

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, DECEMBER 18, 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. 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.) Approval of Payroll.
b.) Monthly Bills.
- XI. b.) Notification Regarding Next Work Session.

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

***V. Approval of Minutes.** Approval of the minutes of the December 4, 2012 regular meeting and the December 11, 2012 work session as attached.

VI. Financial Report.

- *a.) APPROVAL OF PAYROLL.
- *b.) MONTHLY BILLS.

VII. Unfinished Business.

VIII. New Business.

- a.) CONSIDERATION OF SUPPORTING HOUSING COMMISSION RESOLUTION 2012-27 BY REMOVING A MEMBER OF THE HOUSING COMMISSION.

The Mayor and City Council have been requested to support Housing Commission Resolution 2012-27 requesting the removal of Housing Commissioner L. B. Bacon from his position as a commissioner. City of Manistee Codified Ordinance Chapter 270 Housing Commission Section 270.02 Appointments states, "The Mayor of the City is hereby directed to appoint members of the Housing Commission with the consent and approval of the other members of the City Council."

At this time Mayor Kenny, with the support of the City Council, could take action to support Manistee Housing Commission Resolution 2012-27.

- b.) CONSIDERATION OF A PARCEL SPLIT AND COMBINATION, JANOWIAK / HAASE.

On December 6, 2012 the Planning Commission reviewed and recommended Council approval of a request from Mike Janowiak, owner of parcel 51-144-706-07 to split the south 40 feet off the parcel which would then be combined with parcel 51-144-706-15 owned by Robert and Traci Haase.

At this time Council could take action to approve the split off the south 40 feet of parcel 51-144-706-07 which would then be combined with parcel 51-144-706-15.

- c.) CONSIDERATION OF ORDINANCE Z12-09 AMENDING ARTICLE 25 ZONING BOARD OF APPEALS.

Staff discovered a conflict with the language for alternates who serve on the Zoning Board of Appeals. The Planning Commission held a public hearing at their meeting on December 6, 2012 that would amend Article 25 Zoning Board of Appeals to reflect the language in the Zoning Enabling Act.

The City Attorney reviewed the proposed amendment and recommended changes to the language.

This would be the first reading of the proposed Ordinance Amendment Z12-09. A second reading and possible adoption could take place at the January 2, 2013 Council meeting.

At this time Council could take action to introduce Ordinance Z12-09 amending Article 25 Zoning Board of Appeals.

d.) CONSIDERATION OF ORDINANCE 12-10 AMENDING CHAPTER 1220 PLANNING COMMISSION OF THE CODIFIED ORDINANCES.

Prior to changes in the Michigan Planning Enabling Act of 2008 cities with populations of more than 5,000 were required to have nine members on their Planning Commission. Now municipalities can chose to have five, seven or nine members on their Planning Commission.

Currently there are two vacancies on the Planning Commission. At their November 1, 2012 meeting the Planning Commission made a motion to recommend to City Council to amend Chapter 1220 Planning Commission by reducing the number of Planning Commissioners from nine to seven.

The City Attorney reviewed and recommended changes to Chapter 1220.

This will be the first reading of the proposed Ordinance Amendment 12-10. A second reading and possible adoption could take place at the January 2, 2013 Council meeting.

At this time Council could take action to introduce Ordinance 12-10 amending Chapter 1220 Planning Commission of the Code of Ordinances by reducing the number of Planning Commissioners from nine to seven.

e.) CONSIDERATION OF CITY COUNCIL RESOLUTION TO APPROVE OF POVERTY EXEMPTION GUIDELINES (INCLUDING FEDERAL POVERTY INCOME STANDARDS FOR 2013 ASSESSMENTS AND ASSET LEVEL FOR 2013 ASSESSMENTS).

The adoption of the Resolution of Guidelines for Poverty Exemption from Property Tax for 2013 Assessed and Taxable Values is required of the Manistee City Council in order for the Board of Review to grant poverty exemptions from property taxation. The homestead of persons who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390, 1994 (MCL 211.7u). The guidelines include, but are not limited to, the specific income and asset levels of the claimant and all persons residing in the household.

At this time Council could take action to approve the Resolution of Guidelines for Poverty Exemption from Property Tax for 2013 Assessed and Taxable Value.

f.) **CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.**

The City Clerk has taken action to advertise vacancies on the Board of Review, Brownfield Redevelopment Authority, Compensation Commission, PEG Commission, and the Zoning Board of Appeals.

All appointments by the Mayor are subject to the Council's approval, unless otherwise specified by statute or ordinance. Nominations for Council appointments do not require a second. After a member of Council nominates an individual for appointment, Council shall vote on the nomination. A majority vote in favor of placement of the nominee is required for appointment.

The following applications have been received:

BOARD OF REVIEW. One vacancy (regular member), three-year term ending 12/31/15; Council appointment. Applicants shall be taxpaying electors of the City who are owners of property assessed for taxes in the City and, at the time of their appointment, are neither elected or appointed officials of the City.

Lynda Beaton, 256 Hughes Street*

BROWNFIELD REDEVELOPMENT AUTHORITY - One unexpired term ending 6/30/14; Mayoral appointment.

None received.

COMPENSATION COMMISSION - Two vacancies, five-year terms ending 9/30/17; Mayoral appointment.

None received.

PEG COMMISSION - Three vacancies, three-year terms ending 12/31/15; Council appointment.

Alan Marshall, 914 Vine Street*

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

None received.

*Incumbent

At this time the Mayor and Council could take action to make appointments as noted above.

g.) **CONSIDERATION OF COUNCIL COMMITTEE APPOINTMENTS.**

At this time the Mayor could take action to make various Council Committee appointments.

IX. Notices, Communications, Announcements.

a.) **A REPORT FROM THE CITY MANAGER.**

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

The City Manager's Office annually prepares a review of calendar year activities. That review provides the Council and the Community an opportunity to step back from day to day activities and take a longer look at what has been accomplished. City Manager Mitchell D. Deisch and Staff have compiled a comprehensive report on the 2011 Highlights for the City of Manistee.

No action is required on this item.

*b.) **NOTIFICATION REGARDING NEXT WORK SESSION.**

A Council work session has been scheduled for Tuesday, January 8, 2013 at 7:00 p.m. A discussion will be conducted on project updates; and such business as may come before the Council. No action is required on this item.

X. Concerns and Comments.

a.) **CITIZEN COMMENT.** This is an opportunity for citizens to comment on municipal 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.**

XI. Adjourn.

MDD:cl

COUNCIL AGENDA ATTACHMENTS:

Council Meeting Minutes – December 4, 2012
Council Work Session Minutes – December 11, 2012
Monthly Bills
Housing Commission Resolution to Remove a Member
Lot Split & Combination Request
ZBA Zoning Ordinance Amendment
Planning Commission Ordinance Amendment
Resolution of Guidelines Poverty Exemptions
Board and Commission Applications
Council Committees
2012 Highlights

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – DECEMBER 4, 2012

A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, December 4, 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 Eric Gustad.

ALSO PRESENT: City Manager – Mitch Deisch, City Attorney – George Saylor, City Deputy Clerk – Mary Bachman, Community Development Director – Jon Rose, DPW Supervisor – Jack Garber, Finance Director – Ed Bradford, and Director of Public Safety – David Bachman.

Citizen Comments on Agenda Related Items.

None received.

Consent Agenda.

Minutes	-	November 20, 2012	Organizational Meeting
Payroll	-	November 12-25, 2012	\$111,891.22

Cash Balances Report.

Notification Regarding Next Work Session – December 11, 2012

A discussion will be conducted on water policies/road breakage, project updates; and such business as may come before the Council.

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

With a roll call vote this motion passed unanimously.

AYES: Kenny, Hornkohl, Haydon, Zaring, Adams and Gustad

NAYS: None

CONSIDERATION OF A PARCEL SPLIT AND COMBINATION LUEDKE / WITTLIEF.

On November 1, 2012 the Planning Commission reviewed and recommends Council approval of request from Barry & Carmen Luedke owner of parcel 51-670-717-01 to split the east 35 feet off the parcel which would then be combined with parcel 51-670-715-15 owned by Mark & Dawn Wittlief.

MOTION by Hornkohl, second by Haydon to approve the split of the east 35 feet of parcel 51-670-717-01 which would then be combined with parcel 51-670-715-15.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Hornkohl, Haydon, Zaring, Adams and Gustad
NAYS: None

CONSIDERATION OF REHABILITATION DEVELOPMENT AGREEMENT, MANISTEE PLACE LIMITED DIVIDEND HOUSING ASSOCIATION LIMITED PARTNERSHIP.

In February 2011 the City of Manistee entered into a Rehabilitation Development Agreement with Manistee Place Limited Dividend Housing Association Limited Partnership for the Chalet West Apartment property. On March 19, 2012 City Council granted extending the Timetable of Rehabilitation. While the developer has acquired the property and has begun construction, they will not be able to comply with the Timetable of Rehabilitation and is asking for a change to read:

“Such Rehabilitation shall commence not later than September 15, 2012 and shall be substantially completed not later than September 30, 2013.”

The City Attorney has drafted a new Addendum to Rehabilitation Development Agreement for Council’s consideration.

MOTION by Hornkohl, second by Haydon to authorize the Mayor and City Clerk to execute the Addendum to Rehabilitation Development Agreement with Manistee Place Limited Dividend Housing Association Limited Partnership.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Hornkohl, Haydon, Zaring, Adams and Gustad
NAYES: None

Councilmember Sid Scrimger arrived at 7:06.

A REPORT FROM THE 2-1-1 ACTION TEAM AND REPUBLIC SERVICES.

Ms. Evelyn Szpliet reported on the activities of the 2-1-1 Action Team and responded to questions the Council had regarding their activities.

Mr. Roger Vasquez reported on the activities of the City’s waste hauler, Republic Services, and responded to questions the Council had regarding their activities.

FINANCE DIRECTOR ED BRADFORD PRESENTED THE FIRST QUARTER FINANCIAL UPDATES AND RESPONDED TO QUESTIONS THE COUNCIL HAD.

CITIZEN COMMENT.

Carol Pasco – 610 Spruce Street, requested that Council set up a Community/Council Committee to discuss a way to deal with Feral and Stray Cats in a humane manner.

OFFICIALS AND STAFF.

None received.

COUNCILMEMBERS.

Zaring encouraged everyone to participate in the Victorian Sleighbell Parade & Old Christmas Weekend.

CONSIDERTION 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 (e) to consult with the City's attorney about trial or settlement strategy in pending litigation.

MOTION by Hornkohl, second by Haydon to adjourn to Executive Session. With a roll call vote this motion passed unanimously. Time: 7:45

AYES: Kenny, Scrimger, Hornkohl, Haydon, Zaring, Adams, and Gustad
NAYES: None

MOTION by Hornkohl, second by Zaring to return to Regular Session. Time: 8:35 p.m.

ADJOURN.

MOTION to adjourn was made by Zaring. Meeting adjourned at 8:36 p.m.

Mary Bachman CMC
Deputy City Clerk/Payroll & Benefits

**MANISTEE CITY COUNCIL
WORK SESSION
MINUTES OF DECEMBER 11, 2012**

The Manistee City Council met in a work session on Tuesday, December 11, 2012 at 7:00 p.m., Council Chambers, City Hall, 70 Maple Street, Manistee MI 49660.

MEMBERS PRESENT: Colleen Kenny, Catherine Zaring, Beth Adams, Bob Hornkohl, Ilona Haydon, Eric Gustad

MEMBERS ABSENT: Sid Scrimger

OTHERS PRESENT: Department Directors, Accounts Payable/Utility Billing Clerk, Media and Public

Discussion on Water Policies and Road Breakage. Finance Director Ed Bradford, Accounts Receivable/Utility Billing Clerk Heather Pefley, and DPW Director Jack Garber made a presentation on various water policies and road breakage and discussed the following:

Water Escrow Deposit Policy - Reviewed current policy/state law; amount of deposit, establish deposit in the annual budget, requirements/eligibility to participate in the program.

Shut Off/Delinquency Policy - Reviewed current ordinance/policy and suggested changes.

Discussed the presentation with Council. Council recommends that staff draft new ordinances for both utilities and road breakage to amend sections and present it to the Council Ordinance Committee.

Discussion on Personal Property Tax Legislation. Finance Director Ed Bradford went over the personal property tax legislation and possible loss of revenue.

2012 Capital Project Update. City Manager Mitch Deisch presented updates on the Maple Street Bridge, First Street overlook parking, Fish Cleaning Station, First Street shelter, SSES Project, Interceptor sewer cleaning, and the Small Urban Grant application for Kosciusko. Discussion was held on several of the projects. Regular updates will be made to Council throughout the construction season during work sessions.

Discussion on Planning Commission / ZBA Vacancies. Community Development Director Jon Rose requested language changes in the ordinances covering the Planning Commission and the Zoning Board of Appeals. They are minor changes and would like to bring them to full Council instead of the Council Ordinance Committee. Changes are in compliance with State law.

Adjourned at 8:50 p.m.

Respectfully submitted,


Mitch Deisch, City Manager

MDD:cl

INVOICE APPROVAL LIST BY FUND
11/08/12

Date: 11/08/2012
Time: 2:30pm
Page: 1

City of Manistee

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: GENERAL						
101-100-801.000	Pro.Serv.	I.T. RIGHT INC	37025		10/30/2012	1,000.00
101-100-859.000	DataIntern	Remote Backup - 1 year service CHARTER COMMUNICATIONS INC.	36999	20128553	10/22/2012	224.99
101-100-859.000	DataIntern	Monthly Service - City Hall CHARTER COMMUNICATIONS INC.	36999	#8245 12 209 0088022 - Nov 12	10/22/2012	6.16
101-100-925.001	Electric	Monthly Service - City Hall CONSUMERS ENERGY	37006	#8245 12 209 0076258 - Nov 12	11/17/2012	399.21
101-100-999.000	TrfOut	Electric Usage CITY OF MANISTEE COMMON ACCT Ramsdell Theatre Oper.Transfer	37002		11/01/2012	5,000.00
Total GENERAL						6,630.36
Dept: LEGISLATIVE						
101-101-728.000	OperSupp	LITTLE RIVER CASINO RESORT Biggest Little Office Party	37038		11/02/2012	2,076.00
101-101-860.000	Trav/Train	PNC BANK Credit Card Charges	37063	October 2012	11/24/2012	632.07
101-101-860.000	Trav/Train	PNC BANK Credit Card Charges	37063	October 2012	11/24/2012	-120.00
Total LEGISLATIVE						2,588.07
Dept: MANAGER						
101-172-728.000	OperSupp	HOKANSON CAMERA & OFFICE Misc Supplies - City Mgr	37023		11/28/2012	62.95
101-172-728.000	OperSupp	OLESON'S FOOD STORES Water, Plates, Coffee, Fork, K	37057	73585	11/30/2012	35.93
101-172-728.000	OperSupp	MANISTEE CHAMBER OF COMMERCE Annual Meeting & Awards Dinner	37039	#6268 - 10/31/12	11/02/2012	90.00
101-172-831.000	Con.Repair	KOPY SALES INC. Cost Per Copy - Manager	37034	23597	10/11/2012	24.71
101-172-831.000	Con.Repair	KOPY SALES INC. Cost Per Copy - Manager	37034	85582	11/11/2012	40.73
101-172-860.000	Trav/Train	PNC BANK Credit Card Charges	37063	85907	11/24/2012	126.41
101-172-957.000	Motor Pool	CITY OF MANISTEE COMMON ACCT Equipment Rental - Motor Pool	37002	October 2012	11/01/2012	770.83
101-172-985.000	Lease Pur.	US BANK EQUIPMENT FINANCE Kyocera Copier Lease - Mgr/Pol	37075	214299992	10/22/2012	92.48
Total MANAGER						1,244.04
Dept: CLERK						
101-215-728.000	OperSupp	EMPLOYEE DATA FORMS OF MO LLC 2013 Employee Data Calendar	37015		07/18/2013	73.00
101-215-728.000	OperSupp	PNC BANK Credit Card Charges	37063	13-50386	11/24/2012	12.70
101-215-740.000	Election E	PRINTING SYSTEMS, INC. Secrecy Envelopes - General	37065	October 2012	11/21/2012	72.03
101-215-740.000	Election E	MICHIGAN ELECTION RESOURCES QVF Precinct List Label Stock	37046	77299	12/01/2012	100.00
101-215-740.000	Election E	THE PIONEER GROUP Advertisements	37062	30624	11/20/2012	33.25
101-215-831.000	Con.Repair	KOPY SALES INC. Cost Per Copy - Finance/Clerk	37034	#41100167 - 10/31/12	11/11/2012	50.00
101-215-860.000	Trav/Train	PNC BANK Credit Card Charges	37063	85904	11/24/2012	249.66
101-215-860.000	Trav/Train	PNC BANK Credit Card Charges	37063	October 2012	11/24/2012	241.98
101-215-870.000	Membership	PNC BANK Credit Card Charges	37063	October 2012	11/24/2012	30.00
101-215-900.000	PrintPub	THE PIONEER GROUP Advertisements	37062	October 2012	11/20/2012	171.00
101-215-900.000	PrintPub	THE PIONEER GROUP Advertisements	37062	#41100167 - 10/31/12	11/20/2012	190.00
101-215-900.000	PrintPub	MANISTEE COUNTY REGISTER OF Record - Utility Agreement	37041	#41100167 - 10/31/12	12/08/2012	23.00
Total CLERK						1,246.62
Dept: FINANCE / TREASURER						
101-253-728.000	OperSupp	JACKPINE BUSINESS CENTERS Calendar Refill, Paper	37030		12/01/2012	21.52
				340870-0		

