48852 |
| 101-441-723.000 | 02/18/20 | PRIORITY HEALTH | RETIREE HEALTH INSURANCE MARCH 2020 | 20200301 | 02/20/20 | 438.12 | 48892 |
| 101-441-723.000 | 02/18/20 | PRIORITY HEALTH | MARCH COBRA LOKOVICH/KOLANOWSKI | 2020MARCH COBRA | 02/20/20 | 1,407.18 | 48892 |
| 101-441-723.001 | 01/27/20 | ERNEST HELMINSKI | RETIREE CASH STIPEND | 01/27/2020 | 02/07/20 | 250.00 | 1639 |
| 101-441-723.001 | 01/27/20 | RICHARD TETSWORTH | RETIREE CASH STIPEND | 01/27/2020 | 02/07/20 | 250.00 | 1655 |
| 101-441-723.001 | 01/27/20 | TIMOTHY KOLANOWSKI | RETIREE CASH STIPEND | 01/27/2020 | 02/07/20 | 250.00 | 1661 |
| 101-441-752.000 | 01/22/20 | PRAXAIR DISTRIBUTION INC | CYLINDER RENT - WELDING SUPPLIES | 94435194. | 02/07/20 | 50.22 | 1653 |
| 101-441-752.000 | 01/22/20 | AUTO VALUE \ AUTO-WARES GROUP | BATTERY TESTER | 256-1035624 | 02/04/20 | 35.69 | 48788 |
| 101-441-752.000 | 01/22/20 | FAMILY FARM & HOME - MANISTEE | HAIR PIN, COTTER PIN | 005642/H | 02/04/20 | 19.98 | 48799 |
| 101-441-752.000 | 01/21/20 | PURITY CYLINDER GASES INC | ANGLE GRINDER | 00910324 | 02/04/20 | 87.00 | 48822 |
| 101-441-752.000 | 01/29/20 | FASTENAL COMPANY | HEAVY DUTY WEB SLING | MIMAN146560 | 02/07/20 | 61.69 | 1640 |
| 101-441-752.000 | 01/28/20 | FASTENAL COMPANY | GLOVES,TAPE,LIGHT | MIMAN146543 | 02/07/20 | 122.22 | 1640 |
| 101-441-752.000 | 01/31/20 | FASTENAL COMPANY | HEX NUT, SCREWS, CAPS | MIMAN146496 | 02/07/20 | 23.70 | 1640 |
| 101-441-752.000 | 01/30/20 | AUTO VALUE \ AUTO-WARES GROUP | GLOVES | 256-1036228 | 02/04/20 | 15.89 | 48788 |
| 101-441-752.000 | 01/24/20 | JACKPINE BUSINESS CENTERS | PLATES, TISSUE, PAPER TOWEL, AIR FR. | 450619-0 | 02/04/20 | 367.98 | 48810 |
| 101-441-752.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 217.14 | 48891 |
| 101-441-752.000 | 02/12/20 | JACKPINE BUSINESS CENTERS | SUPPLIES | 451341-0 | 02/20/20 | 211.90 | 48870 |
| 101-441-752.000 | 01/10/20 | MODEL FIRST AID, SAFETY & | GLOVES,TWEEZER, COLD RELIEF, LENS C. | 00000124606 | 02/20/20 | 69.75 | 48883 |
| 101-441-752.000 | 02/12/20 | PRAXAIR DISTRIBUTION INC | LENS COVER FOR WELDING HELMET | 94856821 | 02/24/20 | 7.85 | 1682 |
| 101-441-752.000 | 02/06/20 | TERMINAL SUPPLY CO | CONNECTORS,UNION, ELBOW, FREIGHT | 15280-00 | 02/24/20 | 173.94 | 1688 |
| 101-441-752.000 | 02/05/20 | WAHR HARDWARE, INC. | FURNITURE POLISH | C189451 | 02/24/20 | 5.49 | 1694 |
| 101-441-752.000 | 02/17/20 | WAHR HARDWARE, INC. | LIGHT BULBS | C189930 | 02/24/20 | 6.98 | 1694 |
| 101-441-752.000 | 02/05/20 | TRAVERSE REPRODUCTION & | PAPER FOR PLOTTER | 69855 | 02/20/20 | 17.07 | 48903 |
| 101-441-752.000 | 02/12/20 | I.T. RIGHT INC | VIDEO CARD | 20163180 | 02/24/20 | 55.00 | 1678 |

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| GL Number | Invoice Date | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
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| Fund 101 GENERAL FUND | | | | | | | |
| Dept 441 PUBLIC WORKS | | | | | | | |
| 101-441-752.000 | 02/17/20 | AUTO VALUE \ AUTO-WARES GROUP | OIL - PLOW TRUCKS - SHOP TOWELS | 256-1037364 | 03/05/20 | 59.96 | 48916 |
| 101-441-752.000 | 02/26/20 | AUTO VALUE \ AUTO-WARES GROUP | ADAPTER SET | 256-1037962 | 03/05/20 | 6.29 | 48916 |
| 101-441-770.000 | 02/06/20 | BLARNEY CASTLE FLEET PROGRAM | FUEL CHARGES 1/6-2/6/2020 | BC177 20200206 | 02/24/20 | 4,390.58 | 1670 |
| 101-441-791.000 | 01/31/20 | THE PIONEER GROUP | ANNUAL NEWS PAPER SUBSCRIPTION | 0035520 2020 | 02/04/20 | 204.60 | 48821 |
| 101-441-850.000 | 02/12/20 | CHARTER COMMUNICATIONS INC. | 280 WASHINGTON ST | 0140088021220 | 03/05/20 | 39.99 | 48926 |
| 101-441-913.000 | 01/27/20 | JEFFREY W MIKULA | REIMBURSEMENT SLEIGHBELL MEETINGS/ | 20200127 | 02/07/20 | 130.20 | 1649 |
| 101-441-913.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 51.00 | 48891 |
| 101-441-915.000 | 01/13/20 | AMERICAN PUBLIC WORKS ASSOC. | MEMBERSHIP - PRINCE | 798150 2020 | 02/04/20 | 233.00 | 48784 |
| 101-441-920.000 | 01/22/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES - JANUARY | JANUARY 2020. | 02/04/20 | 1,523.24 | 48793 |
| 101-441-921.000 | 02/06/20 | DTE ENERGY | MONTHLY GAS UTILITY 280 WASHINGTON | 1/7-2/4/2020DPW | 02/20/20 | 2,402.97 | 48855 |
| 101-441-930.000 | 02/17/20 | GILL-ROYS HARDWARE | PAINTING SUPPLIES | 2002-970154 | 02/20/20 | 60.88 | 48865 |
| 101-441-930.000 | 02/11/20 | WAHR HARDWARE, INC. | PAINT & PAINTING SUPPLIES | C189691 | 02/24/20 | 696.04 | 1694 |
| 101-441-930.000 | 02/17/20 | WAHR HARDWARE, INC. | BRUSHES - PAINT SUPPLIES | B23827 | 02/24/20 | 4.37 | 1694 |
| 101-441-931.000 | 01/22/20 | GILL-ROYS HARDWARE | SPRAY PAINT - SNOWBLOWER | 2001-900461 | 02/04/20 | 9.59 | 48805 |
| 101-441-931.000 | 01/23/20 | FAMILY FARM & HOME - MANISTEE | SPRAY PAINT | 005644/H | 02/04/20 | 14.48 | 48799 |
| 101-441-931.000 | 02/12/20 | AMAZON CAPITAL SERVICES, INC | MOTOR FOR SALT/SAND SPREADER | 1M17-LPL9-9XNK | 02/24/20 | 65.99 | 1669 |
| 101-441-931.000 | 02/06/20 | AMAZON CAPITAL SERVICES, INC | TOW STRAP/CHAIN - LOADERS | 1QJN-M3M4-6DLL | 02/24/20 | 262.89 | 1669 |
| 101-441-931.000 | 02/07/20 | FASTENAL COMPANY | DRILL BIT #167 | MIMAN146705 | 02/24/20 | 33.61 | 1675 |
| 101-441-931.000 | 02/07/20 | AUTO VALUE \ AUTO-WARES GROUP | AIR FILTER #167 | 256-1036774 | 02/20/20 | 21.67 | 48837 |
| 101-441-931.000 | 02/06/20 | AUTO VALUE \ AUTO-WARES GROUP | AIR,FUEL, OIL FILTERS/TOGGLE #167 | 256-1036741 | 02/20/20 | 104.20 | 48837 |
| 101-441-931.000 | 01/13/20 | AUTO VALUE \ AUTO-WARES GROUP | DE-ICER FOR EQUIPMENT | 256-1034943 | 02/20/20 | 32.94 | 48837 |
| 101-441-931.000 | 02/14/20 | AUTO VALUE \ AUTO-WARES GROUP | KEYS | 256-1037249 | 02/20/20 | 8.50 | 48837 |
| 101-441-931.000 | 09/25/19 | BURNIPS EQUIPMENT CO. | SKIDSTEER RENTAL | EB00641 | 02/20/20 | 2,200.00 | 48845 |
| 101-441-932.000 | 01/23/20 | FASTENAL COMPANY | BOLTS - PLOW TRUCKS | MIMAN146497 | 02/07/20 | 67.95 | 1640 |
| 101-441-932.000 | 01/24/20 | AUTO VALUE \ AUTO-WARES GROUP | OIL FILTER | 256-1035819 | 02/04/20 | 15.34 | 48788 |
| 101-441-932.000 | 01/07/20 | O'REILLY AUTOMOTIVE | BRAKE PARTS - #124 | 5715159453 | 02/07/20 | 59.99 | 1651 |
| 101-441-932.000 | 01/27/20 | FAMILY TIRE SERVICE | TIRE/HUB/DISMOUNT/MOUNT/DISPOSAL | 2859 | 02/04/20 | 756.36 | 48800 |
| 101-441-932.000 | 01/27/20 | TRUCK & TRAILER SPECIALTIES | SNOW WHEEL/ADJUSTMENT - PLOW TRUCKS | BS0008987 | 02/04/20 | 1,978.00 | 48827 |
| 101-441-932.000 | 02/12/20 | FASTENAL COMPANY | PLOW BOLT | MIMAN146766 | 02/24/20 | 75.50 | 1675 |
| 101-441-932.000 | 02/07/20 | AUTO VALUE \ AUTO-WARES GROUP | CLAMPS - STOCK SUPPLIES | 256-1036796 | 02/20/20 | 45.33 | 48837 |
| 101-441-932.000 | 02/05/20 | AUTO VALUE \ AUTO-WARES GROUP | IGNITION COIL, PLUG #128 | 256-1036638 | 02/20/20 | 531.84 | 48837 |
| 101-441-932.000 | 02/17/20 | AUTO VALUE \ AUTO-WARES GROUP | PIGTAILS - PLOW TRUCKS | 256-1037336 | 02/20/20 | 14.59 | 48837 |
| 101-441-932.000 | 02/07/20 | BLARNEY CASTLE OIL CO. | OIL/DIESEL | 1182773 | 02/20/20 | 1,032.07 | 48842 |
| 101-441-932.000 | 02/05/20 | FAMILY FARM & HOME - MANISTEE | HITCH PINS - 167 | 5669/16 | 02/20/20 | 10.66 | 48857 |
| 101-441-932.000 | 02/04/20 | FAMILY FARM & HOME - MANISTEE | CLEVIS - 131 | 005666/H | 02/20/20 | 14.98 | 48857 |
| 101-441-932.000 | 01/16/20 | FAMILY TIRE SERVICE | TIRES.HUB, DISMOUNT/MOUNT, DISPOSAL | 2852 | 02/20/20 | 846.36 | 48858 |
| 101-441-932.000 | 11/13/19 | BLARNEY CASTLE OIL CO. | CREDIT FOR DRUM RETURN | 1153474 | 02/20/20 | (15.00) | 48842 |
| 101-441-932.000 | 02/17/20 | AUTO VALUE \ AUTO-WARES GROUP | OIL - PLOW TRUCKS - SHOP TOWELS | 256-1037364 | 03/05/20 | 62.34 | 48916 |
| 101-441-932.000 | 02/17/20 | AUTO VALUE \ AUTO-WARES GROUP | CHAMBER #143 | 256-1037387 | 03/05/20 | 89.24 | 48916 |
| 101-441-932.000 | 02/25/20 | AUTO VALUE \ AUTO-WARES GROUP | CLEVIS KIT -\$143 | 256-1037880 | 03/05/20 | 13.39 | 48916 |
| 101-441-932.000 | 02/25/20 | AUTO VALUE \ AUTO-WARES GROUP | HOSE REMOVER/PLIER | 256-1037920 | 03/05/20 | 82.78 | 48916 |
| 101-441-933.000 | 02/07/20 | DTN, LLC | WEATHER STATION SOFTWARE | 5691481 | 02/24/20 | 465.00 | 1673 |
| 101-441-933.000 | 02/10/20 | KOPY SALES INC. | KYOCERA TA3050CI GARAGE 1/1-1/31/20. | AR11533 DPW | 02/24/20 | 63.80 | 1680 |

Total For Dept 441 PUBLIC WORKS

27,609.34

Dept 701 PLANNING & ZONING

| | | | | | | | |
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| 101-701-717.000 | 02/20/20 | MUNICIPAL EMPLOYEES RETIREMENT | FEBRUARY 2020 CITY EXPENSE | FEBRUARY 2020 | 02/20/20 | 1,056.00 | 1667 |
| 101-701-723.000 | 02/18/20 | PRIORITY HEALTH | RETIREE HEALTH INSURANCE MARCH 2020 | 20200301 | 02/20/20 | 219.06 | 48892 |
| 101-701-884.000 | 02/17/20 | JACKPINE BUSINESS CENTERS | HDC NAMEPLATE - GREENACRE | 451458-0 | 02/20/20 | 16.00 | 48870 |
| 101-701-887.000 | 01/31/20 | THE PIONEER GROUP | JANUARY ADVERTISEMENTS | 41100167 JAN 2020 | 02/20/20 | 75.95 | 48888 |
| 101-701-889.000 | 01/31/20 | THE PIONEER GROUP | JANUARY ADVERTISEMENTS | 41100167 JAN 2020 | 02/20/20 | 209.40 | 48888 |
| 101-701-933.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 16.99 | 48891 |

| GL Number | Invoice Date | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
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| Fund 101 GENERAL FUND | | | | | | | |
| Dept 701 PLANNING & ZONING | | | | | | | |
| Total For Dept 701 PLANNING & ZONING | | | | | | 1,593.40 | |
| Dept 751 PARKS & RECREATION | | | | | | | |
| 101-751-717.000 | 02/20/20 | MUNICIPAL EMPLOYEES RETIREMENT | FEBRUARY 2020 CITY EXPENSE | FEBRUARY 2020 | 02/20/20 | 671.17 | 1667 |
| 101-751-721.000 | 02/11/20 | AUTO VALUE \ AUTO-WARES GROUP | LIGHT FOR HARD HAT | 256-1036999 | 02/20/20 | 35.80 | 48837 |
| 101-751-723.000 | 02/11/20 | DELTA DENTAL | RETIREE DENTAL PREMIUM MARCH 2020 | 1339297 03/2020 | 02/20/20 | 21.52 | 48852 |
| 101-751-723.000 | 02/18/20 | PRIORITY HEALTH | RETIREE HEALTH INSURANCE MARCH 2020 | 20200301 | 02/20/20 | 219.06 | 48892 |
| 101-751-723.000 | 02/18/20 | VISION SERVICE PLAN | MARCH RETIREE VISION INSURANCE PREM | 30083266 MARCH 20 | 02/20/20 | 6.35 | 48905 |
| 101-751-752.000 | 01/21/20 | FASTENAL COMPANY | PAINT MARKER | MIMAN146469 | 02/07/20 | 5.64 | 1640 |
| 101-751-752.000 | 01/24/20 | FASTENAL COMPANY | CLEANER, SPONGE, GLOVES, LOTION | MIMAN146505 | 02/07/20 | 27.93 | 1640 |
| 101-751-752.000 | 01/24/20 | FASTENAL COMPANY | PINE-SOL, CRUD KRITTER | MIMAN146514 | 02/07/20 | 63.16 | 1640 |
| 101-751-752.000 | 01/28/20 | FASTENAL COMPANY | GLOVES,TAPE,LIGHT | MIMAN146543 | 02/07/20 | 122.22 | 1640 |
| 101-751-752.000 | 02/03/20 | WAHR HARDWARE, INC. | TAPE | C189299 | 02/07/20 | 9.99 | 1665 |
| 101-751-752.000 | 01/30/20 | FAMILY FARM & HOME - MANISTEE | SPRAY GUN GRIP | 005657/H | 02/04/20 | 39.99 | 48799 |
| 101-751-752.000 | 02/07/20 | FASTENAL COMPANY | CREDIT - RETURN HEX WASHER HEAD LAG | MIMAN146697 | 02/24/20 | (22.93) | 1675 |
| 101-751-752.000 | 02/06/20 | FASTENAL COMPANY | NUT WRENCH | MIMAN146687 | 02/24/20 | 21.86 | 1675 |
| 101-751-752.000 | 02/06/20 | FASTENAL COMPANY | WASHER, SCREW | MIMAN146688 | 02/24/20 | 31.71 | 1675 |
| 101-751-752.000 | 01/10/20 | MODEL FIRST AID, SAFETY & | GLOVES,TWEEZER, COLD RELIEF, LENS C | 00000124606 | 02/20/20 | 69.05 | 48883 |
| 101-751-752.000 | 02/12/20 | WAHR HARDWARE, INC. | SOCKET | C189711 | 02/24/20 | 6.98 | 1694 |
| 101-751-770.000 | 02/06/20 | BLARNEY CASTLE FLEET PROGRAM | FUEL CHARGES 1/6-2/6/2020 | BC177 20200206 | 02/24/20 | 609.84 | 1670 |
| 101-751-850.000 | 02/10/20 | CHARTER COMMUNICATIONS INC. | MONTHLY SERVICE - 108 LAKESHORE DR | 0138926021020 | 02/20/20 | 39.99 | 48848 |
| 101-751-900.000 | 01/31/20 | THE PIONEER GROUP | JANUARY ADVERTISEMENTS | 41100167 JAN 2021 | 02/20/20 | 162.00 | 48888 |
| 101-751-913.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 17.00 | 48891 |
| 101-751-920.000 | 01/22/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES - JANUARY | JANUARY 2020. | 02/04/20 | 1,828.57 | 48793 |
| 101-751-920.000 | 01/31/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES | JAN-2020 | 02/20/20 | 869.35 | 48849 |
| 101-751-921.000 | 02/06/20 | DTE ENERGY | MONTHLY GAS UTILITY 580 MAPLE ST | 1/7-2/4/2020TEEN | 02/20/20 | 94.63 | 48855 |
| 101-751-930.000 | 01/24/20 | C & W PORTABLES & SEPTIC | PORTA POTTY | 144509 | 02/07/20 | 88.00 | 1635 |
| 101-751-930.000 | 01/24/20 | C & W PORTABLES & SEPTIC | PORTA POTTY | 144508 | 02/07/20 | 88.00 | 1635 |
| 101-751-930.000 | 01/24/20 | C & W PORTABLES & SEPTIC | PORTA POTTY | 144507 | 02/07/20 | 88.00 | 1635 |
| 101-751-930.000 | 01/24/20 | C & W PORTABLES & SEPTIC | PORTA POTTY | 144505 | 02/07/20 | 88.00 | 1635 |
| 101-751-930.000 | 01/24/20 | C & W PORTABLES & SEPTIC | PORTA POTTY | 144510 | 02/07/20 | 88.00 | 1635 |
| 101-751-930.000 | 01/24/20 | C & W PORTABLES & SEPTIC | PORTA POTTY | 144506 | 02/07/20 | 88.00 | 1635 |
| 101-751-930.000 | 01/31/20 | FASTENAL COMPANY | BATH TISSUE DISPENSER | MIMAN146618 | 02/07/20 | 59.82 | 1640 |
| 101-751-930.000 | 10/02/19 | TOP LINE ELECTRIC LLC | REPAIR SERVICE - 1ST ST SOUTH LOOP | 12577 | 02/07/20 | 1,920.49 | 1662 |
| 101-751-930.000 | 01/27/20 | WAHR HARDWARE, INC. | GAL STRAP - 9TH ST BOAT LAUNCH | C188975 | 02/07/20 | 2.59 | 1665 |
| 101-751-930.000 | 02/07/20 | FASTENAL COMPANY | SCREW - 9TH ST BOAT LAUNCH | MIMAN146698 | 02/24/20 | 14.93 | 1675 |
| 101-751-930.000 | 02/05/20 | FASTENAL COMPANY | SEALANT - 9TH ST BOAT LAUNCH | MIMAN146684 | 02/24/20 | 14.84 | 1675 |
| 101-751-930.000 | 02/11/20 | FASTENAL COMPANY | SCREWS - 9TH ST DOCK | MIMAN146738 | 02/24/20 | 10.96 | 1675 |
| 101-751-930.000 | 02/12/20 | HARBOR STEEL & SUPPLY CORP. | RIVERWALK - STEEL | 04251365 | 02/24/20 | 19.50 | 1677 |
| 101-751-930.000 | 02/12/20 | HARBOR STEEL & SUPPLY CORP. | RIVERWALK TUBING | 04251351 | 02/24/20 | 30.00 | 1677 |
| 101-751-930.000 | 01/16/20 | CADILLAC PLUMBING-HEATING | HOOK - ICE RINK | 774359 | 02/20/20 | 18.50 | 48846 |
| 101-751-930.000 | 01/22/20 | CADILLAC PLUMBING-HEATING | HOOK - ICE RINK | 774642 | 02/20/20 | 37.00 | 48846 |
| 101-751-930.000 | 02/04/20 | WAHR HARDWARE, INC. | GALVANIZED STRAP - 9TH ST BOAT LAUN | C189371 | 02/24/20 | 31.08 | 1694 |
| 101-751-931.000 | 01/21/20 | AUTO VALUE \ AUTO-WARES GROUP | OIL - MOWERS | 256-1035575 | 02/04/20 | 16.99 | 48788 |
| 101-751-931.000 | 01/29/20 | AUTO VALUE \ AUTO-WARES GROUP | AIR FILTER | 256-1036131 | 02/04/20 | 15.49 | 48788 |
| 101-751-931.000 | 01/28/20 | AUTO VALUE \ AUTO-WARES GROUP | CLEANER - MOWERS | 256-1036078 | 02/04/20 | 19.18 | 48788 |
| 101-751-931.000 | 01/27/20 | FREEMAN CREEK EQUIPMENT INC | CUTTING EDGE, SCREW #179 | 18625 RECEIPT | 02/04/20 | 462.89 | 48803 |
| 101-751-931.000 | 02/03/20 | GRAND RENTAL STATION | SWITCH - MOWER | 1-568198 | 02/04/20 | 74.95 | 48807 |
| 101-751-931.000 | 02/07/20 | FREDRICKSON SUPPLY LLC | HARNESS #174 | 6169 | 02/20/20 | 780.06 | 48863 |
| 101-751-931.000 | 02/19/20 | AUTO VALUE \ AUTO-WARES GROUP | OIL - MOWERS | 256-1037546 | 03/05/20 | 47.88 | 48916 |
| 101-751-931.000 | 02/19/20 | AUTO VALUE \ AUTO-WARES GROUP | OIL - MOWERS | 256-1037547 | 03/05/20 | 47.34 | 48916 |
| 101-751-932.000 | 02/07/20 | AUTO VALUE \ AUTO-WARES GROUP | EXTERIOR DOOR PART #254 | 256-1036775 | 02/20/20 | 33.49 | 48837 |

| GL Number | Invoice Date | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
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| Fund 101 GENERAL FUND | | | | | | | |
| Dept 905 DEBT SERVICE | | | | | | | |
| 101-905-992.108 | 02/04/20 | BANK OF NEW YORK MELLON TRUST | MANISTEE CITY 2013 REFUNDING BONDS | MANISTEE2013 2021 | 02/20/20 | 11,750.00 | 48838 |
| | | | Total For Dept 905 DEBT SERVICE | | | 11,750.00 | |
| | | | Total For Fund 101 GENERAL FUND | | | 152,963.47 | |
| Fund 202 MAJOR STREET FUND | | | | | | | |
| Dept 000 | | | | | | | |
| 202-000-864.000 | 02/07/20 | UNIQUE PAVING MATERIALS CORP | COLD PATCH - MAJOR/LOCAL | 50218 | 02/24/20 | 2,587.06 | 1692 |
| 202-000-921.000 | 02/06/20 | DTE ENERGY | GAS UTILITY 51 MAPLE STREET | 1/7-2/5/20BRIDGE | 02/20/20 | 124.99 | 48855 |
| | | | Total For Dept 000 | | | 2,712.05 | |
| | | | Total For Fund 202 MAJOR STREET FUND | | | 2,712.05 | |
| Fund 203 LOCAL STREET FUND | | | | | | | |
| Dept 000 | | | | | | | |
| 203-000-864.000 | 02/07/20 | UNIQUE PAVING MATERIALS CORP | COLD PATCH - MAJOR/LOCAL | 50218 | 02/24/20 | 2,587.06 | 1692 |
| | | | Total For Dept 000 | | | 2,587.06 | |
| Dept 905 DEBT SERVICE | | | | | | | |
| 203-905-992.012 | 02/04/20 | BANK OF NEW YORK MELLON TRUST | MANISTEE CITY 2010 CAP IMP BONDS | MNSTECTY10CI 2/21 | 02/20/20 | 15,254.02 | 48839 |
| | | | Total For Dept 905 DEBT SERVICE | | | 15,254.02 | |
| | | | Total For Fund 203 LOCAL STREET FUND | | | 17,841.08 | |
| Fund 226 CITY REFUSE FUND | | | | | | | |
| Dept 000 | | | | | | | |
| 226-000-202.000 | 01/27/20 | SATAUA, TAFATAFA | UB REFUND FOR ACCOUNT: FIRS-000279- | ESC FIRS-000279-1 | 02/04/20 | 63.27 | 48824 |
| 226-000-202.000 | 02/10/20 | KREBS, CARL | UB REFUND FOR ACCOUNT: PARA-000141- | C/B PARA-000141-1 | 02/20/20 | 33.50 | 48872 |
| 226-000-202.000 | 02/19/20 | SPENCE, CONNIE | UB REFUND FOR ACCOUNT: SECS-000447- | C/B SECS-000447-1 | 02/20/20 | 20.01 | 48897 |
| 226-000-752.000 | 01/29/20 | AMOR SIGN STUDIOS INC | RECYCLING CENTER GRAPHIC | 11724 | 02/07/20 | 25.52 | 1633 |
| 226-000-826.000 | 01/31/20 | REPUBLIC SERVICES #239 | BASIC SERVICE | 0239-002591783 | 02/20/20 | 33,518.54 | 48894 |
| 226-000-827.000 | 02/11/20 | MASON-LAKE CONSERVATION DISTR | 2020 HHW AGREEMENT | 2020 HHW | 02/20/20 | 2,500.00 | 48881 |
| 226-000-827.000 | 01/31/20 | REPUBLIC SERVICES #239 | DUMPSTERS | 0239-002588890 | 02/20/20 | 313.76 | 48894 |
| 226-000-920.000 | 01/22/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES - JANUARY | JANUARY 2020. | 02/04/20 | 31.85 | 48793 |
| | | | Total For Dept 000 | | | 36,506.45 | |
| | | | Total For Fund 226 CITY REFUSE FUND | | | 36,506.45 | |
| Fund 275 GRANT MANAGEMENT FUND | | | | | | | |
| Dept 901 LOCAL REVENUE SHARING GRANTS | | | | | | | |
| 275-901-986.084 | 12/30/19 | DOUGLASS SAFETY SYSTEMS, LLC | FLIR K65 THERMAL IMAGING CAMERA KIT | 46037. | 02/07/20 | 7,700.00 | 1638 |
| 275-901-986.085 | 01/07/20 | WATCHGUARD VIDEO | EQUIPMENT | 4BOINV0005544 | 02/04/20 | 5,990.00 | 48830 |
| | | | Total For Dept 901 LOCAL REVENUE SHARING GRANTS | | | 13,690.00 | |
| | | | Total For Fund 275 GRANT MANAGEMENT FUND | | | 13,690.00 | |
| Fund 430 CAPITAL IMPROVEMENT FUND | | | | | | | |
| Dept 905 DEBT SERVICE | | | | | | | |
| 430-905-992.012 | 02/04/20 | BANK OF NEW YORK MELLON TRUST | MANISTEE CITY 2010 CAP IMP BONDS | MNSTECTY10CI 2/21 | 02/20/20 | 13,613.62 | 48839 |
| | | | Total For Dept 905 DEBT SERVICE | | | 13,613.62 | |
| | | | Total For Fund 430 CAPITAL IMPROVEMENT FUND | | | 13,613.62 | |

