

MANISTEE CITY COUNCIL

MEETING AGENDA

WEDNESDAY, AUGUST 8, 2012 – 7:00 P.M. – COUNCIL CHAMBERS

I. Call to Order.

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

II. Public Hearings.

III. Citizen Comments on Agenda Related Items.

IV. Consent Agenda. All agenda items marked with an asterisk (*) are on the consent agenda and considered by the City Manager to be routine matters. If the Mayor or any member of the Council wishes to discuss an item on the consent agenda, it will be deleted from the consent agenda and considered in its regular order on the agenda. Consent agenda items include:

- V. Approval of Minutes.
- VI. a.) Approval of Payroll.
b.) Cash Balances.
- XI. b.) Notification Regarding Next Work Session.
c.) Consideration of Annual Disabled American Veterans Forget-Me-Not Sale.
d.) Consideration of Second Annual Labor Day Bridge Walk.

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

***V. Approval of Minutes.** Approval of the minutes of the July 17, 2012 regular meeting as attached.

VI. Financial Report.

- *a.) APPROVAL OF PAYROLL.
- *b.) CASH BALANCES REPORT.

VII. Unfinished Business.

VIII. New Business.

IX. Notices, Communications, Announcements.

- a.) A REPORT FROM THE WATER DEPARTMENT.

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

At this time Mr. Bruce Banks will report on the activities of the Water Department 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, August 14, 2012 at **6:00** p.m. A project update bus tour will be conducted; and such business as may come before the Council. No action is required on this item.

- *c.) CONSIDERATION OF ANNUAL DISABLED AMERICAN VETERANS FORGET-ME-NOT SALE.

The Manistee Salt City Chapter 43 of the Disabled American Veterans have requested authorization to conduct their annual Forget-Me-Not sale on August 16, 17 and 18, 2012. Funds raised go toward state and local DAV service projects.

At this time Council could take action to authorize the annual Disabled American Veterans Forget-Me-Not sale on August 16, 17 and 18, 2012 in the City of Manistee.

- *d.) CONSIDERATION OF SECOND ANNUAL LABOR DAY BRIDGE WALK.

The Non-Motorized Transportation Committee is requesting authorization for the Second Annual Labor Day Bridge Walk on Monday, September 3, 2012. The event will start at 9 a.m. at the Fifth Avenue Beach House and crosses over both

the US-31 Bridge and the Maple Street Bridge. The walk will take participants through Historic Downtown Manistee to First Street Beach and back by the Riverwalk. This is another event that promotes healthy activities for people of all abilities to enjoy.

At this time Council could take action to endorse the Second Annual Labor Day Bridge Walk.

e.) MAYORS EXCHANGE DEBRIEFING.

At this time Council and staff will review the recent Mayors Exchange Program conducted with the City of Big Rapids.

X. Concerns and Comments.

a.) CITIZEN COMMENT. This is an opportunity for citizens to comment on municipal affairs. Citizens in attendance may be recognized by the Mayor for comments. Citizen comments are not limited to agenda items but should be directed toward municipal services, activities or areas of involvement.

b.) OFFICIALS AND STAFF.

c.) COUNCILMEMBERS.

d.) CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION.

City Manager Mitchell D. Deisch has requested an Executive Session this evening as permitted by the Open Meetings Act, Section 8 (a) for the City Manager's annual evaluation.

XI. Adjourn.

MDD:cl

COUNCIL AGENDA ATTACHMENTS:

Council Meeting Minutes – July 17, 2012

Cash Balances Report

DAV Fundraiser Request

Labor Day Bridge Walk Request

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – July 17, 2012

A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, July 17, 2012 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

PRESENT: Colleen Kenny, Sid Scrimger, Robert Hornkohl, Ilona Haydon, Catherine Zaring, Beth Adams, and Alan Marshall.

ALSO PRESENT: City Manager – Mitch Deisch, City Attorney – George Saylor, City Clerk – Michelle Wright, Community Development Director – Jon Rose, and DPW Director – Jack Garber,.

CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

None received.

CONSENT AGENDA.