INVOICE APPROVAL LIST BY FUND
11/08/12

Date: 11/08/2012
Time: 2:30pm
Page: 2

City of Manistee

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: FINANCE / TREASURER						
101-253-728.000	OperSupp	COMMUNICRAFT LTD. Shipping - WWTP & Finance	37005	28135	11/10/2012	21.05
101-253-728.000	OperSupp	I.T. RIGHT INC 1' Foot Cable, 3' Cat6 Patch	37025	20127955	10/26/2012	9.60
101-253-728.000	OperSupp	PNC BANK Credit Card Charges	37063	October 2012	11/24/2012	50.00
101-253-728.000	OperSupp	PNC BANK Credit Card Charges	37063	October 2012	11/24/2012	8.95
101-253-860.000	Trav/Train	PNC BANK Credit Card Charges	37063	October 2012	11/24/2012	260.28
101-253-900.000	PrintPub	JACKPINE BUSINESS CENTERS Newsletter	37030	30755	11/30/2012	182.85
Total FINANCE / TREASURER						554.25
Dept: ASSESSOR						
101-257-728.000	OperSupp	JACKPINE BUSINESS CENTERS ThinkCentre, Office 2010, WP	37030	340540-1	11/29/2012	1,062.89
101-257-728.000	OperSupp	HOKANSON CAMERA & OFFICE Misc Supplies - Assessor	37023	73805	11/28/2012	6.95
101-257-801.000	Pro.Serv.	JACKLYN OSGOOD 39 Bldg Permits/Reappraisals	37058		12/05/2012	390.00
101-257-860.000	Trav/Train	PNC BANK Credit Card Charges	37063	October 2012	11/24/2012	235.35
101-257-870.000	Membership	INTERNATIONAL ASSOCIATION OF Membership - J. Beardslee	37026	13-00011770	10/19/2012	175.00
101-257-870.000	Membership	STATE OF MICHIGAN Renewal of Assess Admin Cert	37070	2013	11/05/2012	150.00
101-257-970.000	Cap.Outlay	JACKPINE BUSINESS CENTERS ThinkCentre, Office 2010, WP	37030	340540-1	11/29/2012	100.00
Total ASSESSOR						2,120.19
Dept: MUNICIPAL BUILDINGS						
101-265-728.000	OperSupp	WAHR HARDWARE, INC. Countertop Magic	37078	98247	12/01/2012	30.55
101-265-728.000	OperSupp	FASTENAL COMPANY Wypalls	37016	MIMAN94251	11/30/2012	49.47
101-265-831.000	Con.Repair	TOP LINE ELECTRIC LLC Repair Council Chamber Lightin	37074	3721	09/28/2012	937.81
101-265-831.000	Con.Repair	MARK HANSEN Flag Pole Assy & Install	37022		11/02/2012	225.60
101-265-831.000	Con.Repair	MARK HANSEN Flag Pole - Flashing, Ice/Wate	37022		11/05/2012	50.00
101-265-850.000	Phone	POWERNET GLOBAL COMMUNICATIONS Monthly Service	37064	27920430	11/22/2012	136.26
101-265-920.441	Gas - DPW	DTE ENERGY Gas Usage - 280 Washington St	37010		11/28/2012	378.67
101-265-922.000	Water	CITY OF MANISTEE WATER & Water Usage	37004		10/26/2012	228.59
101-265-922.336	Water - Fi	CITY OF MANISTEE WATER & Water Usage	37004		10/26/2012	80.63
101-265-922.441	Water - DP	CITY OF MANISTEE WATER & Water Usage	37004		10/26/2012	244.04
101-265-922.446	Water - Br	CITY OF MANISTEE WATER & Water Usage	37004		10/26/2012	41.78
101-265-925.000	Electric	CONSUMERS ENERGY Electric Usage	37006		11/17/2012	1,479.64
101-265-925.336	Electric -	CONSUMERS ENERGY Electric Usage	37006		11/17/2012	154.88
101-265-925.441	Electric -	CONSUMERS ENERGY Electric Usage	37006		11/17/2012	912.76
101-265-925.446	Electric -	CONSUMERS ENERGY Electric Usage	37006		11/17/2012	204.04
101-265-930.000	Repairs/Ma	FASTENAL COMPANY SS Hex Cap Screw, Lock Washer	37016	MIMAN94310	12/01/2012	61.14
Total MUNICIPAL BUILDINGS						5,215.86
Dept: ATTORNEY						
101-266-802.000	Prof. Serv	GOCKERMAN, WILSON, SAYLOR AND Professional Service	37019		12/01/2012	4,050.00
101-266-803.000	Prof. Serv	VALU TEC, INC. Appraisal Fee	37076	12022APP	07/16/2012	3,500.00

INVOICE APPROVAL LIST BY FUND
11/08/12

Date: 11/08/2012
Time: 2:30pm
Page: 3

City of Manistee

Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND								
Dept: ATTORNEY								

Total ATTORNEY								7,550.00
Dept: CITY ENGINEER								
101-285-801.000	Pro.Serv.	ABONMARCHÉ CONSULTANTS, INC.		Engineer of Record	36990		11/25/2012	3,000.00
						105536		

Total CITY ENGINEER								3,000.00
Dept: POLICE								
101-301-715.000	Cleaning	MANISTEE CLEANING SOLUTIONS		Uniform Cleaning	37040		10/31/2012	201.25
101-301-728.000	OperSupp	WAHR HARDWARE, INC.		Freight	37078		11/25/2012	15.02
101-301-728.000	OperSupp	JACKPINE BUSINESS CENTERS		Folder, Browser	37030	340462-0	11/24/2012	42.08
101-301-728.000	OperSupp	JACKPINE BUSINESS CENTERS		Desk Pads, Calendars, Chair	37030	340389-0	11/23/2012	327.34
101-301-728.000	OperSupp	SHAWN KELLEY		Reimburse - Missing Impound	36989		10/29/2012	238.49
101-301-728.000	OperSupp	JACKPINE BUSINESS CENTERS		HP 2-Pack Black, Add Roll	37030	341055-0	12/02/2012	31.54
101-301-728.000	OperSupp	PNC BANK		Credit Card Charges	37063	October 2012	11/24/2012	101.33
101-301-728.000	OperSupp	PNC BANK		Credit Card Charges	37063	October 2012	11/24/2012	45.80
101-301-831.000	Con.Repair	KOPY SALES INC.		Cost Per Copy - Police	37034	85906	11/11/2012	27.09
101-301-860.000	Trav/Train	PNC BANK		Credit Card Charges	37063	October 2012	11/24/2012	50.68
101-301-900.000	PrintPub	JACKPINE BUSINESS CENTERS		Property Receipts	37030	30707	11/24/2012	59.24
101-301-900.000	PrintPub	THE PIONEER GROUP		Advertisement - Public Safety	37062	#42102299 - 10/31/12	11/20/2012	55.00
101-301-930.000	Repairs/Ma	LIFELOC TECHNOLOGIES, INC.		Calibrate & Testing	37037	0154564-IN	11/18/2012	111.29
101-301-957.000	Motor Pool	CITY OF MANISTEE COMMON ACCT		Equipment Rental - Motor Pool	37002		11/01/2012	2,708.33
101-301-985.000	Lease Pur.	US BANK EQUIPMENT FINANCE		Kyocera Copier Lease - Mgr/Pol	37075	214299992	10/22/2012	92.47

Total POLICE								4,106.95
Dept: FIRE								
101-336-715.000	Cleaning	DOUGLASS SAFETY SYSTEMS, LLC		#6" Leather Front	37009	31356	11/17/2012	57.32
101-336-715.000	Cleaning	PNC BANK		Credit Card Charges	37063	October 2012	11/24/2012	583.89
101-336-728.000	OperSupp	JACKPINE BUSINESS CENTERS		Copy Paper	37030	340347-0	11/22/2012	36.90
101-336-728.000	OperSupp	JACKPINE BUSINESS CENTERS		Copies, Paper, Print Order	37030	340563-0	11/24/2012	74.69
101-336-728.000	OperSupp	DASH MEDICAL GLOVES INC		Halo Nitrile Exam Gloves	37007	INV0762616	11/22/2012	64.90
101-336-728.000	OperSupp	WAHR HARDWARE, INC.		CREDIT - Primer	37078	97909	11/22/2012	-18.89
101-336-728.000	OperSupp	FASTENAL COMPANY		Truck Wash, Dish Det, Can Line	37016	MIMAN94207	11/28/2012	339.20
101-336-728.000	OperSupp	W.S. DARLEY & CO.		Gripper, Hose System	37077	17042447	11/07/2012	139.82
101-336-860.000	Trav/Train	PNC BANK		Credit Card Charges	37063	October 2012	11/24/2012	30.96
101-336-860.000	Trav/Train	PNC BANK		Credit Card Charges	37063	October 2012	11/24/2012	28.00
101-336-957.000	Motor Pool	CITY OF MANISTEE COMMON ACCT		Equipment Rental - Motor Pool	37002		11/01/2012	2,308.33

Total FIRE								3,645.12
Dept: PUBLIC WORKS								
101-441-715.000	Cleaning	MODEL COVERALL SERVICE, INC.		Uniform Cleaning - DPW	37052	0298892	11/28/2012	28.01
101-441-715.000	Cleaning	SAFETY SERVICES, INC.		Rx Safety Glasses - Taylor	37067	029215	11/22/2012	172.75

INVOICE APPROVAL LIST BY FUND
11/08/12

Date: 11/08/2012
Time: 2:30pm
Page: 4

City of Manistee

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: PUBLIC WORKS						
101-441-715.000	Cleaning	MODEL COVERALL SERVICE, INC. New Uniforms	37052	S0293463	11/07/2012	969.85
101-441-715.000	Cleaning	SAFETY SERVICES, INC. Rx Safety Glasses - Garber	37067	029639	11/28/2012	164.86
101-441-715.000	Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - DFW	37052	0300645	12/05/2012	28.01
101-441-728.000	OperSupp	OLESON'S FOOD STORES Misc Supplies	37057	#5295 - 09/02/12	10/02/2012	34.95
101-441-728.000	OperSupp	JACKPINE BUSINESS CENTERS Wireless Desktop, LCD Display	37030	340935-0	12/01/2012	219.94
101-441-728.000	OperSupp	OLESON'S FOOD STORES Coffee, Creamer	37057	#7933 - 11/02/12	12/02/2012	33.96
101-441-728.000	OperSupp	MICHIGAN MUNICIPAL LEAGUE CDL Consortium Drivers Fee	37048	7648	11/02/2012	1,540.00
101-441-728.000	OperSupp	PNC BANK Credit Card Charges	37063	October 2012	11/24/2012	91.02
101-441-801.000	Pro.Serv.	ABONMARCHE CONSULTANTS, INC. City Garage Monitor Wells	36990	105544	11/25/2012	250.00
101-441-870.000	Membership	MICHIGAN RECYCLING COALITION Membership	37049	2205	08/15/2012	150.00
101-441-900.000	PrintPub	JACKPINE BUSINESS CENTERS Time Sheets - DFW	37030	30726	11/28/2012	67.61
101-441-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES PM 50/50 Blend, Zerex	36992	256-801633	11/29/2012	38.36
101-441-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Oil Filter	36992	256-801414	11/25/2012	13.05
101-441-930.000	Repairs/Ma	BLARNEY CASTLE OIL CO. Gadus S2 V220 00 35# Pail	36995	0420402	11/24/2012	143.34
101-441-930.000	Repairs/Ma	NAPA AUTO PARTS Bulb	37055	154616	10/24/2012	19.40
101-441-930.000	Repairs/Ma	WAHR HARDWARE, INC. Nitrile Disp Glove	37078	97978	11/24/2012	8.72
101-441-930.000	Repairs/Ma	BLARNEY CASTLE OIL CO. CREDIT - drums returned	36995	0418651-IN	11/17/2012	-60.00
101-441-930.000	Repairs/Ma	CHEMSEARCH Lubrease Aerosol	37000	881163	10/21/2012	170.78
101-441-930.000	Repairs/Ma	NAPA AUTO PARTS Motorcraft 5w20	37055	154577	10/24/2012	35.92
101-441-930.000	Repairs/Ma	NAPA AUTO PARTS Oil Filters, Hose Clamps, Wipe	37055	154504	10/23/2012	86.48
101-441-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Cricket Blk/Clr, Dia Back Blk/	36992	256-801161	11/22/2012	15.88
101-441-930.000	Repairs/Ma	TELE-RAD INC. Mini UHF Connectors - Install,	37072	841496	11/15/2012	1,498.35
101-441-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Protectant, Hot Shine Foam, Ch	36992	256-799980	11/08/2012	23.37
101-441-930.000	Repairs/Ma	NAPA AUTO PARTS Alternator, Core Deposit	37055	154996	11/01/2012	196.76
101-441-930.000	Repairs/Ma	NAPA AUTO PARTS Core Deposit	37055	154997	11/01/2012	-33.33
101-441-930.000	Repairs/Ma	BOB'S ROOFING CO. INC. Salt Shed - Wind Damage	36996	56702	10/30/2012	314.33
101-441-930.000	Repairs/Ma	LAKE WELDING SUPPLY CO. Oxygen	37035	00827858	11/23/2012	22.50
101-441-930.000	Repairs/Ma	BELL EQUIPMENT COMPANY Serpentine Belt, Tensioner Asy	36994	0088957	11/30/2012	229.20
101-441-930.000	Repairs/Ma	LAKE WELDING SUPPLY CO. Oxygen	37035	00828705	11/29/2012	32.76
101-441-930.000	Repairs/Ma	MANISTEE TIRE SERVICE Tube, Labor - #142	37043	138670	12/07/2012	12.50
101-441-957.000	Motor Pool	CITY OF MANISTEE COMMON ACCT Equipment Rental - Motor Pool	37002		11/01/2012	6,166.67
				Total PUBLIC WORKS		12,686.00
Dept: COMMUNITY DEVELOPMENT OFFICE						
101-748-831.000	Con.Repair	KOPY SALES INC. Cost Per Copy - Comm Dev	37034	85905	11/11/2012	65.61
				Total COMMUNITY DEVELOPMENT OFFICE		65.61
Dept: PARKS & RECREATION						

INVOICE APPROVAL LIST BY FUND
11/08/12

Date: 11/08/2012
Time: 2:30pm
Page: 5

City of Manistee

Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount	
			Abbrev	Invoice Description	Number	Number	Date		
Fund: GENERAL FUND									
Dept: PARKS & RECREATION									
101-751-715.000			Cleaning	MODEL COVERALL SERVICE, INC. New Uniforms	37052	S0293463	11/07/2012	242.46	
101-751-728.000			OperSupp	JACKPINE BUSINESS CENTERS Trash Bags	37030	340692-0	11/29/2012	119.10	
101-751-922.000			Water	CITY OF MANISTEE WATER & Water Usage	37004		10/26/2012	1,672.71	
101-751-925.000			Electric	CONSUMERS ENERGY Electric Usage	37006		11/17/2012	1,271.63	
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC. Cherry Saniscreen	37078	98017	11/25/2012	7.07	
101-751-930.000			Repairs/Ma	BOB'S ROOFING CO. INC. Fifth Avenue Restroom - Wind D	36996	56701	10/30/2012	160.56	
101-751-930.000			Repairs/Ma	CHEMSEARCH Berry Blast	37000	894722	11/03/2012	410.00	
101-751-930.000			Repairs/Ma	GRAND RENTAL STATION Blower Backpack Repairs	37020	3478	12/07/2012	117.25	
101-751-930.000			Repairs/Ma	MANISTEE TIRE SERVICE Misc Repair	37043	136863	10/06/2012	42.50	
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC. Air Pump, Needle	37078	98115	11/28/2012	18.98	
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC. Bronze Wool, Sponge, Grease	37078	97667	11/15/2012	12.03	
101-751-930.000			Repairs/Ma	FASTENAL COMPANY Cable Tie	37016	MIMAN93992	11/14/2012	3.42	
101-751-957.000			Motor Pool	CITY OF MANISTEE COMMON ACCT Equipment Rental - Motor Pool	37002		11/01/2012	3,083.33	
101-751-970.000			Cap.Outlay	MANISTEE WELDING & PIPING Veterans Park New Sign	37044	41304	11/24/2012	6,050.00	

								Total PARKS & RECREATION	13,211.04
Dept: APPROPRIATIONS									
101-801-896.000			PEG Studio	CITY OF MANISTEE COMMON ACCT Appropriation - PEG Commission	37002		11/01/2012	12,000.00	

								Total APPROPRIATIONS	12,000.00

								Fund Total	75,864.11
Fund: MAJOR STREET FUND									
Dept:									
202-000-935.000			TrafficSer	STATE OF MICHIGAN - MDOT Traffic Signal Maintenance	37071	SM 346459	10/13/2012	320.02	
202-000-935.000			TrafficSer	CADILLAC PLUMBING-HEATING Ne Alto Bulbs	36998	637721	11/02/2012	318.60	
202-000-936.000			PreservSts	CITY OF MANISTEE GENERAL FUND Major & Local Street Reimburse	37003		11/01/2012	8,750.00	
202-000-936.000			PreservSts	ABONMARCHE CONSULTANTS, INC. Kosciusko Resurfacing	36990	105543	11/25/2012	9,267.79	
202-000-937.000			Routine Ma	TOP LINE ELECTRIC LLC Maple St Bridge - Power Out	37074	3800	10/29/2012	83.25	
202-000-937.000			Routine Ma	CADILLAC PLUMBING-HEATING Locking Type Photo Cell	36998	638196	11/09/2012	12.40	
202-000-937.000			Routine Ma	ABONMARCHE CONSULTANTS, INC. Maple Street Bridge Electrical	36990	105537	11/25/2012	1,935.00	
202-000-938.000			Winter Mai	CITY OF MANISTEE GENERAL FUND Major & Local Street Reimburse	37003		11/01/2012	8,083.33	
202-000-938.000			Winter Mai	NORTH AMERICAN SALT COMPANY Bulk Highway Coarse	37056	70885603	11/22/2012	5,186.34	
202-000-938.000			Winter Mai	NORTH AMERICAN SALT COMPANY Bulk Highway Coarse	37056	70885187	11/21/2012	25,388.49	

								Total	59,345.22

								Fund Total	59,345.22
Fund: LOCAL STREET FUND									
Dept:									
203-000-936.000			PreservSts	CITY OF MANISTEE GENERAL FUND Major & Local Street Reimburse	37003		11/01/2012	3,750.00	
203-000-938.000			Winter Mai	CITY OF MANISTEE GENERAL FUND Major & Local Street Reimburse	37003		11/01/2012	2,666.67	