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| Fund 501 BOAT LAUNCH FUND | | | | | | | |
| Dept 000 | | | | | | | |
| 501-000-850.000 | 01/22/20 | CHARTER COMMUNICATIONS INC. | MONTHLY SERVICE - 110 S LAKESHORE DR | 0139478012220 | 02/04/20 | 40.58 | 48792 |
| 501-000-850.000 | 02/01/20 | CHARTER COMMUNICATIONS INC. | MONTHLY SERVICE 110 S LAKESHORE DR | 0139486020120 | 02/20/20 | 39.99 | 48848 |
| 501-000-920.000 | 01/22/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES - JANUARY | JANUARY 2020. | 02/04/20 | 105.21 | 48793 |
| 501-000-920.000 | 01/31/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES | JAN-2020 | 02/20/20 | 84.01 | 48849 |
| Total For Dept 000 | | | | | | 269.79 | |
| Total For Fund 501 BOAT LAUNCH FUND | | | | | | 269.79 | |
| Fund 592 WATER UTILITY | | | | | | | |
| Dept 000 | | | | | | | |
| 592-000-202.000 | 01/27/20 | GOODWIN, JAMES | UB REFUND FOR ACCOUNT: FIFA-000317- | C/B FIFA-000317-1 | 02/04/20 | 0.35 | 48806 |
| 592-000-202.000 | 01/31/20 | OOTEN, CHERYL | UB REFUND FOR ACCOUNT: BROH-000034- | C/B BROH-000034-1 | 02/04/20 | 13.23 | 48820 |
| 592-000-202.000 | 01/27/20 | SATAUA, TAFATAFA | UB REFUND FOR ACCOUNT: FIRS-000279- | ESC FIRS-000279-1 | 02/04/20 | 47.04 | 48824 |
| 592-000-202.000 | 02/10/20 | CAMPAGNA, CARY & MARY | UB REFUND FOR ACCOUNT: LAKD-000262- | C/B LAKD-000262-1 | 02/20/20 | 38.15 | 48847 |
| 592-000-202.000 | 02/10/20 | COX, DUANE | UB REFUND FOR ACCOUNT: ELMS-000434- | C/B ELMS-000434-1 | 02/20/20 | 22.94 | 48851 |
| 592-000-202.000 | 02/10/20 | FIEBIG, DAVE | UB REFUND FOR ACCOUNT: FIFA-000251- | C/B FIFA-000251-1 | 02/20/20 | 22.94 | 48859 |
| 592-000-202.000 | 02/10/20 | FORD, RONALD & DAWN | UB REFUND FOR ACCOUNT: DUND-000308- | C/B DUND-000308-1 | 02/20/20 | 18.83 | 48862 |
| 592-000-202.000 | 02/10/20 | HOUTMAN, LOREN HENRY | UB REFUND FOR ACCOUNT: THIS-000464- | C/B THIS-000464-1 | 02/20/20 | 9.18 | 48866 |
| 592-000-202.000 | 02/10/20 | JONES, PATRICIA | UB REFUND FOR ACCOUNT: SECS-000368- | C/B SECS-000368-1 | 02/20/20 | 19.66 | 48871 |
| 592-000-202.000 | 02/19/20 | SPENCE, CONNIE | UB REFUND FOR ACCOUNT: SECS-000447- | C/B SECS-000447-1 | 02/20/20 | 15.63 | 48897 |
| 592-000-202.000 | 02/19/20 | ZAKRAJSEK, RANDY | UB REFUND FOR ACCOUNT: FOUS-000318- | C/B FOUS-000318-1 | 02/20/20 | 6.43 | 48909 |
| Total For Dept 000 | | | | | | 214.38 | |
| Dept 542 WATER OPERATION | | | | | | | |
| 592-542-717.000 | 02/20/20 | MUNICIPAL EMPLOYEES RETIREMENT | FEBRUARY 2020 CITY EXPENSE | FEBRUARY 2020 | 02/20/20 | 1,321.65 | 1667 |
| 592-542-721.000 | 02/03/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2637683 | 02/20/20 | 25.01 | 48850 |
| 592-542-721.000 | 01/20/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2626744 | 02/20/20 | 25.01 | 48850 |
| 592-542-721.000 | 02/27/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2632232 | 02/20/20 | 25.01 | 48850 |
| 592-542-721.000 | 02/10/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2643121 | 02/20/20 | 25.01 | 48850 |
| 592-542-723.000 | 02/11/20 | DELTA DENTAL | RETIREE DENTAL PREMIUM MARCH 2020 | 1339297 03/2020 | 02/20/20 | 21.52 | 48852 |
| 592-542-723.000 | 02/18/20 | PRIORITY HEALTH | RETIREE HEALTH INSURANCE MARCH 2020 | 20200301 | 02/20/20 | 219.06 | 48892 |
| 592-542-723.000 | 02/18/20 | VISION SERVICE PLAN | MARCH RETIREE VISION INSURANCE PREM | 30083266 MARCH 20 | 02/20/20 | 6.35 | 48905 |
| 592-542-752.000 | 01/22/20 | JAMES RILEY | CDL REIMBURSEMENT - RILEY | 2020 CDL | 02/07/20 | 25.00 | 1644 |
| 592-542-752.000 | 01/21/20 | WAHR HARDWARE, INC. | SEALANT, SCREWDRIVER | C188680 | 02/07/20 | 23.17 | 1665 |
| 592-542-752.000 | 01/28/20 | FASTENAL COMPANY | GLOVES, TAPE, LIGHT | MIMAN146543 | 02/07/20 | 122.22 | 1640 |
| 592-542-752.000 | 01/30/20 | WAHR HARDWARE, INC. | POLY TUBE | B23540 | 02/07/20 | 80.00 | 1665 |
| 592-542-752.000 | 01/31/20 | WAHR HARDWARE, INC. | OUTLET, CORD, MOUSE TRAP | C189161 | 02/07/20 | 18.57 | 1665 |
| 592-542-752.000 | 01/29/20 | JACKPINE BUSINESS CENTERS | BINDERS/LAMINATING/PAPER/STAPLER/CA | 450906-0 | 02/04/20 | 43.22 | 48810 |
| 592-542-752.000 | 02/05/20 | AMAZON CAPITAL SERVICES, INC | INK CARTRIDGES | 1HQW-D4TH-44M4 | 02/24/20 | 51.20 | 1669 |
| 592-542-752.000 | 01/31/20 | FIRST ADVANTAGE OCCUPATIONAL | RANDOM TESTING | 2503652001 | 02/20/20 | 317.50 | 48860 |
| 592-542-752.000 | 01/10/20 | MODEL FIRST AID, SAFETY & | GLOVES, TWEEZER, COLD RELIEF, LENS C | 00000124606 | 02/20/20 | 57.05 | 48883 |
| 592-542-752.000 | 02/13/20 | WAHR HARDWARE, INC. | MOUSE TRAPS | B23778 | 02/24/20 | 10.58 | 1694 |
| 592-542-752.000 | 02/19/20 | AMAZON CAPITAL SERVICES, INC | CREDIT MEMO FOR RETURNED TONER | 1VCV-1FLJ-463L | 03/09/20 | (28.21) | 1697 |
| 592-542-753.000 | 01/26/20 | HAVILAND PRODUCTS COMPANY INC | FLUORIDE, CHLORINE | 342555 | 02/07/20 | 3,424.20 | 1642 |
| 592-542-753.000 | 01/29/20 | HAVILAND PRODUCTS COMPANY INC | CREDIT MEMO - DEPOSIT RETURN | 342922/342921 | 02/07/20 | (1,010.00) | 1642 |
| 592-542-770.000 | 02/06/20 | BLARNEY CASTLE FLEET PROGRAM | FUEL CHARGES 1/6-2/6/2020 | BC177 20200206 | 02/24/20 | 318.45 | 1670 |
| 592-542-824.000 | 02/04/20 | WAHR HARDWARE, INC. | FREIGHT | C189378 | 02/24/20 | 14.29 | 1694 |
| 592-542-850.000 | 02/13/20 | AT&T | 1/14-2/13/2020 23139825843105 | 231398258402-2021 | 03/05/20 | 178.47 | 48915 |
| 592-542-853.000 | 01/19/20 | VERIZON WIRELESS | MONTHLY SERVICES | 9846631151 | 02/04/20 | 80.02 | 48829 |
| 592-542-853.000 | 01/19/20 | VERIZON WIRELESS | MONTHLY SERVICE | 9846656478 | 02/04/20 | 310.14 | 48829 |
| 592-542-913.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 34.00 | 48891 |
| 592-542-913.000 | 02/13/20 | STATE OF MICHIGAN | CERTIFICATE LIMITED TREATMENT | 2020RILEYLTLD | 02/20/20 | 70.00 | 48900 |
| 592-542-913.000 | 02/13/20 | STATE OF MICHIGAN | CERTIFICATION DISTRIBUTION | 2020RILEYDIST | 02/20/20 | 76.00 | 48900 |

| GL Number | Invoice Date | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
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| Fund 592 WATER UTILITY | | | | | | | |
| Dept 542 WATER OPERATION | | | | | | | |
| 592-542-915.000 | 12/18/19 | AMERICAN WATER WORKS ASSOC. | MEMBERSHIP - BRUCE BANKS | 7001753365 | 02/04/20 | 83.00 | 48785 |
| 592-542-920.000 | 01/22/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES - JANUARY | JANUARY 2020. | 02/04/20 | 517.65 | 48793 |
| 592-542-920.000 | 01/31/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES | JAN-2020 | 02/20/20 | 5,882.00 | 48849 |
| 592-542-931.000 | 01/20/20 | AUTO VALUE \ AUTO-WARES GROUP | BATTERY - #158 | 256-1035416 | 02/04/20 | 155.99 | 48788 |
| 592-542-931.000 | 01/20/20 | AUTO VALUE \ AUTO-WARES GROUP | CREDIT - AUTO MARINE BAT | 256-1035433 | 02/04/20 | (18.00) | 48788 |
| 592-542-931.000 | 01/16/20 | FORBES SANITATION & EXCAVATION | REPLACE WATER SERVICE | 10799 | 02/04/20 | 1,850.00 | 48802 |
| 592-542-931.000 | 02/20/20 | AUTO VALUE \ AUTO-WARES GROUP | GREASE | 256-1037584 | 03/05/20 | 10.69 | 48916 |
| Total For Dept 542 WATER OPERATION | | | | | | 14,359.82 | |
| Dept 905 DEBT SERVICE | | | | | | | |
| 592-905-991.000 | 02/04/20 | BANK OF NEW YORK MELLON, N.A. | STATE REVOLVING FUND SEMIANNUAL PAY | 20200204 | 02/20/20 | 20,000.00 | 48840 |
| 592-905-992.011 | 02/04/20 | BANK OF NEW YORK MELLON, N.A. | STATE REVOLVING FUND SEMIANNUAL PAY | 20200204 | 02/20/20 | 3,562.50 | 48840 |
| 592-905-992.014 | 02/04/20 | BANK OF NEW YORK MELLON, N.A. | STATE REVOLVING FUND SEMIANNUAL PAY | 20200204 | 02/20/20 | 3,656.94 | 48840 |
| Total For Dept 905 DEBT SERVICE | | | | | | 27,219.44 | |
| Total For Fund 592 WATER UTILITY | | | | | | 41,793.64 | |
| Fund 593 SEWER UTILITY | | | | | | | |
| Dept 000 | | | | | | | |
| 593-000-202.000 | 01/27/20 | GOODWIN, JAMES | UB REFUND FOR ACCOUNT: FIFA-000317- | C/B FIFA-000317-1 | 02/04/20 | 1.01 | 48806 |
| 593-000-202.000 | 01/27/20 | SATAUA, TAFATAFA | UB REFUND FOR ACCOUNT: FIRS-000279- | ESC FIRS-000279-1 | 02/04/20 | 141.96 | 48824 |
| 593-000-202.000 | 02/19/20 | SPENCE, CONNIE | UB REFUND FOR ACCOUNT: SECS-000447- | C/B SECS-000447-1 | 02/20/20 | 44.91 | 48897 |
| Total For Dept 000 | | | | | | 187.88 | |
| Dept 543 SEWER OPERATIONS | | | | | | | |
| 593-543-717.000 | 02/20/20 | MUNICIPAL EMPLOYEES RETIREMENT | FEBRUARY 2020 CITY EXPENSE | FEBRUARY 2020 | 02/20/20 | 1,833.97 | 1667 |
| 593-543-721.000 | 01/27/20 | CONTINENTAL LINEN SERVICE | UNIFORMS/CLEANING | 2632243 | 02/04/20 | 13.20 | 48794 |
| 593-543-721.000 | 02/03/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2637685 | 02/20/20 | 15.20 | 48850 |
| 593-543-721.000 | 01/20/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2626746 | 02/20/20 | 15.20 | 48850 |
| 593-543-721.000 | 01/27/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2632234 | 02/20/20 | 15.20 | 48850 |
| 593-543-721.000 | 01/20/20 | CONTINENTAL LINEN SERVICE | UNIFORMS/CLEANING | 2626756 | 02/20/20 | 18.73 | 48850 |
| 593-543-721.000 | 01/27/20 | CONTINENTAL LINEN SERVICE | UNIFORMS/CLEANING | 2632244 | 02/20/20 | 59.33 | 48850 |
| 593-543-721.000 | 01/20/20 | CONTINENTAL LINEN SERVICE | UNIFORMS/CLEANING | 2626755 | 02/20/20 | 13.20 | 48850 |
| 593-543-721.000 | 02/03/20 | CONTINENTAL LINEN SERVICE | UNIFORMS/CLEANING | 2637693 | 02/20/20 | 13.20 | 48850 |
| 593-543-721.000 | 02/03/20 | CONTINENTAL LINEN SERVICE | UNIFORMS/CLEANING | 2637694 | 02/20/20 | 26.33 | 48850 |
| 593-543-721.000 | 02/10/20 | CONTINENTAL LINEN SERVICE | UNIFORM RENTAL | 2643123 | 02/20/20 | 15.20 | 48850 |
| 593-543-721.000 | 02/10/20 | CONTINENTAL LINEN SERVICE | UNIFORMS/CLEANING | 2643134 | 02/20/20 | 26.33 | 48850 |
| 593-543-721.000 | 02/10/20 | CONTINENTAL LINEN SERVICE | UNIFORMS/CLEANING | 2643133 | 02/20/20 | 13.20 | 48850 |
| 593-543-752.000 | 01/24/20 | FASTENAL COMPANY | OPERATING SUPPLIES | MIMAN146515 | 02/07/20 | 19.62 | 1640 |
| 593-543-752.000 | 01/27/20 | FASTENAL COMPANY | OPERATING SUPPLIES | MIMAN146528 | 02/07/20 | 22.15 | 1640 |
| 593-543-752.000 | 01/27/20 | FASTENAL COMPANY | OPERATING SUPPLIES | MIMAN146529 | 02/07/20 | 27.50 | 1640 |
| 593-543-752.000 | 01/28/20 | FASTENAL COMPANY | GLOVES, TAPE, LIGHT | MIMAN146543 | 02/07/20 | 122.23 | 1640 |
| 593-543-752.000 | 01/21/20 | WAHR HARDWARE, INC. | OPERATING SUPPLIES | C188687 | 02/07/20 | 2.59 | 1665 |
| 593-543-752.000 | 01/30/20 | AUTO VALUE \ AUTO-WARES GROUP | OPERATING SUPPLIES | 256-1036221 | 02/04/20 | 29.89 | 48788 |
| 593-543-752.000 | 01/22/20 | AUTO VALUE \ AUTO-WARES GROUP | OPERATING SUPPLIES | 256-1035688 | 02/04/20 | 8.38 | 48788 |
| 593-543-752.000 | 01/27/20 | AUTO VALUE \ AUTO-WARES GROUP | OPERATING SUPPLIES | 256-1035958 | 02/04/20 | 5.37 | 48788 |
| 593-543-752.000 | 01/27/20 | FAMILY FARM & HOME - MANISTEE | OPERATING SUPPLIES | 5651/16 | 02/04/20 | 38.97 | 48799 |
| 593-543-752.000 | 01/21/20 | GILL-ROY'S HARDWARE | OPERATING SUPPLIES | 2001-897903 | 02/04/20 | 1.99 | 48805 |
| 593-543-752.000 | 01/29/20 | JACKPINE BUSINESS CENTERS | BINDERS/LAMINATING/PAPER/STAPLER/CA | 450906-0 | 02/04/20 | 43.22 | 48810 |
| 593-543-752.000 | 02/12/20 | STATE OF MICHIGAN | FILLING FEE FOR SEWER BOND CLOSING | MANISTEE RD1 A/B | 02/17/20 | 940.00 | 48833 |
| 593-543-752.000 | 02/01/20 | SPARTANNASH | JANUARY CHARGES | 20200201 STMT | 02/24/20 | 65.46 | 1684 |
| 593-543-752.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 99.00 | 48891 |
| 593-543-752.000 | | FASTENAL COMPANY | OPERATING SUPPLIES | MIMAN146713 | 02/24/20 | 94.00 | 1675 |

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| GL Number | Invoice Date | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
|-------------------------------------|--------------|-------------------------------|-------------------------------------|-------------------|----------|------------|---------|
| Fund 593 SEWER UTILITY | | | | | | | |
| Dept 543 SEWER OPERATIONS | | | | | | | |
| 593-543-752.000 | 02/04/20 | GALLOUP | OPERATING SUPPLIES | S108864160.001 | 02/24/20 | 13.06 | 1676 |
| 593-543-752.000 | 02/07/20 | GILL-ROYS HARDWARE | OPERATING SUPPLIES | 2002-945987 | 02/20/20 | 17.77 | 48865 |
| 593-543-752.000 | 02/03/20 | JACKPINE BUSINESS CENTERS | OPERATING SUPPLIES | 451077-0 | 02/20/20 | 8.91 | 48870 |
| 593-543-752.000 | 02/07/20 | LINKE LUMBER COMPANY | OPERATING SUPPLIES | 10212836 | 02/20/20 | 34.76 | 48873 |
| 593-543-752.000 | 01/10/20 | MODEL FIRST AID, SAFETY & | OPERATING SUPPLIES | 00000124607 | 02/20/20 | 72.92 | 48883 |
| 593-543-752.000 | 01/31/20 | NCL OF WISCONSIN, INC. | OPERATING SUPPLIES | 434603 | 02/20/20 | 363.41 | 48885 |
| 593-543-752.000 | 01/31/20 | NCL OF WISCONSIN, INC. | OPERATING SUPPLIES | 434604 | 02/20/20 | 1,232.80 | 48885 |
| 593-543-752.000 | 02/06/20 | WAHR HARDWARE, INC. | OPERATING SUPPLIES | C189487 | 02/24/20 | 36.01 | 1694 |
| 593-543-752.000 | 01/31/20 | REPUBLIC SERVICES #239 | OPERATING SUPPLIES | 0239-002588870 | 02/20/20 | 168.38 | 48894 |
| 593-543-752.000 | 01/06/20 | SNYDER SHOE CORP | OPERATING SUPPLIES | 275022-3747 | 02/20/20 | 148.75 | 48896 |
| 593-543-752.000 | 01/10/20 | SNYDER SHOE CORP | OPERATING SUPPLIES | 275022-3812 | 02/20/20 | 136.00 | 48896 |
| 593-543-752.000 | 01/23/20 | WIN-911 SOFTWARE | OPERATING SUPPLIES | 217XT200-2020422 | 02/20/20 | 495.00 | 48907 |
| 593-543-753.000 | 02/03/20 | WEBB CHEMICAL SERVICE CORP. | CHEMICAL SUPPLIES | 502850 | 02/24/20 | 4,586.68 | 1695 |
| 593-543-770.000 | 02/06/20 | BLARNEY CASTLE FLEET PROGRAM | FUEL CHARGES 1/6-2/6/2020 | BC177 20200206 | 02/24/20 | 225.14 | 1670 |
| 593-543-824.000 | 01/23/20 | TRACE ANALYTICAL LABORATORIES | LAB TESTING | 0010643 | 02/07/20 | 306.00 | 1663 |
| 593-543-850.000 | 02/13/20 | AT&T | 1/14-2/13/2020 23139825843105 | 231398258402-2020 | 03/05/20 | 178.48 | 48915 |
| 593-543-853.000 | 01/19/20 | VERIZON WIRELESS | MONTHLY SERVICES | 9846631151 | 02/04/20 | 120.03 | 48829 |
| 593-543-900.000 | 01/31/20 | THE PIONEER GROUP | JANUARY ADVERTISEMENTS | 41100167 JAN 2020 | 02/20/20 | 3,383.75 | 48888 |
| 593-543-913.000 | 01/27/20 | RICK MOHR | REIMBURSEMENT MEALS WW ADMIN CONFER | 20200127 | 02/07/20 | 61.00 | 1656 |
| 593-543-913.000 | 02/05/20 | RICK MOHR | TRAVEL REIMBURSEMENT JOINT EXPO-LAN | 20200205 | 02/24/20 | 41.00 | 1683 |
| 593-543-913.000 | 01/30/20 | PNC BANK | JANUARY CREDIT CARD CHARGES | JANUARY 2020 | 02/20/20 | 289.85 | 48891 |
| 593-543-913.000 | 02/11/20 | MWEA | TRAVEL TRAINING | E26501 | 02/20/20 | 285.00 | 48884 |
| 593-543-920.000 | 01/22/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES - JANUARY | JANUARY 2020. | 02/04/20 | 1,735.30 | 48793 |
| 593-543-920.000 | 01/31/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES | JAN-2020 | 02/20/20 | 9,079.79 | 48849 |
| 593-543-921.000 | 02/06/20 | DTE ENERGY | MONTHLY GAS UTILITY 51 NINTH ST | 1/7-2/4/2020WWTP | 02/20/20 | 1,476.49 | 48855 |
| 593-543-931.000 | 11/27/19 | TOP LINE ELECTRIC LLC | REPAIR & MAINTENANCE - EQUIPMENT | 12917 | 02/07/20 | 109.00 | 1662 |
| 593-543-931.000 | 01/28/20 | TOP LINE ELECTRIC LLC | REPAIR & MAINTENANCE - EQUIPMENT | 13232 | 02/07/20 | 332.50 | 1662 |
| 593-543-931.000 | 01/28/20 | TOP LINE ELECTRIC LLC | REPAIR & MAINTENANCE - EQUIPMENT | 13231 | 02/07/20 | 380.00 | 1662 |
| 593-543-931.000 | 01/28/20 | TOP LINE ELECTRIC LLC | REPAIR & MAINTENANCE - EQUIPMENT | 13233 | 02/07/20 | 1,900.00 | 1662 |
| 593-543-931.000 | 01/28/20 | TOP LINE ELECTRIC LLC | REPAIR & MAINTENANCE - EQUIPMENT | 13234 | 02/07/20 | 855.00 | 1662 |
| 593-543-931.000 | 01/29/20 | WAHR HARDWARE, INC. | REPAIR & MAINTENANCE - EQUIPMENT | C189052 | 02/07/20 | 30.45 | 1665 |
| 593-543-931.000 | 01/30/20 | GILL-ROYS HARDWARE | REPAIR & MAINTENANCE - EQUIPMENT | 2001-922565 | 02/04/20 | 5.98 | 48805 |
| 593-543-931.000 | 01/29/20 | GILL-ROYS HARDWARE | REPAIR & MAINTENANCE - EQUIPMENT | 2001-920479 | 02/04/20 | 58.95 | 48805 |
| 593-543-931.000 | 01/15/20 | IN-SITU INC | REPAIR & MAINTENANCE - EQUIPMENT | 20105 | 02/04/20 | 155.64 | 48809 |
| 593-543-931.000 | 02/06/20 | AUTO VALUE \ AUTO-WARES GROUP | REPAIR & MAINTENANCE - EQUIPMENT | 256-1036725 | 02/20/20 | 18.59 | 48837 |
| 593-543-931.000 | 01/03/20 | IN-SITU INC | REPAIR & MAINTENANCE - EQUIPMENT | 00050003021 | 02/20/20 | 139.00 | 48867 |
| 593-543-931.000 | 02/04/20 | TOP LINE ELECTRIC LLC | REPAIR & MAINTENANCE - EQUIPMENT | 13290 | 02/24/20 | 946.99 | 1690 |
| 593-543-931.000 | 02/04/20 | TOP LINE ELECTRIC LLC | REPAIR & MAINTENANCE - EQUIPMENT | 13289 | 02/24/20 | 95.00 | 1690 |
| Total For Dept 543 SEWER OPERATIONS | | | | | | 33,246.44 | |
| Dept 905 DEBT SERVICE | | | | | | | |
| 593-905-960.000 | 01/22/20 | BANK OF NEW YORK MELLON | MANIST15 3/18/20-3/17/21 AGENT FEE | 252-2261711 | 02/04/20 | 750.00 | 48789 |
| 593-905-991.000 | 02/04/20 | BANK OF NEW YORK MELLON, N.A. | STATE REVOLVING FUND SEMIANNUAL PAY | 20200204 | 02/20/20 | 210,000.00 | 48840 |
| 593-905-992.005 | 02/04/20 | BANK OF NEW YORK MELLON, N.A. | STATE REVOLVING FUND SEMIANNUAL PAY | 20200204 | 02/20/20 | 1,812.50 | 48840 |
| 593-905-992.009 | 02/04/20 | BANK OF NEW YORK MELLON, N.A. | STATE REVOLVING FUND SEMIANNUAL PAY | 20200204 | 02/20/20 | 9,646.57 | 48840 |
| 593-905-992.010 | 02/04/20 | BANK OF NEW YORK MELLON, N.A. | STATE REVOLVING FUND SEMIANNUAL PAY | 20200204 | 02/20/20 | 5,013.44 | 48840 |
| 593-905-992.012 | 02/04/20 | BANK OF NEW YORK MELLON TRUST | MANISTEE CITY 2010 CAP IMP BONDS | MNSTECPY10CI 2/20 | 02/20/20 | 51,543.61 | 48839 |
| 593-905-992.013 | 02/04/20 | BANK OF NEW YORK MELLON, N.A. | STATE REVOLVING FUND SEMIANNUAL PAY | 20200204 | 02/20/20 | 10,884.68 | 48840 |
| Total For Dept 905 DEBT SERVICE | | | | | | 289,650.80 | |
| Total For Fund 593 SEWER UTILITY | | | | | | 323,085.12 | |

| GL Number | Invoice Date | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
|---|--------------|------------------------------|-------------------------------------|------------------|----------|--------------|---------|
| Fund 594 MARINA FUND | | | | | | | |
| Dept 000 | | | | | | | |
| 594-000-752.000 | 01/29/20 | DORNBOS SIGN, INC. | SIGNS | INV48133 | 02/04/20 | 665.50 | 48797 |
| 594-000-752.000 | 01/28/20 | CHARTER COMMUNICATIONS INC. | MONTHLY SERVICE - 480 RIVER ST CB A | 0099730012820 | 02/20/20 | 87.45 | 48848 |
| 594-000-920.000 | 01/22/20 | CONSUMERS ENERGY | ELECTRIC UTILITIES - JANUARY | JANUARY 2020. | 02/04/20 | 551.79 | 48793 |
| 594-000-921.000 | 02/06/20 | DTE ENERGY | MONTHLY GAS UTILITY 480 RIVER ST | 1/7-2/4/2020MARI | 02/20/20 | 369.24 | 48855 |
| 594-000-930.000 | 10/02/19 | TOP LINE ELECTRIC LLC | REPLACE BREAKERS & REPAIR WIRING, T | 12579 | 02/07/20 | 541.00 | 1662 |
| 594-000-930.000 | 02/19/20 | CUSTOM SHEET METAL & HEATING | AAON UNIT NOT HEATING BOATER'S LOUN | 9781152 | 03/09/20 | 185.25 | 1699 |
| 594-000-930.000 | 02/19/20 | CUSTOM SHEET METAL & HEATING | MAINTENANCE AGREEMENT | 10042134 | 03/09/20 | 325.00 | 1699 |
| Total For Dept 000 | | | | | | 2,725.23 | |
| Total For Fund 594 MARINA FUND | | | | | | 2,725.23 | |
| Fund 661 MOTOR POOL FUND | | | | | | | |
| Dept 000 | | | | | | | |
| 661-000-981.100 | 01/10/20 | D&K TRUCK CO. | WESTERN STAR PLOW TRUCK | 4157N20 | 02/04/20 | 44,318.00 | 48796 |
| Total For Dept 000 | | | | | | 44,318.00 | |
| Total For Fund 661 MOTOR POOL FUND | | | | | | 44,318.00 | |
| Fund 703 CURRENT TAX COLLECTION | | | | | | | |
| Dept 000 | | | | | | | |
| 703-000-215.000 | 02/04/20 | DOWNTOWN DEVELOPMENT | 2019 WINTERT TAX DISTRIBUTION 4: 1/ | 19WINTXDIST4 | 02/04/20 | 1,577.67 | 48798 |
| 703-000-215.000 | 02/18/20 | DOWNTOWN DEVELOPMENT | 2019 WINTER TAX DISTRIBUTION 5 2/1- | 19WINTXDIST5 | 02/20/20 | 5,482.36 | 48854 |
| 703-000-215.000 | 02/18/20 | DOWNTOWN DEVELOPMENT | 2019 SUMMER TAX DISTRIBUTION 16 2/1 | 19SUMTXDIST16 | 02/20/20 | 1,091.24 | 48854 |
| 703-000-222.000 | 02/04/20 | MANISTEE COUNTY TREASURER | 2019 WINTER TAX DISTRIBUTION 4: 1/1 | 19WINTXDIST4 | 02/04/20 | 38,181.99 | 48815 |
| 703-000-222.000 | 02/04/20 | MANISTEE COUNTY TREASURER | 2019 SUMMER TAX DISTRIBUTION 15: 1/ | 19SUMTXDIST15 | 02/04/20 | 3,586.81 | 48815 |
| 703-000-222.000 | 02/18/20 | MANISTEE COUNTY TREASURER | 2019 WINTER TAX DISTRIBUTION 5 2/1- | 19WINTXDIST5 | 02/20/20 | 161,520.65 | 48876 |
| 703-000-222.000 | 02/18/20 | MANISTEE COUNTY TREASURER | 2019 SUMMER TAX DISTRIOBUTION 16 2/ | 19SUMTXDIST16 | 02/20/20 | 3,617.89 | 48877 |
| 703-000-222.010 | 02/04/20 | MANISTEE COUNTY TREASURER | 2019 WINTER TAX DISTRIBUTION 4: 1/1 | 19WINTXDIST4 | 02/04/20 | 4,214.68 | 48815 |
| 703-000-222.010 | 02/18/20 | MANISTEE COUNTY TREASURER | 2019 WINTER TAX DISTRIBUTION 5 2/1- | 19WINTXDIST5 | 02/20/20 | 3,437.48 | 48876 |
| 703-000-225.000 | 02/04/20 | MANISTEE AREA PUBLIC SCHOOLS | 2019 WINTER TAX DISTRIBUTION 4: 1/1 | 2019WINTXDIST4 | 02/04/20 | 147,831.81 | 48813 |
| 703-000-225.000 | 02/18/20 | MANISTEE AREA PUBLIC SCHOOLS | 2019 WINTER TAX DISTRIBUTION 5 2/12 | 2019WINTXDIST5 | 02/20/20 | 625,483.33 | 48874 |
| 703-000-225.001 | 02/04/20 | MANISTEE AREA PUBLIC SCHOOLS | 2019 WINTER TAX DISTRIBUTION 4: 1/1 | 2019WINTXDIST4 | 02/04/20 | 30,121.17 | 48813 |
| 703-000-225.001 | 02/18/20 | MANISTEE AREA PUBLIC SCHOOLS | 2019 WINTER TAX DISTRIBUTION 5 2/12 | 2019WINTXDIST5 | 02/20/20 | 133,601.93 | 48874 |
| 703-000-228.001 | 02/04/20 | MANISTEE COUNTY TREASURER | 2019 SUMMER TAX DISTRIBUTION 15: 1/ | 19SUMTXDIST15 | 02/04/20 | 3,913.51 | 48815 |
| 703-000-228.001 | 02/18/20 | MANISTEE COUNTY TREASURER | 2019 SUMMER TAX DISTRIOBUTION 16 2/ | 19SUMTXDIST16 | 02/20/20 | 4,184.42 | 48877 |
| 703-000-234.000 | 02/04/20 | MANISTEE INTERMEDIATE SCHOOL | 2019 SUMMER TAX DISTRIBUTION 15 1/1 | 19SUMTXDIST15 | 02/04/20 | 1,499.90 | 48816 |
| 703-000-234.000 | 02/18/20 | MANISTEE INTERMEDIATE SCHOOL | 2019 SUMMER TAX DISTRIBUTION 16 2/ | 19SUMTXDIST16 | 02/20/20 | 1,604.22 | 48879 |
| 703-000-235.000 | 02/04/20 | WEST SHORE COMMUNITY COLLEGE | 2019 SUMMER TAX DISTRIBUTION 15 1/1 | 19SUMTXDIST15 | 02/04/20 | 2,015.56 | 48832 |
| 703-000-235.000 | 02/18/20 | WEST SHORE COMMUNITY COLLEGE | 2019 SUMER TAX DISTRIBUTION 16 2/1- | 19SUMTXDIST16 | 02/20/20 | 2,033.06 | 48906 |
| 703-000-275.000 | 02/04/20 | HOEFLINGER DAVID A & LINDSAY | 2019 Sum Tax Refund 51-358-715-02 | 02/04/2020 | 02/04/20 | 200.29 | 48808 |
| 703-000-275.000 | 02/19/20 | AREAUX LARRY DUANE JR | 2019 Sum Tax Refund 51-568-704-09 | 02/19/2020 | 02/20/20 | 100.28 | 48836 |
| Total For Dept 000 | | | | | | 1,175,300.25 | |
| Total For Fund 703 CURRENT TAX COLLECTION | | | | | | 1,175,300.25 | |