- Minutes - July 3, 2012 - Regular Meeting
- July 10, 2012 - Work Session
- Payroll - June 25 – July 8, 2012 - \$ 131,564.70
- Monthly Bills - June 7, 2012 - \$ 332,276.05
- June 29, 2012 - \$ 418,347.37
- Notification Regarding Next Work Session – August 14, 2012 at 6:00 p.m.
A project update bus tour will be conducted; and such business as may come before the Council.
- Consideration of Vogue Theatre Block Party, Street Closure.
The Manistee Jaycees are requesting the closure of River Street in front of the Municipal Marina in the fountain plaza on Friday, July 27, 2012. The closure would begin at 9 a.m. to allow time for set up and the event would be held between the hours of 4 p.m. and 11 p.m. This event will be a fundraiser to benefit the Vogue Theatre Restoration Project. The entertainment tent with beer garden will be on River Street.

MOTION by Haydon, second by Hornkohl to approve the Consent Agenda as presented.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Scrimger, Hornkohl, Haydon, Zaring, Adams, and Marshall

NAYS: None

CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.

The City Clerk has taken action to advertise vacancies on the Brownfield Redevelopment Authority, Compensation Commission, Ramsdell Theatre Governing Authority, and the Zoning Board of Appeals. The following applications have been received:

BROWNFIELD REDEVELOPMENT AUTHORITY – One vacancy, three-year term ending 6/30/15, Mayoral appointment.

None received.

COMPENSATION COMMISSION – One vacancy, term ending 9/30/14, Mayoral appointment.

Rosemary Daniels, 703 Hopkins Street

RAMSDELL THEATRE GOVERNING AUTHORITY – One vacancy, three-year term ending 6/30/15, Mayoral appointment.

Rosemary Daniels, 703 Hopkins Street
Frederick Richter, 39 Brookharbor

ZONING BOARD OF APPEALS – One vacancy (alternate member), unexpired term ending 5/31/15, Mayoral appointment.

None received.

Mayor Kenny appointed Rosemary Daniels, 703 Hopkins Street, to the Compensation Commission for a term ending 9/30/14. MOTION by Haydon, second by Zaring to support the Mayor’s appointment.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Scrimger, Hornkohl, Haydon, Zaring, Adams, and Marshall
NAYS: None

Kenny appointed Frederick Richter, 39 Brookharbor, to the Ramsdell Theatre Governing Authority for a three year term ending 6/30/15. MOTION by Haydon, second by Hornkohl to support the Mayor’s appointment.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Scrimger, Hornkohl, Haydon, Zaring, Adams, and Marshall
NAYS: None

A REPORT FROM THE WASTEWATER TREATMENT PLANT.

Ms. Jody Banks reported on the activities of the Wastewater Treatment Plant and responded to

questions the Council had regarding their activities.

CITIZEN COMMENT.

None received.

OFFICIALS AND STAFF.

Wright reminded Council that the next regular meeting will be held on *Wednesday, August 8, 2012* because of the election on that Tuesday.

Deisch reminded Councilmembers that they will be leaving at 7 a.m. Wednesday for the Big Rapids Mayors Exchange; DPW is installing new wayfinding signage at Fifth Avenue beach and the Arthur Street boat ramps; and in regards to water quality, it may be appropriate for the water department to come in and talk about these issues.

COUNCILMEMBERS.

Hornkohl asked for the deer problem in the City to be addressed again, more complaints are being received.

Zaring thanked the DPW and everyone else that helped work on the 4th of July activities.

Marshall asked everyone to remember to get out and vote on August 7th.

CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION.

City Manager Mitchell D. Deisch has requested an Executive Session this evening as permitted by the Open Meetings Act, Section 8 (c) to discuss contract negotiations with the International Association of Firefighters.

City Manager Mitchell D. Deisch has requested an Executive Session this evening as permitted by the Open Meetings Act, Section 8 (a) for the City Manager's annual evaluation.

These items were postponed until the next Council meeting.

ADJOURN.

MOTION to adjourn was made by Haydon, second by Hornkohl. Meeting adjourned at 7:32 p.m.