INVOICE APPROVAL LIST BY FUND
11/08/12

Date: 11/08/2012
Time: 2:30pm
Page: 6

City of Manistee

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: LOCAL STREET FUND						
Dept:						
203-000-938.000	Winter Mai	NORTH AMERICAN SALT COMPANY Bulk Highway Coarse	37056	70885603	11/22/2012	5,186.34
203-000-938.000	Winter Mai	NORTH AMERICAN SALT COMPANY Bulk Highway Coarse	37056	70885187	11/21/2012	25,388.49
				Total		36,991.50
					Fund Total	36,991.50
Fund: STREET IMPROVEMENT FUND						
Dept:						
204-000-983.000	Sidewalks	GREGORY V FERGUSON Sidewalk Replacements	37017		10/31/2012	10,540.00
204-000-984.000	Trees	KEVIN D DIEBEL Tree Planting (42)	37008		10/18/2012	7,980.00
204-000-984.000	Trees	THE PIONEER GROUP Advertisements	37062	#41100167 - 10/31/12	11/20/2012	105.00
				Total		18,625.00
					Fund Total	18,625.00
Fund: CITY REFUSE FUND						
Dept:						
226-000-829.002	Yard Waste	CITY OF MANISTEE GENERAL FUND Reimburse for Yard Waste	37003		11/01/2012	1,666.67
				Total		1,666.67
					Fund Total	1,666.67
Fund: BROWNFIELD REDEVELOPMENT AUTHO						
Dept:						
243-000-801.000	Pro.Serv.	EFTAXIADIS CONSULTING INC Technical Service - Brownfield	37012	CMBRA-1208	10/07/2012	471.50
				Total		471.50
					Fund Total	471.50
Fund: GRANT MANAGEMENT FUND						
Dept: LOCAL REVENUE SHARING GRANTS						
275-901-965.048	2011 Cycle	WEST SHORE COMMUNITY COLLEGE Fall 2012 - Tuition & Fees	37080	9947	11/17/2012	1,524.00
275-901-965.054	2012 Cycle	ELMER'S CRANE & DOZER, INC. Rietz Park Sidewalk	37014	355610	11/18/2012	614.94
275-901-965.054	2012 Cycle	ELMER'S CRANE & DOZER, INC. Rietz Park Sidewalk	37014	355884	11/22/2012	297.98
				Total LOCAL REVENUE SHARING GRANTS		2,436.92
					Fund Total	2,436.92
Fund: PEG COMMISSION						
Dept:						
290-000-801.000	Pro.Serv.	KEITH R BROWN PHD MPA Operations - Nov 2012	36997		11/01/2012	3,333.33
				Total		3,333.33
					Fund Total	3,333.33
Fund: RAMSDELL THEATRE						
Dept:						
296-000-308.000	Principal	WEST SHORE BANK Ramsdell Roof-Note #1104879710	37079		11/16/2012	14,696.05
296-000-728.000	OperSupp	WAHR HARDWARE, INC. Kckdwn Stop 4" Br	37078	97658	11/15/2012	6.20
296-000-728.000	OperSupp	WAHR HARDWARE, INC. 60W Bulbs	37078	97405	11/08/2012	13.26

INVOICE APPROVAL LIST BY FUND
11/08/12

Date: 11/08/2012
Time: 2:30pm
Page: 7

City of Manistee

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: RAMSDELL THEATRE							
Dept:							
296-000-728.000	OperSupp		KERRY SCHUBACH	37068		10/06/2012	80.00
			Ramsdell - Site Manager		JENSEN WEDDING		
296-000-728.000	OperSupp		PNC BANK	37063		11/24/2012	247.00
			Credit Card Charges		October 2012		
296-000-728.000	OperSupp		PNC BANK	37063		11/24/2012	55.99
			Credit Card Charges		October 2012		
296-000-751.000	Concession		KERRY SCHUBACH	37068		10/26/2012	22.50
			Ramsdell - Concessions		JOSH WHITE		
296-000-751.000	Concession		ZACHARY K PIETRASIK	37061		10/27/2012	27.50
			Ramsdell - Concessions		OTELLO		
296-000-751.000	Concession		ASHLEY PEDDIE	37059		11/03/2012	32.50
			Ramsdell - Concessions		CONSERVATORY OF DANCE		
296-000-753.000	Performanc		JOSH WHITE JR	36988		10/26/2012	300.00
			Ramsdell - Performance				
296-000-753.000	Performanc		KERRY SCHUBACH	37068		09/28/2012	60.00
			Ramsdell - Site Manager		PETER YARROW		
296-000-753.000	Performanc		METROPOLITAN OPERA ASSOC. INC.	37045		11/01/2012	487.50
			Ramsdell - Otello		HD3706		
296-000-753.000	Performanc		KOPY SALES INC.	37034		11/11/2012	76.97
			Cost Per Copy - Finance/Clerk		85904		
296-000-753.000	Performanc		LYNN MILES	37051		11/06/2012	300.00
			Ramsdell - Performance				
296-000-753.000	Performanc		MANISTEE RIVER TOUR	37042		11/06/2012	200.00
			Ramsdell - Performance				
296-000-831.000	Con.Repair		TOP LINE ELECTRIC LLC	37074		10/25/2012	1,067.71
			Ramsdell Theatre Bond Service		3787		
296-000-831.000	Con.Repair		PERSONAL PLUMBING INC	37060		10/12/2012	167.09
			Ramsdell - Urinal Repair		121012-3		
296-000-870.000	Membership		LEAGUE OF HISTORIC AMERICAN	37036		11/06/2012	400.00
			Membership - Ramsdell Theatre		2012-13		
296-000-870.000	Membership		THEATRE HISTORICAL SOCIETY	37073		11/06/2012	60.00
			Membership - Ramsdell Theatre		2013		
296-000-892.500	Marketing		LISA SMITH	37069		09/11/2012	135.00
			Artwork - Fall Concerts Poster		2012-078		
296-000-892.500	Marketing		MICHIGAN WEDDING GUIDE	37050		10/26/2012	495.00
			4 Color Quarter Page Ad		3424		
296-000-892.500	Marketing		THE PIONEER GROUP	37062		11/20/2012	275.00
			Advertisements		#41100167 - 10/31/12		
296-000-922.000	Water		CITY OF MANISTEE WATER &	37004		10/26/2012	7.91
			Water Usage				
296-000-925.000	Electric		CONSUMERS ENERGY	37006		11/17/2012	822.64
			Electric Usage				
296-000-970.000	Cap.Outlay		JACKPINE BUSINESS CENTERS	37030		11/30/2012	932.99
			Upg Win7 Pro, ThinkCentre, 4GB		340608-1		
296-000-998.000	Interest		WEST SHORE BANK	37079		11/16/2012	2,773.93
			Ramsdell Roof-Note #1104879710				
					Total		23,742.74
						Fund Total	23,742.74
Fund: BOAT RAMP FUND							
Dept:							
508-000-728.000	OperSupp		HURON TACKLE CO.	37024		11/02/2012	7,000.00
			2012 Fish Waste Removal		221485		
508-000-922.000	Water		CITY OF MANISTEE WATER &	37004		10/26/2012	104.10
			Water Usage				
508-000-925.000	Electric		CONSUMERS ENERGY	37006		11/17/2012	227.57
			Electric Usage				
					Total		7,331.67
						Fund Total	7,331.67
Fund: WATER & SEWER UTILITY							
Dept:							
573-000-300.008	2005 RefPr		BANK OF NEW YORK MELLON TRUST	36993		10/18/2012	445,000.00
			TAS 223314 Princ + Int		BNYLOANS/MANISTEE05RF - Oct 12		
					Total		445,000.00
Dept: ADMINISTRATION							

INVOICE APPROVAL LIST BY FUND
11/08/12

Date: 11/08/2012
Time: 2:30pm
Page: 8

City of Manistee

Fund	Department	Account	GL Number	Vendor Name	Check	Invoice	Due	Amount
			Abbrev	Invoice Description	Number	Number	Date	
Fund: WATER & SEWER UTILITY								
Dept: ADMINISTRATION								
573-541-728.000			OperSupp	JACKPINE BUSINESS CENTERS	37030		11/21/2012	349.99
				Intellishred		340077-0		
573-541-728.000			OperSupp	LORI HANSEN	37021		10/21/2012	75.00
				Office Cleaning				
573-541-728.000			OperSupp	MYRON CORPORATION	37054		10/17/2012	139.16
				Hot Stamp Set Up, Regatta		83438531		
573-541-820.000			admin	CITY OF MANISTEE GENERAL FUND	37003		11/01/2012	23,083.33
				Administration - Water				
573-541-831.000			Con.Repair	KOPY SALES INC.	37034		11/11/2012	31.82
				Cost Per Copy - Garage		85908		
573-541-900.000			PrintPub	PRINTING SYSTEMS, INC.	37065		11/21/2012	781.77
				Utility Bills		77300		
573-541-900.000			PrintPub	THE PIONEER GROUP	37062		11/20/2012	324.00
				Advertisements		#41100167 - 10/31/12		
573-541-900.000			PrintPub	THE PIONEER GROUP	37062		11/20/2012	191.50
				Advertisements		#41100167 - 10/31/12		
573-541-900.000			PrintPub	PNC BANK	37063		11/24/2012	507.00
				Credit Card Charges		October 2012		
573-541-900.000			PrintPub	PNC BANK	37063		11/24/2012	140.00
				Credit Card Charges		October 2012		

				Total ADMINISTRATION				25,623.57
Dept: WATER OPERATION								
573-542-715.000			Cleaning	MODEL COVERALL SERVICE, INC.	37052		11/07/2012	363.69
				New Uniforms		S0293463		
573-542-750.000			Meters	MICHIGAN METER TECHNOLOGY GRP	37047		11/17/2012	601.76
				10" x 20" S.S. Repair Clamp		87638		
573-542-824.000			Lab Test	KENT COUNTY HEALTH DEPARTMENT	37032		11/03/2012	360.00
				Water Samples		EH093012-3921		
573-542-824.000			Lab Test	WAHR HARDWARE, INC.	37078		10/10/2012	8.89
				Freight		96381		
573-542-824.000			Lab Test	WAHR HARDWARE, INC.	37078		10/17/2012	8.89
				Freight		96625		
573-542-824.000			Lab Test	WAHR HARDWARE, INC.	37078		10/15/2012	8.75
				Freight		96205		
573-542-831.000			Con.Repair	WINDEMULLER ELECTRIC, INC.	37081		11/18/2012	129.95
				Well 10 - HMI for VFD		137704		
573-542-860.000			Trav/Train	PNC BANK	37063		11/24/2012	72.79
				Credit Card Charges		October 2012		
573-542-860.000			Trav/Train	PNC BANK	37063		11/24/2012	70.20
				Credit Card Charges		October 2012		
573-542-925.000			Electric	CONSUMERS ENERGY	37006		11/17/2012	244.25
				Electric Usage				
573-542-930.000			Repairs/Ma	EJ USA, INC	37013		11/19/2012	311.00
				12" Hyd Ext Asy		3542133		
573-542-930.000			Repairs/Ma	WAHR HARDWARE, INC.	37078		11/24/2012	11.24
				Home Pest Cntrl		97990		
573-542-930.000			Repairs/Ma	WAHR HARDWARE, INC.	37078		11/30/2012	36.89
				Bulbs		98208		
573-542-930.000			Repairs/Ma	INTERSTATE BILLING SERVICE	37027		11/29/2012	2,021.71
				Brake Pad Kit, Door Handle, Ga		T08700		
573-542-930.000			Repairs/Ma	KERR PUMP AND SUPPLY	37033		11/14/2012	4,265.80
				Sutorbilt Gas Pump w/Vert.		INV145411		
573-542-957.000			Motor Pool	CITY OF MANISTEE COMMON ACCT	37002		11/01/2012	2,916.67
				Equipment Rental - Motor Pool				

				Total WATER OPERATION				11,432.48
Dept: SEWER - WWTP								
573-543-715.000			Cleaning	MODEL COVERALL SERVICE, INC.	37052		11/28/2012	36.80
				Uniform Cleaning, Towels -WWTP		0298889		
573-543-715.000			Cleaning	MODEL COVERALL SERVICE, INC.	37052		11/21/2012	36.80
				Uniform Cleaning - WWTP		0297152		
573-543-728.000			OperSupp	MODEL COVERALL SERVICE, INC.	37052		11/28/2012	29.88
				Uniform Cleaning, Towels -WWTP		0298889		
573-543-728.000			OperSupp	JACKPINE BUSINESS CENTERS	37030		11/21/2012	229.97
				OfficeEdge Pro4000		340236-0		
573-543-728.000			OperSupp	COMMUNICRAFT LTD.	37005		10/26/2012	28.52
				Shipping - WWTP		28128		
573-543-824.000			Lab Test	COMMUNICRAFT LTD.	37005		11/10/2012	9.43
				Shipping - WWTP & Finance		28135		

INVOICE APPROVAL LIST BY FUND
11/08/12

Date: 11/08/2012
Time: 2:30pm
Page: 9

City of Manistee

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: WATER & SEWER UTILITY						
Dept: SEWER - WWTP						
573-543-824.000	Lab Test	KAR LABORATORIES, INC. Mercury Analysis	37031	127132	11/22/2012	390.00
573-543-824.000	Lab Test	CITY OF LUDINGTON Man Made Lake E-Coli Testing	37001	2012	11/01/2012	300.00
573-543-824.000	Lab Test	KAR LABORATORIES, INC. Analysis of Four Aqueous Sampl	37031	127251	11/25/2012	125.00
573-543-831.000	Con.Repair	DUBOIS-COOPER ASSOCIATES INC Generator - Grease Seal Assy,	37011	862872	10/16/2012	116.15
573-543-831.000	Con.Repair	QUALITY ASSURANCE SERVICES Annual Service & Calibration	37066	01026122	10/26/2012	210.00
573-543-831.000	Con.Repair	WINDEMULLER ELECTRIC, INC. WWTP Communications Problem	37081	137708	11/18/2012	265.00
573-543-860.000	Trav/Train	PNC BANK Credit Card Charges	37063	October 2012	11/24/2012	131.98
573-543-860.000	Trav/Train	PNC BANK Credit Card Charges	37063	October 2012	11/24/2012	71.25
573-543-870.000	Membership	MWEA Membership - R. Hunt	37053	7455	09/17/2012	58.00
573-543-870.000	Membership	MWEA Membership - J. Szpriet	37053	7496	09/17/2012	58.00
573-543-870.000	Membership	MWEA Membership - J. Braciszkeski	37053	7409	09/17/2012	58.00
573-543-925.000	Electric	CONSUMERS ENERGY Electric Usage	37006		11/17/2012	1,325.81
573-543-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Ball Bearing	36992	256-801104	11/22/2012	17.98
573-543-930.000	Repairs/Ma	MANISTEE ACE HARDWARE Paintbrush, Stripper	36991	104543	11/24/2012	17.15
573-543-930.000	Repairs/Ma	WAHR HARDWARE, INC. Compost Fork	37078	97947	11/23/2012	48.59
573-543-930.000	Repairs/Ma	CHEMSEARCH Pit Boss	37000	881178	10/21/2012	427.50
573-543-930.000	Repairs/Ma	CHEMSEARCH Scoot	37000	881177	10/21/2012	447.50
573-543-930.000	Repairs/Ma	CHEMSEARCH Healthy Hands Antibact, Wipes	37000	881180	10/21/2012	389.24
573-543-930.000	Repairs/Ma	J.O. GALLOUP COMPANY Rf Thd Flg, Blk Nip, Slic-Tite	37028	1579582-00	11/11/2012	42.13
573-543-930.000	Repairs/Ma	J.O. GALLOUP COMPANY Std Blk Nip	37028	1581341-00	11/15/2012	7.25
573-543-930.000	Repairs/Ma	KERR PUMP AND SUPPLY Hydromatic 4" Flange -	37033	INV145753	11/29/2012	2,780.52
573-543-930.000	Repairs/Ma	BOB'S ROOFING CO. INC. WWTP - Re-Sealed Drain,	36996	56631	10/11/2012	388.65
573-543-957.000	Motor Pool	CITY OF MANISTEE COMMON ACCT Equipment Rental - Motor Pool	37002		11/01/2012	2,916.67
					Total SEWER - WWTP	10,963.77
Dept: SEWER COLLECTION (STREETS)						
573-544-715.000	Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewers	37052	0298890	11/28/2012	18.40
573-544-715.000	Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewers	37052	0300643	12/05/2012	18.40
573-544-860.000	Trav/Train	PNC BANK Credit Card Charges	37063	October 2012	11/24/2012	53.56
573-544-860.000	Trav/Train	PNC BANK Credit Card Charges	37063	October 2012	11/24/2012	256.74
573-544-930.000	Repairs/Ma	JACK DOHENY SUPPLIES, INC. Blower Switch, Press Gauge	37029	A59757	11/10/2012	199.11
573-544-930.000	Repairs/Ma	FORBES SANITATION & EXCAVATION Ramsdell - Trace Sewer Line	37018		11/22/2012	110.00
573-544-957.000	Motor Pool	CITY OF MANISTEE COMMON ACCT Equipment Rental - Motor Pool	37002		11/01/2012	2,916.67
					Total SEWER COLLECTION (STREETS)	3,572.88
Dept: Water & Sewer Bond & Interest						
573-574-995.008	2005 W/S R	BANK OF NEW YORK MELLON TRUST TAS 223314 Princ + Int	36993		10/18/2012	101,097.50
					BNYLOANS/MANISTEE05RF - Oct 12	
					Total Water & Sewer Bond & Interest	101,097.50

INVOICE APPROVAL LIST BY FUND
11/08/12

Date: 11/08/2012
Time: 2:30pm
Page: 10

City of Manistee

Fund	Department	Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: WATER & SEWER UTILITY								
							Fund Total	597,690.20
Fund: MARINA FUND								
Dept:								
594-000-728.000			OperSupp	JACKPINE BUSINESS CENTERS CREDIT - Cork Board	37030	C 334402-0	08/24/2012	-69.99
594-000-922.000			Water	CITY OF MANISTEE WATER & Water Usage	37004		10/26/2012	324.78
594-000-925.000			Electric	CONSUMERS ENERGY Electric Usage	37006		11/17/2012	855.50
							Total	1,110.29
							Fund Total	1,110.29
Fund: MOTOR POOL FUND								
Dept:								
661-000-799.000			MiscExp	TELE-RAD INC. Radios - DPW	37072		11/10/2012	9,109.60
							Total	9,109.60
							Fund Total	9,109.60
							Grand Total	837,718.75