| GL Number | Invoice Date | Vendor | Invoice Desc. | Invoice | Chk Date | Amount | check # |
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| Fund Totals: | | | | | | | |
| | | | Fund 101 GENERAL FUND | | | 152,963.47 | |
| | | | Fund 202 MAJOR STREET FUND | | | 2,712.05 | |
| | | | Fund 203 LOCAL STREET FUND | | | 17,841.08 | |
| | | | Fund 226 CITY REFUSE FUND | | | 36,506.45 | |
| | | | Fund 275 GRANT MANAGEMENT FUND | | | 13,690.00 | |
| | | | Fund 430 CAPITAL IMPROVEMENT FUND | | | 13,613.62 | |
| | | | Fund 501 BOAT LAUNCH FUND | | | 269.79 | |
| | | | Fund 592 WATER UTILITY | | | 41,793.64 | |
| | | | Fund 593 SEWER UTILITY | | | 323,085.12 | |
| | | | Fund 594 MARINA FUND | | | 2,725.23 | |
| | | | Fund 661 MOTOR POOL FUND | | | 44,318.00 | |
| | | | Fund 703 CURRENT TAX COLLECTION | | | 1,175,300.25 | |
| Total For All Funds: | | | | | | <hr/> | 1,824,818.70 |

ORDINANCE NO. 20-04

CITY OF MANISTEE

AN ORDINANCE TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR A PROPOSED MULTIPLE FAMILY PROJECT FOR PERSONS OF LOW OR MODERATE INCOME TO BE FINANCED OR ASSISTED PURSUANT TO THE PROVISIONS OF THE STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966 (1966 PA 346, AS AMENDED, MCL SECTION 125.1401 ET.SEQ.) AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH.

THE CITY OF MANISTEE ORDAINS:

Section 1. Addition to the City of Manistee Ordinances. The City of Manistee adds this **Tax Exemption for Housing Ordinance** which reads in its entirety as follows:

I. Authority.

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its citizens of low income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the State housing project Authority Act of 1966 (1966 PA 346, as amended, MCL 125.1401, *et seq*, hereafter the “Act”). The City of Manistee (the “City”) is authorized by the Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under the Act at any amount it chooses, not to exceed the taxes that would be paid but for the Act. It is further acknowledged that such housing for persons of low income is a public necessity, and as the City will be benefited and improved by such housing, the encouragement of the same by providing certain real estate tax exemption for such housing is a valid public purpose; further, that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of taxes during the period contemplated in this Article are essential to the determination of economic feasibility of housing developments which are improved and financed in reliance on such tax exemption.

The City acknowledges that the City of Manistee Housing Commission and Commonwealth Development Corporation of America, on behalf of CT HV Limited Dividend Housing Association LLC (the “Sponsor”) has offered, subject to receipt of an allocation under the LIHTC Program from the Michigan State housing project Authority, to rehabilitate, own and operate a housing project. The project is to be located on certain property in the City as described in the attached Exhibit “A”, to serve persons of low income, and that the Sponsor has offered to pay the City on account of this housing project an annual service charge for public services in lieu of all taxes. The proposed area for the housing project is property in the City of Manistee, County of Manistee, State of Michigan, to-wit:

PT GOV LOT 1 COM 1000 FT W & 133 FT S OF NE COR, E 60 FT, S 100 FT, W 60 FT, N 100 FT TO POB. .14 A M/L SEC 11 T21N R17W

Property Tax Id#: 51-51-211-103-09

PT GOV LOT 1 COM 940 FT W + 133 FT S OF NE COR, E 60 FT, S 100 FT, W 60 FT, N 100 FT TO POB SEC 11 T21N R17W

Property Tax Id#: 51-51-211-103-10

PT GOVT LOT 1 COM 600 FT W & 263 FT S OF NE COR, W 399 FT, S 128 FT, W 51 FT, S TO MANISTEE RIVER, ELY ALG RIVER TO PT DUE S OF POB, N TO POB. 5.98 A M/L SEC 11 T21N R17W

Property Tax Id#: 51-51-211-106-01

PT GOVT LOT 1 COM 1100 FT W & 263 FT S OF NE COR, E 101 FT, S 128 FT, W 51 FT, S TO MANISTEE RIVER, WLY TO PT S OF POB, N TO POB. SEC 11 T21N R17W

Property Tax Id#: 51-51-211-106-02

PT LOT 1 COM 1100 FT W & 263 FT S NE COR, W 220 FT, S TO MANISTEE RIVER, ELY ALG RIVER TO A PT DUE S OF POB, N TO POB EXC M&NERR R/W

Property Tax Id#: 51-51-211-107-01

PT GOV LOT 1 COM 263 FT S OF SE COR OF SW 1/4 SE 1/4 OF SEC 2, S 87 FT, W 66 FT N 80 FT, E 11 FT, NELY 55 1/2 FT TO POB .13 A M/L SEC 11 T21N R17W

Property Tax Id#: 51-51-211-126-01

PT GOV LOT 1 COM 270 FT S & 66 FT W OF SE COR OF SW 1/4 SE 1/4 SEC 2, W 108 FT, S 80 FT, E 108 FT, N 80 FT TO POB SEC 11 T21N R17W

Property Tax Id#: 51-51-211-126-02

PT OF GOVT LOT 1, COM 350 FT SOUTH OF SE COR OF SW 1/4 OF SE 1/4 SEC 2 FOR POB, TH W 174 FT, TH S TO N EDGE OF RIVER, TO N EDGE OF RIVER, TH E ALG RIVER 181 FT TH N TO POB. .55 A M/L SEC 11 T21N R17W

Property Tax Id#: 51-51-211-126-10

II. Definitions.

All terms shall be defined as set forth in the State housing project Authority Act of 1966, being Public Act 346 of 1966 of the State of Michigan, as amended, except as follows:

- A. Act means the State housing project Authority Act, being Public Act 346 of 1966 of the State of Michigan, as amended.

- B. Authority means the Michigan State housing project Authority.
- C. Annual Shelter Rent means the total collections during an agreed annual period from or paid on behalf of all occupants of a housing project representing rent or occupancy charges, exclusive of utilities.
- D. LIHTC Program means the Low Income Housing Tax Credit Program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.
- E. Low Income Persons and Families means persons and families eligible to move into a housing project.
- F. Mortgage Loan means a loan that is Federally-Aided (as defined in Section 11 of the Act) or a loan or grant made or to be made by the Authority to the Sponsor for the construction, rehabilitation, acquisition and/or permanent financing of a housing project, as secured by a mortgage on the housing project.
- G. Sponsor means CT HV Limited Dividend Housing Association, LLC and any entity that receives or assumes a Mortgage Loan.
- H. Utilities mean charges for gas, electric, water, sanitary sewer and other utilities furnished to the occupants that are paid by the housing project.

III. Class of Housing Projects.

It is determined that the class of housing projects to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing projects for Low Income Persons and Families that are financed with a Mortgage Loan. It is further determined that the Century Terrace Harborview Apartments Project is of this class.

IV. Establishment of Annual Service Charge.

The housing project identified as Century Terrace and Harborview Apartments and the property on which it is located shall be exempt from all *ad valorem* property taxes from and after the commencement of construction or rehabilitation. The City acknowledges that the Sponsor and the Authority have established the economic feasibility of the housing project in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the housing project for exemption from all *ad valorem* property taxes and a payment in lieu of taxes as established in this Ordinance. Therefore, in consideration of the Sponsor's offer to rehabilitate and operate the housing project, the City agrees to accept payment of an annual service charge for public services

in lieu of all *ad valorem* property taxes. Subject to receipt of a Mortgage Loan, the annual service charge shall be equal to 3% of the Annual Shelter Rents actually collected by the housing project during each operating year, which shall include rent subsidy.

V. Limitation on the Payment of Annual Service Charge.

Notwithstanding Section IV, the service charge to be paid each year in lieu of taxes for the part of the housing project that is tax exempt but which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing project if the housing project were not tax exempt.

VI. Contractual Effect of Ordinance.

Notwithstanding the provisions of section 15(a)(5) of the Act to the contrary, a contract between the City and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance, however, nothing contained in this Article shall constitute a waiver of any rights the City may possess or exercise under the provisions of Section 15(a)(2) of the Act, provided the exercise of such rights does not, in the opinion of the Authority, impair the economic feasibility of the housing project.

VII. Payment of Annual Service Charge.

The annual service charge established by this Article shall be payable in the same manner as general property taxes are payable to the City except that the annual payment shall be paid on or before August 20th of each year. Failure to pay the annual service charge on or before August 20th of each year shall result in the annual service charge being subject to one (1%) percent interest per month until paid. If any amount of the annual service charge or accrued interest shall remain unpaid as of December 30th of each year, the amount unpaid shall be a lien upon the real property constituting the housing project upon the City Treasurer filing a certificate of non-payment of the annual service charge, together with an affidavit of proof of service of the certificate of non-payment upon the Sponsor by first-class mail, postage prepaid and addressed to the Sponsor in care of the address of the housing project with the Manistee County Treasurer, and proceedings may then be had to enforce the lien as provided by law for the foreclosure of tax liens upon real property, in accordance with the provisions of the General Property Tax Act .

VIII. Documentation Supplied.

On or before April 1 of each year, the Sponsor shall file with the City audited financial statements showing all revenues for the housing project, including but not limited to rent or occupancy charges and subsidies received from the Authority or other sources for the benefit of the housing project and expenses, including utilities, and a determination based upon the audited financial statements of the Annual Shelter Rent Amount in accordance with Section IV above. Such audited financial statements shall show revenues and expenses separately for units considered occupied by persons of low income, and units occupied by individuals other than persons of low income during the previous year. The City may require such other or further financial information as may be necessary to accurately determine the annual service charge due. Failure of the Sponsor to provide such statement or failure of City to receive such statement shall not invalidate any annual service charge owed pursuant to this Article.

IX. Duration.

The provisions of this Ordinance shall become effective upon acquisition of the housing project by the Sponsor and shall remain in effect and shall not terminate as long as the Authority, Sponsor or other governmental entity shall have any interest in the housing project in the City, or for a period of thirty-five (35) years after this Article becomes effective, whichever is shorter, and provided that the acquisition of the housing project by the Sponsor occurs within twenty-four (24) months from the effective date of this Ordinance.

Section 2. Severability.

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of the Ordinance as a whole or any section or provision of this Ordinance other than the section or provision so declared to be unconstitutional or invalid.

Section 3. Effective Date; Publication.

This Ordinance shall be effective ten (10) days after its enactment as provided in Section 4-3 of the City of Manistee Charter. The City Clerk shall cause a copy of this Ordinance to be published in a newspaper circulated in the city of Manistee, stating the date of the enactment and effective date of the Ordinance, a brief notice as to the subject matter of the Ordinance and such other facts as the city clerk shall deem pertinent. A copy of the Ordinance shall be made available for public use and inspection at the office of the Manistee City Clerk.

Section 4.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MANISTEE,
MANISTEE COUNTY, MICHIGAN, THIS ____ DAY OF _____, 2020.

ENACTMENT DATE: _____

CERTIFICATION

I, Heather Pefley, do hereby certify that I am the duly appointed and acting City Clerk of
the City of Manistee and that the foregoing ordinance was adopted by the City of Manistee on the
____ day of _____, 2020.

City Clerk

ORDINANCE NO. 20-05

CITY OF MANISTEE

AN ORDINANCE TO AMEND THE CITY OF MANISTEE CODIFIED ORDINANCES TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR A PROPOSED MULTIPLE FAMILY PROJECT FOR PERSONS OF LOW OR MODERATE INCOME TO BE FINANCED OR ASSISTED PURSUANT TO THE PROVISIONS OF THE STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966 (1966 PA 346, AS AMENDED, MCL SECTION 125.1401 ET.SEQ.) AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH.

THE CITY OF MANISTEE ORDAINS:

Section 1. Addition to the City of Manistee Ordinances. The City of Manistee Codified Ordinances are hereby amended to add this **Tax Exemption for Housing Ordinance** which shall read in its entirety as follows:

I. Authority.

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its citizens of low income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the State Housing Development Authority Act of 1966 (1966 PA 346, as amended, MCL 125.1401, *et seq.*, hereafter the "Act"). The City of Manistee (the "City") is authorized by the Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under the Act at any amount it chooses, not to exceed the taxes that would be paid but for the Act. It is further acknowledged that such housing for persons of low income is a public necessity, and as the City will be benefited and improved by such housing, the encouragement of the same by providing certain real estate tax exemption for such housing is a valid public purpose; further, that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of taxes during the period contemplated in this Article are essential to the determination of economic feasibility of housing developments which are improved and financed in reliance on such tax exemption.

The City acknowledges that OCHC Monroe Limited Dividend Housing Association Limited Partnership, a Michigan limited partnership (the "Sponsor") has offered, subject to receipt of an allocation under the LIHTC Program from the Michigan State Housing Development Authority, to construct/acquire, erect, own and operate a Housing Development. The project is to be located on certain property in the City as described in the attached Exhibit "A", to serve persons of low income, and that the Sponsor has offered to pay the City on account of this Housing Development an annual service charge for public services in lieu of all taxes. The proposed area

for the Housing Development is property in the City of Manistee, County of Manistee, State of Michigan, as depicted in the attached Exhibit "A" (a specific legal description to be provided upon acquisition of the property by Sponsor).

II. Definitions.

All terms shall be defined as set forth in the State Housing Development Authority Act of 1966, being Public Act 346 of 1966 of the State of Michigan, as amended, except as follows:

- A. Act means the State Housing Development Authority Act, being Public Act 346 of 1966 of the State of Michigan, as amended.
- B. Authority means the Michigan State Housing Development Authority.
- C. Annual Shelter Rent means the total collections during an agreed annual period from or paid on behalf of all occupants of a housing project representing rent or occupancy charges, exclusive of utilities.
- D. LIHTC Program means the Low Income Housing Tax Credit Program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.
- E. Low Income Persons and Families means persons and families eligible to move into a housing project.
- F. Mortgage Loan means a loan that is Federally-Aided (as defined in Section 11 of the Act) or a loan or grant made or to be made by the Authority to the Sponsor for the construction, rehabilitation, acquisition and/or permanent financing of a housing project, as secured by a mortgage on the housing project.
- G. Sponsor means OCHC Monroe Limited Dividend Housing Association Limited Partnership, a Michigan limited partnership and any entity that receives or assumes a Mortgage Loan.
- H. Utilities mean charges for gas, electric, water, sanitary sewer and other utilities furnished to the occupants that are paid by the housing project.

III. Class of Housing Developments.

It is determined that the class of Housing Developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be that portion of the development which is the Housing Development and which is financed or assisted pursuant to the Act. The City acknowledges that Sponsor has offered, subject to receipt of an allocation under the LIHTC Program, to rehabilitate, own and operate a Housing Development as identified in this Ordinance in the City to serve persons of low income, and that the Sponsor has offered to pay the City an annual service charge for public services in lieu of all taxes.

IV. Establishment of Annual Service Charge.

The housing project identified as Monroe Cottages and the property on which it is located shall be exempt from all *ad valorem* property taxes from and after the commencement of construction. The City acknowledges that the Sponsor and the Authority have established the economic feasibility of the housing project in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the housing project for exemption from all *ad valorem* property taxes and a payment in lieu of taxes as established in this Ordinance. Therefore, in consideration of the Sponsor's offer to rehabilitate and operate the housing project, the City agrees to accept payment of an annual service charge for public services in lieu of all *ad valorem* property taxes. Subject to receipt of a Mortgage Loan, the annual service charge shall be equal to 4% of the Annual Shelter Rents actually collected by the housing project during each operating year. Notwithstanding anything contained herein to the contrary, the annual service charge provided in this section, shall not be less than Eleven Thousand Dollars (\$11,000).

V. Limitation on the Payment of Annual Service Charge.

Notwithstanding Section IV, the service charge to be paid each year in lieu of taxes for the part of the housing project that is tax exempt but which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing project if the housing project were not tax exempt.

VI. Contractual Effect of Ordinance.

Notwithstanding the provisions of Section 15(a)(5) of the Act to the contrary, a contract between the City and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance, however, nothing contained in this Article shall constitute a waiver of any rights the City may possess or exercise under the provisions of Section

15(a)(2) of the Act, provided the exercise of such rights does not, in the opinion of the Authority, impair the economic feasibility of the Housing Development.

VII. Payment of Annual Service Charge.

The annual service charge established by this Article shall be payable in the same manner as general property taxes are payable to the City except that the annual payment shall be paid on or before August 20th of each year. Failure to pay the annual service charge on or before August 20th of each year shall result in the annual service charge being subject to one (1%) percent interest per month until paid. If any amount of the annual service charge or accrued interest shall remain unpaid as of December 30th of each year, the amount unpaid shall be a lien upon the real property constituting the Housing Development upon the City Treasurer filing a certificate of non-payment of the annual service charge, together with an affidavit of proof of service of the certificate of non-payment upon the Sponsor by first-class mail, postage prepaid and addressed to the Sponsor in care of the address of the Housing Development with the Manistee County Treasurer, and proceedings may then be had to enforce the lien as provided by law for the foreclosure of tax liens upon real property, in accordance with the provisions of the General Property Tax Act .

VIII. Documentation Supplied.

On or before April 1 of each year, the Sponsor shall file with the City audited financial statements showing all revenues for the Housing Development, including but not limited to rent or occupancy charges and subsidies received from the Authority or other sources for the benefit of the Housing Development and expenses, including utilities, and a determination based upon the audited financial statements of the Annual Shelter Rent Amount in accordance with Section IV above. Such audited financial statements shall show revenues and expenses separately for units considered occupied by persons of low income, and unites occupied by individuals other than persons of low income during the previous year. The City may require such other or further financial information as may be necessary to accurately determine the annual service charge due. Failure of the Sponsor to provide such statement or failure of City to receive such statement shall not invalidate any annual service charge owed pursuant to this Article.

IX. Duration.

The provisions of this Ordinance shall become effective upon acquisition of the Housing Development by the Sponsor and shall remain in effect and shall not terminate as long as the Authority, Sponsor or other governmental entity shall have any interest in the Housing Development in the City, or for a period of eighteen (18) years after this Article becomes effective, whichever is shorter, and provided that the acquisition of the Housing Development by the Sponsor occurs within twenty-four (24) months from the effective date of this Ordinance.

Section 2. **Severability.**

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of the Ordinance as a whole or any section or provision of this Ordinance other than the section or provision so declared to be unconstitutional or invalid.

Section 3. **Effective Date; Publication.**

This Ordinance shall be effective ten (10) days after its enactment as provided in Section 4-3 of the City of Manistee Charter. The City Clerk shall cause a copy of this Ordinance to be published in a newspaper circulated in the city of Manistee, stating the date of the enactment and effective date of the Ordinance, a brief notice as to the subject matter of the Ordinance and such other facts as the city clerk shall deem pertinent. A copy of the Ordinance shall be made available for public use and inspection at the office of the Manistee City Clerk.

Section 4.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MANISTEE,
MANISTEE COUNTY, MICHIGAN, THIS ____ DAY OF _____, 2020.

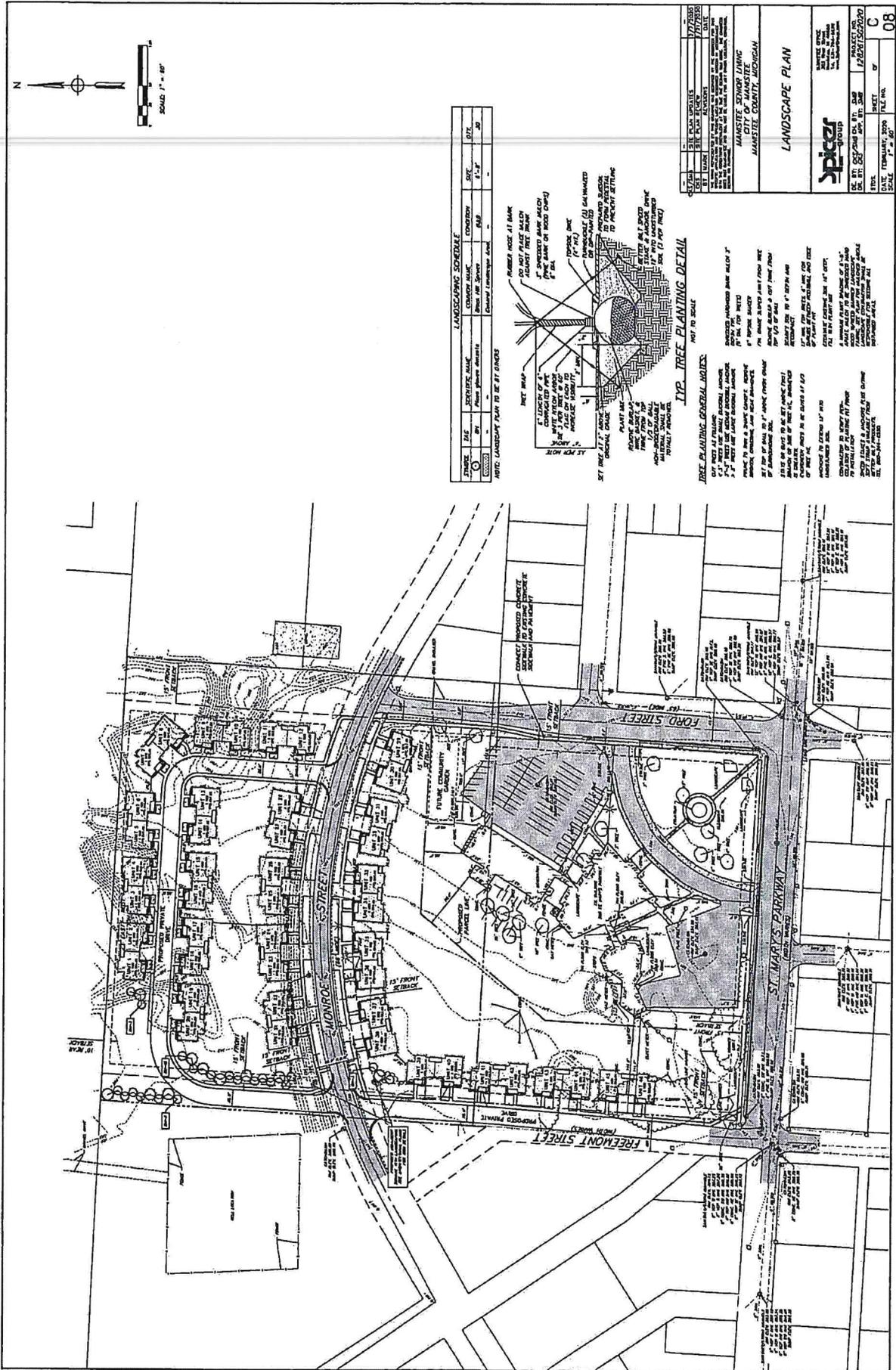
ENACTMENT DATE: _____

CERTIFICATION

I, Heather Pefley, do hereby certify that I am the duly appointed and acting City Clerk of the City of Manistee and that the foregoing ordinance was adopted by the City of Manistee on the ____ day of _____, 2020.

City Clerk

Exhibit A





MEMO TO: Thad Taylor, City Manager
FROM: Jeffrey W. Mikula, Public Works Director
DATE: March 9, 2020
SUBJECT: Fifth Avenue Beach Concessions

JWM



The three-year contract for concessions expired in 2019, The concessionaire was not interested in a contract extension. Therefore, the City publicly bid out concessions for 2020-2022.

We received one response from Lake Gulls Concessions and Rentals. Lake Gulls submitted a detailed operations plan and draft menu. The owner runs two successful businesses locally. We are recommending entering into a three-year contract.



Jeff Mikula, DPW
City of Manistee
70 Maple Street
Manistee, MI 49660

RE: 5th Avenue Concession

Please find our submission for the concession opportunity located at 5th Avenue Beach.

Our mission to be “foodies in the sand,” is to provide a creative and fun spin to unique and smaller opportunities that provide for more personal interactions with customers. We will create a local buzz by providing the perfect place to find great snacks, beverages, treats or meals with the entire family when visiting the beach for a day, for fun in the sun, or a destination for a meal with a view. We will reinvent the typical concession stand menus and change the mindsets of beachgoers. Taking our experience in small event catering and creating memorable experiences, Lake Gulls Concessions + Rentals will change your typical “stop at the beach to see the light house,” to a full day of enjoying Manistee’s remarkable beach.

Please contact Kendra Remail directly at 213-842-6124 for any further questions.

Regards and thank you for the consideration,

Kendra Remail



5TH AVENUE BEACH CONCESSION BUSINESS PLAN

Lake Gulls Concessions + Rentals at 5th Avenue Beach will create the latest generation snack bar established of models of fast casual concepts. Lake Gulls Concessions + Rentals will shine and represent the City of Manistee like no other beach concession establishment. The concept is designed to meet the needs of the various customers, beachgoers, local Manistee residents, families, beach walkers and out of town visitors.

We will pride ourselves in operating a local establishment that maintains the beach town pride while delivering great service and public praise. By offering quick and high-quality concession dining during the summer season we plan to deliver and create an improved, yet familiar place for visitors to enjoy. The food, beverages, rentals, merchandise and service provided by our team will be tailored to entice local Manistee residents as well as out of town visitors and families.

Lake Gulls Concessions + Rentals will provide food and beverage offerings for early lunch, early dinners, and potentially weekend breakfast. Maintaining regular hours as well as offering menu items for a wide variety of needs is one key factor to building sales and growing year after year. We understand the local community and seek to provide reasonable pricing with most items priced between \$1.00-\$8.00, However, this does not limit the offering as we will provide great flavor with rotating daily specials, and fun themed menus such as Low Country Boil, BBQ Menu, Pasta Night and a Seafood special,

Guests can start the day off with several grab and go items made fresh daily. The daily menu will feature favorites such as grilled cheese and hotdogs but with a "foodie-in-the-sand" twist and of course a crowd favorites such as ice cream and slushes. The menu is designed to create a buzz, yet fitting of a beach concession. The intent is to surprise guests with a variety of items unexpected at a concession stand. Success will be found in featuring health and dietary conscious items such as gluten free bread and wraps, and vegetarian options. Alternatives will also be offered to chips and cookie sides, with featured daily sides salad options. We will proudly work with local Michigan vendors such as Hill Top Ice Cream, Sanders Meats, Great Lakes Potato Chips and Northwood Soda Company. Lake Gulls Concessions + Rentals will provide offerings for family picnics or groups including sandwich platters, salads and more packaged for groups of 10-15 people.