Michelle Wright MMC / CPFA, MiCPT
City Clerk/Deputy Treasurer

CASH TRANSACTIONS REPORT
DRAFT ** DRAFT ** DRAFT

MONTH: JUNE
City of Manistee

Page: 1
8/1/2012
8:47 am

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 100 - AIP PAYING FUND				
001.000 Cash	4,591.88	751,152.65	751,114.38	4,630.15
Fund: 100	4,591.88	751,152.65	751,114.38	4,630.15
Fund: 101 - GENERAL FUND				
001.000 Cash	471,829.74	835,313.09	626,500.70	680,642.13
001.002 Cash - Escrow	113,897.99	0.00	4,103.90	109,794.09
004.000 Cash - Petty	800.00	0.00	0.00	800.00
017.000 MBIA Mi Class Inv	57,043.67	8.72	0.00	57,052.39
Fund: 101	643,571.40	835,321.81	630,604.60	848,288.61
Fund: 202 - MAJOR STREET FUND				
001.000 Cash	234,678.95	60,377.43	279,593.78	15,462.60
Fund: 202	234,678.95	60,377.43	279,593.78	15,462.60
Fund: 203 - LOCAL STREET FUND				
001.000 Cash	35,506.15	80,991.61	97,938.65	18,559.11
Fund: 203	35,506.15	80,991.61	97,938.65	18,559.11
Fund: 204 - STREET IMPROVEMENT FUND				
001.000 Cash	66,974.20	23,826.07	1,043.16	89,757.11
Fund: 204	66,974.20	23,826.07	1,043.16	89,757.11
Fund: 226 - CITY REFUSE FUND				
001.000 Cash	29,508.23	50,647.40	76,384.46	3,771.17
001.030 Cash Mgt Chk	243,755.34	9.99	20,000.00	223,765.33
Fund: 226	273,263.57	50,657.39	96,384.46	227,536.50
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO				
001.000 Cash	459.03	7,122.71	2,972.50	4,609.24
017.000 MBIA Mi Class Inv	138,105.84	21.14	0.00	138,126.98
Fund: 243	138,564.87	7,143.85	2,972.50	142,736.22
Fund: 245 - OIL & GAS FUND				
001.000 Cash	84,786.28	12,161.65	0.00	96,947.93
001.020 Money Market	300,852.60	0.00	0.00	300,852.60
003.000 CD	750,000.00	0.00	0.00	750,000.00
Fund: 245	1,135,638.88	12,161.65	0.00	1,147,800.53
Fund: 249 - BUILDING INSPECTOR				
001.000 Cash	18,584.18	851.24	1,600.00	17,835.42
Fund: 249	18,584.18	851.24	1,600.00	17,835.42
Fund: 251 - EPA GRANT - PETROLEUM				
001.000 Cash	23,294.36	0.00	5,701.84	17,592.52
Fund: 251	23,294.36	0.00	5,701.84	17,592.52
Fund: 252 - EPA GRANT - HAZARDOUS				
001.000 Cash	45,802.51	0.00	3,857.31	41,945.20
Fund: 252	45,802.51	0.00	3,857.31	41,945.20
Fund: 275 - GRANT MANAGEMENT FUND				
001.000 Cash	311,267.34	118,768.00	71,747.80	358,287.54
Fund: 275	311,267.34	118,768.00	71,747.80	358,287.54
Fund: 290 - PEG COMMISSION				
001.000 Cash	6,960.01	1,100.61	3,652.25	4,408.37
Fund: 290	6,960.01	1,100.61	3,652.25	4,408.37