INVOICE APPROVAL LIST BY FUND
11/27/12

Date: 11/27/2012
Time: 11:32am
Page: 1

City of Manistee

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: GENERAL							
101-100-855.000	Cell Phone		AT&T MOBILITY Monthly Service	37091		11/21/2012	1,128.49
101-100-901.000	Postage		EASYPERMIT POSTAGE	37107	837869502X10282012	11/08/2012	2,103.49
101-100-925.001	Electric		Postage CONSUMERS ENERGY	37101	2012313	11/25/2012	10,264.14
101-100-989.000	Computer		Electric Usage I.T. RIGHT INC	37121		11/15/2012	220.00
101-100-989.000	Computer		300gb SAS Drive HP I.T. RIGHT INC	37121	20129142	11/08/2012	4.50
			Cat6 7' Patch		20128886		
					Total GENERAL		13,720.62
Dept: LEGISLATIVE							
101-101-728.000	OperSupp		JACKPINE BUSINESS CENTERS Cerificate Holder, Battery,	37124	341807-0	12/15/2012	68.94
					Total LEGISLATIVE		68.94
Dept: MANAGER							
101-172-712.012	Costs-HRA		ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	6.95
101-172-728.000	OperSupp		JACKPINE BUSINESS CENTERS Cerificate Holder, Battery,	37124	341807-0	12/15/2012	11.88
101-172-985.000	Lease Pur.		US BANK EQUIPMENT FINANCE Kyocera Copier Lease - Finance	37161	216173765	11/16/2012	62.95
					Total MANAGER		81.78
Dept: CLERK							
101-215-712.012	Costs-HRA		ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	6.95
101-215-728.000	OperSupp		ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	4.50
101-215-740.000	Election E		GOVERNMENTAL BUSINESS SYSTEMS Coding, Ballot Design, Test Dk	37114	12-15410	12/16/2012	2,490.00
101-215-801.000	Pro.Serv.		ADVANCED BENEFIT SOLUTIONS INC COBRA Administration	37087	Nov 2012	12/01/2012	41.80
					Total CLERK		2,543.25
Dept: FINANCE / TREASURER							
101-253-712.012	Costs-HRA		ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	6.95
101-253-728.000	OperSupp		ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	9.00
					Total FINANCE / TREASURER		15.95
Dept: ASSESSOR							
101-257-712.012	Costs-HRA		ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	6.95
101-257-728.000	OperSupp		ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	4.50
					Total ASSESSOR		11.45
Dept: MUNICIPAL BUILDINGS							
101-265-728.000	OperSupp		PURE WATER WORKS Purified Water	37149	234171	12/15/2012	40.00
101-265-728.000	OperSupp		WAHR HARDWARE, INC. Batteries, Pewter LED Candles	37164	98769	12/15/2012	492.52
101-265-728.000	OperSupp		MANISTEE ACE HARDWARE Flag	37086	667039	11/28/2012	59.99
101-265-728.000	OperSupp		FASTENAL COMPANY Hand Towels, Bathroom Tissue,	37109	MIMAN94232	11/28/2012	334.31
101-265-831.000	Con.Repair		MARK HANSEN City Hall Retaining Walls	37118		11/16/2012	1,337.48
101-265-831.000	Con.Repair		MARK HANSEN City Hall Back Fill & Door Stp	37118		11/16/2012	550.65
101-265-831.000	Con.Repair		MARK HANSEN City Hall Roof	37118		11/20/2012	232.16
101-265-850.000	Phone		AT&T Monthly Service	37090	2012 - 231R01300611	12/01/2012	91.29
101-265-850.000	Phone		AT&T Monthly Service	37090	2012 - 231723180311	12/13/2012	121.17

INVOICE APPROVAL LIST BY FUND
11/27/12

Date: 11/27/2012
Time: 11:32am
Page: 2

City of Manistee

Fund	GL Number	Vendor Name	Check	Invoice	Due	Amount
Department	Abbrev	Invoice Description	Number	Number	Date	
Account						
Fund: GENERAL FUND						
Dept: MUNICIPAL BUILDINGS						
101-265-850.000	Phone	AT&T Monthly Service	37090	2012 - 2313980679	12/13/2012	125.24
101-265-850.000	Phone	AT&T Monthly Service	37090	2012 - 231723351911	12/13/2012	80.33
101-265-920.000	Gas	DTE ENERGY Gas Usage - 70 Maple St	37106		12/02/2012	469.01
101-265-920.336	Gas - Fire	DTE ENERGY Gas Usage - 281 1st St	37106		12/02/2012	180.86
101-265-920.446	Gas - Brid	DTE ENERGY Gas Usage - 51 Maple St	37106		12/02/2012	77.44
101-265-925.000	Electric	CONSUMERS ENERGY Electric Usage	37101		11/25/2012	35.45
101-265-930.000	Repairs/Ma	MANISTEE CRANE SERVICE Crane & Rigger - Set Flag	37133	MCS-K I079	11/05/2012	1,320.00

				Total MUNICIPAL BUILDINGS		5,547.90
Dept: ATTORNEY						
101-266-802.000	Prof. Serv	GOCKERMAN, WILSON, SAYLOR AND Professional Services	37113	24961	11/30/2012	4,050.00
101-266-803.000	Prof. Serv	MIKA MEYERS BECKETT & JONES Professional Services	37137	565813	11/06/2012	168.00

				Total ATTORNEY		4,218.00
Dept: POLICE						
101-301-712.012	Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	69.50
101-301-715.000	Cleaning	TELE-RAD INC. Water Repellent Shirts,	37157	11072-00	11/28/2012	575.90
101-301-715.000	Cleaning	NYE UNIFORM COMPANY Hankin Garrison Cap - Fraass	37144	398115	12/07/2012	89.50
101-301-715.000	Cleaning	NYE UNIFORM COMPANY Hankin Garrison Cap -Goodspeed	37144	398114	12/07/2012	79.50
101-301-728.000	OperSupp	ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	4.50
101-301-728.000	OperSupp	JACKPINE BUSINESS CENTERS HP 14 Tri-Color Ink Car	37124	341661-0	12/14/2012	69.98
101-301-728.000	OperSupp	OLESON'S FOOD STORES Butter, Coffee, Sugar	37145	#2095 - 11/13/12	12/13/2012	35.24
101-301-728.000	OperSupp	LIFELOC TECHNOLOGIES, INC. Mouthpiece, EasyTab	37131	0155098-IN	12/01/2012	99.00
101-301-728.000	OperSupp	FASTENAL COMPANY 3V Lithium Battery	37109	MIMAN94447	12/08/2012	24.72
101-301-728.000	OperSupp	JACKPINE BUSINESS CENTERS LJ Pro Printer P1102W	37124	340520-0	12/06/2012	179.99
101-301-728.000	OperSupp	JACKPINE BUSINESS CENTERS 4GB Flashdrive Bk Retra	37124	341350-0	12/08/2012	35.94
101-301-728.000	OperSupp	JACKPINE BUSINESS CENTERS 8GB Flash Drive USB 2	37124	341329-0	12/07/2012	7.99
101-301-728.000	OperSupp	JACKPINE BUSINESS CENTERS DVD+R Disc	37124	341410-0	12/08/2012	13.58
101-301-770.000	Vehicle Ga	BLARNEY CASTLE FLEET PROGRAM Fuel Usage	37093	BC177 - 11/06/12	11/20/2012	1,523.30
101-301-831.000	Con.Repair	TELE-RAD INC. Battery	37157	841844	11/24/2012	164.00
101-301-985.000	Lease Pur.	US BANK EQUIPMENT FINANCE Kyocera Copier Lease - Finance	37161	216173765	11/16/2012	62.95

				Total POLICE		3,035.59
Dept: FIRE						
101-336-712.012	Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	55.60
101-336-715.000	Cleaning	DONNA TAYLOR Names, Fire/Police Logos	37156	2758	11/13/2012	143.00
101-336-728.000	OperSupp	ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	13.50
101-336-728.000	OperSupp	DISTRICT HEALTH DEPARTMENT #10 TB Skin Tests, Flu	37103		11/22/2012	136.00
101-336-728.000	OperSupp	CHIEF SUPPLY Adj. Hydrant / Span	37096	137765	11/22/2012	50.97
101-336-770.000	Vehicle Ga	BLARNEY CASTLE FLEET PROGRAM Fuel Usage	37093	BC177 - 11/06/12	11/20/2012	680.40

INVOICE APPROVAL LIST BY FUND
11/27/12

Date: 11/27/2012
Time: 11:32am
Page: 3

City of Manistee

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: FIRE						
101-336-801.000	Pro.Serv.	ACCUMED BILLING INC AccuMed Fees	37085	October 2012	11/01/2012	524.45
101-336-874.000	Blue Cross	JO L ARNOLD In Lieu of Blue Cross Insuranc	37089		11/25/2012	250.00
101-336-874.000	Blue Cross	DANIEL J JANOWIAK In Lieu of Blue Cross Insuranc	37125		11/25/2012	250.00
101-336-874.000	Blue Cross	MARK A MODJESKI In Lieu of Blue Cross Insuranc	37140		11/25/2012	250.00
101-336-874.000	Blue Cross	SID SCRIMGER In Lieu of Blue Cross Insuranc	37150		11/25/2012	250.00
101-336-874.000	Blue Cross	TIMM H SMITH In Lieu of Blue Cross Insuranc	37151		11/25/2012	250.00
101-336-874.000	Blue Cross	JERRY J TABACZKA In Lieu of Blue Cross Insuranc	37155		11/25/2012	250.00
101-336-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Contour	37092	256-801420	11/25/2012	59.96
101-336-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Synthetic 10W30	37092	256-802467	12/09/2012	8.38
101-336-930.000	Repairs/Ma	WAHR HARDWARE, INC. Bolt, Glv Pipe	37164	98579	12/09/2012	5.91
101-336-930.000	Repairs/Ma	MANISTEE TIRE SERVICE Inside Patch	37135	138465	12/01/2012	15.00
101-336-970.000	Cap.Outlay	DOUGLASS SAFETY SYSTEMS, LLC Fire Hose, Dbl Jacket Hose	37104	31385	11/24/2012	2,276.14
				Total FIRE		5,469.31
Dept: PUBLIC WORKS						
101-441-712.012	Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	76.45
101-441-715.000	Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - DPW	37139	0304154	12/19/2012	28.01
101-441-715.000	Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - DPW	37139	0302414	12/12/2012	28.01
101-441-715.000	Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - DPW	37139	0305884	12/26/2012	28.01
101-441-728.000	OperSupp	ABSOLUTE SAFETY, INC. Safety Meeting - OSHA Records	37084	DPW161112	12/16/2012	308.75
101-441-728.000	OperSupp	ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	9.00
101-441-728.000	OperSupp	AT&T MOBILITY Monthly Service	37091	837869502X10282012	11/21/2012	99.99
101-441-770.000	Vehicle Ga	BLARNEY CASTLE FLEET PROGRAM Fuel Usage	37093	BC177 - 11/06/12	11/20/2012	237.03
101-441-770.000	Vehicle Ga	BLARNEY CASTLE FLEET PROGRAM Fuel Usage	37093	BC177 - 11/06/12	11/20/2012	4,917.49
101-441-801.000	Pro.Serv.	FIBERTEC ENVIRONMENTAL SERVICE Leaded Gas Parameters,	37110	98802	10/24/2012	637.00
101-441-930.000	Repairs/Ma	NAPA AUTO PARTS Crimping Tool	37141	155887	11/19/2012	22.05
101-441-930.000	Repairs/Ma	NAPA AUTO PARTS Trl Lamp	37141	155984	11/20/2012	20.98
101-441-930.000	Repairs/Ma	FASTENAL COMPANY V-Gard Ratchets	37109	MIMAN94648	12/21/2012	46.85
101-441-930.000	Repairs/Ma	MANISTEE TIRE SERVICE Cooper Tires - Install/Balance	37135	139024	12/19/2012	542.64
101-441-930.000	Repairs/Ma	GRAND RENTAL STATION Chain, Sharp Off Chainsaw	37116	1-521277	12/19/2012	29.76
101-441-930.000	Repairs/Ma	WAHR HARDWARE, INC. Green Cube Tap Adapt	37164	98806	12/16/2012	15.63
101-441-930.000	Repairs/Ma	LAKE WELDING SUPPLY CO. Ranger 225 On Cart	37130	00833068	12/14/2012	107.00
101-441-930.000	Repairs/Ma	NAPA AUTO PARTS Prestone Extd Life	37141	155793	11/16/2012	16.99
101-441-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Oil Filter	37092	256-802862	12/15/2012	22.30
101-441-930.000	Repairs/Ma	LAKE WELDING SUPPLY CO. AR, ED, FG, O2	37130	00829441	11/30/2012	45.95
101-441-930.000	Repairs/Ma	HARBOR STEEL & SUPPLY CORP. W Tubing, HR Temper Pass S/C	37119	04175890	12/06/2012	61.75
101-441-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Union, Tubing, Sleeve, Tube In	37092	256-802791	12/14/2012	26.76

INVOICE APPROVAL LIST BY FUND
11/27/12

Date: 11/27/2012
Time: 11:32am
Page: 4

City of Manistee

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: PUBLIC WORKS							
101-441-930.000	Repairs/Ma		NAPA AUTO PARTS	37141		11/09/2012	125.95
			Voltage Reducer		155460		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37092		12/09/2012	8.98
			Wiper Blades		256-802465		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37092		12/09/2012	5.99
			Bk Fluid		256-802416		
101-441-930.000	Repairs/Ma		FASTENAL COMPANY	37109		12/09/2012	33.57
			Reciprocating Saw Blade, Drill		MIMAN94479		
101-441-930.000	Repairs/Ma		INTERSTATE BATTERY SYSTEM	37122		11/08/2012	419.80
			31-MHD		33017842		
101-441-930.000	Repairs/Ma		NAPA AUTO PARTS	37141		11/08/2012	91.98
			Brake Rotor		155333		
101-441-930.000	Repairs/Ma		FREIGHTLINER OF GRAND RAPIDS	37111		12/05/2012	397.55
			Fuel Solenoid Kit		X001437939:01		
101-441-955.000	Christmas		STACEY K VAAS	37163		11/20/2012	270.00
			Cedar Roping				
101-441-955.000	Christmas		WAHR HARDWARE, INC.	37164		12/21/2012	22.57
			Ext Cords, Gloves		98947		
101-441-955.000	Christmas		FASTENAL COMPANY	37109		12/21/2012	21.96
			Cable Ties		MIMAN94649		
101-441-955.000	Christmas		PHIL OR LYNN MILLER	37138		11/21/2012	80.00
			Wreaths		722202		
101-441-955.000	Christmas		BIG KMART STORE 4845	37129		12/14/2012	834.21
			Multi Lights, Clear Lights		04845 111412 006 83480		
Total PUBLIC WORKS							9,640.96
Dept: COMMUNITY DEVELOPMENT OFFICE							
101-748-712.012	Costs-HRA		ADVANCED BENEFIT SOLUTIONS INC	37087		12/10/2012	13.90
			HRA/Flex Admin - Nov 12		6353		
101-748-728.000	OperSupp		ADVANCED BENEFIT SOLUTIONS INC	37087		12/10/2012	9.00
			HRA/Flex Admin - Nov 12		6353		
Total COMMUNITY DEVELOPMENT OFFICE							22.90
Dept: PARKS & RECREATION							
101-751-712.012	Costs-HRA		ADVANCED BENEFIT SOLUTIONS INC	37087		12/10/2012	13.90
			HRA/Flex Admin - Nov 12		6353		
101-751-728.000	OperSupp		FASTENAL COMPANY	37109		12/20/2012	18.80
			Can Liners		MIMAN94634		
101-751-728.000	OperSupp		WAHR HARDWARE, INC.	37164		12/16/2012	4.17
			Bowl Cleaner		98797		
101-751-728.000	OperSupp		WAHR HARDWARE, INC.	37164		12/16/2012	9.69
			Trash Bags		98808		
101-751-770.000	Vehicle Ga		BLARNEY CASTLE FLEET PROGRAM	37093		11/20/2012	183.93
			Fuel Usage		BC177 - 11/06/12		
101-751-831.000	Con.Repair		JASON THOMPSON LANDSCAPE	37158		11/05/2012	1,146.66
			Riverwalk Maint - Oct 2012		22094		
101-751-920.000	Gas		DTE ENERGY	37106		12/08/2012	41.96
			Gas Usage - 580 Maple St				
101-751-925.000	Electric		CONSUMERS ENERGY	37101		11/25/2012	86.69
			Electric Usage				
101-751-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37164		12/20/2012	2.96
			Wire		98921		
101-751-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37164		12/15/2012	177.25
			Padlock, Batteries		98764		
101-751-930.000	Repairs/Ma		TOP LINE ELECTRIC LLC	37159		11/12/2012	166.50
			Weather Station		3839		
101-751-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37164		12/26/2012	1.66
			Bolts		99078		
101-751-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37164		12/26/2012	10.45
			Clips		99062		
Total PARKS & RECREATION							1,864.62
Fund Total							46,241.27
Fund: MAJOR STREET FUND							
Dept:							
202-000-937.000	Routine Ma		ABONMARCHE CONSULTANTS, INC.	37083		09/14/2012	3,520.25
			Maple St Bridge Electrical Upg		104976		
202-000-937.000	Routine Ma		ABONMARCHE CONSULTANTS, INC.	37083		06/08/2012	5,990.63
			Maple St Bridge Electrical Upg		104293		