Visitors and residents alike will enjoy quick, yet high quality items in addition to snack opportunities throughout the day. The ambiance will be colorful, fun and friendly.

Rentals will also be a part of the offering with traditional beach items such as comfy beach chairs and umbrellas, volleyballs for the existing nets, boogie boards and corn hole games offered at an estimated \$6-\$12.

Retail items that will be available for purchase include sun protection, hats, sunglasses, logo wear for the ever-changing weather as well as beach toys and flotation devices.

STAFFING

Our desire is to hire summer and seasonal employees from the local community providing an instant and positive connection to the community. Team member uniforms will be part of the concessions and will enhance the image of the brand and 5th Avenue Beach.

Staffing levels are estimated at a minimum of two team members per shift, with an additional support person added during peak hours. The team will be comprised on one cook, one cashier and one support person.

CUSTOMER SERVICE PHILOSOPHY

At Lake Gulls Concessions + Rentals, our philosophy is only the best for our guests. Through service training we aim to provide every team member with excellent guest service skills. We hire smiling, outgoing, friendly and positive individuals. We will conduct spot checks, monitor social feedback channels, and work side-by-side with our team members to ensure our customer service is upheld to the best of our abilities.

MARKETING AND ADVERTISING

Marketing efforts include highlighting the opening of Lake Gulls Concessions + Rentals at 5th Avenue Beach through strong local engagement. Strategic advertising in local publications along with Manistee Area Chamber of Commerce, Visitors Center, local hotels will provide awareness and interest in Lake Gulls Concessions + Rentals project. Lake Gulls Concession + Rentals will maintain a professional website as part of marketing and will build a strong following on Facebook and Instagram. We will further monitor guests' experiences through Yelp and Trip Advisor.

CLEANLINESS AND MAINTENANCE

Lake Gulls Concessions + Rentals team members will maintain the concession facility to Health Department standards as well as the adjacent area that visitors would perceive as related to the concession. Per City of Manistee requirement, we will maintain the restroom facilities daily as required and replace supplies as needed. A full assessment of needed maintenance will be determined upon operating of concession.

COMMUNITY INVOLVEMENT

The involvement of Lake Gulls Concessions + Rentals within the community will exist on multiple levels. It will include networking with local businesses, hotels, as well as non-profit organizations. Our leadership team has been actively involved in Manistee Area Chamber of Commerce and is involved in many other community events, providing a proven track record of building community support.

ALTERNATIVE INITIATIVES

Lake Gulls Concessions + Rentals foresees food and beverage options to complement the existing firepits such as S'more packages, hotdogs, hot chocolate, firewood bundles and more. We further envision creating an early dinner opportunity monthly. This may include, Low Country Boils, BBQ rib dinners or even pasta offerings providing a feel of beach camping without the camping.

JUN 15 Jun RENT *# 1100 Jun*

Our proposed rent is \$275/ month, ~~May~~ - September for an annual amount of ~~\$1375.00~~

TENANT IMPROVEMENT REQUEST

Tenant Improvements that are requested in order to maximize the pre-existing concession area include:

1. Fresh coat of paint on the "face" of the service counter inside of the structure to provide an eye-catching environment.
2. Repair of the service window directly facing the playground to maximize service.



SAMPLE MENU

DOGS

| | |
|--------------------------------|-----|
| Plain Jane | \$4 |
| <i>All Beef, jumbo ¼ # dog</i> | |
| The Sally | \$4 |
| <i>Jumbo Vegetarian hotdog</i> | |

SPECIALTY DOGS

You know you wanna! All beef ¼ # dog, or sub a Sally Dog

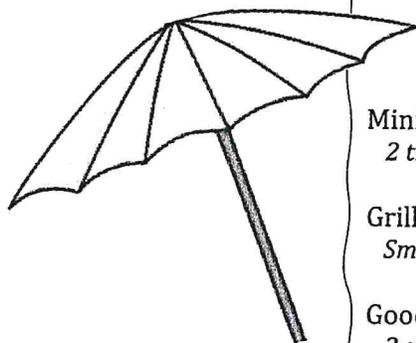
| | |
|--|--------|
| Texas Macho Dog | \$6 |
| <i>Queso, chorizo/beef blend, pico de gallo, jalapeno mayo</i> | |
| Bacon Swiss | \$6 |
| <i>Bacon and melted Swiss cheese</i> | |
| Pizza Dog | \$6 |
| <i>Marinara sauce, mozzarella, basil and pizza seasoning</i> | |
| Steakhouse Dog | \$6 |
| <i>Tomatoes, onion and steak sauce</i> | |
| Cuban Dog | \$6.50 |
| <i>Pulled Pork, swiss, pickles, spicy mustard</i> | |
| Polish Dog | \$6.50 |
| <i>Pulled pork, cheddar, onion crisps, coleslaw</i> | |

HAND HELDS

| | |
|---|-----|
| Jalapeno Popper Grilled Cheese | \$5 |
| Pulled Pork Grilled Cheese | \$5 |
| Blue Buffalo Grilled Cheese | \$5 |
| Bacon Double Cheeseburger Grilled Cheese | \$5 |
| Pizza-Dilla | \$4 |
| <i>8 inch tortilla, marinara, pepperoni, mozzarella</i> | |

BEACH GYROS

| | |
|--|-----|
| Chicken Gyro | \$7 |
| <i>Romaine, cucumber, tomato, red onion, tzatziki</i> | |
| BBQ Pulled Pork | \$7 |
| <i>Smoked BBQ Sauce, coleslaw, tomato, red onion</i> | |
| Vegetarian | \$6 |
| <i>Roasted Chickpeas, romaine, cucumber, tomato, red onion, tzatziki sauce</i> | |



DOLLAR DEALS

For the young and old at heart!

| | |
|--|-----|
| Mini Pizza - Dilla | \$1 |
| <i>2 triangles - Marinara, mozzarella</i> | |
| Grilled PB & J | \$1 |
| <i>Smooth peanut butter and strawberry jelly</i> | |
| Gooey Grill Cheese | \$1 |
| <i>2 slices of bread, American cheese</i> | |



GRAB 'N GO SALADS

Made fresh daily

| | |
|---|-----|
| Bacon Cheddar | \$7 |
| <i>Romaine, tomato, cucumber, onion, bacon, cheddar, croutons. Served w/ Ranch</i> | |
| Greek | \$7 |
| <i>Romaine, tomato, cucumber, red onion, feta, olives, pepperoncini. Served w/ Greek</i> | |
| Italian Chopped | \$7 |
| <i>Romaine, Salami, cucumber, tomato, onion, chickpeas, mozzarella. Served w/ Italian</i> | |

GRAB 'N GO WRAPS

Made fresh daily

| | |
|---|--------|
| Cherry Chicken | \$6.50 |
| <i>Chicken, dried cherries, red onion, romaine, cherry balsamic vinaigrette</i> | |
| Turkey Club | \$6.50 |
| <i>Roasted turkey, bacon, cheddar, romaine, tomatoes</i> | |
| Mexi - Veg | \$6.50 |
| <i>Romaine, tomatoes, red onion, cowboy caviar, side of avo-cream</i> | |

HEALTH NUT

| | |
|---|--------|
| Packaged Charcuterie Platter | \$15 |
| <i>Perfect for a sunset date!</i> | |
| Snack Pack | \$4 |
| <i>Apple, grapes, celery sticks, cheese, crackers</i> | |
| Veggie Cup | \$2.50 |
| <i>Fresh veggies w/hummus</i> | |

ROTATING DAILY SIDES

4oz - \$3.50 each

| |
|-------------------------------|
| Shrimp Salad |
| Italian Pasta Salad |
| Caprese Salad |
| Spinach Artichoke Pasta Salad |
| Mediterranean Bean Salad |
| Broccoli Salad |
| Quinoa Salad |

SNACKS & SWEETS

| | |
|---|--------------|
| Gourmet Bavarian Pretzel | \$3 |
| Pizza Pretzel | \$4 |
| <i>Mozzarella & pepperoni w side marinara</i> | |
| Popcorn | \$1.50 |
| Souvenir "Bucket - A- Corn" | \$3.50 |
| Assortments of Chips | \$1 |
| Assortments of Candy | .75 - \$1.50 |
| Funnel Cake | |
| Hill Top Ice Cream | |
| Assorted Ice Cream Bars | \$2 - \$3.50 |
| <i>Lake Gulls Concession + Rentals</i> | |

HYDRATION

\$1.00 - \$3.00

| |
|------------------|
| Bottled Water |
| Sparkling Water |
| Assorted Sodas |
| Energy Drink |
| Juice |
| Iced Tea |
| Coffee |
| Cold Brew Coffee |



BEACHESENTIALS

| | |
|--------------------------------|------|
| Firewood Bundle | \$4 |
| 5# Bag of Ice | \$3 |
| One Time Use Disposable Grills | \$15 |
| Jiffy Pop Popcorn | \$2 |
| Smore Kits | \$5 |
| Disposable Coolers | \$3 |

BEACHRENTALS

| | |
|----------------|------|
| Beach Chair | \$10 |
| Beach Umbrella | \$12 |
| Boogie Board | \$8 |
| Volleyball | \$6 |
| Corn Hole | \$15 |

FIFTH AVENUE BEACH CONCESSION STAND
LEASE AGREEMENT

THIS AGREEMENT is entered into by and between the **City of Manistee**, a Michigan municipal corporation “City”, of 70 Maple Street, Manistee, Michigan 49660, and Lake Gulls Concessions and Rentals, “Tenant”, which parties agree as follows:

WHEREAS, City owns a Beach House, which includes a Concession Stand, at Fifth Avenue Beach in Manistee, Michigan;

WHEREAS, Tenant desires to lease the Concession Stand portion of the Beach House at Fifth Avenue Beach;

WHEREAS, City desires to lease to Tenant the exclusive right to utilize the Concession Stand and the non-exclusive right to use of the remaining portion of the Beach House for the operation of Tenant’s business under the below terms and conditions.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

Article I. Term and Premises

City leases to Tenant that portion of the Fifth Avenue Beach House identified as the Concession Stand (“premises”) for Tenant’s exclusive use. Additionally, Tenant’s customers shall be permitted the non-exclusive use of the remaining portion of the Beach House. The initial term of the lease shall be from 2020 and ending 2022 (the “term”). If not terminated pursuant to Article IX this Lease Agreement will extend for up to two additional one year terms under the same terms and conditions as contained herein.

Article II. Rent

Tenant shall pay to City as rent for the premises the sum of \$1,100.00, payable in four (4) equal monthly installments of \$275.00 beginning June 1st and ending September 1st.

Article III. Use of Premises

The premises will be used by Lessee as a food concession business open to the public. In addition, Tenant and Tenant’s customers shall have the right to utilize the remaining area of the Beach House, subject to the right of the general public to also use the same.

Article IV. Improvements/Alterations

Tenant may make permanent improvements/alterations to the premises, at its own expense, subject to the prior written consent of the City. All alterations, additions or improvements made by Tenant will become the property of the City and remain on and be surrendered with the premises as part of the premises at the end of the term.

Article V. Assignment

Tenant's leasehold interest may not be assigned or sublet in whole or in part without the prior written consent of City.

Article VI. Tenant Obligations

In addition to the other terms and conditions of this Agreement, Tenant shall comply with the following:

- (i) Tenant agrees that the minimum dates of operation for the initial term will be Memorial Day Weekend through Labor Day Weekend.*
- (ii) Tenant shall maintain commercial liability insurance with minimum general liability protection of \$1,000,000/\$2,000,000, with the City named as an additional insured, and provide copies to the City Clerk prior to opening for business.*
- (iii) Tenant agrees to report any issues with the Beach House, including the area for which Tenant does not have exclusive use, to the City Parks Department.*
- (iv) Tenant agrees to permit the City or its agents to enter the leased premises at all times to examine the premises.*
- (v) Tenant agrees to obtain health department permits and all other licenses and permits required by any governmental agency, providing copies of the same to the City.*
- (vi) Tenant agrees to keep minimum hours of operation from 11:00 a.m. to 6:00 p.m., seven days per week. Minimum hours of operation are not subject to weather conditions.*
- (vii) Tenant agrees to maintain the restrooms at the Fifth Avenue Beach House in a clean condition at all times during its period of operation.*
- (viii) Tenant agrees to maintain concrete patio areas and barrier free walkway free of sand and debris.*
- (ix) Tenant agrees to generally maintain and keep clean the premises.*
- (x) Tenant agrees to secure the premises at the end of each day.*
- (xi) Tenant agrees to collect litter in the Beach House and immediate area and assure that garbage cans are emptied into the provided dumpster at least once a day.*
- (xii) Tenant shall maintain all City owned equipment located in the Concession area.*

Article VII. City's Obligations

In addition to the other terms and conditions of this Agreement, the City shall:

- (i) Repair/replace City owned equipment/fixtures, provided malfunction is not due to Tenant's negligence.*
- (ii) Pay for all utilities.*
- (iii) Supply restroom consumables and cleaning supplies.*

Article VIII. INDEMNIFICATION REGARDING LIENS AND RELATED MATTERS

Tenant shall indemnify, hold harmless and defend the City and its officers, employees, agents, legal representatives, successors, and assigns from all loss, cost, liability and claims for damages arising from bodily injury, death, property damage, sickness, disease, or loss of expense resulting from or alleged to result from Tenant’s business and obligations described in this Agreement. This indemnity shall include, but not be limited to, a reimbursement of all legal fees and other reasonable expenses connected with the proper defense of City. Tenant shall not permit the placement of a construction lien, or any other type of lien, against the property of City.

Article IX. ASSIGNMENT

Tenant shall not assign this Agreement nor sublet the property in whole or in part without the prior written consent of the City.

Article X. DURATION OF AGREEMENT

Tenant or City may terminate this Agreement upon sixty (60) days written notice to the other party, except that termination for violation by either party of any of its obligations under this Agreement may occur after notice of the violation is provided, with an opportunity to cure the default within 4 business days. Failure to cure a default declared pursuant to this paragraph shall be cause for immediate termination of this Agreement. In addition, either party may notify the other of the non-renewal of this Agreement for an additional term as authorized in Article I by providing the other party written notice of non-renewal by January 1st of the year of the additional term.

Article XI. INTEGRATION

This instrument contains the entire Agreement of the parties relating to the matters herein. Any modification of this Agreement or waiver of any provision herein contained will not be binding unless in writing and signed by both parties.

The parties hereto have caused this Agreement to be signed this _____ day of _____, 2020 and the signatories warrant their authority to bind their principals.

CITY OF MANISTEE

Roger Zielinski, Mayor

Lake Gulls Concessions and Rentals, Tenant

Heather Pefley, City Clerk

MEMO TO: Thad Taylor, City Manager
FROM: Jeffrey W. Mikula, Public Works Director
DATE: March 9, 2020
SUBJECT: First Street Beach Concessions



The three-year contract for concessions expired in 2019. Therefore, the City publicly bid out concessions for 2020-2022.

We received one response from North Country Concessions. They have successfully operated the concessions at First Street for the past five years and we are recommending entering into a new three-year contract.

**North Country Café &
Catering**

Memo-Fax

RECEIVED

FEB 18 2020

**CITY OF MANISTEE
CLERK - TREASURER**

12:10 PM
lyl

To: City Of Manistee
From: Karl Reeds
cc: None
Date: February 18, 2020
Re: 1st Street Concession

Jeff got me the fax number a little while ago and I wanted to fax this in as well.
I mailed it in on the 13th, but with the Holiday, I wanted to make sure u got this.

Regards,
Karl Reeds, Owner.
North Country Café,

**FIRST STREET BEACH CONCESSION STAND
LEASE AGREEMENT**

THIS AGREEMENT is entered into by and between the **City of Manistee**, a Michigan municipal corporation "City", of 70 Maple Street, Manistee, Michigan 49660, and North Country Concessions "Tenant", which parties agree as follows:

WHEREAS, City owns a Beach Pavilion, which includes a Concession Stand, restrooms and eating areas, at First Street Beach in Manistee, Michigan;

WHEREAS, Tenant desires to lease the Concession Stand portion of the Beach Pavilion at First Street Beach;

WHEREAS, City desires to lease to Tenant the exclusive right to utilize the Concession Stand and the non-exclusive right to use of the remaining portion of the First Street Beach Pavilion for the operation of Tenant's business under the below terms and conditions.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

Article I. Term and Premises

City leases to Tenant that portion of the First Street Beach Pavilion identified as the Concession Stand ("premises") for Tenant's exclusive use. Additionally, Tenant's customers shall be permitted the non-exclusive use of the remaining portion of the Beach Pavilion. The initial term of the lease shall be from June 2020 and ending on Sept. 2022 (the "term"). If not terminated pursuant to Article IX this Lease Agreement will extend for up to two additional one year terms under the same terms and conditions as contained herein.

Article II. Rent

Tenant shall pay to City as rent for the premises the sum of \$1,900 ^{per month} payable in four (4) equal monthly installments of \$475.00 beginning June 1st and ending September 1st.

Article III. Use of Premises

The premises will be used by Lessee as a food concession business open to the public. In addition, Tenant and Tenant's customers shall have the right to utilize the remaining area of the Beach Pavilion, subject to the right of the general public to also use the same.

Article IV. Improvements/Alterations

Tenant may make permanent improvements/alterations to the premises, at its own expense, subject to the prior written consent of the City. All alterations, additions or improvements made by Tenant will become the property of the City and remain on and be surrendered with the premises as part of the premises at the end of the term.

Article VIII. INDEMNIFICATION REGARDING LIENS AND RELATED MATTERS

Tenant shall indemnify, hold harmless and defend the City and its officers, employees, agents, legal representatives, successors, and assigns from all loss, cost, liability and claims for damages arising from bodily injury, death, property damage, sickness, disease, or loss of expense resulting from or alleged to result from Tenant's business and obligations described in this Agreement. This indemnity shall include, but not be limited to, a reimbursement of all legal fees and other reasonable expenses connected with the proper defense of City. Tenant shall not permit the placement of a construction lien, or any other type of lien, against the property of City.

Article IX. ASSIGNMENT

Tenant shall not assign this Agreement nor sublet the property in whole or in part without the prior written consent of the City.

Article X. DURATION OF AGREEMENT

Tenant or City may terminate this Agreement upon sixty (60) days written notice to the other party, except that termination for violation by either party of any of its obligations under this Agreement may occur after notice of the violation is provided, with an opportunity to cure the default within 4 business days. Failure to cure a default declared pursuant to this paragraph shall be cause for immediate termination of this Agreement. In addition, either party may notify the other of the non-renewal of this Agreement for an additional term as authorized in Article I by providing the other party written notice of non-renewal by January 1st of the year of the additional term.

Article XI. INTEGRATION

This instrument contains the entire Agreement of the parties relating to the matters herein. Any modification of this Agreement or waiver of any provision herein contained will not be binding unless in writing and signed by both parties.

The parties hereto have caused this Agreement to be signed this Feb 13 day of 2020, 2017 and the signatories warrant their authority to bind their principals.

CITY OF MANISTEE

Roger Zielinski, Mayor



Tenant

Heather Pefley, City Clerk

Jeff Mikula

From: Karl Reeds <karlreeds@yahoo.com>
Sent: Thursday, February 20, 2020 3:31 PM
To: Jeff Mikula
Subject: Re: Bid Received Late

I can't open anything, but I remember I kept my rent the same. 300.00 a month for June, July and Aug. =900.00
The contract reads in four payments witch would be 225.00 x 4 = 900.00
That's the way I understood it.

Karl

[Sent from Yahoo Mail on Android](#)

On Thu, Feb 20, 2020 at 3:17 PM, Jeff Mikula
<JMikula@manisteemi.gov> wrote:

Karl,

Your numbers don't match. Please clarify

Jeffrey W. Mikula

Public Works Director

City of Manistee

(231) 723-7132 work

(231) 510-6050 cell

jmikula@manisteemi.gov

From: Lora Laurain <llaurain@manisteemi.gov>
Sent: Tuesday, February 18, 2020 12:12 PM
To: Jeff Mikula <JMikula@manisteemi.gov>
Subject: Bid Received Late

**FIRST STREET BEACH CONCESSION STAND
LEASE AGREEMENT**

THIS AGREEMENT is entered into by and between the **City of Manistee**, a Michigan municipal corporation “City”, of 70 Maple Street, Manistee, Michigan 49660, and North Country Concessions, “Tenant”, which parties agree as follows:

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WHEREAS, City desires to lease to Tenant the exclusive right to utilize the Concession Stand and the non-exclusive right to use of the remaining portion of the First Street Beach Pavilion for the operation of Tenant’s business under the below terms and conditions.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

Article I. Term and Premises

City leases to Tenant that portion of the First Street Beach Pavilion identified as the Concession Stand (“premises”) for Tenant’s exclusive use. Additionally, Tenant’s customers shall be permitted the non-exclusive use of the remaining portion of the Beach Pavilion. The initial term of the lease shall be from 2020 and ending in 2022 (the “term”). If not terminated pursuant to Article IX this Lease Agreement will extend for up to two additional one year terms under the same terms and conditions as contained herein.

Article II. Rent

Tenant shall pay to City as rent for the premises the sum of \$900.00, payable in four (4) equal monthly installments of \$225.00 beginning June 1st and ending September 1st.

Article III. Use of Premises

The premises will be used by Lessee as a food concession business open to the public. In addition, Tenant and Tenant’s customers shall have the right to utilize the remaining area of the Beach Pavilion, subject to the right of the general public to also use the same.

Article IV. Improvements/Alterations

Tenant may make permanent improvements/alterations to the premises, at its own expense, subject to the prior written consent of the City. All alterations, additions or improvements made by Tenant will become the property of the City and remain on and be surrendered with the premises as part of the premises at the end of the term.

Article V. Assignment

Tenant's leasehold interest may not be assigned or sublet in whole or in part without the prior written consent of City.

Article VI. Tenant Obligations

In addition to the other terms and conditions of this Agreement, Tenant shall comply with the following:

- (i) Tenant agrees that the minimum dates of operation for the initial term will be Memorial Day Weekend through Labor Day Weekend.*
- (ii) Tenant shall maintain commercial liability insurance with minimum general liability protection of \$1,000,000/\$2,000,000, with the City named as an additional insured, and provide copies to the City Clerk prior to opening for business.*
- (iii) Tenant agrees to report any issues with the Beach Pavilion, including the area for which Tenant does not have exclusive use, to the City Parks Department.*
- (iv) Tenant agrees to permit the City or its agents to enter the leased premises at all times to examine the premises.*
- (v) Tenant agrees to obtain health department permits and all other licenses and permits required by any governmental agency, providing copies of the same to the City.*
- (vi) Tenant agrees to keep minimum hours of operation from 11:00 a.m. to 6:00 p.m., seven days per week. Minimum hours of operation are not subject to weather conditions.*
- (vii) Tenant agrees to maintain the restrooms at the First Street Beach Pavilion in a clean condition at all times during its period of operation.*
- (viii) Tenant agrees to maintain concrete patio areas and barrier free walkway free of sand and debris.*
- (ix) Tenant agrees to generally maintain and keep clean the premises.*
- (x) Tenant agrees to secure the premises at the end of each day.*
- (xi) Tenant agrees to collect litter in the Beach Pavilion and immediate area and assure that garbage cans are emptied into the provided dumpster at least once a day.*
- (xii) Tenant shall maintain all City owned equipment located in the Concession area.*

Article VII. City's Obligations

In addition to the other terms and conditions of this Agreement, the City shall:

- (i) Repair/replace City owned equipment/fixtures, provided malfunction is not due to Tenant's negligence.*
- (ii) Pay for all utilities.*
- (iii) Supply restroom consumables and cleaning supplies.*

Article VIII. INDEMNIFICATION REGARDING LIENS AND RELATED MATTERS

Tenant shall indemnify, hold harmless and defend the City and its officers, employees, agents, legal representatives, successors, and assigns from all loss, cost, liability and claims for damages arising from bodily injury, death, property damage, sickness, disease, or loss of expense resulting from or alleged to result from Tenant’s business and obligations described in this Agreement. This indemnity shall include, but not be limited to, a reimbursement of all legal fees and other reasonable expenses connected with the proper defense of City. Tenant shall not permit the placement of a construction lien, or any other type of lien, against the property of City.

Article IX. ASSIGNMENT

Tenant shall not assign this Agreement nor sublet the property in whole or in part without the prior written consent of the City.

Article X. DURATION OF AGREEMENT

Tenant or City may terminate this Agreement upon sixty (60) days written notice to the other party, except that termination for violation by either party of any of its obligations under this Agreement may occur after notice of the violation is provided, with an opportunity to cure the default within 4 business days. Failure to cure a default declared pursuant to this paragraph shall be cause for immediate termination of this Agreement. In addition, either party may notify the other of the non-renewal of this Agreement for an additional term as authorized in Article I by providing the other party written notice of non-renewal by January 1st of the year of the additional term.

Article XI. INTEGRATION

This instrument contains the entire Agreement of the parties relating to the matters herein. Any modification of this Agreement or waiver of any provision herein contained will not be binding unless in writing and signed by both parties.

The parties hereto have caused this Agreement to be signed this _____ day of _____, 2020 and the signatories warrant their authority to bind their principals.

CITY OF MANISTEE

Roger Zielinski, Mayor

Tenant

Heather Pefley, City Clerk

Administrative Services

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

Memo to: Thad Taylor, City Manager
From: Edward Bradford, CFO
Re: Revisions to Council Policy CP-19 Credit Card Policy
Date: March 10, 2020

Thad,

Council Policy CP-19 Credit Card Policy was adopted May 21, 1996 and amended June 19, 2007.

This policy is required by Public Act 266 of 1995 – Credit Card Transactions if a City wishes to use credit cards for payment.

Staff has reviewed the policy and suggested several changes to update it. The suggested changes are minor and are summarized below:

- Moving Section 7 to Section 2 to emphasize credit card purchases are not to be the first choice of payment options.
- Documenting the practice of allowing non-department head employees to use a City credit card thru a signed authorization form.
- Allowing Department heads to carry their credit card if desired.
- Clarifying the requirements to approve and submit credit card receipts.
- Other minor clarifications.

The suggested changes will help ensure greater compliance and make the policy more workable. It was reviewed at a Staff meeting and input received was incorporated in the revised policy.

I recommend approval.

Soul of the Water. Spirit of the Woods.



CREDIT CARD POLICY

Adopted: May 21, 1996 Amended: June 19, 2007, March 17, 2020

PURPOSE: This policy is adopted in accordance with Public Act 266 of 1995 which requires that all municipalities have a written policy with specific provisions when authorizing the use of credit cards. The use of the term "employee" applies to all City officials and employees.

The use of credit cards is allowed under the following conditions:

1. The City Treasurer and/or City Clerk are responsible for the issuance, accounting, monitoring, and retrieval of City credit cards; and generally, for overseeing compliance with the credit card policy.
2. Employees shall use the standard methods of purchasing as the first option when making a purchase. When these methods are not efficient or feasible, the employee is authorized to use the credit card to purchase goods or services for amounts that are in accordance with the Purchasing Policy and/or the Travel & Expense Reimbursement Policy.
3. Credit cards will be assigned to individual department directors. Department directors may allow their staff to occasionally use their card by completing a credit card authorization form. Credit cards may be carried by the Department director or checked out from the Treasurer's office when needed.
4. The credit card may be used only by an employee of the City of Manistee for the purchase of goods or services for the official business of the City of Manistee.
5. An employee using a credit card must submit receipts detailing the goods or services purchased, cost, date of purchase, general ledger account the purchase is to be charged to, and the official business for which purchased. Receipts should be submitted within five (5) days of the purchase and approved by the Department Director. A picture of a receipt may be emailed if it contains the required information and approval.
6. The employee issued a card is responsible for its protection, custody and safekeeping and shall immediately notify the City Treasurer or City Clerk if the card is lost or stolen.
7. The employee must immediately surrender any City cards upon termination of office or employment, or upon demand of the City Manager or designee.

CREDIT CARD TRANSACTIONS
Act 266 of 1995

AN ACT to authorize and regulate credit card transactions involving local units of government, including the use of credit cards by officers and employees of local units of government; and to provide for powers and duties of certain state and local agencies, officers, and employees.

History: 1995, Act 266, Eff. July 8, 1996.

The People of the State of Michigan enact:

129.241 Definitions.

Sec. 1. As used in this act:

(a) "Budget" means a plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds of a local unit and the proposed means of financing the expenditures. As used in section 4(1), budget does not include any of the following:

- (i) A fund for which the local unit acts as a trustee or agent.
- (ii) An intragovernmental service fund.
- (iii) An enterprise fund.
- (iv) A public improvement or building and site fund.
- (v) A special assessment fund.

(b) "Credit card" means a card or device issued under a credit card arrangement by a person licensed under 1984 PA 379, MCL 493.101 to 493.114, by a person licensed under the consumer financial services act, 1988 PA 161, MCL 487.2051 to 487.2072, or by a depository financial institution as defined in section 1a of the mortgage brokers, lenders, and servicers licensing act, 1987 PA 173, MCL 445.1651a.

(c) "Credit card arrangement" means an unsecured extension of credit for purchasing goods or services from the credit card issuer or any other person that is made to the holder of a credit card and that is accessed with a credit card.

(d) "Credit card policy" means a policy adopted by resolution of a local unit under section 3.