CASH TRANSACTIONS REPORT
DRAFT ** DRAFT ** DRAFT

MONTH: JUNE
City of Manistee

Page: 2
8/1/2012
8:47 am

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 296 - RAMSDELL THEATRE				
001.000 Cash	-11,138.20	29,929.51	14,062.67	4,728.64
001.020 Money Market	27,434.09	1.13	0.00	27,435.22
004.000 Cash - Petty	400.00	0.00	100.00	300.00
Fund: 296	16,695.89	29,930.64	14,162.67	32,463.86
Fund: 297 - RAMSDELL RESTORATION PROJECT				
001.000 Cash	2,364.80	0.33	0.00	2,365.13
Fund: 297	2,364.80	0.33	0.00	2,365.13
Fund: 401 - 2010 CAPITAL IMPROVEMENT BONDS				
001.000 Cash	11,828.79	1.64	0.00	11,830.43
Fund: 401	11,828.79	1.64	0.00	11,830.43
Fund: 430 - CAPITAL IMPROVEMENT FUND				
001.000 Cash	357,597.34	24.97	177,778.51	179,843.80
Fund: 430	357,597.34	24.97	177,778.51	179,843.80
Fund: 490 - RENAISSANCE PARK				
001.000 Cash	14,188.98	1.71	1,871.96	12,318.73
Fund: 490	14,188.98	1.71	1,871.96	12,318.73
Fund: 508 - BOAT RAMP FUND				
001.000 Cash	5,398.20	3,316.11	722.81	7,991.50
004.000 Cash - Petty	1,000.00	0.00	0.00	1,000.00
Fund: 508	6,398.20	3,316.11	722.81	8,991.50
Fund: 573 - WATER & SEWER UTILITY				
001.000 Cash	894,887.86	274,380.42	699,787.17	469,481.11
001.002 Cash - Escrow	30,600.00	2,000.00	0.00	32,600.00
004.000 Cash - Petty	300.00	0.00	0.00	300.00
017.000 MBIA Mi Class Inv	487,977.62	74.66	0.00	488,052.28
Fund: 573	1,413,765.48	276,455.08	699,787.17	990,433.39
Fund: 594 - MARINA FUND				
001.000 Cash	7,503.87	288,902.14	268,456.54	27,949.47
004.000 Cash - Petty	300.00	0.00	0.00	300.00
Fund: 594	7,803.87	288,902.14	268,456.54	28,249.47
Fund: 661 - MOTOR POOL FUND				
001.000 Cash	420,343.14	24,006.48	78,926.44	365,423.18
Fund: 661	420,343.14	24,006.48	78,926.44	365,423.18
Fund: 703 - CURRENT TAX COLLECTION				
001.000 Cash	0.00	237,392.86	0.00	237,392.86
Fund: 703	0.00	237,392.86	0.00	237,392.86
Fund: 704 - PAYROLL CLEARING FUND				
001.000 Cash	-103,166.81	587,330.44	459,203.66	24,959.97
001.005 Cash - NEW Flex \ HRA	8,131.96	9,485.66	9,417.59	8,200.03
001.007 Cash - Federal & State Taxes	27,284.63	52,517.07	79,799.43	2.27
Fund: 704	-67,750.22	649,333.17	548,420.68	33,162.27
Fund: 705 - DELINQUENT TAX COLLECTION				
001.000 Cash	2,818.69	1,896.96	0.02	4,715.63
Fund: 705	2,818.69	1,896.96	0.02	4,715.63
Grand Totals:	5,124,753.26	3,453,614.40	3,736,337.53	4,842,030.13

Disabled American Veterans
Salt City Chapter, Post 43
P.O. Box 304
Manistee, Mi. 49660

JUL 17 2012
CITY OF MANISTEE
CLERK-TREASURER

16 July 2012

To Whom It May Concern:

The Manistee Salt City, Chapter 43, of the Disabled American Veterans will be selling their Forget Me Nots to raise money needed for state and local DAV service projects.

We are requesting the dates of Aug 16, 17, and 18th for this sale. If possible we would like to have these dates set apart for this annual project. Thank you for your consideration in this manner.

Truly,



James H. Stringham

Commanser



Planning & Zoning
Community Development
231.398.2805
Fax 231.723-1546
www.mansiteemi.gov

MEMORANDUM

TO: Mitch Deisch *M D Deisch*
City Manager

FROM: *JR Rose* Jon R. Rose
Community Development Director

DATE: August 1, 2012

RE: Second Annual Labor Day Bridge Walk

Mitch, the City of Manistee Non-Motorized Transportation Committee is requesting authorization for the Second Annual Labor Day Bridge Walk on Monday, September 3, 2012. The event will start at 9:00 am at the Fifth Avenue Beach House and crosses over both the US 31 Bridge and Maple Street Bridge. The walk will take participants through Historic Downtown Manistee to First Street Beach and back by the Riverwalk.

This is another event that promotes healthy activities for people of all abilities to enjoy.