INVOICE APPROVAL LIST BY FUND
11/27/12

Date: 11/27/2012
Time: 11:32am
Page: 5

City of Manistee

Fund	Department	Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: MAJOR STREET FUND								
Dept:								
							Total	9,510.88
							Fund Total	9,510.88
Fund: CITY REFUSE FUND								
Dept:								
226-000-826.000	Res Cntrct			ALLIED WASTE SERVICES #239 Residential Pickup, Recycling	37088		11/30/2012	25,974.46
226-000-827.000	Muncpl Rfs			ALLIED WASTE SERVICES #239 Parks, DPW, Fire	37088	0239-001636686	11/30/2012	1,197.27
226-000-829.001	Yard Waste			ALLIED WASTE SERVICES #239 Residential Pickup, Recycling	37088	0239-001631453 0239-001636686	11/30/2012	3,611.00
							Total	30,782.73
							Fund Total	30,782.73
Fund: EPA GRANT - PETROLEUM								
Dept:								
251-000-799.000	MiscExp			GEOTECH INC. Hand Auger Set for Prelim.	37112		10/11/2012	312.47
							Total	312.47
							Fund Total	312.47
Fund: EPA GRANT - HAZARDOUS								
Dept:								
252-000-810.000	Engineer			NTH CONSULTANTS, LTD Professional Services - US EPA	37143		11/25/2012	2,150.95
							Total	2,150.95
							Fund Total	2,150.95
Fund: GRANT MANAGEMENT FUND								
Dept: LOCAL REVENUE SHARING GRANTS								
275-901-965.054	2012 Cycle			TURF SERVICES, INC. Mound & Home Plate Repair	37160		12/08/2012	5,280.00
275-901-965.054	2012 Cycle			JOSEPH A.A. HELMINSKI Rietz Park - sidewalk, concret	37120	6687	11/30/2012	2,400.00
275-901-965.054	2012 Cycle			STRAIGHT FENCE Fencing - Rietz Park	37153		11/06/2012	34,300.00
							Total LOCAL REVENUE SHARING GRANTS	41,980.00
							Fund Total	41,980.00
Fund: PEG COMMISSION								
Dept:								
290-000-728.000	OperSupp			KEITH R BROWN PHD Reimburse - Connectify, Rubber	37095		11/27/2012	254.43
							Total	254.43
							Fund Total	254.43
Fund: RAMSDELL THEATRE								
Dept:								
296-000-728.000	OperSupp			JACKPINE BUSINESS CENTERS Photo Printer	37124		12/08/2012	68.99
296-000-728.000	OperSupp			FASTENAL COMPANY Push Broom	37109	341419-0 MIMAN94033	11/16/2012	21.44
296-000-728.000	OperSupp			WAHR HARDWARE, INC. Carpet Shake, Disposer Care	37164	98000	11/24/2012	16.54
296-000-751.000	Concession			ZACHARY K PIETRASIK Ramsdell - Concessions	37147		11/10/2012	25.00
296-000-753.000	Performanc			PATRICK NIEMISTO Ramsdell - Performance	37082	TEMPEST	11/06/2012	200.00

INVOICE APPROVAL LIST BY FUND
11/27/12

Date: 11/27/2012
Time: 11:32am
Page: 6

City of Manistee

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: RAMSDELL THEATRE							
Dept:							
296-000-850.000	Phone		AT&T Monthly Service	37090	2012 - 231398075411	12/13/2012	41.57
296-000-920.000	Gas		DTE ENERGY Gas Usage - 101 Maple St	37106		12/13/2012	588.66
296-000-930.000	Repairs/Ma		WAHR HARDWARE, INC. Door Stop	37164	98107	11/28/2012	2.51
					Total		964.71
						Fund Total	964.71
Fund: 2010 CAPITAL IMPROVEMENT BONDS							
Dept:							
401-000-980.002	Constructi		ELMER'S CRANE & DOZER, INC. Cedar St CSO Project - M8-0877	37108	#9 Final	11/23/2012	5,000.00
					Total		5,000.00
						Fund Total	5,000.00
Fund: BOAT RAMP FUND							
Dept:							
508-000-850.000	Phone		AT&T Monthly Service	37090	2012 - 231398258511	12/13/2012	17.79
508-000-925.000	Electric		CONSUMERS ENERGY Electric Usage	37101		11/25/2012	68.64
					Total		86.43
						Fund Total	86.43
Fund: WATER & SEWER UTILITY							
Dept: ADMINISTRATION							
573-541-712.012	Costs-HRA		ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	6.95
573-541-728.000	OperSupp		STATE OF MICHIGAN - MDEQ Water Supply Annual Fee	37152	774836	10/30/2012	2,921.45
573-541-728.000	OperSupp		LORI HANSEN Office Cleaning	37117		11/17/2012	75.00
573-541-728.000	OperSupp		JACKPINE BUSINESS CENTERS Shredder Bags, Memo Sheet, Pap	37124	341664-0	12/14/2012	80.17
573-541-728.000	OperSupp		JACKPINE BUSINESS CENTERS Memo Book	37124	341714-0	12/14/2012	15.48
573-541-728.000	OperSupp		JACKPINE BUSINESS CENTERS CREDIT - Memo Sheets	37124	C 341664-0	12/20/2012	-20.28
573-541-850.000	Phone		AT&T Monthly Service	37090	2012 - 231723149611	12/13/2012	617.44
					Total ADMINISTRATION		3,696.21
Dept: WATER OPERATION							
573-542-712.012	Costs-HRA		ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	13.90
573-542-750.000	Meters		MICHIGAN METER TECHNOLOGY GRP 2" Meter, Accessories	37136	87796	12/09/2012	2,084.20
573-542-770.000	Vehicle Ga		BLARNEY CASTLE FLEET PROGRAM Fuel Usage	37093	BC177 - 11/06/12	11/20/2012	678.34
573-542-824.000	Lab Test		KENT COUNTY HEALTH DEPARTMENT Water Samples	37127	EH103112-3921	12/02/2012	192.00
573-542-824.000	Lab Test		WAHR HARDWARE, INC. Freight	37164	97123	10/31/2012	9.09
573-542-824.000	Lab Test		WAHR HARDWARE, INC. Freight	37164	97229	11/02/2012	8.75
573-542-824.000	Lab Test		WAHR HARDWARE, INC. Freight	37164	97382	11/07/2012	8.75
573-542-824.000	Lab Test		WAHR HARDWARE, INC. Freight	37164	97460	11/09/2012	8.83
573-542-831.000	Con.Repair		WINDEMULLER ELECTRIC, INC. Network Repairs - Maywood	37166	138293	11/30/2012	1,725.00
573-542-925.000	Electric		CONSUMERS ENERGY Electric Usage	37101		11/25/2012	4,595.03

INVOICE APPROVAL LIST BY FUND
11/27/12

Date: 11/27/2012
Time: 11:32am
Page: 7

City of Manistee

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: WATER & SEWER UTILITY						
Dept: WATER OPERATION						
573-542-930.000	Repairs/Ma	GRAND RENTAL STATION Propane	37116	520956	11/30/2012	18.87
573-542-930.000	Repairs/Ma	WAHR HARDWARE, INC. Flashlight	37164	98224	12/01/2012	4.59
573-542-970.000	Cap.Outlay	SWIDORSKI BROS. EXCAVATING LLC Joslin Cove Water Main Ext	37154		10/29/2012	27,090.00
Total WATER OPERATION						36,437.35
Dept: SEWER - WWTP						
573-543-712.012	Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	20.85
573-543-715.000	Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - WWTP	37139	0302411	12/12/2012	36.80
573-543-715.000	Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - WWTP	37139	0300641	12/05/2012	36.80
573-543-728.000	OperSupp	NCL OF WISCONSIN, INC. Hydrochloric Acid, Buffer Solu	37142	312624	12/06/2012	1,302.61
573-543-728.000	OperSupp	COMMUNICRAFT LTD. Shipping - WWTP	37100	28137	11/22/2012	152.00
573-543-770.000	Vehicle Ga	BLARNEY CASTLE FLEET PROGRAM Fuel Usage	37093	BC177 - 11/06/12	11/20/2012	661.70
573-543-824.000	Lab Test	KAR LABORATORIES, INC. Analysis of Two Aqueous Sample	37126	127829	12/09/2012	100.00
573-543-831.000	Con.Repair	TOP LINE ELECTRIC LLC Sample Pump WW	37159	3840	11/12/2012	232.94
573-543-920.000	Gas	DTE ENERGY Gas Usage - 15 9th St	37106		12/09/2012	1,519.26
573-543-925.000	Electric	CONSUMERS ENERGY Electric Usage	37101		11/25/2012	7,451.57
573-543-930.000	Repairs/Ma	MANISTEE ACE HARDWARE Rstp Voc Oil Enm, Paintbrsh	37086	104806	12/02/2012	39.15
573-543-930.000	Repairs/Ma	MANISTEE ACE HARDWARE Thread Rod	37086	104932	12/06/2012	8.49
573-543-930.000	Repairs/Ma	MANISTEE ACE HARDWARE Stripper, Paintbrush	37086	104691	11/29/2012	18.94
573-543-930.000	Repairs/Ma	MANISTEE TIRE SERVICE Inside Patch #113	37135	138543	12/03/2012	15.00
573-543-930.000	Repairs/Ma	KERR PUMP AND SUPPLY Hydromatic Submersible Grinder	37128	INV145834	11/30/2012	1,693.00
573-543-930.000	Repairs/Ma	J.O. GALLOUP COMPANY Proco Buna Exp. Jnt. w/ Rings	37123	1581524-00	11/22/2012	117.31
573-543-930.000	Repairs/Ma	FASTENAL COMPANY Batteries	37109	MIMAN93723	10/31/2012	14.97
573-543-930.000	Repairs/Ma	FASTENAL COMPANY Drills	37109	MIMAN93966	11/11/2012	18.14
573-543-930.000	Repairs/Ma	FASTENAL COMPANY Recip Saw Blade	37109	MIMAN93959	11/11/2012	24.52
573-543-930.000	Repairs/Ma	FASTENAL COMPANY Hex Cap Screw, Nitrile Gloves	37109	MIMAN93982	11/14/2012	42.52
573-543-930.000	Repairs/Ma	FASTENAL COMPANY Dualife C/S Stringer Bead Twst	37109	MIMAN94034	11/16/2012	73.22
573-543-930.000	Repairs/Ma	FASTENAL COMPANY Threaded Rod	37109	MIMAN94121	11/22/2012	6.46
573-543-930.000	Repairs/Ma	FASTENAL COMPANY Stringer Bead Twist Wheels,	37109	MIMAN94152	11/24/2012	82.25
573-543-930.000	Repairs/Ma	FASTENAL COMPANY Hex Nut, Hex Cap Screw, WD-40	37109	MIMAN94199	11/25/2012	18.46
573-543-930.000	Repairs/Ma	KERR PUMP AND SUPPLY Con-Way Freight on	37128	INV145834FGT	11/30/2012	79.06
573-543-930.000	Repairs/Ma	J.O. GALLOUP COMPANY Adapters, PVC Nip	37123	1592323-00	12/01/2012	10.12
573-543-930.000	Repairs/Ma	J.O. GALLOUP COMPANY Elbow	37123	1592166-00	12/01/2012	4.76
573-543-930.000	Repairs/Ma	GRAINGER Mini Lamp	37115	9968482142	12/05/2012	18.52
573-543-930.000	Repairs/Ma	GRAINGER Thermometer, Pocket	37115	9967679219	12/02/2012	97.60
573-543-930.000	Repairs/Ma	USA BLUE BOOK Sensaphone Autodialer	37162	808507	12/02/2012	629.05
573-543-930.000	Repairs/Ma	CUSTOM SHEET METAL & HEATING Backflow Preventer Issue-WWTP	37102	0000058780	12/06/2012	514.44

INVOICE APPROVAL LIST BY FUND
11/27/12

Date: 11/27/2012
Time: 11:32am
Page: 8

City of Manistee

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: WATER & SEWER UTILITY						
Dept: SEWER - WWTP						
573-543-930.000	Repairs/Ma	BOB'S ROOFING CO. INC. WWTP Repairs	37094	56822	11/12/2012	978.47
573-543-930.000	Repairs/Ma	J.O. GALLOUP COMPANY Flg, Nip	37123	1597876-00	12/09/2012	35.57
573-543-930.000	Repairs/Ma	KERR PUMP AND SUPPLY 4" Neoprene Diaphragm Gasket	37128	INV144978	10/20/2012	319.41

Total SEWER - WWTP						16,373.96
Dept: SEWER COLLECTION (STREETS)						
573-544-712.012	Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC HRA/Flex Admin - Nov 12	37087	6353	12/10/2012	13.90
573-544-715.000	Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewers	37139	0304152	12/19/2012	18.40
573-544-715.000	Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewers	37139	0302412	12/12/2012	18.40
573-544-715.000	Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewers	37139	0305882	12/26/2012	18.40
573-544-801.000	Pro.Serv.	ABONMARCHE CONSULTANTS, INC. Sanitary Sewer Evaluation	37083	105539	11/25/2012	17,739.08
573-544-801.000	Pro.Serv.	ABONMARCHE CONSULTANTS, INC. Interceptor Sewer Cleaning	37083	105541	11/25/2012	3,782.50
573-544-801.000	Pro.Serv.	ABONMARCHE CONSULTANTS, INC. Interceptor Sewer Cleaning	37083	104979	09/14/2012	2,506.25
573-544-801.000	Pro.Serv.	PLUMMER'S ENVIRONMENTAL Clean & Televiser Sanitary	37148	80029	11/12/2012	51,581.55
573-544-801.000	Pro.Serv.	KAR LABORATORIES, INC. Analysis of Solid from Sewer	37126	127674	12/12/2012	520.00
573-544-801.000	Pro.Serv.	ABONMARCHE CONSULTANTS, INC. North River Bank Sewer Replac	37083	105538	11/25/2012	4,116.00
573-544-801.000	Pro.Serv.	ABONMARCHE CONSULTANTS, INC. Storm Damage Litigation	37083	105540	11/25/2012	540.00
573-544-930.000	Repairs/Ma	OLSON LUMBER COMPANY Mortar Mix	37146	101595	11/22/2012	19.17
573-544-930.000	Repairs/Ma	WAHR HARDWARE, INC. Straight Cut Snip-Aviatio	37164	97740	11/17/2012	4.99

Total SEWER COLLECTION (STREETS)						80,878.64
Fund Total						137,386.16
Fund: MARINA FUND						
Dept:						
594-000-920.000	Gas	DTE ENERGY Gas Usage - 460 River St	37106		12/02/2012	82.10

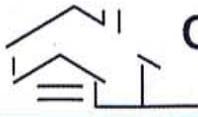
Total						82.10
Fund Total						82.10
Fund: CURRENT TAX COLLECTION						
Dept:						
703-000-215.000	Due DDA	DOWNTOWN DEVELOPMENT Summer Tax Distribution	37105		12/26/2012	69.48
703-000-221.000	Due City	CITY OF MANISTEE Summer Tax Distribution - Ops	37097		11/26/2012	8,463.54
703-000-221.001	Due Refuse	CITY OF MANISTEE REFUSE FUND Summer Tax Distribution	37098		12/26/2012	510.02
703-000-221.002	Due Admin	CITY OF MANISTEE Summer Tax Distribution - Admi	37097		11/26/2012	155.71
703-000-221.003	Due Pe\In	CITY OF MANISTEE Summer Tax Distribution - Pena	37097		11/26/2012	797.08
703-000-221.004	Due WatDel	CITY OF MANISTEE WATER & Summer Tax Distribution - Dlq	37099		11/26/2012	228.97
703-000-221.005	DueRefDel	CITY OF MANISTEE REFUSE FUND Summer Tax Distribution - Dlq	37098		12/26/2012	46.44
703-000-222.000	Due County	MANISTEE COUNTY TREASURER Summer Tax Distribution - Ops	37132		11/26/2012	2,739.61
703-000-228.000	Due State	MANISTEE COUNTY TREASURER Summer Tax Distribution - SET	37132		11/26/2012	2,734.98
703-000-234.000	Due ISD	MANISTEE INTERMEDIATE SCHOOL Summer Tax Distribution	37134		12/26/2012	1,026.10

INVOICE APPROVAL LIST BY FUND
11/27/12

Date: 11/27/2012
Time: 11:32am
Page: 9

City of Manistee

Fund	GL Number	Vendor Name	Check	Invoice	Due	
Department	Abbrev	Invoice Description	Number	Number	Date	Amount
Account						
Fund: CURRENT TAX COLLECTION						
Dept:						
703-000-235.000	Due WSCC	WEST SHORE COMMUNITY COLLEGE Summer Tax Distribution	37165		12/26/2012	1,370.82
				Total		18,142.75
					Fund Total	18,142.75
					Grand Total	292,894.88



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

December 3, 2012

The Honorable Colleen Kenny
Mayor of City of Manistee
70 Maple Street
P.O. Box 358
Manistee, MI 49660

Dear Mayor Kenny,

The City of Manistee Housing Commission Board of Commissioners, at the regularly called meeting of November 27, 2012, adopted Resolution 2012-27, requesting that Mr. L.B. Bacon be removed from his position as a Commissioner. Resolution 2012-27 presents six findings of Mr. Bacon's violation of his fiduciary and legal obligations to the Housing Commission; I will address each finding below.

It is to be noted that an email was sent, at my request, by Executive Director, Clinton McKinven-Copus to all Commissioners stating that I and the Vice-President had authorized the writing of a Resolution for the censure and/or removal of Commissioner Bacon to be discussed at the November 27, 2012 meeting (c.f. Exhibit B). Also note that Commissioner Bacon was included on the email.

I called the meeting to order shortly after 4:00 PM, Tuesday, November 27. The meeting was held in the City Council Chambers with the following attendance report:

- President Priester Present
- Vice-President Parkes Present
- Treasurer Purdom Excused (illness/hospitalization)
- Commissioner Korzeniewski Present
- Commissioner Bacon Present

Others present at the meeting were:

- Clinton McKinven-Copus, Executive Director and Board Secretary (non-voting member)
- Lorna Perski, City of Manistee Housing Commission Housing Coordinator

Following roll call I called for amendments to the agenda, two items were approved as added to the agenda under new business

- Presentation of grant writing proposal for due care costs of the plating building between Century Terrace and Harborview (request for addition made by Clinton McKinven-Copus)
- Presentation of Resolution 2012-27 for consideration (request for addition made by Vice-President Parkes)

The Commissioners adhered to the agenda as amended and at the appropriate time Vice-President Parkes presented copies of Resolution 2012-27 to the Commissioners and staff present.

Commissioners were provided time to read and review the Resolution. After a period of about five

minutes Vice-President Parkes moved the adoption of the Resolution, including the findings of Commissioner Bacon's violation of his fiduciary and legal obligations and the request of removal of Commissioner Bacon from office. The motion was seconded by Commissioner Korzeniewski. A period of discussion was provided, however there was no discussion or questions presented by the Commissioners. The vote was called and the results are as follows:

- In Favor
 - Vice-President Parkes
 - Commissioner Korzeniewski
 - President Priester
- Against
 - Commissioner Bacon
- Absent/Abstaining
 - Commissioner Purdom

The certified Resolution, and the draft of the meeting minutes (Exhibit A,) are attached to this document.