(e) "Governing body" means any of the following:

- (i) The council, commission, or other entity vested with the legislative power of a village.
- (ii) The council or other entity vested with the legislative power of a city.
- (iii) The township board of a township.
- (iv) The county board of commissioners of a county.
- (v) The board of county road commissioners of a county.
- (vi) The board of education of a local school district.
- (vii) The board of education of an intermediate school district.
- (viii) The board of trustees of a community college district.

(ix) The official body to which is granted general governing powers over an authority or organization of government established by law that may issue obligations under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, and that may expend funds of the authority or organization.

x) A community mental health authority created under section 205 of the mental health code, 1974 PA 258, MCL 330.1205.

(f) "Local school district" means a school district organized under the revised school code, 1976 PA 451, MCL 380.1 to 380.1852, or a district governed by a special or local act.

(g) "Local unit" means any of the following:

- (i) A village.
- (ii) A city.
- (iii) A township.
- (iv) A county.
- (v) A county road commission.
- (vi) A local school district.
- (vii) An intermediate school district.
- (viii) A community college district.

(ix) An authority or organization of government established by law that may issue obligations under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, and that may expend funds of the authority or organization.

(x) A community mental health authority created under section 205 of the mental health code, 1974 PA 258, MCL 330.1205.

Rendered Wednesday, April 25, 2007
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Page 1

Michigan Compiled Laws Complete Through PA 5 of 2007
Courtesy of www.legislature.mi.gov

History: 1995, Act 266, Eff. July 8, 1996;—Am. 2000, Act 169, Imd. Eff. June 20, 2000;—Am. 2002, Act 257, Imd. Eff. May 1, 2002.

129.242 Credit card arrangement; use of credit cards.

Sec. 2. (1) Subject to sections 3 and 5, the governing body of a local unit may enter into a credit card arrangement.

(2) A credit card arrangement or the use of credit cards under this act is not subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by a local unit.

History: 1995, Act 266, Eff. July 8, 1996;—Am. 2002, Act 257, Imd. Eff. May 1, 2002.

129.243 Adoption of resolution; written policy; provisions.

Sec. 3. A local unit shall not be a party to a credit card arrangement unless the governing body of the local unit has adopted by resolution a written policy that provides all of the following:

(a) That an officer or employee designated by the credit card policy is responsible for the local unit's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the credit card policy.

(b) That a credit card may be used only by an officer or employee of the local unit for the purchase of goods or services for the official business of the local unit. In addition, the credit card policy may limit the specific official business for which credit cards may be used. This subdivision does not limit the applicability of chapter XXIVA or section 174, 175, 219a, or 490a of the Michigan penal code, Act No. 328 of the Public Acts of 1931, being sections 750.157m to 750.157w, 750.174, 750.175, 750.219a, and 750.490a of the Michigan Compiled Laws; section 1a of the code of criminal procedure, Act No. 175 of the Public Acts of 1927, being section 769.1a of the Michigan Compiled Laws; or any other law, or ordinance, applicable to use of a credit card, issued by a local unit, for other than official business of the local unit.

(c) That an officer or employee using credit cards issued by the local unit shall submit to the local unit documentation described in the credit card policy detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.

(d) That an officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the local unit if the credit card is lost or stolen.

(e) That an officer or employee issued a credit card shall return the credit card upon the termination of his or her employment or service in office with the local unit.

(f) For a system of internal accounting controls to monitor the use of credit cards issued by the local unit.

(g) For the approval of credit card invoices before payment.

(h) That the balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date. The local unit shall comply with this provision of the credit card policy.

(i) For disciplinary measures consistent with law for the unauthorized use of a credit card by an officer or employee of the local unit.

(j) Any other matters the governing body considers advisable.

History: 1995, Act 266, Eff. July 8, 1996.

129.244 Total combined authorized credit limit; limitation; payment of balance, annual fee, and interest.

Sec. 4. (1) The total combined authorized credit limit of all credit cards issued by a local unit shall not exceed 5% of the total budget of the local unit for the current fiscal year.

(2) The governing body of a local unit may include in its budget and pay the balance due on any credit cards, including the annual fee and interest.

History: 1995, Act 266, Eff. July 8, 1996.

129.245 Limiting or suspending authority to issue and use credit cards; issuance of order; hearing.

Sec. 5. After a hearing conducted under the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws, the department of treasury may issue an order limiting or suspending the authority of a local unit to issue and use credit cards under this act for failure to comply with the requirements of this act or with the requirements of the local unit's credit card policy.

History: 1995, Act 266, Eff. July 8, 1996.

129.246 Validity of credit card arrangement before effective date of act.

Sec. 6. A credit card arrangement entered into by a local unit before the effective date of this act is valid but may not be used for credit card transactions on or after the effective date of this act unless the requirements of sections 3 and 4 are complied with.

History: 1995, Act 266, Eff. July 8, 1996.

129.247 Effective date.

Sec. 7. This act shall take effect 6 months after the date of its enactment.

History: 1995, Act 266, Eff. July 8, 1996.



CREDIT CARD POLICY

Adopted: May 21, 1996 Amended: June 19, 2007, March 17, 2020

PURPOSE: This policy is adopted in accordance with Public Act 266 of 1995 which requires that all municipalities have a written policy with specific provisions when authorizing the use of credit cards. The use of the term "employee" applies to all City officials and employees.

The use of credit cards is allowed under the following conditions:

1. The City Treasurer and/or City Clerk are responsible for the issuance, accounting, monitoring, and retrieval of City credit cards; and generally for overseeing the compliance with the credit card policy.
2. The employees shall use the standard methods of purchasing as the first option when making a purchase. When these methods are not efficient or feasible, the employee is authorized to use the credit card to purchase goods or services for amounts that are in accordance with the Purchasing Policy and/or the Travel & Expense Reimbursement Policy.
4. Credit cards will be assigned by individual department directors. Department directors may allow their staff to occasionally use their card by completing a credit card authorization form, names and will be available on a checkout basis from the City Treasurer's office to be returned within a reasonable period of time as agreed upon by the user prior to obtaining the card. Credit cards may be carried by the Department director or checked out from the Treasurer's office when needed.
- 2-3. The credit card may be used only by an employee of the City of Manistee for the purchase of goods or services for the official business of the City of Manistee.
- 3-4. An employee using a credit card must submit receipts detailing the goods or services purchased, cost, date of purchase, general ledger account the purchase is to be charged to, and the official business for which it is purchased. Receipts must be submitted within five (5) days of the purchase and approved and initialed by the Department Director. A picture of a receipt may be emailed if it contains the required information and approval.
- 4-5. The employee issued a card is responsible for its protection, and custody and safekeeping and shall immediately notify the City Treasurer or City Clerk if the card is lost or stolen.
- 5-6. The employee must immediately surrender any City cards upon termination of office or employment, or upon demand of the City Council, City Manager or

designee.

~~6.1. The employee shall use the standard method of purchasing as the first option when making a purchase. When these methods are not feasible, the employee is authorized to use the credit card to purchase goods or services for amounts that are in accordance with the Purchasing Policy and/or the Travel & Expense Reimbursement Policy.~~

7. The City Treasurer and/or City Clerk shall monitor the use of any credit cards in accordance with appropriate internal controls; including the approval of credit card invoices before payment is issued.
8. All balances on credit cards shall be paid as soon as possible to avoid any interest expenses. No balance shall be unpaid for a period of more than 60 days from the initial statement date.
9. Violations of this policy by an employee shall be subject to disciplinary measures consistent with law for the unauthorized use of a credit card.
10. The total authorized credit limit shall not exceed 1% of the City's annual General Fund budget.

CREDIT CARD TRANSACTIONS
Act 266 of 1995

AN ACT to authorize and regulate credit card transactions involving local units of government, including the use of credit cards by officers and employees of local units of government; and to provide for powers and duties of certain state and local agencies, officers, and employees.

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The People of the State of Michigan enact:

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Sec. 1. As used in this act:

(a) "Budget" means a plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds of a local unit and the proposed means of financing the expenditures. As used in section 4(1), budget does not include any of the following:

- (i) A fund for which the local unit acts as a trustee or agent.
- (ii) An intragovernmental service fund.
- (iii) An enterprise fund.
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- (v) A special assessment fund.

(b) "Credit card" means a card or device issued under a credit card arrangement by a person licensed under 1984 PA 379, MCL 493.101 to 493.114, by a person licensed under the consumer financial services act, 1988 PA 161, MCL 487.2051 to 487.2072, or by a depository financial institution as defined in section 1a of the mortgage brokers, lenders, and servicers licensing act, 1987 PA 173, MCL 445.1651a.

(c) "Credit card arrangement" means an unsecured extension of credit for purchasing goods or services from the credit card issuer or any other person that is made to the holder of a credit card and that is accessed with a credit card.

(d) "Credit card policy" means a policy adopted by resolution of a local unit under section 3.

(e) "Governing body" means any of the following:

- (i) The council, commission, or other entity vested with the legislative power of a village.
- (ii) The council or other entity vested with the legislative power of a city.
- (iii) The township board of a township.
- (iv) The county board of commissioners of a county.
- (v) The board of county road commissioners of a county.
- (vi) The board of education of a local school district.
- (vii) The board of education of an intermediate school district.
- (viii) The board of trustees of a community college district.

(ix) The official body to which is granted general governing powers over an authority or organization of government established by law that may issue obligations under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, and that may expend funds of the authority or organization.

x) A community mental health authority created under section 205 of the mental health code, 1974 PA 258, MCL 330.1205.

(f) "Local school district" means a school district organized under the revised school code, 1976 PA 451, MCL 380.1 to 380.1852, or a district governed by a special or local act.

(g) "Local unit" means any of the following:

- (i) A village.
- (ii) A city.
- (iii) A township.
- (iv) A county.
- (v) A county road commission.
- (vi) A local school district.
- (vii) An intermediate school district.
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(ix) An authority or organization of government established by law that may issue obligations under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, and that may expend funds of the authority or organization.

(x) A community mental health authority created under section 205 of the mental health code, 1974 PA 258, MCL 330.1205.

History: 1995, Act 266, Eff. July 8, 1996;—Am. 2000, Act 169, Imd. Eff. June 20, 2000;—Am. 2002, Act 257, Imd. Eff. May 1, 2002.

129.242 Credit card arrangement; use of credit cards.

Sec. 2. (1) Subject to sections 3 and 5, the governing body of a local unit may enter into a credit card arrangement.

(2) A credit card arrangement or the use of credit cards under this act is not subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by a local unit.

History: 1995, Act 266, Eff. July 8, 1996;—Am. 2002, Act 257, Imd. Eff. May 1, 2002.

129.243 Adoption of resolution; written policy; provisions.

Sec. 3. A local unit shall not be a party to a credit card arrangement unless the governing body of the local unit has adopted by resolution a written policy that provides all of the following:

(a) That an officer or employee designated by the credit card policy is responsible for the local unit's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the credit card policy.

(b) That a credit card may be used only by an officer or employee of the local unit for the purchase of goods or services for the official business of the local unit. In addition, the credit card policy may limit the specific official business for which credit cards may be used. This subdivision does not limit the applicability of chapter XXIVA or section 174, 175, 219a, or 490a of the Michigan penal code, Act No. 328 of the Public Acts of 1931, being sections 750.157m to 750.157w, 750.174, 750.175, 750.219a, and 750.490a of the Michigan Compiled Laws; section 1a of the code of criminal procedure, Act No. 175 of the Public Acts of 1927, being section 769.1a of the Michigan Compiled Laws; or any other law, or ordinance, applicable to use of a credit card, issued by a local unit, for other than official business of the local unit.

(c) That an officer or employee using credit cards issued by the local unit shall submit to the local unit documentation described in the credit card policy detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.

(d) That an officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the local unit if the credit card is lost or stolen.

(e) That an officer or employee issued a credit card shall return the credit card upon the termination of his or her employment or service in office with the local unit.

(f) For a system of internal accounting controls to monitor the use of credit cards issued by the local unit.

(g) For the approval of credit card invoices before payment.

(h) That the balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date. The local unit shall comply with this provision of the credit card policy.

(i) For disciplinary measures consistent with law for the unauthorized use of a credit card by an officer or employee of the local unit.

(j) Any other matters the governing body considers advisable.

History: 1995, Act 266, Eff. July 8, 1996.

129.244 Total combined authorized credit limit; limitation; payment of balance, annual fee, and interest.

Sec. 4. (1) The total combined authorized credit limit of all credit cards issued by a local unit shall not exceed 5% of the total budget of the local unit for the current fiscal year.

(2) The governing body of a local unit may include in its budget and pay the balance due on any credit cards, including the annual fee and interest.

History: 1995, Act 266, Eff. July 8, 1996.

129.245 Limiting or suspending authority to issue and use credit cards; issuance of order; hearing.

Sec. 5. After a hearing conducted under the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws, the department of treasury may issue an order limiting or suspending the authority of a local unit to issue and use credit cards under this act for failure to comply with the requirements of this act or with the requirements of the local unit's credit card policy.

History: 1995, Act 266, Eff. July 8, 1996.

129.246 Validity of credit card arrangement before effective date of act.

Sec. 6. A credit card arrangement entered into by a local unit before the effective date of this act is valid but may not be used for credit card transactions on or after the effective date of this act unless the requirements of sections 3 and 4 are complied with.

History: 1995, Act 266, Eff. July 8, 1996.

129.247 Effective date.

Sec. 7. This act shall take effect 6 months after the date of its enactment.

History: 1995, Act 266, Eff. July 8, 1996.



City of Manistee Police Department

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

Memo: Thad Taylor
From: Timothy E. Kozal
Re: Council Agenda item
Sir:

The City of Manistee's five-year Recreation Harbor Plan outlines certain goals and objectives to include repairing the remaining docks at the City Marina.

The City of Manistee is working with the Spicer group to request a DNR Waterways grant to assist in funding the project. City Council has committed to a capital project that includes repairs at the City Marina. This would include the local matching funds necessary for the Waterways grant.

The City of Manistee is requesting through the application to have the DNR Waterways fund 48% of the project; \$182,650. The City would be committed to the local match of 52% of the project; \$198,750.

The Waterways grant requires a resolution by City Council. I would request for City Council approval for application for the DNR Waterways grant and to adopt a resolution for the submittal of the grant application.



Timothy E. Kozal
Manistee Director of Public Safety
70 Maple Street
Manistee, Michigan 49660
Office: 231-398-2810

Resolution of Adoption
City of Manistee
Waterways Grant Program Application

WHEREAS, the City of Manistee is desirous of repairing docks with a Michigan Department of Natural Resources Waterways grant; and

WHEREAS, this improvement is consistent with the goals and objectives of the City of Manistee's Five-Year Recreation Harbor Plan; and

WHEREAS, the City of Manistee has committed a cash donation for the local match of \$198,750 (52%) for the grant; and

WHEREAS, the City of Manistee is requesting through an application to have the Department of Natural Resources Waterways fund the project with \$182,650 (48%); now, therefore, be it

RESOLVED, that the Council of the City of Manistee hereby approve submittal of a Waterways grant application to the Michigan Department of Natural Resources grant for 2020.

Yeas:

Nays:

Absent:

I, Heather Pefley, City Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Manistee City Council at a Regular Meeting thereof held on the Seventeenth day of March 2020.

Heather Pefley, City Clerk

Dated

MEMO TO: Thad Taylor, City Manager
FROM: Jeffrey W. Mikula, Public Works Director
DATE: March 10, 2020
SUBJECT: North Riverwalk Grant Application



The North Riverwalk, located within Veteran's Park was constructed in 1983. The Park is in disrepair and portions have become unsafe. The City has been working over the past two years to formulate a plan for a complete renovation. The Spicer Group was commissioned to create an engineer's estimate of probable costs for the renovation work. The proposed project includes replacing existing overgrown landscaping items, replacing current stairs and walkways, replacing retaining walls and to add lighting along the walkways. Total estimated cost is \$425,000.

We are planning to submit a Michigan Department of Natural Resources' Recreation Trust Fund Grant requesting \$287,000 or 70% of the project cost. The City will be responsible for the balance of the project costs including \$123,000% or 30% of eligible costs and an additional \$15,000 to cover Construction Administration costs which are ineligible for the grant.

The City has been working with the Manistee JayCees, Manistee County Veterans Council and a local developer to reduce the City's \$123,000 cash match. Funds for the City's cash match would be derived from the Capital Improvement Bond expected to be sold after July 1, 2020.

A Public Hearing and Council resolution are required.

Resolution of Adoption
City of Manistee
Trust Fund Grant Application
Development Grant

WHEREAS, the City of Manistee is desirous of developing land with a Michigan Department of Natural Resources (DNR) Trust Fund grant; and

WHEREAS, this improvement is consistent with the goals and objectives of the City of Manistee's Five-Year Recreation Harbor Plan; and

WHEREAS, a public comment session was held on March 17, 2020 at City Hall to provide an opportunity for citizens to comment on the proposed acquisition; and

WHEREAS, the City of Manistee has committed matching funds in cash and/or force account for the local match of \$123,000 (30%) for the grant; and

WHEREAS, the City of Manistee is requesting through an application to have the Department of Natural Resources Trust Fund fund the project with \$287,000 (70%); now, therefore, be it

RESOLVED, that the Council of the City of Manistee hereby approve submittal of a Trust Fund grant application to the Michigan Department of Natural Resources grant for 2020.

Yeas:

Nays:

Absent:

I, Heather Pefley, City Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Manistee City Council at a Regular Meeting thereof held on the Seventeenth day of March 2020.

Heather Pefley, City Clerk

Dated



Administrative Services

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

Memo to: Thad Taylor, City Manager
From: Edward Bradford, CFO *EB*
Re: Ramsdell Theatre CDBG Planning Grant
Date: March 11, 2020

Thad,

As part of the Ramsdell Theatre Restoration Project in 1990, Quinn Evans architects created a Preservation Master Plan for the Ramsdell Theatre. This document helped guide the subsequent multi-year restoration efforts. Thirty years have passed since the report was issued and many of the key items identified have been completed.

In order to finish the restoration of the Ramsdell Theatre and position it for success in the future, the building needs to be re-evaluated and a new Master Plan created. The board of the non-profit Ramsdell Regional Center for the Arts (RRCA) would like to apply for a MEDC Community Development Block Grant (CDBG) to help fund this work. The RRCA cannot apply directly, but the City as owner of the building can.

The grant application would be for \$27,500 which would be matched by \$27,500 from the RCAA thru support from its generous donors and the City's operating appropriation (the \$5,000 "Local" match). The application was prepared by the RRCA's consultant, Kennari Consulting www.kennariconsulting.com and is attached. If awarded and accepted by City Council, the consultant and RRCA would assist in the administration of the grant. I have also attached the proposal from Quinn Evans, as well as their extensive qualifications.

The RRCA Board anticipates that having an up-to-date Master Plan by a well-respected historic architect will allow the RRCA to be in a much stronger position to fund raise and apply for grants to help complete the needed work on the building.

I recommend applying for the grant.

Soul of the Water. Spirit of the Woods.

IDENTIFICATION OF UGLG

Project Title/Name: Ramsdell Theatre Master Planning

| UGLG CONTACT INFORMATION | |
|--|--|
| Unit of General Local Government | City of Manistee |
| Chief Elected Official | <i>Name:</i> Roger Zielinski <i>Title:</i> Mayor |
| Chief Elected Official Phone and Email | Ph. 989 329-3081 Fx. rzielinski@manisteemi.gov |
| Street/PO Box City State/Zip | 70 Maple St. Manistee MI, 49660 |
| County | Manistee |
| UGLG Project Contact (PC) | <i>Name:</i> Edward Bradford <i>Title:</i> CFO |
| UGLG PC Phone and Email | Ph. 231 398-2804 Fx. ebradford@manisteemi.gov |
| Street/PO Box City State/Zip | 70 Maple St. Manistee MI, 49660 |
| County | Manistee |
| Application Preparer | <i>Name:</i> Xavier Verna <i>Title:</i> Executive Director, Ramsdell Regional Center for the Arts |

| FUNDING SOURCES (indicate all funding sources) | |
|---|------------------|
| CDBG Grant | \$ 27,500 |
| CLP/RLF | \$ |
| UGLG | \$ 5,000 |
| Private | \$ 22,500 |
| | \$ |
| | \$ |
| TOTAL | \$ 55,000 |

| UGLG INFORMATION |
|---|
| UGLG DUNS # 10-348-3145 http://www.dnb.com/duns-number.html |
| UGLG Federal ID # 38-6004570 |
| UGLG Fiscal Year 7/1 to 6/30 (month start and end) |

| STATE GOVERNMENT REPRESENTATION | | | |
|---------------------------------|-----------------|-----------------|------------|
| Senator Name | Curt VanderWall | Senate District | 35 |
| Representative Name | Jack O'Malley | House District | 101 |

| FEDERAL GOVERNMENT REPRESENTATION | | | |
|-----------------------------------|--------------|------------------------|------------|
| Representative Name | Jack Bergman | Congressional District | 001 |

| NATIONAL OBJECTIVE ELIGIBILITY | |
|---|--|
| The project must meet a National Objective. Please check the category (only one) that applies to the project: | |
| <input checked="" type="checkbox"/> Benefit Persons of Low and Moderate Income <input type="checkbox"/> LMI Area Benefit <input type="checkbox"/> LMI Job Creation <input type="checkbox"/> LMI Housing <input checked="" type="checkbox"/> Limited Clientele | <input type="checkbox"/> Prevention or Elimination of Slums or Blight <input type="checkbox"/> Area Benefit <input type="checkbox"/> Spot Blight |

| PROJECT DESCRIPTION |
|--|
| <p>Provide a project narrative, include the following:</p> <p>A. Identify the need for this project</p> <p>B. How does project fulfill an intended goal outlined in either the UGLG’s Master Plan, CIP, or other associated community plan?</p> <p>C. Identify the intended outcome of the project</p> <p>D. The current or past use of the building/property, whether its residential or commercial, if applicable</p> <p>E. Identify any community support for this project, including support from local partnerships</p> <p>F. Outline activities necessary to complete the project</p> <p>1. Need for Project</p> <p>The City of Manistee is planning to complete a facility and master plan analysis, resulting in a new master plan for the Ramsdell Theatre, a building it has owned since 1953 and which is on the National Register of Historic Places. The City is requesting the support of the Michigan Economic Development Corporation to complete the \$55,000 project. This support will allow the City to plan for future facility improvements and restoration efforts to further preserve this asset and to expand arts and culture programming for the community.</p> <p>The Manistee community is proud that they have maintained their historic theatre. It has now been 14 years since the initial renovation was completed. At the time of the renovation, utilization of the theatre was minimal. Increased programming and attendance have revealed facility limitations which affect attendance, revenue, and programming options. Additionally, some condition issues have been identified which need to be addressed. These issues include:</p> <ul style="list-style-type: none"> • Certain seating sections limit ticket sales • The lighting design for the theatre is not up to the standard for professional theatre environments • Condition issues within the theatre indicate more serious environmental/structural concerns that should be explored and addressed to preserve this historic community asset for generations to come • Significant repair work is necessary to the Ramsdell’s historic façade • The configuration of the ticket booth is not efficient nor is it adequate to handle the traffic the Ramsdell is now experiencing • The kitchen in the Rotary Grand Ballroom is limited in how caterers can service events <p>Beyond condition and logistical issues, there are opportunities for expansion as well. An unfinished area beneath the main lobby and theatre has the potential to be converted to a commercial or nonprofit use aligning with the Ramsdell Regional Center for the Arts’ (RRCA) mission. With much of the 2010 Facility Master Plan completed, and with the growth experienced in cultural programming and overall facility usage, an updated plan is needed that is informed by an in-depth analysis to guide future investment to maximize arts and culture programming, audience experiences, and earned revenue; all while further preserving one of Michigan’s historic landmarks.</p> <p>The improvements discussed above will benefit all residents of the region, but it will particularly benefit the youth of Manistee County who have been a focal point of cultural/ educational programming in recent years. This population aligns with the “limited clientele” National Objective as 69 percent of Manistee’s youth are economically disadvantaged (MISchoolData). Access to the arts is a significant issue for students within the region. The Michigan Council for Arts and Cultural Affairs identifies Manistee County as an “underserved community,” defined as “one in which people lack access to arts programs, services, or resources” due to any</p> |

number of geographical, socioeconomic, and/or other factors. Indeed, declining numbers of school-aged children in Manistee County has led to cutbacks in art programming within K-12 schools, particularly those outside of Manistee proper. With educational funding connected to a per-pupil allocation, many schools in the County struggle to provide a basic level of arts engagement. For instance, budget cuts have led the Kaleva Norman Dickson and Bear Lake districts to share one drama and music teacher.

The programmatic expansions being planned to serve the region's youth include expanded school shows, after-school classes, shows designed particularly for families, and the new Manistee Summer Theatre (starting Summer of 2020). The Manistee Summer Theatre will start this summer with one two-week intensive program during which students will prepare for and produce age- and skill-appropriate theatrical performances for the community during the summer. This program is a revival of community theatre programs which once were offered at the Ramsdell Theatre. After this summer, additional two-week cohorts will be added. The increase in programming raises the urgency for the City of Manistee to create an updated Master Plan which will inform necessary facility enhancements to accommodate these uses and continue the Theatre's growing success in engaging the youth of Manistee.

2. Alignment with Community Plans

The City of Manistee incorporated a range of goals to drive economic development and job creation into its 2016 Master Plan. One of those goals specifically identified the need to "embrace place-making as method to draw interest of those wishing to locate themselves within a community which offers experiences and a style of living which is uniquely Manistee." It would be hard to identify a city-owned asset that fulfills this goal more than the Ramsdell Theatre. Cultural experiences that are authentic to a community is one of the most important principles of placemaking. The Theatre provides the City with a marketable asset that is already known regionally.

In addition to economic development, the City of Manistee Master Plan focused on improving the aesthetics and environment of the community. As part of that focus, the Master Plan identified a goal to "maintain amenities that make the downtown area unique." The Ramsdell Theatre is one of the historic structures which define the City's core. The proposed project would allow the City to plan for future preservation activities which align with the Secretary of the Interior's Standards for the Treatment of Historic Properties. In doing so, the City will be able to maintain one of its iconic historical monuments.

The City of Manistee recently completed its Economic Development Strategy as part of the State of Michigan's Rising Tide initiative. One of the goals of the Strategy is to "continue to embrace Placemaking as a method to draw interest of those wishing to locate within a community which offers experiences and a style of living which is uniquely Manistee." As previously stated, placemaking is a focus of the community. Preservation of the Ramsdell Theatre advances the City's placemaking efforts by providing a vibrant cultural asset in the city-center.

3. Outcome of the Project.

As previously stated, the City of Manistee is proposing the project to complete a facility and master plan analysis, resulting in a new master plan for the Ramsdell Theatre. The deliverable will be an actionable plan with prioritized facility investments which will improve how cultural and community programming is delivered within the Theatre and will preserve the structure and character of the historic building.

4. Current and Past Use of Building/Property

Manistee's Ramsdell Theatre is one of Michigan's great historical landmarks (listed on the National Register of Historic Places in 1972), standing now for 116 years as a cultural resource which has been carefully preserved for the enrichment and enjoyment of the community. Over its long history, the Theatre has hosted community and professional theatre productions, concerts, balls and galas, weddings, and other civic/community events. Overall use has fluctuated over the years, with the Theatre being closed or underutilized for much of its history.

The City of Manistee purchased the Theatre in 1953 from the Rotary Club. By the early 1990s, the Ramsdell Theatre had fallen into disrepair and the community was in danger of losing a great asset. At that time, a community coalition mobilized local and regional support to complete a \$4 million restoration of the Ramsdell (completed in 2005). Since 2005, an additional \$2,131,000 has been invested in further upgrades. These improvements have been driven by master planning, one comprehensive plan completed in 1990 and another more limited, internally generated plan in 2010. With the facility restored to its historic grandeur, the City of Manistee partnered with the Ramsdell Regional Center for the Arts (RRCA), a 501(c)(3) organization, to reinvigorate artistic programming. It has done just that, bringing in regional and national performances and supporting local productions in partnership with cultural and educational institutions in the region.

5. Community Support

The proposed project has been planned along with the RRCA which has created a network of community organization partners that utilize the Theatre in delivery of their mission. These partners include the Manistee Area Public Schools, West Shore Community College, Shoreline Music Society, and Manistee Rotary Club. These organizations would greatly benefit from the proposed project as the City of Manistee continues to invest in the Ramsdell Theatre.

6. Project Activities

The City of Manistee is planning to contract with Quinn Evans to update the master plan for the Ramsdell Theatre. The firm completed the last comprehensive analysis and master plan for the facility (1990). Their services will be delivered in two phases:

Phase 1 - Existing Conditions Assessment: This phase will include a visual inspection; building code and accessibility (ADA) review; analysis of building systems; interviews with RRCA staff, volunteers, and board members; and review of previous plans.

Phase 2 - Master Plan Analysis: Using the results of the Phase 1 assessment, Quinn Evans will formulate a clear plan of action, including schedule and cost estimates for both infrastructure and programmatic improvements. The plan will contain definitive goals and appropriate next steps for marrying the community arts programs of the Ramsdell Theatre with facilities suitable for supporting and growing these activities.

Check all that apply as it pertains to the **Historic Status** of the property(s) involved:

- Listed in the National Register of Historic Properties
- Potentially eligible to be listed in the National Register of Historic Properties
- Listed in a state or local inventory of historic places
- Designated as a state or local landmark or historic district
- None of the above
- Not applicable

Provide the address(es) of the **benefited property(s)/building(s)/businesses**. Indicate whether commercial and/or residential:

Commercial - 101 Maple St, Manistee, MI 49660

What is the total square footage impacted by this project?

46,000square feet

Provide the **name(s) of the private property/building owner(s)** seeking to participate as a sub-recipient of funds. Include all individuals that have ownership of the property/building(s).