JRR:djb



SPECIAL EVENT PERMIT REQUEST



Name of Special Event: **Second Annual Labor Day Bridge Walk**

Date of Special Event: **Monday, September 3, 2012**

Time of Special Event: **9:00 am**

Number of Units Participating

Marching/Walking: **Unknown** Driven: **n/a** Other: **n/a**

Assembly/Starting Location: **Five Mile Walk from Fifth Avenue Beach; over the U.S. 31 Bridge; through Downtown Manistee; to First Street Beach; down the Riverwalk; over Maple Street Bridge; back to Fifth Avenue Beach**

Destination/Finishing Point: **Fifth Avenue Beach**

Route that the Special Event will Follow: **See attached Map**

Additional request for: **n/a**

Person(s) / Organization(s) making request: **Manistee Non-Motorized Transportation Committee**

Contact Person: **Jon R. Rose, Community Development Director
on behalf of the Manistee Non-Motorized Transportation Committee**

Address: **City Hall, 70 Maple Street, Manistee, MI 49660**

Phone Work: **231.398.2805** Cell: **887.5051**

Signature of Contact Person:  7/31/12

The City of Manistee has been advised by our insurance carrier that when an event is held on City Properties we need to require an insurance certificate naming the City of Manistee as co-insured. An insurance certificate must be on file prior to your event. The minimum amount that our insurance company will accept is \$1 million dollars of Liability Insurance.

The Insurance Certificate should be sent to the attention of Mary Bachman, Deputy Clerk. Ms. Bachman can be reached at 231.398.2803 her fax# is 231.723.5410.

Return this request to the Manistee City Police Department after it has been filled out and only after the first requirement has been complied and approved.

**Traffic Control Order #01-67
Special Event Permit**

Uniform Traffic Code adopted by the City of Manistee, Michigan November 5, 1963.

Section 5.47 When permits are required for parades, processions and other special events.

No procession, Parade or Special Event, excepting the forces of the United States Armed Services, the Military forces of this State and the forces of the Police and Fire Departments, shall occupy, march or proceed along the roadway, except in accordance with a permit issued by the Chief of Police and such other regulations as are set forth herein which may apply.

The following requirements must be complied with in order to obtain a permit.

1. Any person, persons, or organization, must receive permission of the City Council. The request must be in writing and passed by the City Council at a regular or special meeting. The City Council meets regularly the 1st and 3rd Tuesdays of the month.
2. Applications must be completely filled out and submitted thirty (30) days prior to the Special Event date to the City Council through the Chief of Police.
3. Special Event Forms for the permits will be provided by the Chief of Police and can be obtained at the Manistee Police Department, 70 Maple Street, Manistee, MI 49660.

This Traffic Control Order was passed by the City Council on October 3, 1967 at a regular meeting.

This order was filed with the City Clerk on September 28th, 1967.

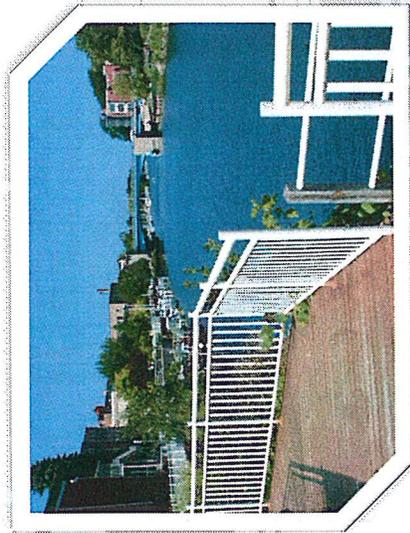
Date Received: _____

David M. Bachman, Chief of Police

Second Annual Community Event

Five Mile Walk starting at the Fifth Avenue Beach House; over the U.S. 31 Bridge; through Historic Downtown Manistee; to First Street Beach; back by the Riverwalk; over the Maple Street Bridge; returning to the Fifth Avenue Beach House.

Walk has been designed for people of all abilities to enjoy!



This event has been reviewed for the physical activity content and has been endorsed by the Governor's Council on Physical Fitness, Health and Sports.

This does not reflect endorsement of the sponsoring organization or the products used.



The City of Manistee Non-Motorized Transportation Committee thanks all the participants that make the Second Annual Labor Day Bridge Walk possible.

The committee encourages everyone to live a healthy, active lifestyle. Leave the car at home - walk, ride your bike, enjoy the outdoors.