An explanation of the findings against Commissioner Bacon:

1. (Finding number 1) As President, I have provided instruction and guidance to each Commissioner that the proper protocol in addressing concerns, except in the case of malfeasance or fraud, is to first contact the Executive Director, Mr. Clinton McKinven-Copus or myself. Direct contact with the U.S. Department of Housing and Urban Development is to be made by the President, Vice-President or Treasurer. Commissioner Bacon has, on several occasions, directly contacted the Detroit Field Office of HUD without informing the other Commissioners about the contacts or the reasons for the contacts. While Commissioners are expected to report directly to HUD any instances of malfeasance or fraud, there are no indications of such activity at the Housing Commission. Commissioner Bacon's most recent direct contact with the Detroit Field Office is highlighted in Exhibit B; an email conversation which highlights the Field Office's concern about a breakdown of communication among the Commissioners.
2. (Finding number 2) As your Honor and the members of Council are aware, the Housing Commission has been working jointly with HUD to address the issues that led to the designation as a "troubled agency" at the end of fiscal year 2009. The Housing Commission has made significant progress toward removing the "troubled agency" status, however, Commissioner Bacon's actions of working singly, outside of the body politic of the Board of Commissioners, hampers the work of the Housing Commission in addressing corrective actions identified by HUD.
3. (Finding number 3) Exhibit B is email correspondence with the Detroit Field Office of HUD that occurred on November 19, 2012. Mr. Willie Garrett is the Director of the Field Office and Claunella Richardson is the Field Office Financial Analyst assigned to our public housing authority. The correspondence begins with the Executive Director working to establish a phone conference with Ms. Richardson and the CMHC Finance Committee (Treasurer Purdom, the Executive Director and myself) to discuss the financial trend analysis prepared by Ms. Richardson for the years 2005 through the budget year of 2013. Ms. Richardson previously

stated that she was not permitted to share her analysis with CMHC and that CMHC should perform its own. A financial trend analysis has been prepared by CMHC, however, during the process numerous errors were detected by CMHC in relation to audits submitted to HUD and the records represented in the HUD financial system. Thus the request to meet to discuss the errors. In the email conversation of November 19, 2012 you will note where the Executive Director inquires why Commissioner Bacon is being copied on the emails since he is not a member of the City of Manistee Housing Commission Finance Committee. The reply from Ms. Richardson is self-explanatory. Preparing such a financial trend analysis was not listed in the corrective actions required by HUD, leading us to conclude that conversations between Commissioner Bacon and the Detroit Field Office led to this exercise. Please note the statement in which the Field Office highlights a breakdown of communication among the Commissioners. It is the position of the majority of the Board of Commissioners that the breakdown of communication is solely the responsibility of Commissioner Bacon.

4. (Finding number 4) The CMHC Executive Director discovered, in a phone conversation with City of Manistee Police Officer Thomas Bruce, that Commissioner Bacon made contact with the department's SCENT Team officer concerning drug related issues at Housing Commission properties. Though it is not improper for Commissioner Bacon, as a citizen, to make such contact, it was reported to our Executive Director that Commissioner Bacon represented himself as a person of authority empowered to represent the Agency. Such representation of authority is granted to either the Board of Commissioners as a whole, for which I would speak, or our Executive Director.
5. (Finding number 5) The organizational structure of CMHC, like all public housing authorities, is that the Board of Commissioners retains one employee, the Executive Director, who is responsible for hiring, supervising and disciplining staff needed to fulfill the mission of the organization within the policies established by the Board of Commissioners. On several occasions Commissioner Bacon has violated his responsibilities as a Commissioner by directly contacting CMHC staff regarding
 - a. issues of undisclosed occurrences of illegal and/or unethical actions of CMHC Commissioners and staff
 - b. inquiring of maintenance employees as to who authorized or directed them to perform certain tasks (all tasks are assigned by our Executive Director)
 - c. detaining a new employee to determine if the new employee was employed by the City of Manistee or the Housing Commission

At no time did Commissioner Bacon address these concerns to the Executive Director or to myself, forgoing the proper channels.

6. (Finding number 6) The finding, as stated in the Resolution, clearly delineates the issues raised by Commissioner Bacon to City Manager Deisch. If the concerns raised by Commissioner Bacon are valid he has not raised them with any other member of the Board of Commissioners other than to state he knows there is "something going on", but he can't tell them.

I and the other Commissioners supporting Resolution 2012-27 fully recognize the import and significance of the request to remove Commissioner Bacon from office. The decision has not been

taken lightly and we feel it is a position of last resort, following several attempts to have Commissioner Bacon serve within his fiduciary and legal responsibilities.

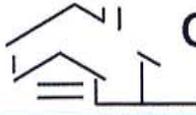
The Housing Commission respectfully requests that your Honor the Mayor, and the members of City Council, remove Mr. Bacon as a Housing Commission Commissioner.

Sincerely,

A handwritten signature in black ink, appearing to read "Dale Priester", with a long horizontal flourish extending to the right.

Dale Priester
President

CC: M. Deisch
D. Parkes
D. Korzeniewski
E. Purdom
L.B. Bacon
C. McKinven-Copus
G. Saylor



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

CITY OF MANISTEE HOUSING COMMISSION

Resolution 2012-27

WHEREAS, the Board of Commissioners of the City of Manistee Housing Commission (CMHC) consists of 5 members, one of whom is also a resident of property operated by the CMHC;

WHEREAS, the Board of Commissioners are all appointed by the Mayor of the City of Manistee, with the consent and approval of the other members of City Council pursuant to Chapter 270 of the City of Manistee Codified Ordinance;

WHEREAS, Chapter 270 of the City of Manistee Codified Ordinances and the Bylaws of the City of Manistee Housing Commission both authorize removal of a Commissioner for any reason, or no reason at all, by the Mayor of the City of Manistee, with the consent and approval of the other members of the City Council;

WHEREAS, as a member of the Board of Commissioners each commissioner agrees to assume a fiduciary role in carrying out his/her appointment. A Commissioner's duties include:

1. Under Michigan law, as Public Officer, under Section 2 of the *Standards of Conduct of Public Officers and Employees* ("Act") - often referred to as Ethics requirements, Commissioners are not to divulge to an unauthorized individual confidential information and are not to represent his or her personal opinion as that of the agency for which they serve. Public officers include officials appointed by City's, at least with respect to the reporting of violations of the Act. While the particular obligations set forth in the Act arguably apply to State officials, the principles are valid with respect to individuals appointed at the local level. The duty of loyalty of an individual appointed to the CMHC is to the CMHC, City and the residents of the City, and not their personal interests.
2. The City of Manistee City Council has adopted a Guideline that is very similar to the *Standards of Conduct of Public Officers and Employees Act's* code of ethics. City Council Guideline 20 is described, in fact, as a Code of Ethics. That Code applies to the City Council, and also to members of boards and commissions, including the CMHC Board of Commissioners. While detailing anti-nepotism and pecuniary gain issues, the general provisions of the policy include that appointed members of board and commissions be mindful of their responsibilities to the City and refrain from actions that may be beneficial to a smaller subsection of the City, instead of the City as a whole. The last part of that Section of the Council Guidelines is instructive: *"The City Council, officers and employees must be dedicated to the highest ideals of honor, integrity and fidelity with no color of self-interest in the execution of the public's business."*

3. The duty of loyalty should not be interpreted as preventing an individual from expressing opinion that is contrary to the position of other members of their body, or contrary to the opinion of other members of the CMHC, however when they are given specific direction or a decision has been made on a particular issue, it is essential that individuals board members honor the direction given in order to fulfill their duty to the public and the CMHC. In order to avoid being counter-productive, once the body has made a decision or is directed to carry out a task, it must do so without continued challenging of the made decision.
4. As a member of the Commission, each Commissioner has a general fiduciary duty to the organization to always act in the organization's best interest.

NOW, THEREFORE, on the motion of Doug Parkes, supported by Donna Korzeniewski, and voted upon as follows, **BE IT RESOLVED**, that the CMHC makes the following findings and adopts the following resolution:

WHEREAS, THE CMHC BOARD OF COMMISSIONERS FINDS:

That Commissioner L. B. Bacon has violated his fiduciary and legal obligations to the CMHC, in the following respects:

1. After being instructed not to do so, Commissioner Bacon has circumvented the proper protocol to address concerns he may have with the CMHC operations by contacting directly the US Department of Housing and Urban Development (HUD) Officials;
2. HUD and CMHC have been working for more than a year to cause the removal of CMHC from HUD's "troubled status" and address concerns of HUD with the CMHC;
3. That the independent contacts made by Commissioner Bacon to HUD, without following standard protocol by bringing his concerns directly to the Commission or CMHC Staff, have caused CMHC Staff to spend valuable time addressing matters directly with HUD which could have been handled through simple communication between Commissioner Bacon and CMHC Staff and also potentially conveyed to HUD that the Commission is not acting as a single body.
4. Use of appointment as Commissioner for personal interest and misrepresentation of appointment as an individual with authority representing the Commission.
5. Use of position as a Commissioner to query CMHC staff about day-to-day operations, intimating that some hidden, potentially illegal activity was occurring without notifying the Commission President and/or Executive Director of these concerns and presenting information that supported said concerns.
6. Met with City of Manistee Officials claiming the occurrence of highly unethical and/or illegal activity occurring at the Housing Commission without

- a. clearly stating allegations,
- b. providing information to support the allegations,
- c. notifying the Commission President and/or Executive Director of such concerns
- d. falsely representing to City Officials that information and documentation were being withheld from him

NOW, THEREFORE, IT IS HEREBY RESOLVED:

That the CMHC recommend to the Mayor and City Council for the City of Manistee that Commissioner L. B. Bacon be removed from the City of Manistee Housing Commission Board of Commissioners and that a suitable replacement be made in his place.

Those voting in favor: Dale Priester, Donna Korzeniewski, Doug Parkes

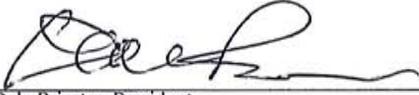
Those voting against: L.B. Bacon

Those absent or abstaining: Elbert Purdom (Excused Absence-illness)

RESOLUTION DECLARED PASSED.

CERTIFICATION

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby **CERTIFY** that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 27th day of November, 2012.



Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby **CERTIFY** that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 27th day of November, 2012.



Clinton McKinven-Copus, Secretary

Exhibit A

CITY OF MANISTEE HOUSING COMMISSION Regular Meeting Minutes November 27, 2012

The Regular Meeting of the City of Manistee Housing Commission was held on November 27, 2012 at the City Council Chambers at City Hall.

The meeting was called to order by President Dale Priester at 4:03 p.m.

Members Present: President Dale Priester, Vice-President Doug Parkes, Commissioner Donna Korzeniewski and Commissioner Lawrence Bacon.

Members Absent: Treasurer Elbert Purdom – Excused.

Approval of Minutes

The Regular Meeting Minutes of October 16, 2012 were reviewed. There were no additions or corrections in the minutes. **Doug made a motion to approve the October 16, 2012 Regular Meeting Minutes as written.** Donna seconded the motion. All members present voted in favor. Motion carried.

Amendments to the Agenda

Amendments to the Agenda are Under New Business: Resolution 2012-27 and Manistee Plating Property Possible Grant Application.

Old Business

There was no Old Business to discuss.

New Business

Opening of the Bids for the sale of the 1997 Dodge 250 4 x 4 Truck - Only two bids were received for the truck. The first bid received was from Mt. Morris Auto Sales in Mt. Morris, MI in the amount of \$2,751.00. The second bid was from Ronald Ringel of Bear Lake, MI in the amount of \$4,001.00. Ronald Ringel was the high bidder. **Doug made a motion to sell the 1997 Dodge 250 4 x 4 Truck to Ronald Ringel for \$4,001.00.** Donna seconded the motion. All members present voted in favor. Motion carried.

Clint has been working with the City and T. Eftaxiadas regarding the Manistee Plating Property. They have been looking to find possible grants for building demolition and site care for which we don't have to provide matching funds. In September 2012 a new MSHDA Grant called the Blight Grant has become available. There is \$15,000,000 in available funds and it is a competitive grant. Grant applications are due by December 12, 2012. T. Eftaxiadas is available to write a grant for us at \$85.00 per hour, which is less than his normal rate. There is no history for this grant, and we may spend the money to have it written and not receive any funds. The grant amount would be between \$185,000.00 to \$220,000.00. The higher amount is with an asphalt cap. Many grants require a development plan of what is going to happen with the property to be in place. It would take 20-30 hours to write the grant. Clint said he doesn't know if any other grants may come up in the future.

We need to get that building down now and get the property taken care of. The roof of the property is virtually non-existent. If someone were to climb on the roof they would certainly fall through.

Regular Meeting Minutes

November 27, 2012

Page 2

The windows have been boarded up and no trespassing signs are in place. Doug suggested getting in contact with Tim Urban who has written several successful grants and has contacts in Lansing. Doug will see him tomorrow and he will mention it. Funds to pay for the grant writing would come out of Capital Funds. Taking care of the building does fall under the work out plan with HUD. **Doug made a motion to pursue the grant request for the Manistee Plating Property with T. Eftaxiadas for an amount not to exceed \$3,000.00.** Donna seconded the motion. All members present voted in favor. Motion carried.

City of Manistee Housing Commission Resolution 2012-27 – Recommends that resident Commissioner Lawrence Bacon has violated his fiduciary and legal obligations to the CMHC and should be removed as Commissioner by the Mayor of the City of Manistee. There was no discussion of this matter. **Doug made a motion to approve Resolution 2012-27 finding that Commissioner Lawrence Bacon has violated his fiduciary and legal obligations to the City of Manistee Housing Commission and requesting that the Mayor and Council of the City of Manistee remove him from office.** Donna seconded the motion. All members present voted in favor with the exception of Lawrence Bacon. Lawrence Bacon was opposed. Motion carried.

Director's Report

Clint reported that we have been able to maintain our vacancy rate. Dale asked if in the future Clint could provide general information about what types of categories of vacancies we have each month: Deceased, Moved to Assisted Care, Evicted, etc. Clint will provide that general information on the report in the future.

Financial totals are listed in the Director's Report. Darrin projects a reserve amount by the end of the year of approximately \$500,000.00. By the end of 2012 we must have \$270,000.00 in our reserves, which is two months of reserves. By the end of 2013 we will have four months of reserves, and by the end of 2014 five months of reserves to satisfy HUD requirements.

Finances

Clint reported that we have been doing well with rents. Line items in the Financial Reports for September 2012 are within acceptable perimeters. There was a \$2,000.00 decrease in rents for September 2012. This is due to new move-ins and pro-rated rent for the first month. Dale asked if we will have the usual write-offs of unpaid accounts in December. Clint reported that we will have some write-offs but they will still be in collections. There was nothing special to highlight in the financial reports. Dale asked where the dividends go that we get back from the insurance company each year. **Donna made a motion to accept the September 2012 Financial Reports and place them on file.** Doug seconded the motion. All members present voted in favor. Motion carried.

Communications

There were no communications.

Commissioner Reports & Concerns

Doug asked if we had ever received the updated Energy Audit Report. Elbert had noticed some errors

Regular Meeting Minutes

November 27, 2012

Page 3

in the original spread sheet and Ken was going to correct the errors. Clint said that he had received it earlier and had forwarded it to commissioners by e-mail.

Clint said that there are some video's of Commissioner training that he had wanted to have the commissioners watch at the December 6, 2012 scheduled Work Session, but two people are already unable to attend that work session so it will be cancelled. Commissioners wondered if they couldn't just view it on line and have discussion of the videos at a later meeting. Dale asked if we were going to put funds back in the budget for training. Clint said that we probably should. He reported that there are now on-line interactive training's from HUD for Executive Directors. He had participated in one already and found it very helpful. There are some maintenance trainings coming up as well. The training will be done in our own buildings with our staff and pertain to inspections that we must complete each year for HUD and what problems HUD is looking for when they come on their inspection of our buildings. They would also include lead and asbestos information, etc. Clint will check to see what amount was budgeted for training before it was eliminated because of HUD funding cuts.

There was no additional business to discuss. **Donna made a motion to adjourn the meeting at 4:52 p.m.** Doug seconded the motion. All members present voted in favor. Motion carried.

Dale Priester
President

Clinton McKinven-Copus
Executive Director
Commission Secretary

Clinton McKinven-Copus

From: Clinton McKinven-Copus
Sent: Tuesday, November 20, 2012 3:19 PM
To: 'Bruce Gockerman (bcg@gwsh.com)'; 'Bruce Gockerman (bcgockerman@sbcglobal.net)'; 'Dale Priester (dale.priester.b0q4@statefarm.com)'; 'Donna Korzeniewski (dkorzeni@manistee.org)'; 'Doug Parkes (dougaparkes@hotmail.com)'; 'Elbert Purdom'; 'Elbert Purdom (cpa@purdomlandsfeld.com)'; 'George Saylor (gvs@gwsh.com)'; 'LB Bacon'
Cc: 'Mitch Deisch'
Subject: FW: UPDATE: Manistee Housing Commission Financial Trend Analysis
Attachments: Clinton McKinven-Copus4.vcf; Clinton McKinven-Copus5.vcf
Importance: High

Good afternoon,

I have been asked by President Priester and Vice-President Parks to forward the emails below to you for information. Additionally, the President and Vice-President have requested that our attorney draft a resolution to address concerns raised in these emails concerning Commissioner Bacon. The requested resolution will provide for the censure and/or request of removal of Commissioner Bacon.