City of Manistee

Provide the **DUNS Number of the private business owners**, along with their respective owner's names listed above, if applicable.

NA

Has the **NEPA Environmental Review** been initiated?

- Yes
- No
- NA

| | |
|--|---|
| <p>Will jobs be relocated from another City or State as a result of this project? If Yes, explain:</p> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA |
| <p>Will the project result in the demolition or conversion of residential dwelling units, both occupied and vacant? If Yes, explain:</p> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA |
| <p>Will the project result in special fees (i.e., tap in / hookup fees, special assessments)? If Yes, explain:</p> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA |
| <p>Are there any local, state and federal permits required for implementation of the proposed project? If Yes, will permit requests delay the proposed project or influence the timeline?</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA |
| <p>Are there acquisitions, leases, easements, or property option/purchase agreements necessary to complete the project activities?</p> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA |
| <p>Are there current or incoming residential or commercial tenants? If Yes, provide the number of tenants and whether they are residential, commercial or both: 1 - Commercial</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA |
| <p>Will there be any temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants needed to complete the project?</p> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA |

| PROJECT TIMELINE | | |
|---|--------------------|------------------|
| Provide the tentative Start and End dates for activities associated with completing the project | | |
| ACTIVITIES | START DATE (mm/yr) | END DATE (mm/yr) |
| Existing Conditions Assessment | 5/1/2020 | 8/31/2020 |
| Master Plan Analysis | 9/1/2020 | 12/31/2020 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| PROJECT BUDGET | | | | | | |
|-------------------------------------|----------|---------|----------|-------|-------|----------|
| ACTIVITY COSTS | CDBG | LOCAL | PRIVATE | OTHER | OTHER | TOTAL |
| Administrative Services | \$ | \$ | \$ | \$ | \$ | \$ |
| Lead Testing | \$ | \$ | \$ | \$ | \$ | \$ |
| Asbestos Testing | \$ | \$ | \$ | \$ | \$ | \$ |
| Engineering | \$ | \$ | \$ | \$ | \$ | \$ |
| 3 rd Party Environmental | \$ | \$ | \$ | \$ | \$ | \$ |
| Acquisition | \$ | \$ | \$ | \$ | \$ | \$ |
| Demolition | \$ | \$ | \$ | \$ | \$ | \$ |
| Lead Abatement | \$ | \$ | \$ | \$ | \$ | \$ |
| Asbestos Abatement | \$ | \$ | \$ | \$ | \$ | \$ |
| Construction | \$ | \$ | \$ | \$ | \$ | \$ |
| Master Planning | \$27,500 | \$5,000 | \$22,500 | \$ | \$ | \$55,000 |
| | \$ | \$ | \$ | \$ | \$ | \$ |

| | | | | | | |
|--------------------|----------|---------|----------|----|----|----------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| GRAND TOTAL | \$27,500 | \$5,000 | \$22,500 | \$ | \$ | \$55,000 |

Are there **other funding sources available** to contribute to the proposed project? Provide inquiries made and the responses provided by associated funding sources.
 There have been no other funding sources sought or identified to contribute to the proposed project above and beyond the local match being provided by the Ramsdell Regional Center for the Arts.

Is **Program Income** available to help fund the proposed project? Note program income funds cannot count towards project match.
 Program income is not available to help fund the proposed project.

| UGLG CAPACITY AND CONFLICT OF INTEREST | |
|--|---|
| Who will provide the administrative capacity for the proposed grant? <input checked="" type="checkbox"/> UGLG Staff <input type="checkbox"/> MEDC Certified Grant Administrator <input type="checkbox"/> Third Party Administrator/Consultant/EDO/EDC | |
| Has the UGLG received CDBG grants or loans in the past 5 years and/or have any open CDBG grants or loans, including grants or loans provided by MSF, MEDC and MSHDA? If Yes, please identify the associated projects and describe all, if any, findings or areas of concern regarding those projects: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA |
| Does the UGLG have any outstanding CDBG grants or loans that have not been drawn down? If Yes, describe: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA |
| Will local officials and staff be a party to any contract involving the procurement of goods and services assisted with CDBG funds? If Yes, describe: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA |
| Will any person who is an employee, agent, consultant, officer, elected or appointed official of the UGLG obtain a financial interest or benefit from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter? If Yes, describe: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA |

The **UGLG** agrees to adhere to HUD, CDBG and MEDC rules, regulations and the Grant Administration Manual (GAM) policies, procedures and reporting requirements. In agreeing to this, the UGLG will ensure that all entities involved in completing the proposed project will also adhere to rules and regulations during grant administration.

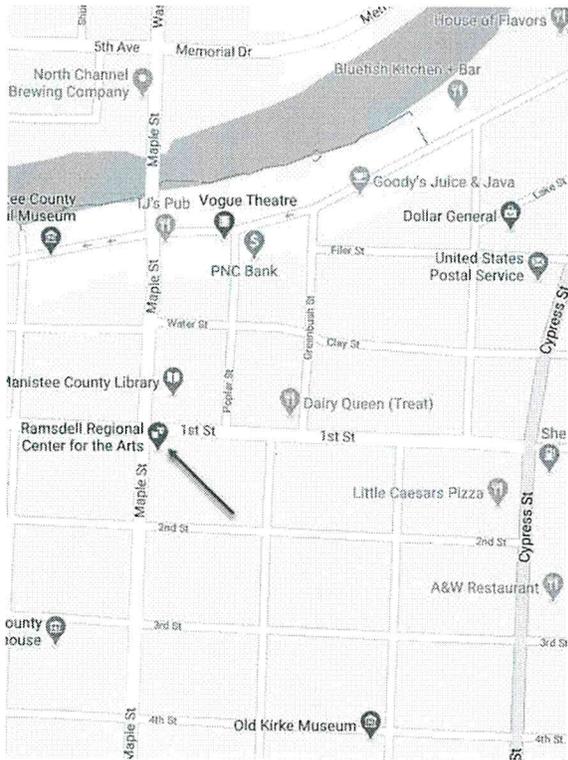
| AUTHORIZED UGLG OFFICIAL | |
|--------------------------|-------------------------------------|
| Name and Title | Thad N. Taylor, City Manager |
| Signature | |
| Date | |

| Supporting Documentation | | |
|--|---|--|
| Exhibit I | Project Location Map | Attached <input checked="" type="checkbox"/> |
| Exhibit II | Preliminary Architectural/Engineering Drawings | Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| Exhibit III | Independent 3 rd Party Estimate | Attached <input checked="" type="checkbox"/> |
| Exhibit IV | Financial Commitment Letter(s) | Attached <input checked="" type="checkbox"/> |
| Exhibit V | Site Control – Deed or Lease Agreement | Attached <input checked="" type="checkbox"/> |
| Exhibit VI | Blight Letter or Area Blight Resolution (Sample Form 2-B) | Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| Exhibit VII | Lead-Based Paint Applicability and Compliance Worksheet (Form 5-S) | Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| Exhibit VIII | Asbestos Applicability and Compliance Worksheet (Form 5-V) | Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| Exhibit IX | Historic Property Proof of Eligibility | Attached <input checked="" type="checkbox"/> N/A <input type="checkbox"/> |
| Exhibit X | Appraisal for CDBG-funded Acquisitions; or Waiver Valuation (Form 6-D) | Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| Exhibit XI | Maintenance/Sustainability Plan | Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| Exhibit XII | Background Check Form (filled out for processing); A form for each building owner(s) and whoever is authorized to manage and sign for the grant | Attached <input checked="" type="checkbox"/> |
| Exhibit XIII | Limited Denial of Participation, HUD Funding Disqualifications and Voluntary Abstentions | Attached <input type="checkbox"/> |
| Exhibit XIV | System Award Management (SAM) Certification | Attached <input checked="" type="checkbox"/> |
| Job Creation Exhibit | Job Creation Summary Job Creation Assurance Machinery and Equipment (M&E) List, if applicable | Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| Rental Rehabilitation Exhibit | Rental Rehabilitation Workbook | Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| Façades Exhibit | Façade Budget Façade Building Owner and Activity Identification | Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/> |
| <p>Please attach all supporting documents in the order they are requested. If submitting electronically, label each supporting document appropriately.</p> <p>This list is not all inclusive. Additional compliance documentation will be sought post-application.</p> | | |

Exhibit 1

Project Location Map

Ramsdell Theatre 101 Maple St., Manistee, MI 49660



1 August 2019

Xavier Verna, Executive Director
The Ramsdell Regional Center for the Arts
101 Maple Street
Manistee, MI 49660
Xverna@RamsdellTheatre.org



219½ N. MAIN STREET
ANN ARBOR, MI 48104
734 663 5888

**RE: THE RAMSDELL THEATRE ASSESSMENT
MANISTEE, MICHIGAN
41916060**

Subject: Proposal for Building Assessment and Recommendations

Dear Mr. Verna:

This letter is a proposal ("Agreement") for Quinn Evans Architects to provide professional consulting services to assist you in understanding the current condition of the building, recommended timeframe and cost opinion for building maintenance projects including systems upgrades, and recommendations for enhancements or alterations needed to best support the diverse programs offered by The Ramsdell Regional Center for the Arts. This information will support the preparation of operational budgets and the planning of potential future capital campaigns.

For ease of reference, "QEA" refers to Quinn Evans Architects; "Owner" refers to The Ramsdell Regional Center for the Arts. "The Building" refers to The Ramsdell Theatre.

UNDERSTANDING OF THE PROJECT

QEA is thrilled for the opportunity to follow up on the restoration and planning projects we completed twenty years ago for The Ramsdell and work with you to evaluate the existing conditions of the building and to ultimately help you determine a clear and exciting path forward that will guide maintenance and recommend key improvements your facilities to meet today's standards for thriving community focused arts centers.

We understand that The Ramsdell Theatre desires professional services to address the existing conditions of the theatre both infrastructure and programmatic concerns. A report will be created to address the needs as well as short and long-term goals of the art center that is reconciled into specific pathways that can be used for capital planning and fundraising.

Our team will be led by our senior theatre and preservation staff. Principal Patrick Roach and Senior Architect Jennifer Hendrickson each have over 20 years of experience evaluating and improving existing theatres. Their work includes the Civic Theater in Grand Rapids, the Crosswell Theater in Adrian, the State Theater in Ann Arbor, and the Traverse City Opera House. Our earlier work with The Ramsdell Theatre was one of Jennifer's first projects at QEA.

We will collaborate on the assessment with GMB Architects and Engineers who are located in Holland. We have teamed with GMB on similar projects for over 15 years, including a similar assessment project and HVAC improvements to your neighbors, the Manistee County Library. Cost estimating will be done by an independent estimator with whom we have a long term relationship.

Part 1 - Existing Conditions Assessment

Purpose: To provide a clear baseline of the current conditions of building. The assessment will include visual inspection of accessible areas and incorporate systems evaluations. This portion of the work will help the theatre determine

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what needs to be done to keep the theatre running properly and provide a pathway for the facilities to meet today's standards.

Procedure: On-site inspections of accessible spaces, interviews with relevant staff and members of the Board of Directors, review of reports, drawings and other information provided by the client or otherwise publicly available.

The Work: Existing Building Assessment - Architectural

We will familiarize ourselves with the existing building to determine the condition, including:

- Exterior envelope (non-invasive, visual only)
- Interior spaces that are readily accessible
- Preliminary building code and accessibility (ADA) review
- HVAC, Electrical and Plumbing systems

This general survey is meant to confirm the overall condition of the building and to address specific areas of concern, such as moisture penetration or systems failures. For example, we will examine the overall conditions of the existing windows and make recommendations for treatment, but will not include a detailed survey of each individual window.

Recommendations and cost implications for any improvements or solutions to the identified issues will be addressed in the project report.

Part 2 – Masterplan Analysis

Purpose: We will use the information collected or developed in Part 1 – Existing Conditions Assessment of the report to address the issues found. The Masterplan Analysis will formulate a clear plan of action, including schedule and cost estimates for both infrastructure (facilities) and programmatic improvements. Together with The Ramsdell leadership and staff, we will develop definitive goals that can be shared with the entire community. We will help determine the appropriate next steps for marrying the already extraordinary community arts programs of The Ramsdell Theatre with facilities suitable for supporting and growing these activities.

Procedure: Similar to Part 1, we will use site visits, interviews with leadership and key staff members, review of documents and other information available to understand the key goals and priorities of The Ramsdell for both programs and infrastructure.

The Work: Discovering the Ramsdell Theatre

This phase of our work is focused on getting to know The Ramsdell as a community arts institution.

- Interviews and visioning with key staff and Board of Directors
- Takeaways from the visioning sessions will be discussed to inform design team direction.
- Current program use(s) for each space within the building
- Adequacy of the current facilities

The Path Forward

The information gathered from Part 1 and from Discovering the Ramsdell Theatre will be reviewed and analyzed in the development of a path forward. Solutions will be developed based on the priorities and goals discussed. The results will be organized into two paths: an Infrastructure/Facilities Path and a Programmatic Path.



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The Infrastructure/Facilities Path will:

- Clearly identify and prioritize issues to be addressed based on the seriousness of problem and actions to be taken (leaks, HVAC, security, etc.)
- Long-term goals and the solutions (sustainability, lowering operating costs, etc.)
- A plan of action will be closely coordinated with the Programmatic Path conceptual design options.
- Cost opinion for the recommended work.



The Programmatic Path will include:

- Identify immediate program needs and actions
- Identify long-term goals and how to achieve them
- Identify solutions to reconcile the needs and goals of both the Infrastructure Path and Programmatic Path with an estimate of probable cost
- The solutions are preliminary and meant to serve as a platform for defining a future building project.
- Address suggested solutions for infrastructure such as HVAC, security and other items as appropriate.
- Cost opinion for the recommended work.

Schedule Upon receipt of a notice to proceed, we anticipate approximately three (3) months of work.

Deliverables

Base Scope: We will produce a final document that will be available electronically and provide up to five (5) hard copies.

A formal in-person presentation of the final report at a Board of Directors meeting is included.

PROPOSED FEE FOR PROFESSIONAL SERVICES

BASIC SERVICES

Quinn Evans Architects lump sum fee for completing the base project scope, as described is \$49,050.00 plus reimbursable expenses which are estimated to be approximately \$2,000.00. The breakdown by task is as follows:

| | |
|--|-------------|
| TASK I: Existing Conditions Assessment | \$25,800.00 |
| TASK II: Master Plan Analysis | \$23,250.00 |

ADDITIONAL SERVICES

Unless noted otherwise, requested changes from previously approved design or scope of services shall be performed on an hourly basis, plus reimbursable expenses. Current hourly rates are as shown on the attached Quinn Evans Architects Billing Rates. Rates will be updated yearly, according to the standard procedures of QEA.

REIMBURSABLE EXPENSES

Out-of-pocket expenses such as printing, long distance telephone calls and facsimile, postage and freight, and travel are in addition to the Fee and will be billed as reimbursable expenses payable to Quinn Evans Architects at 1.1 times the amount of the incurred expense.

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1 August 2019
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CONDITIONS

The Terms and Conditions attached are hereby incorporated into this Agreement.

If you agree with the scope of services and terms outlined above, please sign the attached copy of this letter and it will serve as an Agreement for professional services and authorize us to begin work.

If you have any questions, please call.

Cordially,



Quinn Evans Architects

A handwritten signature in black ink, appearing to read 'Ann K. Dilcher'.

Ann K. Dilcher, AIA
Principal

Approved by

Date

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TERMS and CONDITIONS

The Architect in these Terms and Conditions refers to Quinn Evans Architects.

The Architect shall perform the services outlined in this Agreement for the stated fee arrangement.

1. *Access to Site.* Unless otherwise stated, the Architect will have access to the site for activities necessary for the performance of the services. The Architect will take reasonable precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.
2. *Hidden Conditions.* The Architect shall not be responsible for verifying the condition of an existing structure, equipment, or appliance as part of Basic Services unless such verification can be made by simple visual observation. Any further investigation, if authorized or requested by the Owner, shall be provided as an Additional Service. If, after the Contract Documents are prepared, it appears from uncovering parts or portions of an existing structure that the plans and/or specifications must be altered to conform to previously hidden conditions, all such work shall be performed by the Architect as an Additional Service.
3. *Dispute Resolution:*
 - a. *Mediation.* In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and the Architect agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Client and the Architect further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, sub consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

- b. *Arbitration.* In the event the parties to this Agreement are unable to reach a settlement of any dispute arising out of this Agreement or related to the services under this Agreement, in accordance with Dispute Resolution stated above, then such disputes may, with the consent of both parties, be settled by binding arbitration in accordance with the rules of Construction Industry Rules of the American Arbitration Association current as of the date of this Agreement then pertaining.
4. *Payments:*
 - a. *Billings/Payments.* Invoices for the Architect's services shall be submitted, at the Architect's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Architect may, without waiving any claim of right against Client, and without liability whatsoever to the Client suspend or terminate the performance of the service. Retainers shall be credited on the final invoice.
 - b. *Late Payments.* Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate, whichever is higher) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including attorney's fees.

5. *Certification, Guarantees and Warranties.* The Architect shall not be required to execute any document that would result in their certifying, guaranteeing or warranting the existence of conditions whose existence the Architect cannot ascertain.

6. *Liability:*



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- a. *Limitation of Liability.* In recognition of the relative risks, rewards and benefits of the project to both the Client and the Architect, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement from any cause or causes, shall not exceed the Architect's Professional Services Fee. Such causes include, but are not limited to, the Architect's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.
 - b. *Claims for Consequential Damage.* The Architect and Owner waive consequential damage for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Term 7.
 - c. *Indemnification.* The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Architect, his or her officers, directors, employees, agents and sub consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Architect.
7. *Termination of Services.* This Agreement may be terminated by the Client or the Architect by giving the other party 30 (thirty) days notice. In the event of termination, the Client shall pay the Architect for all services, reimbursable expenses, and reimbursable termination expenses rendered to the date of termination.
 8. *Betterment.* If, due to the Architect's error, any required item or component of the project is omitted from the Architect's construction document, the Architect shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project.
 9. *Standard of Care.* In providing services under this Agreement, the Architect will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstance.
 10. *Instrument of Service.* The report prepared by the Architect for this project is an instrument of the Architect's service for use solely with respect to this project and the Architect shall be deemed the author of the report. The report will belong to the Owner and the Owner can, if elected; copyright the report so long as the Architect is credited as the author. The Architect retains the right to refer to the project and discuss in general the Architect's involvement in the project with potential clients. The Architect shall also be able to refer to the project and describe the Architect's involvement in the project in news releases, office brochures and other marketing material used to describe the type of services the Architect can provide to potential clients.
 11. *Hazardous Materials*
 - a. *Definition of Hazardous Materials.* As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.
 - b. *Hazardous Materials. Suspension of Services.* Both parties acknowledge that the Architect's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the Architect or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to the Architect that such materials may be present on or about the jobsite or any adjacent areas that may affect

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the performance of the Architect's services, the Architect may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Owner retains appropriate qualified Architects and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

- c. *Hazardous Materials Indemnity.* The Owner agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, partners, employees and subconsultants (collectively, Architect) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of the Architect.
 - d. *Waiver of claims for Hazardous Materials.* In consideration of the substantial risks to the Architect in rendering its services in connection with the Project due to the presence or suspected presence of hazardous materials (as defined in this Agreement) at or near the jobsite, the Owner agrees to make no claim and hereby waives, to the fullest extent permitted by law, any claim or cause or causes of action of any kind, including but not limited to negligence, breach of contract or warranty, either express or implied, strict liability or any other causes, against the Architect, its officers, directors, partners, employees and subconsultants (collectively, Architect), which may arise out of or may in any way be connected to the presence of such hazardous materials. The Owner acknowledges that the Architect is not and shall not be required to be in any way an arranger, generator, operator or transporter of hazardous materials present at or near the Project site (as these terms are defined in applicable federal or state statutes and all related regulations).
12. *Jobsite Safety.* Neither the professional activities of the Architect, nor the presence of the Architect or its employees and subconsultants at a construction/project site, shall impose any duty on the Architect, nor relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The Architect and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Owner agrees that the General Contractor shall be solely responsible for jobsite and worker safety and warrants that this intent shall be carried out in the Owner's contract with the General Contractor. The Owner also agrees that the General Contractor shall defend and indemnify the Owner, the Architect and the Architect's subconsultants. The Owner also agrees that the Owner, the Architect and the Architect's subconsultants shall be made additional insured under the General Contractor's policies of general liability insurance.
13. *Other Terms:*
- a. This Agreement shall be governed by the law of the State Michigan.
 - b. This Agreement shall not be assigned by either party without prior written consent of the other.
 - c. These terms and conditions shall survive the termination or completion of the Contract.
 - d. Client agrees to give Architect recognition as the Architect and/or Designer of the Project on any construction signs and in any published materials. The client further agrees to permit Architect to photograph the Project upon

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completion and to use Project photographs in the marketing of its services to other clients.

14. **Discrimination in employment is prohibited under Title VII of the Civil Rights Act of 1974. Recognizing its legal as well as social obligations to afford equal opportunities, Architect employs an affirmative action program in furtherance of the company's policy. It is the policy of Architect to afford equal opportunity for employment to individuals without regard to race, religion, color, national origin and ancestry, disability, medical condition, veteran status, marital status, sexual orientation, gender or age.**



QUINN EVANS
ARCHITECTS

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**QUINN EVANS ARCHITECTS
2018-2019 BILLING RATES**



| CLASSIFICATION | BILLING RATE |
|----------------------------------|--------------|
| Senior Principal | 200.00 |
| Principal | 175.00 |
| Senior Preservation Architect | 150.00 |
| Design Technology Director | 150.00 |
| Senior Interior Designer | 155.00 |
| Senior Landscape Architect | 155.00 |
| Project Manager/Senior Architect | 140.00 |
| Architect/Interior Designer | 110.00 |
| Historian | 100.00 |
| Senior Designer | 100.00 |
| Designer | 90.00 |
| Administration | 65.00 |

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THE CITY OF
manisteeTM
MICHIGAN



CITY HALL
70 Maple Street
Manistee, MI 49660
www.manisteemi.gov

Administration
Fax 231.723.1546

City Manager
231.398.2801

City Assessor
231.398.2802

Planning & Zoning
231.398.2805

Clerk/Treasurer
Fax 231.723.5410

City Clerk
231.398.2803

**City Treasurer/
Finance Director**
231.398.2804

Water Billing
231.723.2559

Police Department
231.723.2533
Fax 231.398.2012

Fire Department
281 First Street
231.723.1549
Fax 231.723.3519

**Department of
Public Works**
280 Washington St.
• Street Department
• Parks Department
• Water Maintenance
280 Washington St.
231.723.7132
Fax 231.723.1803

**Clean Water
Recovery Facility**
50 Ninth St.
231.723.1553

March 11, 2020

Xavier Verna
Executive Director
Ramsdell Regional Center for the Arts
101 Maple St.
Manistee, MI 49660

Dear Xavier,

The City of Manistee is supportive of the Ramsdell Regional Center for the Arts applying for an MEDC Community Development Block Grant to help fund an update of the Master Plan for the Ramsdell Theatre. We have no objection to using a portion of the annual appropriation received from the City to serve as a local match.

Additionally, we are in receipt of your request for funding at the same level as last year for the upcoming fiscal year and will be including it as a recommendation in the proposed FY 2021 City Manager's budget that is currently being developed.

Sincerely,

Edward Bradford
Chief Financial Officer
City of Manistee

Exhibit 5

Proof of Ownership

Screenshot of City assessing database showing owner as City of Manistee

Assessing .NET User: EBRADFORD DB: City Of Manistee 2020 Group: MANISTEE Version: 02/15/2020

File View Navigation Tasks Reports Utilities BSA Applications Help

Print Add Delete Attach [0] Comp. Analysis Copy Map Tools

Parcel #: 51-574-701-09 Flag:

Owner: CITY OF MANISTEE Address: 101 MAPLE ST Property Zip: 49660

1. General 2. Owner Info. 3. Tax Info. 4. Fee: 0 5. Misc. 6. Linked App Info 7. Attach [0] 8. Sketches [0]

Rec. Status: Active

Tax Status: TAXABLE

Prev. Tax Status: TAXABLE

Cur. Class: 703 EXEMPT CO. CITY, TWP

Prev. Class: 703 EXEMPT CO. CITY, TWP

School: 18970 MANISTEE

ECF height: 1900 TAX EXEMPT

UNCLAS:

Zoning: C-3

Use Code: 70401 CITY BUILDINGS

Note: RANDOLL THEATER

0 Sales

12 Permits (8/14/2018, SIGN)...

Comments

Legal/Tax Description...

| Year | MBOR Assd. | Final S.E.V. | Final Tax |
|--------|------------|--------------|-----------|
| 2020 S | 0 | 0 | 0 |
| 2019 S | 0 | 0 | 0 |
| 2018 S | 0 | 0 | 0 |
| 2017 S | 0 | 0 | 0 |
| 2016 S | 0 | 0 | 0 |
| 2015 S | 0 | 0 | 0 |
| 2014 S | 0 | 0 | 0 |
| 2013 S | 0 | 0 | 0 |
| 2012 S | 0 | 0 | 0 |
| 2011 S | 0 | 0 | 0 |
| 2010 S | 0 | 0 | 0 |
| 2009 S | 0 | 0 | 0 |
| 2008 S | 0 | 0 | 0 |
| 2007 S | 0 | 0 | 0 |
| 2006 S | 0 | 0 | 0 |
| 2005 S | 0 | 0 | 0 |
| 2004 S | 0 | 0 | 0 |
| 2003 S | 0 | 0 | 0 |
| 2002 S | 0 | 0 | 0 |
| 2001 S | 0 | 0 | 0 |
| 2000 S | 0 | 0 | 0 |

Viewing Existing Parcel (Press Escape to return to the Parcel table.)

Sort Index: 00A1DFA #1 Active Table: Parcels

Exhibit 9

National Historic Designation

Search Properties Listed in the National Register of Historic Places

This is a table of properties listed in the National Register of Historic Places. It includes the:

reference number, property name, reference number, if it is restricted, state, county city, address, date listed, NHL designation date, architects, federal agency, other name, NPS Park Name, significance person(s), level of significance, and if the file has been scanned there is a link to the file. You can also download this as an excel spreadsheet or click the "download dataset" below to get the file as a .csv file.

Show entries

Search:

| Ref# | Property Name | Status | Listed Date | NHL Designated Date | Restricted Address | Name of Multiple Property Listing | State | County | City | Street & Numb |
|----------|------------------|--------|-------------|---------------------|--------------------|-----------------------------------|----------|----------|----------|---------------|
| 72000640 | Ramsdell Theatre | Listed | 1/13/1972 | | false | | MICHIGAN | Manistee | Manistee | 101 Main St |

Navigation: First Previous **1** Next Last

ENTRIES IN THE NATIONAL REGISTER

STATE MICHIGAN

Date Entered JAN 13 1972

| <u>Name</u> | <u>Location</u> |
|------------------------|-------------------------------------|
| Caswell House | Troy Oakland County |
| Ward-Holland House | Marine City St. Clair County |
| Hunter (John W.) House | Birmingham Oakland County |
| Call (C.H.) House | Marquette Marquette County |
| Hoross House. | Detroit Wayne County |
| New Fort Brady | Sault Ste. Marie Chippewa County |
| Ramsdell Theatre | Manistee Manistee County |

Also Notified

Hon. Philip A. Hart
 Hon. Robert P. Griffin
 Hon. William S. Broomfield
 Hon. James Harvey
 Hon. Philip E. Ruppe
 Hon. Lucien N. Nedzi
 Hon. Guy Vander Jagt

State Liaison Officer
 Mr. Samuel Milstein
 Acting Deputy Director-Recreation
 Department of Natural Resources
 Mason Building
 Lansing, Michigan 48926

Michigan Strategic Fund and Michigan Economic Development Corporation General Applicant Certification Form

APPLICANT ENTITY LEGAL NAME *(business entity to receive incentive)*

City of Manistee

APPLICANT ENTITY ADDRESS *(include city, state, and zip code)*

70 Maple St., Manistee, MI 49660

APPLICANT EMPLOYER TAX ID NUMBER (EIN)

38-6004570

Check if Applicant is a municipality, non-profit organization, or an institution of higher education.
If there are no Key Owners, please indicate in the Key Owners section.

APPLICANT KEY INDIVIDUALS

List the Applicant's CEO, CFO, COO, and the person(s) responsible for managing the incentive, or the similarly situated position responsible for those duties associated with each role. Each individual listed must also complete a separate Background Check Disclosure Form. **All Applicant Key Individuals must be listed, even if duplicative.**

| CEO or the similarly situated position in charge of the Applicant's executive operations |
|---|
| Full first, middle, and last name <i>(full middle name mandatory; if none, please indicate)</i> Thad Neil Taylor City Manager |

| CFO or the similarly situated position in charge of the Applicant's financial affairs |
|--|
| Full first, middle, and last name <i>(full middle name mandatory; if none, please indicate)</i> Edward Nathan Bradford Chief Financial Officer |

| COO or the similarly situated position in charge of the Applicant's daily affairs |
|---|
| Full first, middle, and last name <i>(full middle name mandatory; if none, please indicate)</i> Thad Neil Taylor City Manager |

| Person responsible for managing the incentive for the Applicant |
|--|
| Full first, middle, and last name <i>(full middle name mandatory; if none, please indicate)</i> Edward Nathan Bradford Chief Financial Officer |

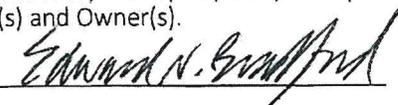
APPLICANT KEY OWNERS

List each individual or entity, if any, who directly or indirectly, through any contract, arrangement, understanding, relationship, or otherwise, owns either an actual or financial interest in the Applicant. Each Applicant Key Owner with a 20% or greater interest, either direct or indirect, must also complete a separate Background Check Disclosure Form. **Direct AND indirect ownership percentages must each separately total 100%.** Attach a separate sheet if necessary.

| Owner Full Legal Name | Direct Ownership Percentage | Indirect Ownership Percentage | Check if owner is publicly traded in U.S. |
|-----------------------|-----------------------------|-------------------------------|---|
| No Key Owners | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |
| | | | <input type="checkbox"/> |

CERTIFICATION

I consent to the release of information contained herein to the MEDC, the Department of Attorney General, MSF, CCO, or any of their designees, or as required by law. I have the authority to submit this form on behalf of the Applicant and authorize the MSF, MEDC, AG, CCO, or any of their designees to perform background checks on the applicant and its Key Individual(s) and Owner(s).