*Mark your calendars!
The Fifth Annual
Healthy Active Manistee*

*(H.A.M. it Up!)
Has been scheduled for
May 18 - 24, 2013*



Labor Day

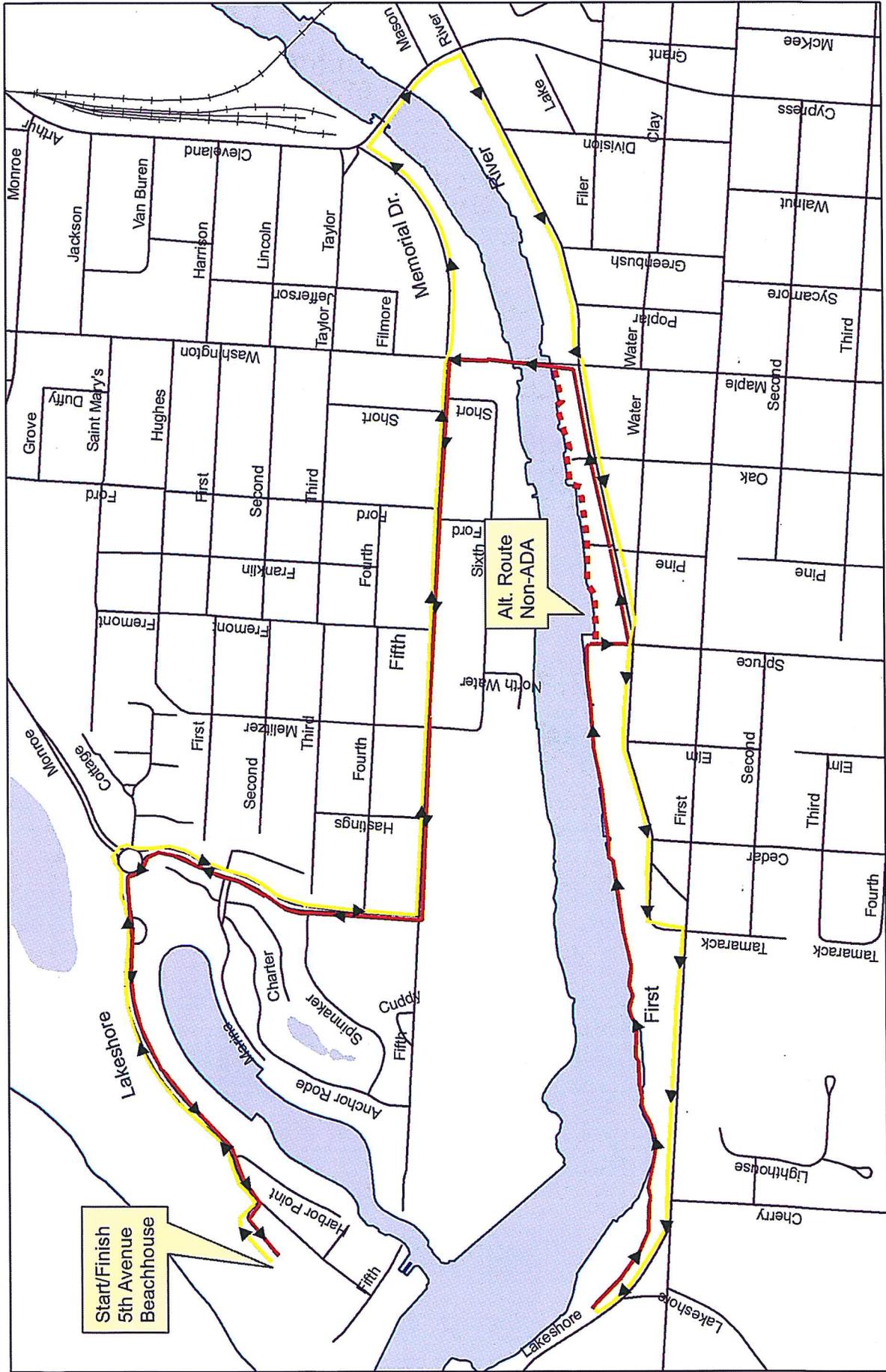
Bridge

Walk



Monday
September 3, 2012
9 a.m.

Second Annual
Labor Day Bridge Walk
 Monday September 3, 2012
 9:00 a.m.



1 inch = 667 feet