Sincerely,

Clinton McKinven-Copus
Executive Director

Clinton McKinven-Copus

City of Manistee Housing Commission
Executive Director

231-723-6201 Work
231-425-0731 Mobile
clintonmc@manisteehousing.com
273 Sixth Ave
Manistee, MI 49660
USA



273 6th Avenue, Manistee, Michigan 49660

Clinton McKinven-Copus - Executive Director

phone: (231) 723-6201 ext: 102
cell: (231) 425-0731
fax: (231) 723-8900
TDD/TTY: (800) 545-1833. ext 870
email: clintonmc@manisteehousing.com

DISCLOSURE: The City of Manistee Housing Commission is a public body and as such is subject, in many instances, to federal and State of Michigan public disclosure laws. Please be aware that this email and any response(s) may be subject to, among other disclosure laws, the Michigan Freedom of Information Act, MCL 15.231 et. seq. and the federal Administrative Procedures Act (Freedom of Information), 5 USC § 551 et. seq. To the extent that this may be a confidential communication it is not to be delivered to or read by any person other than the addressee. Email transmission is not intended

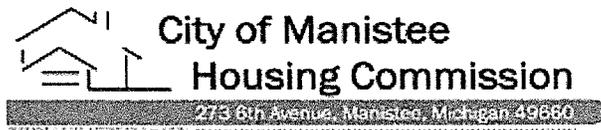
to waive the attorney-client privilege or any other privilege which may exist under law. If this transmission is received by anyone other than the addressee, the recipient is requested to call the City of Manistee Housing Commission collect at (231) 723-6201, immediately return this email to by return email and then delete the email.

From: Clinton McKinven-Copus
Sent: Tuesday, November 20, 2012 12:48 PM
To: 'Garrett, Willie C'
Cc: RICHARDSON, CLAUNELLA D; 'Dale Priester'; 'Douglas Parkes'; 'Mitch Deisch'; 'George Saylor'
Subject: RE: UPDATE: Manistee Housing Commission Financial Trend Analysis
Importance: High

If the matter at hand is the financial trend analysis, the Commissioners, through their finance committee (Dale Priester and El Purdom) and myself are doing so. If the matter at hand are concerns raised by Mr. Bacon, he has not informed any Commissioner or myself what those concerns might be.

Clint

<p>Clinton McKinven-Copus City of Manistee Housing Commission Executive Director</p> <p>231-723-6201 Work 231-425-0731 Mobile clintonmc@manisteehousing.com 273 Sixth Ave Manistee, MI 49660 USA</p>



Clinton McKinven-Copus - Executive Director

phone: (231) 723-6201 ext: 102
cell: (231) 425-0731
fax: (231) 723-8900
TDD/TTY: (800) 545-1833. ext 870
email: clintonmc@manisteehousing.com

DISCLOSURE: The City of Manistee Housing Commission is a public body and as such is subject, in many instances, to federal and State of Michigan public disclosure laws. Please be aware that this email and any response(s) may be subject to, among other disclosure laws, the Michigan Freedom of Information Act, MCL 15.231 et. seq. and the federal Administrative Procedures Act (Freedom of Information), 5 USC § 551 et. seq. To the extent that this may be a confidential communication it is not to be delivered to or read by any person other than the addressee. Email transmission is not intended to waive the attorney-client privilege or any other privilege which may exist under law. If this transmission is received by anyone other than the addressee, the recipient is requested to call the City of Manistee Housing Commission collect at (231) 723-6201, immediately return this email to by return email and then delete the email.

From: Garrett, Willie C [<mailto:Willie.C.Garrett@hud.gov>]
Sent: Tuesday, November 20, 2012 12:44 PM
To: Clinton McKinven-Copus
Cc: RICHARDSON, CLAUNELLA D; 'Dale Priester'; 'Douglas Parkes'; 'Mitch Deisch'; 'George Saylor'
Subject: RE: UPDATE: Manistee Housing Commission Financial Trend Analysis

This is something you all can and should work out among yourselves. This office does not intervene in working relations with the Board. We are however, concerned with the matter at hand and that will need to be addressed.

From: Clinton McKinven-Copus [<mailto:clintonmc@manisteehousing.com>]
Sent: Tuesday, November 20, 2012 12:41 PM
To: Garrett, Willie C
Cc: RICHARDSON, CLAUNELLA D; Dale Priester; Douglas Parkes; Mitch Deisch; George Saylor
Subject: FW: UPDATE: Manistee Housing Commission Financial Trend Analysis
Importance: High

Willie,

As Claunella mentions in her emails below, there seems to be a breakdown of communication among the Commissioners. I have been in communication with the Commission President, Dale Priester, and Vice-President, Doug Parkes, concerning this breakdown in communication. It appears that the breakdown is caused by Mr. Bacon's failure to communicate with other Commissioners or myself. Mr. Priester and Mr. Parkes will be conferring about this situation and I would recommend you contact either of them with any questions or concerns you might have. Their contact information is as follows:

Dale Priester
dale.priester.b0q4@statefarm.com
231-723-3526 (office)
231-510-3161 (mobile)

Doug Parkes
dougaparkes@hotmail.com
231-690-2225 (mobile)

Clint

<p>Clinton McKinven-Copus City of Manistee Housing Commission Executive Director</p> <p>231-723-6201 Work 231-425-0731 Mobile clintonmc@manisteehousing.com 273 Sixth Ave Manistee, MI 49660 USA</p>
--



273 6th Avenue, Manistee, Michigan 49660

Clinton McKinven-Copus - Executive Director

phone: (231) 723-6201 ext: 102
cell: (231) 425-0731
fax: (231) 723-8900
TDD/TTY: (800) 545-1833. ext 870
email: clintonmc@manisteehousing.com

DISCLOSURE: The City of Manistee Housing Commission is a public body and as such is subject, in many instances, to federal and State of Michigan public disclosure laws. Please be aware that this email and any response(s) may be subject to, among other disclosure laws, the Michigan Freedom of Information Act, MCL 15.231 et. seq. and the federal Administrative Procedures Act (Freedom of Information), 5 USC § 551 et. seq. To the extent that this may be a confidential communication it is not to be delivered to or read by any person other than the addressee. Email transmission is not intended to waive the attorney-client privilege or any other privilege which may exist under law. If this transmission is received by anyone other than the addressee, the recipient is requested to call the City of Manistee Housing Commission collect at (231) 723-6201, immediately return this email to by return email and then delete the email.

From: RICHARDSON, CLAUNELLA D [<mailto:CLAUNELLA.D.RICHARDSON@hud.gov>]
Sent: Tuesday, November 20, 2012 11:39 AM
To: RICHARDSON, CLAUNELLA D; Clinton McKinven-Copus
Subject: RE: UPDATE: Manistee Housing Commission Financial Trend Analysis

Also Clint,

Considering the scheduling issues with the others commissioners, you may want to consider utilizing LB's availability.

Claunella

From: RICHARDSON, CLAUNELLA D
Sent: Tuesday, November 20, 2012 11:32 AM
To: 'Clinton McKinven-Copus'
Subject: RE: UPDATE: Manistee Housing Commission Financial Trend Analysis

No problem Clint. We are definitely willing to work with you guys.

The commissioner contacted the FO regarding legitimate budgeting and financial issues and concerns. Please talk to your commissioners there is definitely a breakdown in communication.

From: Clinton McKinven-Copus [<mailto:clintonmc@manisteehousing.com>]
Sent: Tuesday, November 20, 2012 11:14 AM
To: RICHARDSON, CLAUNELLA D
Subject: RE: UPDATE: Manistee Housing Commission Financial Trend Analysis

Will do. Thanks for your understanding.

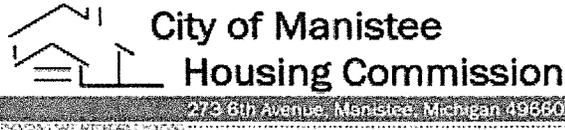
I noticed that your email was copied to L.B. Bacon; Dale and El comprise the finance committee and wanted to hold the phone conference as such. Having more than these two Commissioners involved in the conference would require the posting of a meeting so as not to violate the open meetings act. Dale and El want to review the materials with you and bring to the Board the information gathered.

Thanks,

Clint

Clinton McKinven-Copus
City of Manistee Housing Commission
Executive Director

231-723-6201 Work
231-425-0731 Mobile
clintonmc@manisteehousing.com
273 Sixth Ave
Manistee, MI 49660
USA



Clinton McKinven-Copus - Executive Director

phone: (231) 723-6201 ext: 102
cell: (231) 425-0731
fax: (231) 723-8900
TDD/TTY: (800) 545-1833. ext 870
email: clintonmc@manisteehousing.com

DISCLOSURE: The City of Manistee Housing Commission is a public body and as such is subject, in many instances, to federal and State of Michigan public disclosure laws. Please be aware that this email and any response(s) may be subject to, among other disclosure laws, the Michigan Freedom of Information Act, MCL 15.231 et. seq. and the federal Administrative Procedures Act (Freedom of Information), 5 USC § 551 et. seq. To the extent that this may be a confidential communication it is not to be delivered to or read by any person other than the addressee. Email transmission is not intended to waive the attorney-client privilege or any other privilege which may exist under law. If this transmission is received by anyone other than the addressee, the recipient is requested to call the City of Manistee Housing Commission collect at (231) 723-6201, immediately return this email to by return email and then delete the email.

From: RICHARDSON, CLAUNELLA D [<mailto:CLAUNELLA.D.RICHARDSON@hud.gov>]
Sent: Tuesday, November 20, 2012 9:50 AM
To: Clinton McKinven-Copus
Cc: Rebecca Day; 'Dale Priester'; 'Elbert Purdom (cpa@purdomlandsfeld.com)'; 'Elbert Purdom (elbertpurdom@gmail.com)'; Sims, Valerie V; 'bacon.l@att.net'
Subject: RE: UPDATE: Manistee Housing Commission Financial Trend Analysis

Thanks for letting me know. Please get back to me, whenever you can.

Claunella

-----Original Appointment-----

From: Clinton McKinven-Copus [<mailto:clintonmc@manisteehousing.com>]
Sent: Tuesday, November 20, 2012 9:43 AM
To: RICHARDSON, CLAUNELLA D
Cc: Rebecca Day; Dale Priester; Elbert Purdom (cpa@purdomlandsfeld.com); Elbert Purdom (elbertpurdom@gmail.com)
Subject: Declined: UPDATE: Manistee Housing Commission Financial Trend Analysis
When: Wednesday, December 05, 2012 10:00 AM-11:30 AM (GMT-05:00) Eastern Time (US & Canada).
Where: See below

Claunella,

We will not be able to meet on Wednesday, December 5. Dale Priester is out of town that week for business and El Purdom has suffered a setback from his surgery on 11/14. I am waiting to hear from Dale his availability either the week of December 10 or 17 and as of today, El is in the hospital at least until the end of the week.

Clint

<< File: Clinton McKinven-Copus.vcf >>



<< File: ATT78087 1.jpg >>

Clinton McKinven-Copus - Executive Director

phone: (231) 723-6201 ext: 102

cell: (231) 425-0731

fax: (231) 723-8900

TDD/TTY: (800) 545-1833. ext 870

email: clintonmc@manisteehousing.com

DISCLOSURE: The City of Manistee Housing Commission is a public body and as such is subject, in many instances, to federal and State of Michigan public disclosure laws. Please be aware that this email and any response(s) may be subject to, among other disclosure laws, the Michigan Freedom of Information Act, MCL 15.231 et. seq. and the federal Administrative Procedures Act (Freedom of Information), 5 USC § 551 et. seq. To the extent that this may be a confidential communication it is not to be delivered to or read by any person other than the addressee. Email transmission is not intended to waive the attorney-client privilege or any other privilege which may exist under law. If this transmission is received by anyone other than the addressee, the recipient is requested to call the City of Manistee Housing Commission collect at (231) 723-6201, immediately return this email to by return email and then delete the email.

<< File: ATT97599 2.jpg >>



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

MEMORANDUM

TO: Mitch Deisch 
City Manager

FROM: 
Jon R. Rose
Community Development Director

DATE: December 10, 2012

RE: Janowiak & Haase Parcel Split and Combination Request

Mitch, the Planning Commission reviewed and approved a request from Mike Janowiak and Robert Traci Haase for a parcel Split and Combination.

Mike Janowiak owns the property at 10 Duffy Street. Robert and Traci Haase own the property at 241 Grove Street. The request is to split the south 40 feet of lots 8 and 9, Block 3 of Duffys Addition from Mr. Janowiak's property parcel 51-144-706-07 and combine it with parcel 51-144-706-15 owned by Robert & Traci Haase.

Review of the request shows compliance with the Zoning Ordinance.

A copy of the request and draft Planning Commission meeting minutes are enclosed.

JRR:djb



Planning & Zoning, City Hall
 70 Maple Street, P.O. Box 358,
 Manistee, MI 49660
 231.398.2806 (phone)
 231.723.1546 (fax)

Parcel Split Request Form

Please Print

Parcel Combination Requirements	
<p>Any Split of a Parcel within the City of Manistee requires review and approval of the Planning Commission and City Council. Even if the Parcel contains platted lots approval is still required. Requests are reviewed for compliance with the Zoning Ordinance. If a request meets all of the requirements of the Zoning Ordinance it will be forwarded to the City Planning Commission. The Planning Commission reviews the request and makes recommendation to the City Council. Notification will be mailed to applicants regarding City Council's determination. Requests must include the fee of \$100.00 for the first split and \$50.00 for each additional split. Incomplete requests will be returned to the applicant. <i>Must be submitted 15 days prior to the Planning Commission meeting to be placed on the agenda.</i></p>	
<p>To update their property taxes the property owner should send a copy of the determination to: Equalization Department County Courthouse 415 Third Street Manistee, MI 49660</p>	
<p>If the parcel involves a principal residence or homestead it is up to the applicant to notify the City Assessor at (231) 398-2802 to update their Homestead Exemption.</p>	
Property Information	
Address: <u>10 Duffy St</u>	Parcel # <u>51-144-706-07</u>
Applicant Information	
Name of Owner: <u>Mike Janowiak</u>	
Address: <u>600 N. Franklin St. Ludington, MI 49431</u>	
Phone #: <u>231-845-7446</u>	Cell#: <u>231-690-2026</u> e-mail: <u>mike@premier247.com</u>
Project Information	
Reason for Request: <u>Sale of property split</u>	
Site Plan Requirements	
<p>The applicant is responsible to provide a survey and legal descriptions of the proposed parcels (unless waived by the Zoning Administrator). If buildings or structures are located on a parcel a site plan showing set-backs is required. Requests are reviewed for compliance with the Zoning Ordinance. The Zoning Administrator reserves the right to require additional information necessary to meet the requirements of the Zoning Ordinance.</p>	
Authorization	
<p>By signing the application the applicant is authorizing City Staff permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct.</p>	
Signature: <u>[Signature]</u> Date: <u>10/24/12</u>	
<input checked="" type="checkbox"/> Fee of \$100.00 for the first split and \$50.00 for each additional split enclosed and Site Plan for project attached (permit cannot be issued without site plan)	
Office Use Only	
Fee: <input type="checkbox"/> \$50.00	Receipt # <u>27080</u>
Notes:	
Signature: _____ Date: _____	

[Signature]



Planning & Zoning, City Hall
 70 Maple Street, P.O. Box 358,
 Manistee, MI 49660
 231.398.2806 (phone)
 231.723.1546 (fax)

Parcel Combination Request Form

Please Print

Parcel Combination Requirements		
Any Combination of Parcels within the City of Manistee requires approval of the Zoning Administrator. Requests are reviewed for compliance with the Zoning Ordinance. If a request meets all the requirements the Zoning Administrator will approve it. Incomplete requests will be returned to the applicant for completion.		
To update their property taxes the property owner should send a copy of the determination to: <div style="text-align: center; margin-left: 150px;"> Equalization Department County Courthouse 415 Third Street Manistee, MI 49660 </div>		
If the parcel involves a principal residence or homestead it is up to the applicant to notify the City Assessor at (231) 398-2802 to update their Homestead Exemption.		
Property Information		
Address: 241 Grove Street	Parcel #'s 51-144-706-15 51-144-706-07 (South 40 ft Lots 8 & 9)	
Applicant Information		
Name of Owner: Robert & Traci Haase		
Address: 241 Grove Street, Manistee, MI 49660		
Phone #: 398-0286	Cell#:	e-mail:
Project Information		
Reason for Request: Split and Combination Request Joint with Mike Janowiak South 40 feet lots 8 & 9		
Site Plan Requirements		
Applicant is to attach a sketch or site plan of all parcels involved in the request and furnish a legal description for the new parcel. The Zoning Administrator reserves the right to require a survey and legal description for the new parcel.		
Authorization		
By signing the application the applicant is authorizing City Staff permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct.		
Signature: <u>Robert J Haase</u>		Date: <u>25 Oct 12</u>
<input type="checkbox"/> \$50.00 Fee enclosed and Site Plan for project attached (permit cannot be issued without site plan)		
Office Use Only		
Fee: <input checked="" type="checkbox"/> \$50.00	Receipt # <u>07086</u>	
Notes:		
Signature: _____		Date: _____

Image/Sketch for Parcel: 51-144-706-07

City of Manistee

[Back to Non-Printer Friendly Version] [Send To Printer]

Caption: No caption found

40'	40'	35.17'	48'	48'
9	8	5	4	1
40'	40'	40.00'	40'	40'
				2
				48'
				20'