Signature 

Title **CFO**

Date **3/11/2020**

Updated April 25, 2019

**Michigan Strategic Fund and Michigan Economic Development Corporation
Background Check Disclosure Form**

A Background Check Disclosure Form must be completed by the **Applicant AND each** of the **Applicant's Owners** with a direct or indirect ownership interest of 20% or greater AND **each** of the **Applicant's Key Individuals** listed on the Applicant Certification Form. However, if the publicly traded box is checked on the Applicant Certification Form, only the Applicant (or only its parent, when listed) must complete this form.

Only one box should be completed

| | | |
|--|---|--|
| If being completed on behalf of an ENTITY | | |
| Entity Name City of Manistee | Employer Tax ID Number (EIN) 38-6004570 | |
| Principal Place of Business Address (include city, state, and zip code) 70 Maple St., Manistee, MI 49660 | Primary Contact Name Ed Bradford | Primary Contact Email ebradford@manisteemi.gov |

| | | |
|---|----------------|---------------|
| If being completed by an INDIVIDUAL | | |
| Full first, middle and last name (full middle name mandatory; if none, please indicate) | | Date of Birth |
| Residence Address, if individual (include city, state, and zip code) | Business Phone | Email |

BUSINESS INTEGRITY

Please provide answers to all the following questions below. If being completed as an individual, "you" refers to you. If being completed on behalf of an entity "you" refers to the entity. For any question answered "Yes," attach details on a separate page.

- | | |
|---|--|
| <p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> | <p>Business Integrity. Are you presently, or have you ever been a respondent/defendant in any administrative agency proceedings, civil litigation, or criminal proceedings involving allegations of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, violations of state or federal antitrust statutes, or any other claim that may be a reflection on your business integrity?</p> |
| <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> | <p>Taxes. Do you currently owe past due taxes to any government entity?</p> |
| <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> | <p>Incident to a State Contract. Have you ever been convicted of a criminal offense incident to the application for or performance of a state contract or subcontract?</p> |
| <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> | <p>Tax Haven. If you are an entity, are you incorporated in a tax haven county, including, but not limited to: Barbados, Bermuda, British Virgin Islands, Cayman Islands, Commonwealth of the Bahamas, Cyprus, Gibraltar, Isle of Man, the principality of Liechtenstein, the principality of Monaco, or the Republic of the Seychelles?</p> |

CERTIFICATION

I consent to the release of information contained herein to the MEDC, the Department of Attorney General, MSF, CCO, or any of their designees, or as required by law. I specifically authorize the MEDC, MSF, or any of their designees, to do a criminal and civil background check on me, or the entity I represent. I certify that the information provided in this statement is complete, true and accurate. If I am completing this form on behalf of an entity, I certify that I have authority to bind that entity.

Signature *Edward N. Bradford* Title **CFO** Date **3/11/2020**

Updated November 13, 2018

Michigan Strategic Fund and Michigan Economic Development Corporation Background Check Disclosure Form

A Background Check Disclosure Form must be completed by the Applicant AND each of the Applicant's Owners with a direct or indirect ownership interest of 20% or greater AND each of the Applicant's Key Individuals listed on the Applicant Certification Form. However, if the publicly traded box is checked on the Applicant Certification Form, only the Applicant (or only its parent, when listed) must complete this form.

| | | | |
|---|---|----------------|------------------------------|
| Only one box should be completed | If being completed on behalf of an ENTITY | | |
| | Entity Name | | Employer Tax ID Number (EIN) |
| | Principal Place of Business Address (include city, state, and zip code) | | Primary Contact Email |
| | | | Primary Contact Name |
| If being completed by an INDIVIDUAL | | | |
| Full first, middle and last name (full middle name mandatory; if none, please indicate) | | Date of Birth | |
| Thad Neil Taylor | | 01/16/1955 | |
| Residence Address, if individual (include city, state, and zip code) | | Business Phone | Email |
| 581 Eighth St., Manistee, MI 49660 | | 231 398-2801 | ttaylor@manisteemi.gov |

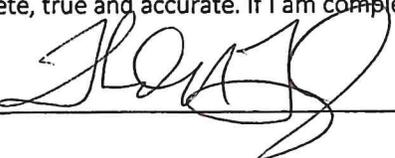
BUSINESS INTEGRITY

Please provide answers to all the following questions below. If being completed as an individual, "you" refers to you. If being completed on behalf of an entity "you" refers to the entity. For any question answered "Yes," attach details on a separate page.

- | | | |
|--------------------------|-------------------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Business Integrity. Are you presently, or have you ever been a respondent/defendant in any administrative agency proceedings, civil litigation, or criminal proceedings involving allegations of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, violations of state or federal antitrust statutes, or any other claim that may be a reflection on your business integrity? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Taxes. Do you currently owe past due taxes to any government entity? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Incident to a State Contract. Have you ever been convicted of a criminal offense incident to the application for or performance of a state contract or subcontract? |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax Haven. If you are an entity, are you incorporated in a tax haven county, including, but not limited to: Barbados, Bermuda, British Virgin Islands, Cayman Islands, Commonwealth of the Bahamas, Cyprus, Gibraltar, Isle of Man, the principality of Liechtenstein, the principality of Monaco, or the Republic of the Seychelles? |

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Signature 

Title City Manager

Date 3/11/2020

Updated November 13, 2018

**Michigan Strategic Fund and Michigan Economic Development Corporation
Background Check Disclosure Form**

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Only one box should be completed

| If being completed on behalf of an ENTITY | | |
|---|------------------------------|-----------------------|
| Entity Name | Employer Tax ID Number (EIN) | |
| Principal Place of Business Address (include city, state, and zip code) | Primary Contact Name | Primary Contact Email |

| If being completed by an INDIVIDUAL | | |
|---|-------------------|--------------------------|
| Full first, middle and last name (full middle name mandatory; if none, please indicate) | Date of Birth | |
| Edward Nathan Bradford | 10/21/1969 | |
| Residence Address, if individual (include city, state, and zip code) | Business Phone | Email |
| 10870 Herkelrath Rd., Bear Lake, MI 49614 | 231 398-2804 | ebradford@manisteemi.gov |

BUSINESS INTEGRITY

Please provide answers to all the following questions below. If being completed as an individual, "you" refers to you. If being completed on behalf of an entity "you" refers to the entity. For any question answered "Yes," attach details on a separate page.

- | | | |
|--------------------------|-------------------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Business Integrity.</u> Are you presently, or have you ever been a respondent/defendant in any administrative agency proceedings, civil litigation, or criminal proceedings involving allegations of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, violations of state or federal antitrust statutes, or any other claim that may be a reflection on your business integrity? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Taxes.</u> Do you currently owe past due taxes to any government entity? |
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Signature  Title CFO Date 3/11/2020

Updated November 13, 2018

Exhibit 14

SAM Registration

Screenshot of City SAM Active Registration

SYSTEM FOR AWARD MANAGEMENT

MY SAM SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP Search

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 03/14/2020 from 8:00 AM to 2:00 PM

Learn About Registration Status

- How do I start a new registration?
- What is Draft status?
- What is Work in Progress status?
- What is Submitted status?
- What is Active status?
- What is Expired status?

What If?

- What if my entity fails TIN validation?
- What if my entity fails CAGE Code validation?
- What if I still need help?

What's Next?

- Find Your Registration in SAM

SAM Status Tracker

Check Entity Registration Status

Page Description

You can quickly check an entity's registration status in SAM by entering a DUNS Number or CAGE Code. The SAM Status Tracker will show you the current status of that entity's most recent record, as well as tell you what steps are left to complete based on why they are registering.

The SAM Status Tracker only returns the registration status for publicly-searchable registration records. If you are a Federal government user, select Search Records in the main navigation menu to view registrations or data that are not publicly available. Results are based on your account type and data access level.

Use the SAM Status Tracker Now

Check registration status by typing in a DUNS Number.
DUNS Number Plus 4 (Optional)

Or, check registration status by typing in a CAGE Code.
CAGE Code

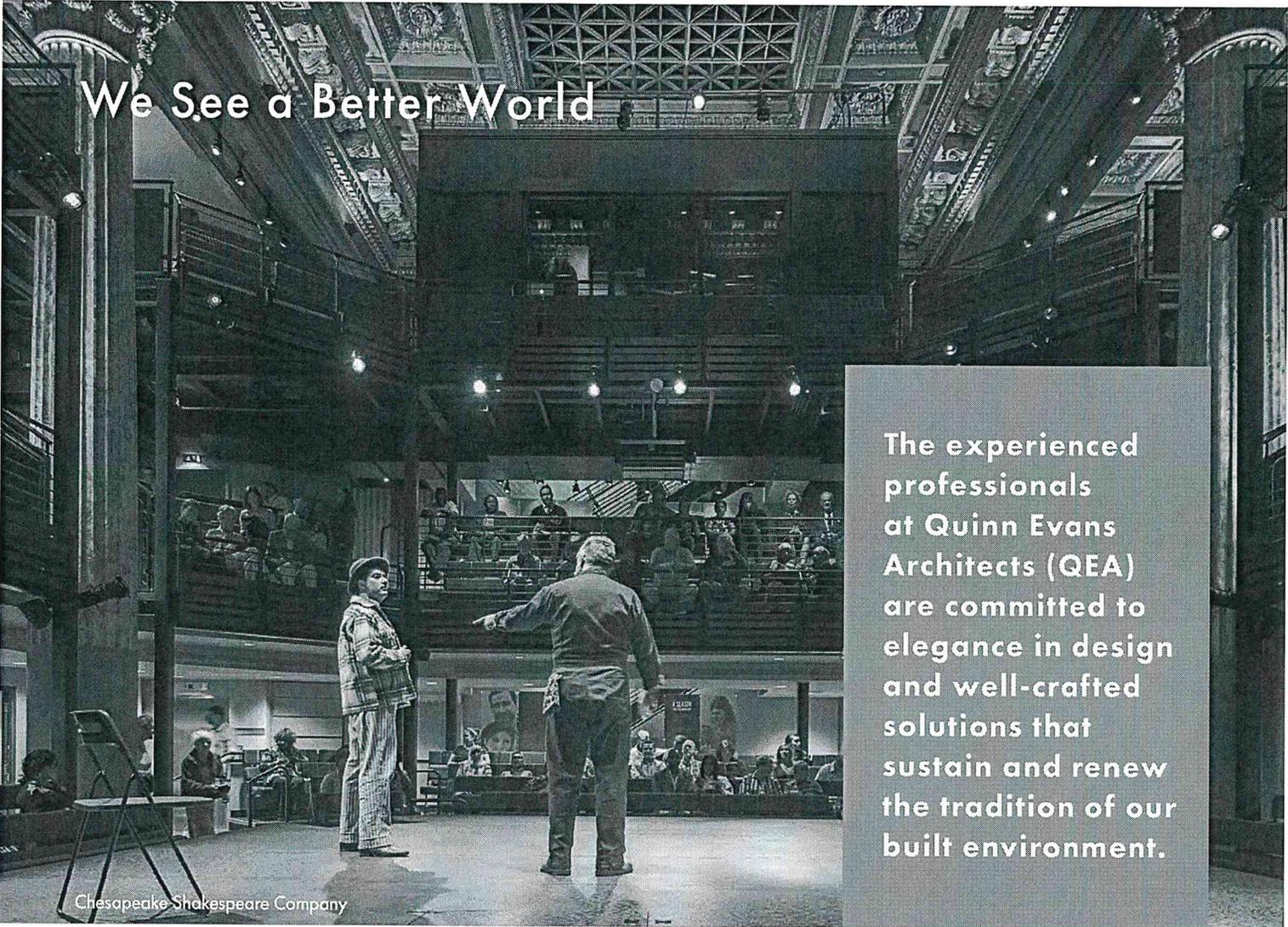
Search Clear

CITY OF MANISTEE

Status: Active

Your registration was activated on Jun 17, 2019. It expires on Jun 16, 2020 which is one year after you submitted it for processing.

| | | | | | | |
|-----------|--------------|--------------|-----------|-----------|------------|-----------|
| | | | | | | |
| Core Data | Assertions | Reps & Certs | POCs | Submit | Processing | Active |
| Completed | Not Required | Not Required | Completed | Completed | Completed | Completed |



We See a Better World

The experienced professionals at Quinn Evans Architects (QEA) are committed to elegance in design and well-crafted solutions that sustain and renew the tradition of our built environment.

Chesapeake Shakespeare Company

In order to meet our clients' needs, our comprehensive services include the renovation of existing structures and sites as well as the design of expansions and new structures that complement and respect their surrounding environment. Our portfolio has been honored with more than 500 awards for quality design, innovative approaches to adapting existing facilities for new uses, and community placemaking.

We bring both a depth and breadth of experience working with a range of organizations and institutions that focus on the performing arts. Our work is informed by having worked with some of the nation's premiere artists and technicians, such as those at the **John F. Kennedy Center for the Performing Arts**, where we have renovated all four of the major performance venues; we have come to understand their artistic, technical, operational and management needs.

From professional troupes such as the **Everyman Theatre** and **Chesapeake Shakespeare Theater Company** to conservatories and schools of music such as the **Peabody Institute at Johns Hopkins University** and the **Washington Conservatory of Music**, we have helped performing arts clients realize their vision for spaces that are both beautiful and functional, meeting their needs for administration, hosting classes, rehearsals, and lectures, as well as performance spaces.

Through our work with professional companies as well as community centers and teaching facilities, we understand how to accommodate the range of user experiences and technical capabilities required for both performance and multi-use spaces.

Founded in 1984

2121 Ward Place NW, 4th Floor
Washington, DC 20037
202.298.6700

219 ½ North Main Street
Ann Arbor, MI 48104
734.663.5888

100 North Charles Street, 14th Floor
Baltimore, MD 21201
410.576.0440

4219 Woodward Avenue, Suite 301
Detroit, MI 48201
313.462.2550

1037 Sherman Avenue
Madison, WI 53703
608.260.8020

1840 W Broad Street #400
Richmond, VA 23220
804.788.4774



Performing Arts

Our portfolio encompasses performance spaces ranging from small community theaters and civic opera houses to the 2,500-seat Kennedy Center Concert Hall and the 3,600-seat Hill Auditorium. With deep experience in the special issues involved in the planning and design of performing arts spaces, our professionals are equipped to address the unique needs of performance facilities.

We have provided solutions for a wide range of design challenges, from a feasibility studies for the conversion of historic movie houses to live performance to programming, to designing new performance venues on college campuses. In all cases, our goal is to help communities foster pride and engagement through arts initiatives. The following is a selection of our performing arts experience.

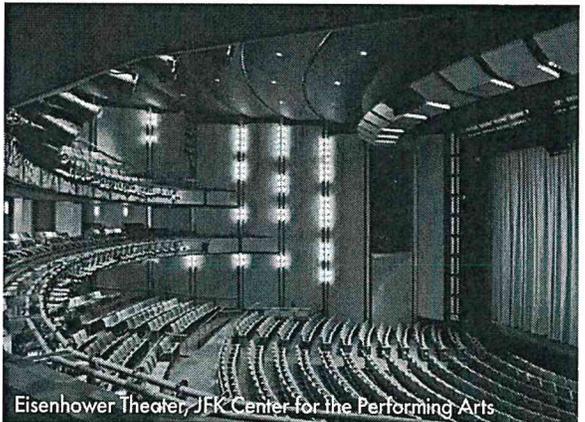
- Baltimore Center Stage, Baltimore, Maryland
- Barbara Ingram School for the Arts, Hagerstown, Maryland
- Cary Downtown Theater, Cary, North Carolina
- City Opera House, Traverse City, Michigan
- Civic Theatre, Grand Rapids, Michigan
- Constitution Hall, Daughters of the American Revolution, Washington, DC
- Everyman Theatre, Baltimore, Maryland
- Garden Theatre, Detroit, Michigan
- Gaston Hall, Georgetown University, Washington, DC
- Greek Theatre and Actors' Court, Cranbrook Educational Community, Bloomfield Hills, Michigan
- Hill Auditorium, University of Michigan, Ann Arbor, Michigan
- Hill Hall, University of North Carolina at Chapel Hill, Chapel Hill, North Carolina
- Howell Opera House, Howell, Michigan
- Hylton Performing Arts Center, George Mason University, Fairfax, Virginia
- John F. Kennedy Center for the Performing Arts, Washington, DC
- Kepler Performing Arts Center, Hagerstown Community College, Hagerstown, Maryland
- Michigan Theater, Ann Arbor, Michigan
- Orchestra Hall, Detroit, Michigan
- Peabody Conservatory, Johns Hopkins University, Baltimore, Maryland
- Pease Auditorium, Eastern Michigan University, Ypsilanti, Michigan
- Richmond Ballet, Richmond, Virginia
- School of the Performing Arts in the Richmond Community (SPARC), Richmond, Virginia
- Washington Conservatory of Music, Glen Echo, Maryland
- Wheeler Opera House, Aspen, Colorado



Hill Hall, University of North Carolina at Chapel Hill



Grand Rapids Civic Theatre



Eisenhower Theater, JFK Center for the Performing Arts



Baltimore Center Stage



Croswell Opera House

Adrian, Michigan

The renewal of the Croswell Opera House transformed this important regional cultural arts center into a modern theater program attracting both patrons and performers to the updated facilities.

The Croswell Opera House, named after Michigan's first governor, Charles Croswell, is Michigan's oldest operating civic theater with original construction dating to 1868. QEA's comprehensive theater development and rehabilitation included the renovation of two commercial buildings and the historic theater lobby to provide a patron gathering and concessions room, new ticket office, new larger restroom accommodations, expanded performer rehearsal and dressing room accommodations, and upgraded auditorium and stage improvements. The program preserves the heritage of the Croswell and improves amenities for patrons and performers to meet 21st century theater standards.

Project Details

640 seat theater

34,000 sf

Listed on the national register of historic places

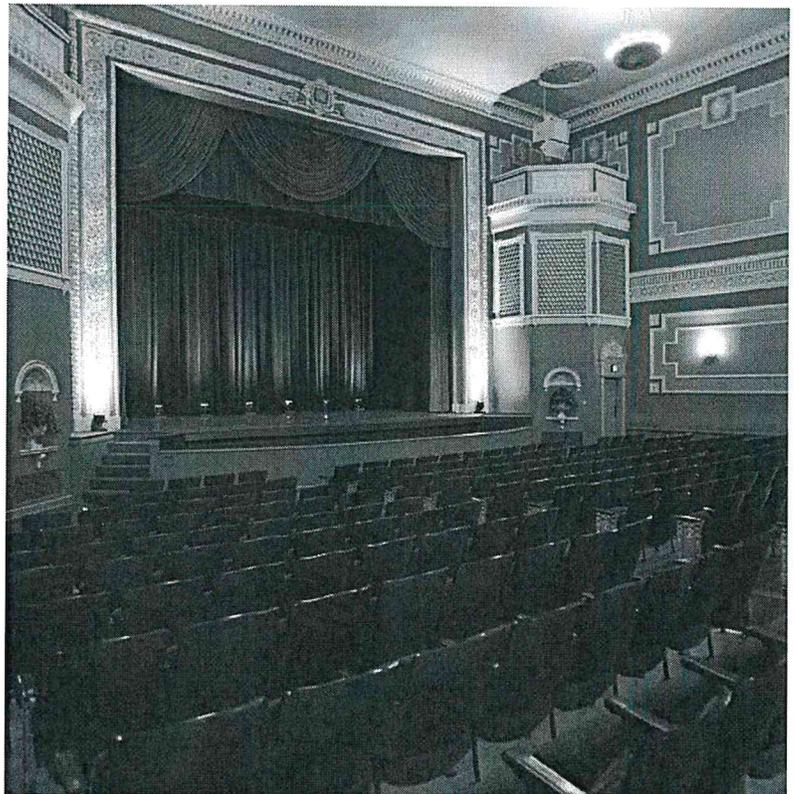
Michigan's oldest opera house

Built in 1868, renovated 1918 and 1984

Funded by a public/private partnership

Client

Croswell Opera House and
Fine Arts Commission



City Opera House

Traverse City, Michigan

The City Opera House is one of only eighteen remaining opera houses in Michigan. At the onset of restoration planning in the 1980s, it remained much as it was at the turn of the century — original seats, stage equipment, curtains, ornamentation, and house lighting all intact.

After completing the City Opera House's master plan in 1995, Quinn Evans Architects prepared documentation for the exterior and interior restoration of this turn-of-the-century opera house. The renovation addressed audience comfort and the need for improved performance space while preserving the historic building's character-defining architectural features and finishes. The second-floor lobby was expanded to include ample space for concessions and gathering. An adjacent building was integrated into the new design to provide public circulation, restrooms, and performer support space. An addition at the rear of the building created much needed space backstage. The project was documented in multiple phases to allow work to be completed as funding became available. QEA prepared the \$1.5 million tax credit application that was approved in 2004.

Project Details

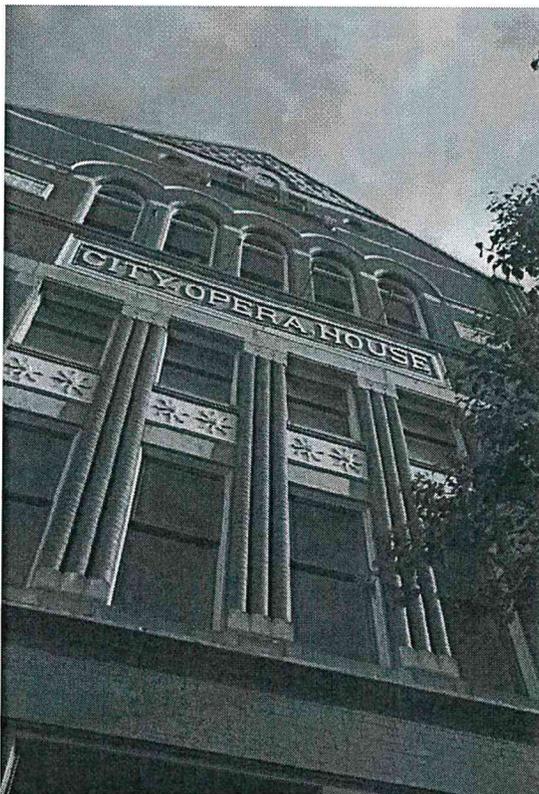
Date of completion: 2004, 2014
Size: 23,250 sf (renovation and new)
Year listed on the NRHP: 1972
Phased restoration and expansion

Accolades

2006 Governor's Historic Preservation Award, State of Michigan
Mayor's Award for Excellence in Historic Preservation

Client

City Opera House Heritage Association



State Theatre Renovation

Ann Arbor, Michigan

Formerly a cramped, tired, and under-utilized theater, QEA reinvigorated the Art Deco icon into a thriving art house focused on audience convenience, comfort, and access.

Quinn Evans Architects designed the architecture and interiors for the renovation of this iconic Art Deco movie palace. Designed by renowned theater architect C. Howard Crane and completed in 1942, the State Theatre's main floor auditorium was previously converted into retail space with small theaters carved out of the historic balcony level.

The Michigan Theater Foundation engaged QEA and O'Neal Construction as the design-build team to renovate the theaters and mezzanine-level lounge. QEA completed an assessment and conceptual design prior to the purchase by the MI Theater Foundation and worked closely with the client and design-builder to refine this concept into a highly-efficient floor plan featuring four screens and state-of-the-art sound and projection systems. The design works within the building's existing structural framework to control costs and minimize impact on the retail space below. A small addition houses an improved and expanded street level entrance lobby, stairways, and an elevator which, along with new restrooms and concessions, provides universal accessibility and a vastly-improved movie-going experience.

QEA's architects and interior designers took an integrated design approach to the project, creatively incorporating contemporary elements of audience comfort, convenience, and modern building materials, to create an Art Deco-inspired interior. The result is an eclectic blend of the original State Theatre's design with contemporary elements and materials. The theaters are an experience in themselves, paying homage to, while at the same time reinterpreting, the original theater's architecture and interiors. The renovated mezzanine lounge incorporates drink rails, gathering spaces and cozy banquet seating to encourage patrons to socialize before or after the movie. Replication of the State's original carpeting, a custom Motawi Tile installation and a unique donor recognition program further enhance the design.

Project Details:

Originally built in 1942

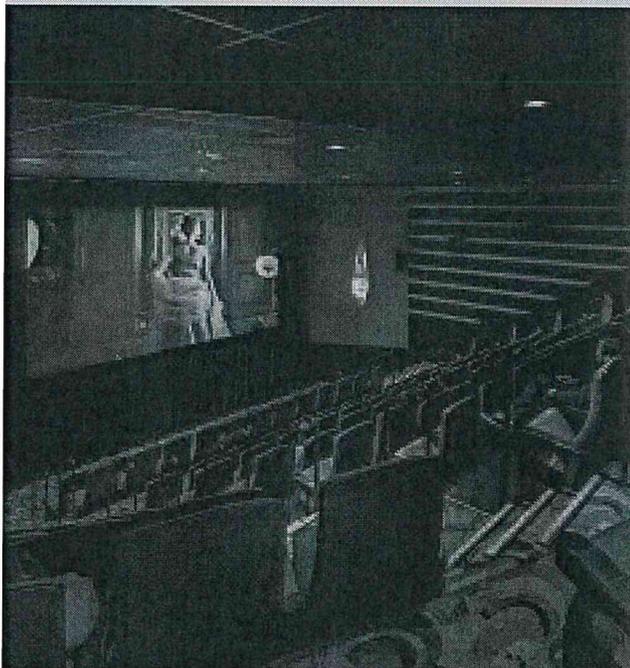
Reconfigure floor plan to fit 4 new theaters

Client

Michigan Theater Foundation

Client Reference

Russell Collins, CEO
603 East Liberty
Ann Arbor, MI 48104
734.668.8397
rcollins@michtheater.org



Grand Rapids Civic Theatre & School of Theatric Arts

Grand Rapids, Michigan

QEA returned the Grand Rapids Civic Theater to its historic elegance while enhancing its facilities and support spaces.

The project expanded the theater's amenities by integrating the original 750-seat theater and three adjacent turn-of-the-century commercial buildings to create an expanded lobby, concessions area, and restrooms as well as a special events room that generates additional revenue. The auditorium renovation improved audience accessibility, comfort, safety, and sightlines while enhancing its acoustics. Reconstructing the historic corner tower and creating a new, transparent theater entrance restores the theater's outward presence and increases its visibility within the community.

Project Details

Master Plan and phased renovation/
restoration and addition

76,500 square feet

750-seat majestic theater, 1903

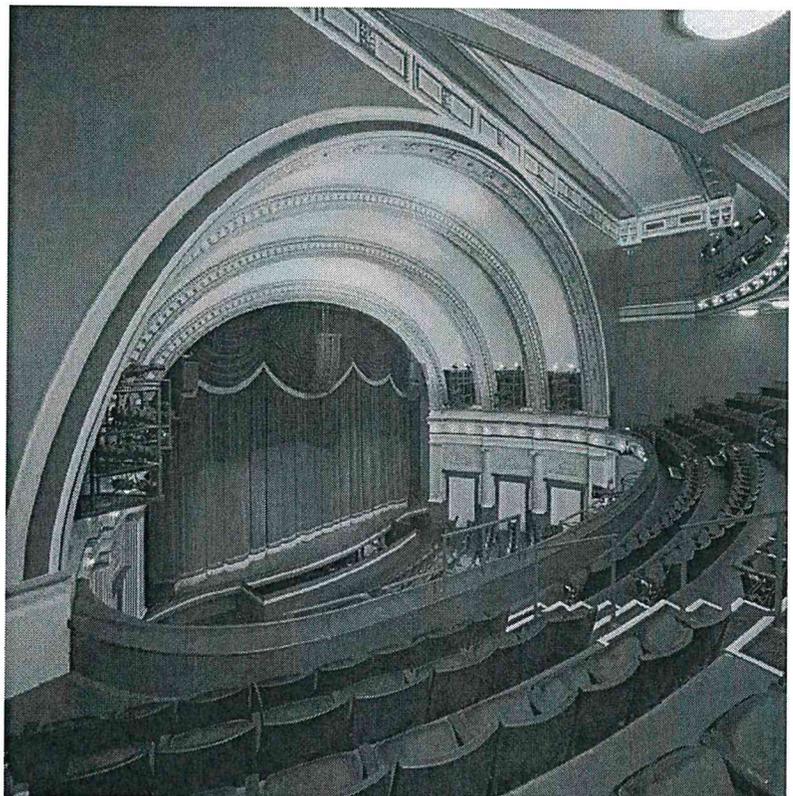
Provided facility-wide accessibility

In association with tower pinkster

Completion: 2006

Client

Grand Action Committee



Oliver Art Center

Frankfort, Michigan

The 1934 Coast Guard station on Lake Michigan was transformed into the new home for the Oliver Art Center.

Quinn Evans Architects created a two-level gallery, light-filled classrooms, demonstration kitchen, and additional support spaces. An excellent example of sustainable stewardship, this abandoned building has been brought back to serve the community as a gathering place for the arts and a premier rental space for local events.

In November 2012, the art center became the first certified LEED Platinum commercial project in northern Michigan. The predicted savings in energy costs from building improvements and the new mechanical design earned the project a perfect 10 of 10 points for the Optimizing Energy Performance credit.

The LEED point system recognizes the environmental benefits of this project which included redeveloping an existing downtown property, abating lead paint on the historic siding, properly managing stormwater, and preventing exterior lighting from spilling to adjacent properties or into the night sky.

Project Details

Year Completed: 2016

QEA Point of Contact: Ann Dilcher, AIA, LEED AP

Project Status: Occupied

8,500 SF Renovation

2,100 SF New Construction

Construction Completed in 1934

Adaptive Use of Former U.S.
Coast Guard Station

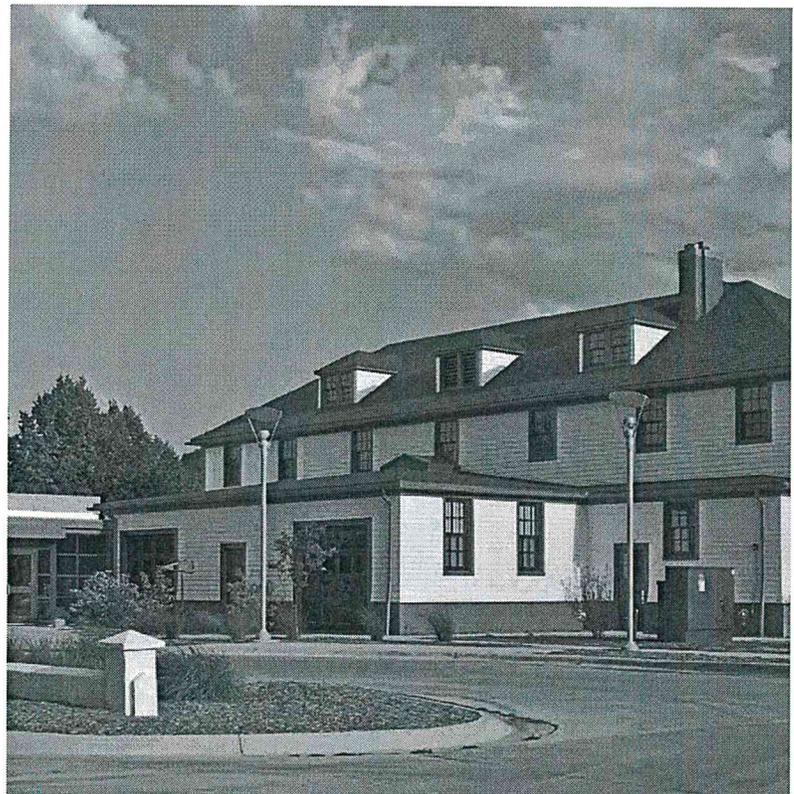
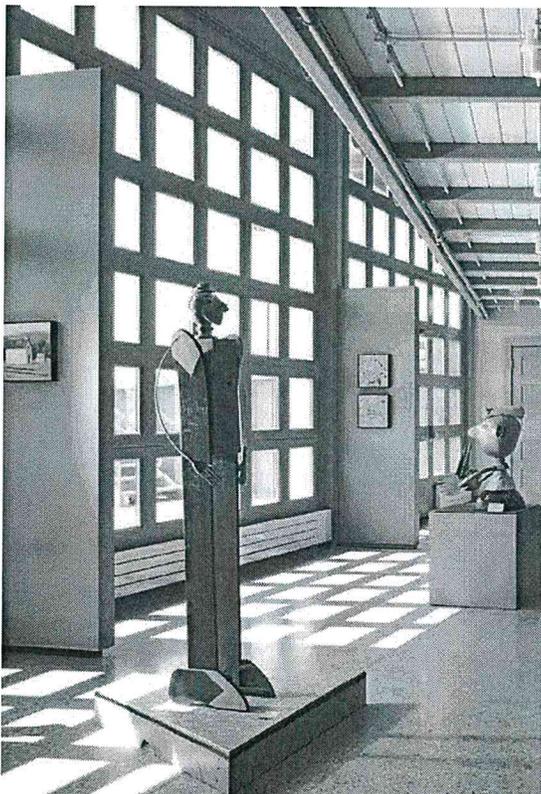
Accolades

2012 LEED Platinum

2014 Building Award, Michigan
Historic Preservation Network

Client

The Elizabeth Lane Oliver Art Center



Manistee County Library

Manistee, Michigan

Quinn Evans Architects conducted an engineering and architectural assessment to document existing conditions and recommend options for lighting and mechanical upgrades to the library. The QEA team facilitated community forums to encourage residents to participate in the process.

The construction documentation provided the library with direction to improve energy efficiency of the building envelope and accessibility upgrades.

Project Details

Original carnegie library
24,000 sf with proposed addition
Cost modeling



Baltimore Center Stage

Baltimore, Maryland

QEA's comprehensive renovation completely transforms the public spaces, reimagines the theaters, and overhauls the mechanical and electrical infrastructure in this historic performance venue.

The completely renovated Head Theater now offers state-of-the-art technology and flexible seating arrangements for 380 to 410 patrons. Utilizing found space, a 99-seat experimental theater can accommodate for works not typically done on the main stage.

The new lounge and bar area showcases previously hidden arched windows and a high ornamental ceiling, while a context-sensitive addition houses a new education center and costume shop.

State-of-the-art audiovisual and lighting effects permeate the design, combining a historic backdrop with 21st century technology. In the Head Theater, greatly improved technical systems and a modular stage floor create flexibility for a variety of seating formats and performance types. Ceiling-mounted projectors dramatically display visual media on the lobby walls, while integrated flat-screen displays throughout the building provide wayfinding and programming information.

Located in historic Mt. Vernon and encumbered with a preservation easement, the project required comprehensive review by multiple city and state agencies.

Project Details:

Renovation and expansion of historic theater building

426-seat Head Theater

99-seat black box theater

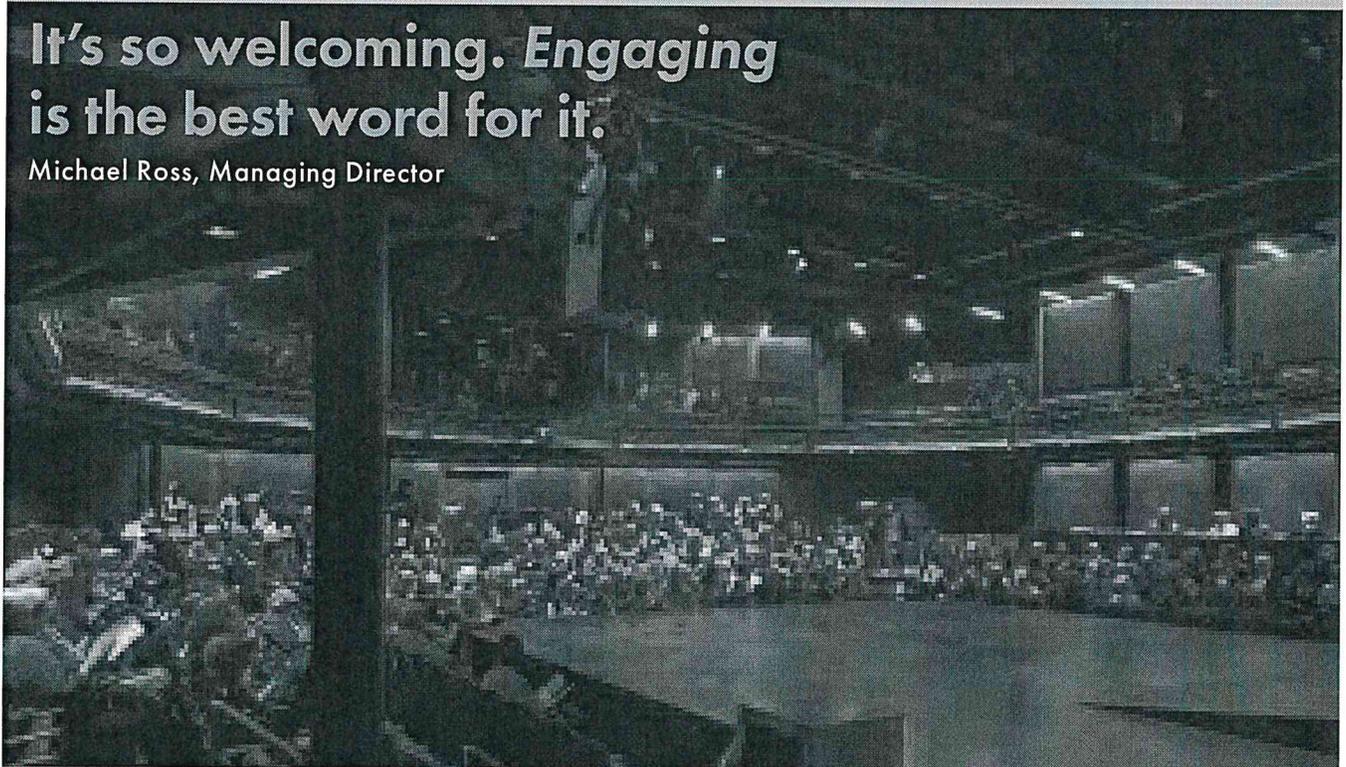
105,000 sf

Client

Baltimore Center Stage

**It's so welcoming. Engaging
is the best word for it.**

Michael Ross, Managing Director



Cary Downtown Theater

Cary, North Carolina

QEA led the transformation of 1946 movie theater-turned-retail space into a performing arts center.

The former theater that later became an auto supply store now serves as an anchor for the revitalization of downtown Cary. The existing building was completely renovated, becoming a 180-seat venue for live theater, music, and film. The building was expanded with a three-story addition containing theater support spaces, a cafe, and commercial office space. The completed building is approximately 15,500 sf.

The new municipally-owned arts venue anchors East Chatham Street and boasts a dynamic marquee that was developed as a public art project in collaboration with artists Lynn Basa and Matt McConnell. QEA integrated the marquee into the renovation and expansion designs. The marquee serves as a focal point for the block, making The Cary a visible symbol for the community.

The team drew on its experience with large professional venue designs in the development of this small community theater. The solutions are intricately detailed and technical systems provide the highest quality theatrical lighting and audio-visual systems, which meet the requirements for both live performance and film showings.

Project Details

7,000 sf renovation

8,500 sf addition

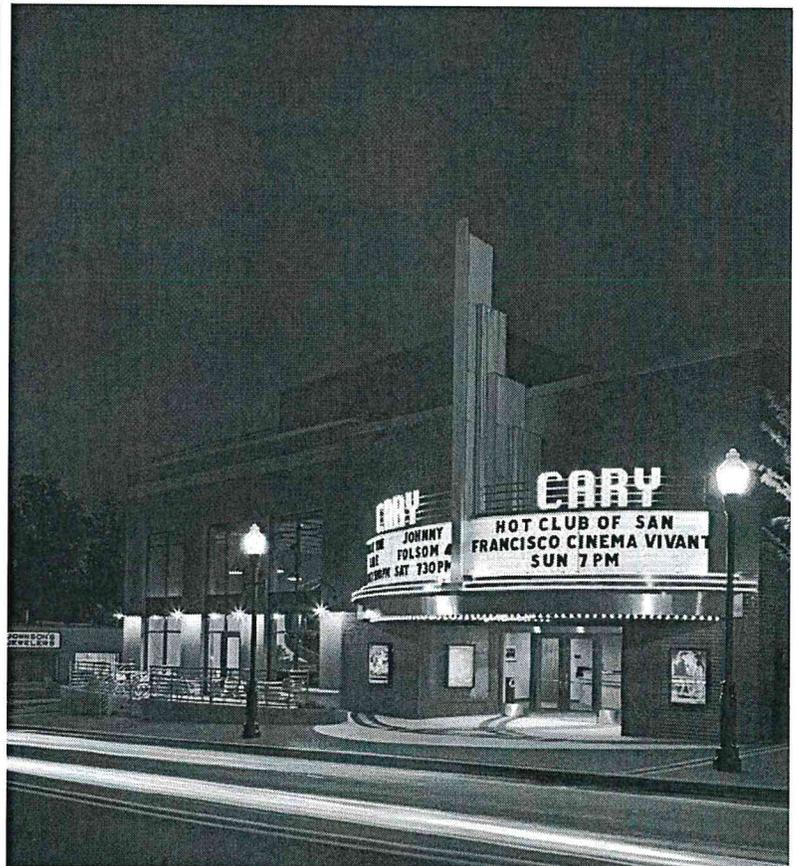
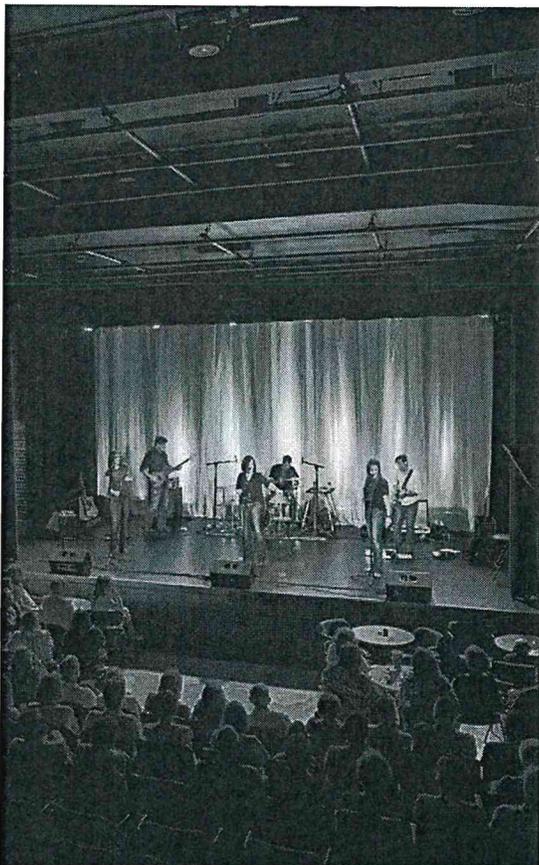
Renovation, renewal and expansion of an historic theater

180-seat multi-function house for live theater, music, and film

Built in 1946

Client

Town of Cary



Everyman Theatre

Baltimore, Maryland

Having outgrown their quarters, the Everyman Theatre acquired the historic yet vacant Town Theater for expansion of their thriving repertory group.

Many layers of remodeling completed after the original construction were removed during the renovation. A 250-seat "theater within a theater" was reinserted into the building shell, creating a tight acoustic envelope. In addition to the two lobbies, the building features a new main stair, a mezzanine lounge, a concessions bar, and meeting/classroom space. The building's 36,000 sf of performance and support space feature cost-effective, sustainable, and recycled materials throughout. Sustainable measures also include an energy-conserving building system, a new cool roof, and water-efficient fixtures.

Inside and out, the theater engages visitors with architectural details and dynamic graphics that celebrate the performance group's history and mission. In the main and upstairs lobbies, large feature walls were conceived in collaboration with the troupe's stage designer. Vintage sketches of costumes and stage sets are featured along with portraits of the resident actors. Custom-designed light sconces also depict faces of the actors throughout the building. The new lobby wall dramatically curves and tilts out to interact playfully with the framework of the historic façade and unite the two entries.

A dual-entry lobby draws patrons from two streets and helps to enliven and contribute to Baltimore's emerging Westside theater district. Project financing vehicles include historic and new market tax credits.

Project Details

36,000 sf

Main theater + black box theater

Project financed using historic and new market tax credits

Client

Everyman Theatre

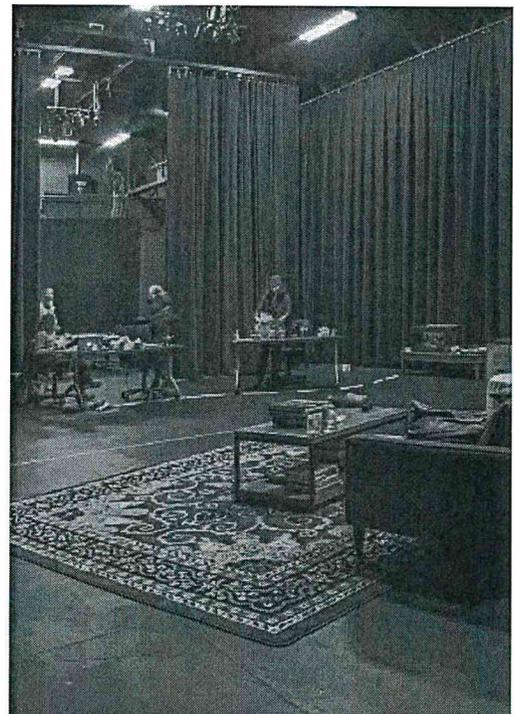
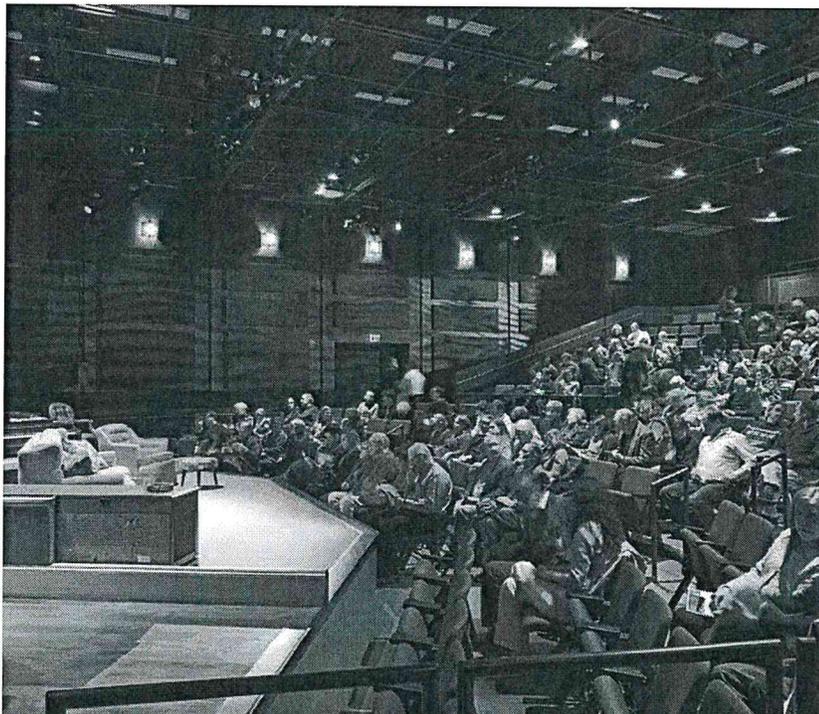
Accolades

National Trust for Historic Preservation Finalist

Wavemaker Award, Urban Land Institute Baltimore

Historic Preservation Award, Baltimore Heritage

Honorable Mention, AIA Baltimore



Chesapeake Shakespeare Theater

Baltimore, Maryland

The new home of the Chesapeake Shakespeare Theater, located just two blocks from Baltimore’s Inner Harbor, serves as a center for education, performance, community engagement and outreach.

The Chesapeake Shakespeare Company (CSC) purchased the historic Mercantile Trust and Deposit Co. building in downtown Baltimore and has transformed it into a modern Globe-style Shakespearean theater.

The original building is a rich combination of detailed and intricately carved brownstone and brick with a very strong street presence. The new design incorporated many of the building’s existing historic architectural elements including the intricately carved and moulded coffered plaster ceiling and massive Corinthian columns, while delicately inserting a steel structure to support the modified mezzanine and new third floor balcony.

From the very early stages in design the new theater was envisioned to represent a modern twist on the Globe Theater, the outdoor 17th-century London performance space famously associated with William Shakespeare. No seat is further than 40 feet (or four rows) from the stage, making the entire space very intimate.

Project Details

22,000 sf

Adaptive reuse of historic commercial building for performing arts

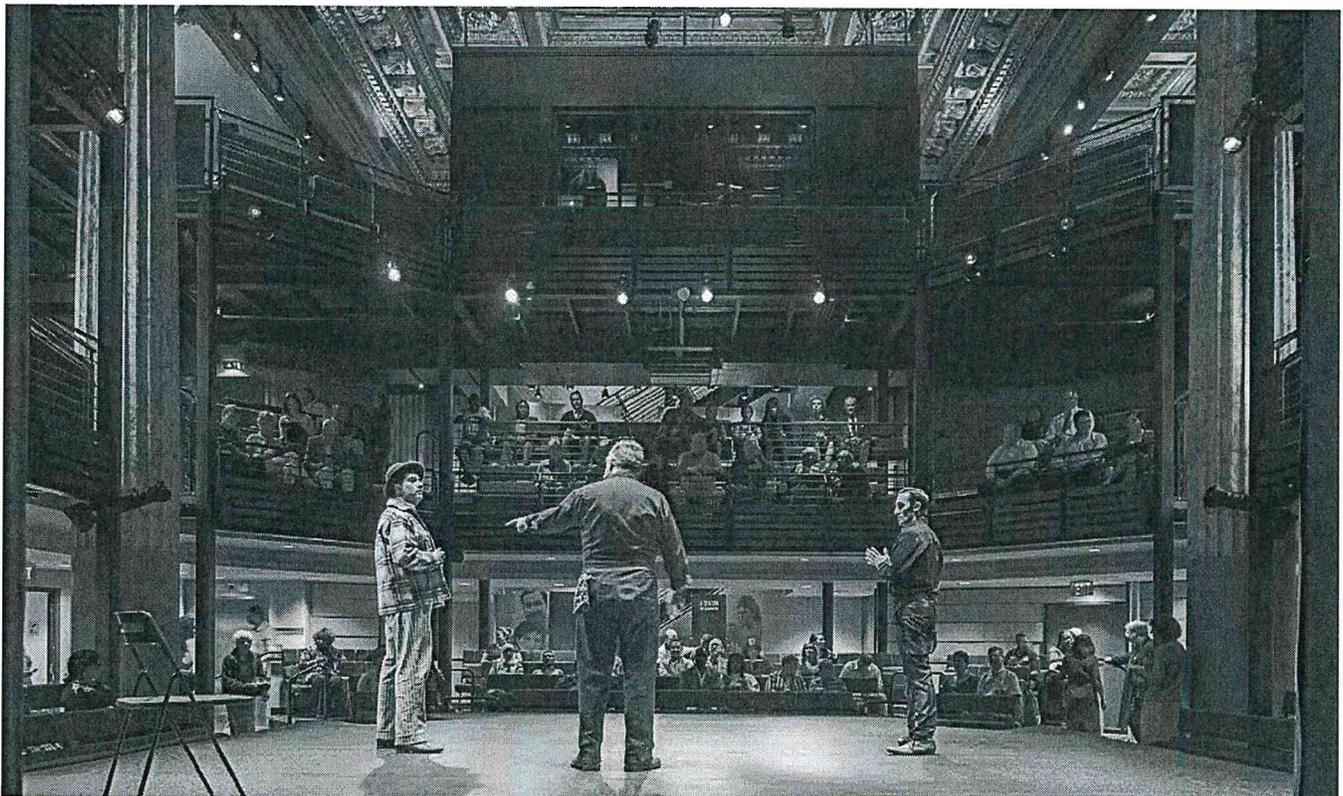
Client

Chesapeake Shakespeare Company

Awards

2016, AIA Baltimore Design Award, Honorable Mention

2015, AIA Maryland Design Award, Citation





Administrative Services

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

Memo to: Thad Taylor, City Manager
From: Edward Bradford, CFO *EB*
Re: USDA Rural Development Phase 1 Wastewater Improvements Draw #1
Date: March 10, 2020

Thad,

USDA Rural Development requires that invoices relating to projects that they fund be formally approved by City Council and documented on form(s) they provide. This signed form(s) are then submitted to the USDA for processing as a monthly "Draw Request" and USDA releases the funds to the City.

Although Council normally approves all invoices in the normal course of business, this is a required step in order to comply with USDA requirements.

The second draw is for the amount of \$8,172 and includes engineering expenses.

Moving forward, we will be processing the draws once per month as construction progresses.

Soul of the Water. Spirit of the Woods.

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
March 17, 2020

Name of Borrower City of Manistee

| Items | Amount of Funds |
|-----------------------------------|-----------------|
| Development | \$ |
| Contract or Job No. <u>IPR</u> | |
| Contract or Job No. <u>Gerber</u> | |
| Contract or Job No. _____ | |
| Land and Rights-of-Way | |
| Legal Services | |
| Engineering Fees | 8,172.00 |
| Interest | |
| Equipment | |
| Contingencies | |
| Refinancing | |
| Initial O & M | |
| Other | |
| TOTAL | \$ 8,172.00 |

Prepared by City of Manistee *Name of Borrower*
 By City Manager
 Date 3/17/20
 Approved by Rural Development
 Date _____

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

City of Manistee
General Wastewater Improvements Phase 1

The following bills and invoices, relating to the wastewater project, were approved for payment at the March 17, 2020 City Council meeting:

Engineering: **(Not to exceed Agreement amounts without approved Amendment)**

Basic Engineering: \$ 8,172.00

RPR: \$ _____

Total Engineering: \$ _____

Total with RD PER and Application: \$ 8,172.00

(Attach copies of the Engineering invoices. It is the City's responsibility to properly track Engineering invoices to assure that approved amounts are not exceeded.)

Miller Canfield: \$ 0.00

Mika Meyers: \$ 0.00

IPR: \$ 0.00

Gerber Construction: \$ 0.00

(Attach copies of invoices or statements)

The City of Manistee certifies that the above summary of bills and invoices were reviewed and they are directly related to the approved water project. **We will forward to Rural Development our updated tracking sheet and other required items after the above are paid.**

By: _____

City Manager

Date: _____

The City of Manistee is an equal opportunity provider.

Invoice



ENGINEERS
SURVEYORS
PLANNERS
ARCHITECTS

REMIT PAYMENT TO
230 S. Washington Avenue
Saginaw, MI 48607-1286
Phone (989)754-4717
Fax (989)754-4440

CITY OF MANISTEE
280 WASHINGTON AVENUE
MANISTEE, MI 49660

January 14, 2020
Invoice No: 199839
Amount Due This Invoice \$3,542.50

Project Manager JOHN BRADLEY

EPR 120924SG2018 - Task 070 GENERAL WASTEWATER IMPROVEMENTS PHASE I
EPR Budget: \$520,000

Account: 592-903-987.019

*John
3/10/2020*

Professional services rendered through December 2019

Services provided this period:

- *UDSA RD close out items
- *Coordination with City and USDA RD

Professional Charges

| | Hours | Rate | Amount |
|-------------------------------|-------|--------|---------------------------------|
| Project Manager II | 13.00 | 170.00 | 2,210.00 |
| Senior Project Manager II | 6.50 | 205.00 | 1,332.50 |
| Totals | 19.50 | | 3,542.50 |
| Sub-Total Labor | | | 3,542.50 |
| TOTAL DUE THIS INVOICE | | | <u><u>\$3,542.50</u></u> |

Billings to Date

| | Current | Prior | Total |
|-----------------|-----------------|-------------------|-------------------|
| Hourly Charges | 3,542.50 | 220,645.00 | 224,187.50 |
| Consultant Fees | 0.00 | 36,521.00 | 36,521.00 |
| Units | 0.00 | 1,800.00 | 1,800.00 |
| Totals | 3,542.50 | 258,966.00 | 262,508.50 |

Outstanding Invoices

| Number | Date | Balance |
|-----------------------------------|------------|-----------------|
| 199440 | 12/16/2019 | 7,745.00 |
| Total Outstanding Invoices | | 7,745.00 |

Terms: Net Cash upon receipt of invoice. A late payment charge of 18% per annum may be added.

Invoice



ENGINEERS
SURVEYORS
PLANNERS
ARCHITECTS

REMIT PAYMENT TO:
230 S. Washington Avenue
Saginaw, MI 48607-1286
Phone (989)754-4717
Fax (989)754-4440

CITY OF MANISTEE
280 WASHINGTON AVENUE
MANISTEE, MI 49660

February 20, 2020
Invoice No: 200303

Amount Due This Invoice \$4,629.50

Project Manager JOHN BRADLEY

EPR 120924SG2018 - Task 070 GENERAL WASTEWATER IMPROVEMENTS PHASE I
EPR Budget: \$520,000

Account: No: 593-903-987.019

Professional services rendered through January 2020

Services provided this period:

- *UDSA RD Loan Closing documentation
- *UDSA RD Coordination

*John
3/10/2020*

Professional Charges

| | Hours | Rate | Amount |
|---------------------------|-------|--------|-----------------|
| Design Engineer I | .50 | 125.00 | 62.50 |
| Project Assistant | 16.75 | 92.00 | 1,541.00 |
| Project Manager II | 11.50 | 179.00 | 2,058.50 |
| Senior Project Manager II | 4.50 | 215.00 | 967.50 |
| Totals | 33.25 | | 4,629.50 |
| Sub-Total Labor | | | 4,629.50 |

TOTAL DUE THIS INVOICE \$4,629.50

Billings to Date

| | Current | Prior | Total |
|-----------------|-----------------|-------------------|-------------------|
| Hourly Charges | 4,629.50 | 224,187.50 | 228,817.00 |
| Consultant Fees | 0.00 | 36,521.00 | 36,521.00 |
| Units | 0.00 | 1,800.00 | 1,800.00 |
| Totals | 4,629.50 | 262,508.50 | 267,138.00 |

Terms: Net Cash upon receipt of invoice. A late payment charge of 18% per annum may be added.