DUFFY STREET

Sketch by Apex Medina™

****Disclaimer:** BS&A Software provides this Web Site as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

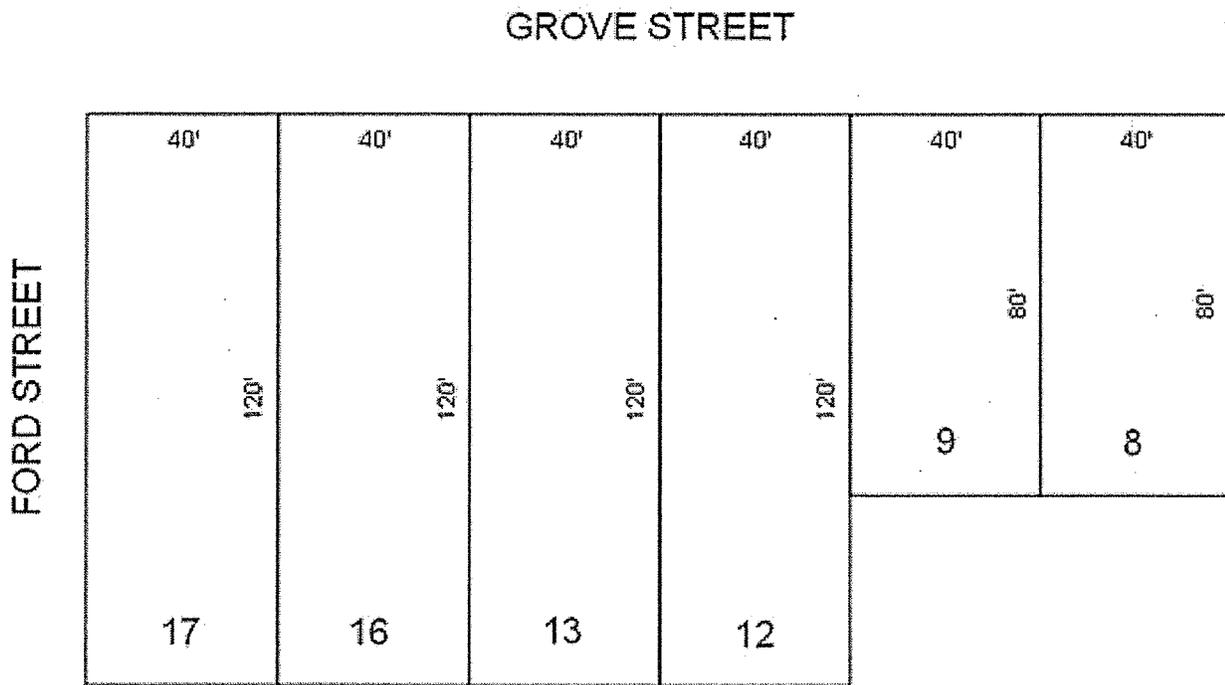
[Privacy Policy](#)

Image/Sketch for Parcel: 51-144-706-15

City of Manistee

[Back to Non-Printer Friendly Version] [Send To Printer]

Caption: No caption found

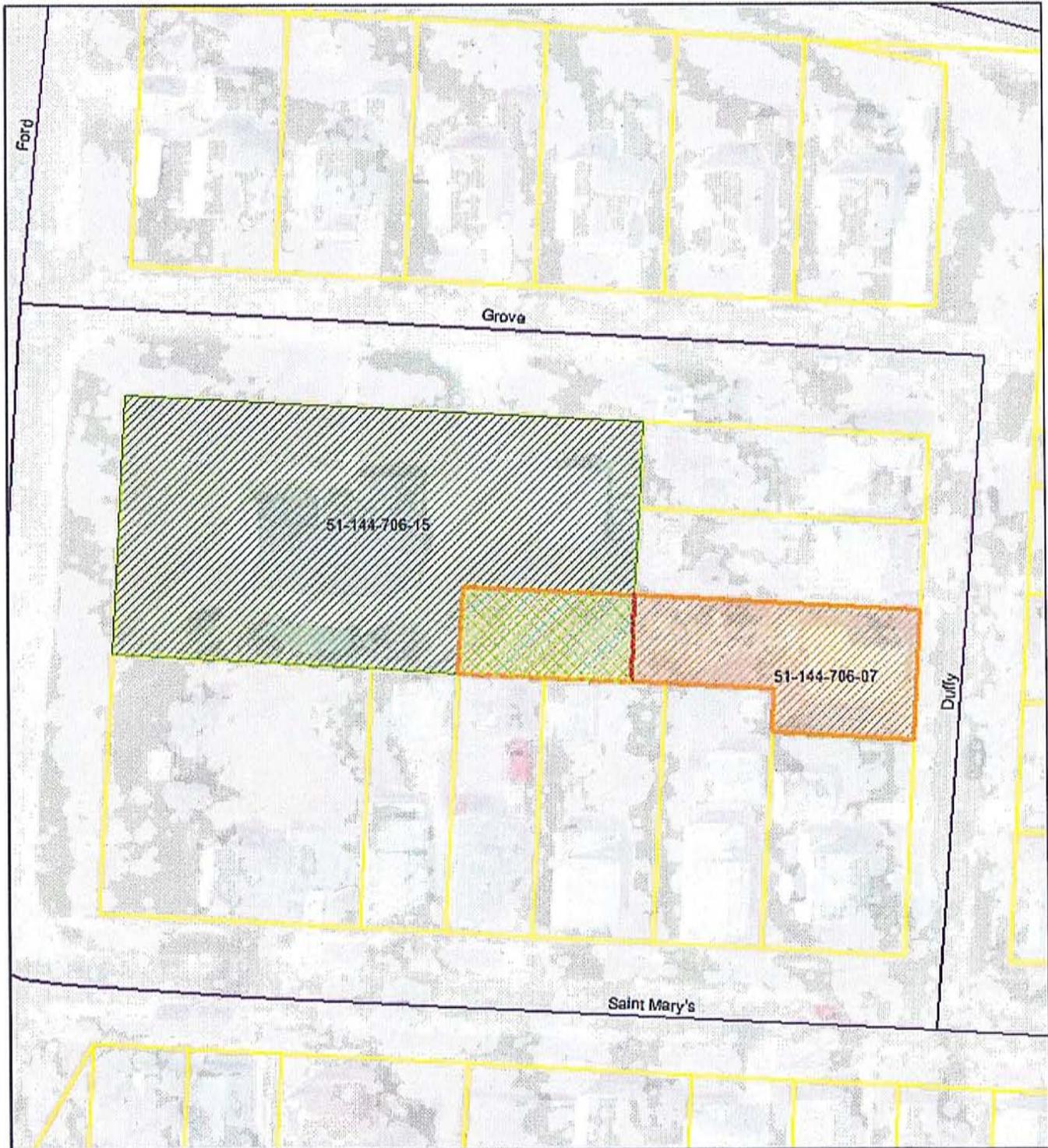


Sketch by Apex Medna™

****Disclaimer:** BS&A Software provides this Web Site as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

[Privacy Policy](#)

Hasse/Janwoiak Split and Combination



Aerial Photo Date: Apr., 2008
© City of Manistee 2011



1 inch = 67 feet

Legend	
	Janowiak
	Hasse

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

December 6, 2012

A meeting of the Manistee City Planning Commission was held on Thursday, December 6, 2012 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:00 pm by Chair Yoder

Roll Call:

Members Present: Maureen Barry, David Crockett, Bill Dean, Ray Fortier, Marlene McBride, Mark Wittlief, Roger Yoder

Members Absent: 2 vacancies

Others: Jon R. Rose (Community Development Director), Denise Blakeslee (Planning & Zoning) and others

APPROVAL OF AGENDA

Motion by Ray Fortier, seconded by Marlene McBride that the agenda be approved as prepared.

With a Roll Call vote this motion passed 7 to 0.

Yes: Barry, Crockett, Dean, Fortier, McBride, Wittlief, Yoder

No: None

APPROVAL OF MINUTES

Motion by Bill Dean, seconded by Marlene McBride that the minutes of the November 1, 2012 Planning Commission Meeting be approved as prepared.

With a Roll Call vote this motion passed 7 to 0.

Yes: Dean, Fortier, Barry, Crockett, McBride, Wittlief, Yoder

No: None

PUBLIC HEARING

Z12-09 Zoning Amendment (number of Alternate Members on the ZBA)

The Zoning Amendment Z12-09 has been prepared to amend Section 2501 Membership, Terms of Office (last sentence in paragraph 3) to reflect the language in the Zoning Enabling Act of 2006 that says a legislative body may appoint to the Zoning Board of Appeals **not more than** two alternate members of the same term as regular members...

Chair Yoder opened the Public Hearing at 7:03 pm

Jon Rose, Community Development Director – Mr. Rose said this was the appropriate time, both alternate positions are vacant and we have not had any quorum issues.

Chair Yoder opened the hearing for public comments.

There were none.

Chair Yoder asked if any correspondence had been received in response to the request.

None received.

There were no more additional comments; the Public Hearing was closed at 7:05 pm.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

Chair Yoder asked if anyone in attendance had any comments on Agenda Related Items.

None

NEW BUSINESS

PC-2012-09 Parcel Split & Combination Request Mike Janowiak and Robert & Traci Haase

A request has been received from Mike Janowiak who owns the property at 10 Duffy Street and Robert and Traci Haase who own the property at 241 Grove Street for a parcel split and combination. The request is to split the south 40 feet of lots 8 and 9, Block 3 of Duffys Addition from Mr. Janowiak's property parcel 51-144-706-07 and combine it with parcel 51-144-706-15 owned by Robert & Traci Haase. Review of the request shows compliance with the Zoning Ordinance.

MOTION by Ray Fortier, seconded by Maureen Barry that the Planning Commission recommend to City Council the approval of the request from Mike Janowiak and Robert and Traci Haase to split the south 40 feet of lots 8 and 9, Block 3 of Duffys Addition from parcel 51-144-706-07 and combine it with parcel 51-144-706-15.

With a Roll Call vote this motion passed 7 to 0.

Yes: McBride, Wittlief, Dean, Fortier, Barry, Crockett, Yoder
No: None

Z12-09 Zoning Amendment (number of Alternate Members on the ZBA)

A Public Hearing was held earlier for proposed Zoning Amendment Z12-09 which would amend Section 2501 Membership, Terms of Office (last sentence in paragraph 3) to reflect the language in the Zoning Enabling Act of 2006 that says a legislative body may appoint to the Zoning Board of Appeals *not more than* two alternate members of the same term as regular members...

MOTION by Ray Fortier, seconded by Mark Wittlief that the Planning Commission recommends to City Council the adoption of Z12-09 Zoning Amendment as it relates to the alternate members of the Zoning Board of Appeals.

With a Roll Call vote this motion passed 7 to 0.

Yes: Barry, Crockett, McBride, Wittlief, Dean, Fortier, Yoder
No: None

Election of Officers 2013.

According to the By-Laws of the City of Manistee Planning Commission their annual election of Officers is held at the December Meeting for the following year.

Chair

At this time the meeting was turned over to Jon Rose who asked for nominations for the Position of Chair.

Ray Fortier, seconded by Marlene McBride nominated Roger Yoder for the position of Chair

Nominations were asked for three times. There being no other nominations, nominations were closed.

With a voice vote, Roger Yoder was elected Chair of the Planning Commission for 2013 unanimously.

The meeting was turned back over to Chair Yoder

Vice-Chair

Chair Yoder asked for nominations for the Position of Vice-Chair.

Marlene McBride, seconded by Dave Crockett nominated Ray Fortier for the position of Vice-Chair

Nominations were asked for three times. There being no other nominations, nominations were closed.

With a voice vote, Ray Fortier was elected Vice - Chair of the Planning Commission for 2013, unanimously

Secretary

Chair Yoder asked for nominations for the Position of Secretary.

Dave Crockett, seconded by Ray Fortier nominated Maureen Barry for the position of Secretary

Nominations were asked for three times. There being no other nominations, nominations were closed.

With a voice vote, Maureen Barry was elected Secretary of the Planning Commission for 2013, unanimously.

Appointment of a Recording Secretary 2013. Once Elected the Secretary may appoint a Recording Secretary to handle the administrative functions of the office.

Maureen Barry appointed Denise Blakeslee to act as the Recording Secretary for the Planning Commission for the year 2013.

OLD BUSINESS

Members of the Planning Commission were sent Questionnaires asking them various questions about the City. This information will be compiled and used for updating the Master Plan.

PUBLIC COMMENTS AND COMMUNICATIONS

Gary Buren, Faith Covenant Church - Mr. Buren spoke to the Commission about the process for developing a Youth Center on their property on Twelfth Street across from the High School. They wanted to let the Planning Commission know that they are beginning fund raising efforts and will be bringing a request to the Planning Commission for a Special Use Permit. They need to raise funds to begin the process but know that Planning Commission approval is needed. They hope to bring a request by February.

CORRESPONDENCE

None

STAFF/SUB-COMMITTEE REPORTS

Jon Rose, Community Development Director – The guardrail is being installed at First Street Beach. A deed was processed that split part of the State Police Property without split approval. The City Attorney is sending correspondence to the Attorney General's Office.

Denise Blakeslee, Planning & Zoning – Ms. Blakeslee explained to the Commission that staff is currently working on a Planned Unit Development Amendment, which requires review by the Site Plan Review Committee who makes recommendation to the Planning Commission before a Public Hearing can be scheduled. The Site Plan Review Subcommittee consists of three members of the Planning Commission with two alternates. Currently both alternate positions and one member position are vacant. Ms. Blakeslee asked if Chair Yoder wanted to appoint a member of the commission to fill the vacant member position and one member to act as an alternate until the January Meeting when subcommittee appointments will be made.

Chair Yoder asked the members of the Commission if any would be willing to serve on the Site Plan Review Committee for the remaining of 2012.

Bill Dean was appointed as a member of the Site Plan Review Committee for the remainder of 2012.

Sub-Committee –

The Site Plan Review Committee met before tonight's Planning Commission Meeting. They began reviewing a request from Maas Development, LLC (Green Acres – Retirement Facility) on Twelfth Street. Staff had received a request for a Parcel Split that would split the undeveloped property to the west of their facility. Since the property in question is under a PUD an amendment to the PUD is required and review first goes to the Site Plan Review Committee. Review of the request showed that there were several issues that needed to be addressed before it is ready for a Public Hearing and deliberation by the Planning Commission.

MEMBERS DISCUSSION

Commissioner Crockett thanked applicants for attending the meeting in the event the Planning Commission had questions.

The Planning Commission does not have a Worksession scheduled for December.

The next regular meeting of the Planning Commission will be held on Thursday, January 3, 2013.

ADJOURNMENT

Motion by Ray Fortier, seconded by Dave Crockett that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:30 pm.

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary



Planning & Zoning
Community Development
231.398.2805
Fax 231.723-1546
www.ci.manistee.mi.us

MEMORANDUM

Ordinance Amendments

TO: Mitch Deisch, City Manager 

FROM:  Jon R. Rose, Community Development Director

DATE: December 10, 2012

RE: Z12-09 Zoning Ordinance Amendment

Mitch, the two alternate positions on the Zoning Board of Appeals are currently vacant. Over ten years ago the City was experiencing difficulties in getting a quorum for meetings of the Zoning Board of Appeals. Because of this the City determined that two alternate members were needed. Since that time we have not experienced any quorum issues and at most meetings the alternates do not have opportunity to participate.

All of the members of the Zoning Board of Appeals (including alternates) are encouraged to obtain their Citizen Planner Certification and maintain their certification through attending workshops/training each year. The costs associated with the training and certifications continue to rise. Staff was looking into reducing the number of alternates on the Zoning Board of Appeals from two to one. This would stretch the annual allocation for training further by reducing the number of alternates.

When staff reviewed the requirements of the Zoning Enabling Act and the standards in the Zoning Ordinance a conflict was found resulting in the proposed Amendment Z10-09.

The Zoning Enabling Act of 2006 says that the legislative body may appoint to the Zoning Board of Appeals **not more than** 2 alternate members for the same term as regular members...

While reviewing Article 25 Zoning Board of Appeals, Section 2501 Membership, Terms of Office we found that the ordinance reads:

...With approval of Council, the Mayor shall appoint **at least** two (2) alternate members, who shall serve for three (3) years.

The Planning Commission held a public hearing on December 6, 2012. The Planning Commission recommends council amend the Zoning Ordinance to reflect the language in the Zoning Enabling Act. City Attorney George Saylor reviewed the ordinance amendment and recommended that the language be changed to read as follows:

...Council, by a majority vote of the members serving, may appoint up to two (2) alternate members, who shall serve for three (3) years.

If the amendment passes staff then recommends that Council only advertise for one alternate member to serve on the Zoning Board of Appeals. In the event that there are quorum issues then staff will request that Council advertise for a second alternate.

Ordinance Z12-09

**AN ORDINANCE TO AMEND IN PART
AN ORDINANCE ENTITLED "MANISTEE CITY ZONING ORDINANCE"
WHICH WAS ADOPTED FEBRUARY 21, 2006,**

To Amend the Manistee City Zoning Ordinance

**Article 25: Zoning Board of Appeals
AMEND Section 2501 Membership, Terms of Office**

THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, ORDAINS:

1. That **Article 25: Zoning Board of Appeals** be amended by **AMENDING Section 2501 Membership, Terms of Office (Paragraph 3)** as follows:

~~... With approval of Council, the Mayor shall appoint at least two (2) alternate members, who shall serve for three (3) years.~~

Council, by a majority vote of the members serving, may appoint up to two (2) alternate members, who shall serve for three (3) years.

2. **CONFLICTING ORDINANCES:** that any and all ordinances of City of Manistee which may conflict with the provisions of this ordinance be and are hereby rescinded.
3. **EFFECTIVE DATE:** This Ordinance shall take effect seven days after publication in the Manistee News Advocate.

Colleen Kenny, Mayor

Dated

ATTEST:

Michelle Wright
City Clerk/Deputy Treasurer

Dated



MEMORANDUM
Ordinance Amendments



Planning & Zoning
Community Development
231.398.2805
Fax 231.723-1546
www.ci.manistee.mi.us

TO: Mitch Deisch, City Manager 

FROM:  Jon R. Rose, Community Development Director

DATE: December 10, 2012

RE: 12-10 Amending Chapter 1220 Planning Commission of the Codified Ordinances

Mitch, we currently have two vacancies on the Planning Commission. Linda Albee decided not to reapply and Eric Gustad ran for City Council. Prior to the change in the Michigan Planning Enabling Act of 2008 cities with populations of more than 5,000 were required to have nine members on their Planning Commissions. Now municipalities can chose to have five, seven or nine members on their Commissions.

At the October 16, 2012 City Council was asked not to advertise for the two vacancies until the Planning Commission was asked if they would support a reduction in the number of members.

At the November 1, 2012 Planning Commission Meeting Staff discussed with the Commission the cost of maintaining Master Citizen Planner Certification; budgeting for training; packet costs; and seating for Commissioners. The Commissioners were asked if they would like to recommend to City Council to reduce the number of members from nine to seven or to maintain the status quo of nine members.

With a unanimous vote the members have requested that City Council amend *Chapter 1220 Planning Commission* of the Code of Ordinance by reducing the number of Planning Commissioners from nine to seven.

City Attorney George Saylor reviewed Chapter 1220 and recommended changes to Section 1220.01 as shown on the proposed amendment.

Council Agenda Items have been prepared and copies of the proposed amendment are attached.

Ord. 12-10

**AN ORDINANCE TO AMEND THE CODIFIED ORDINANCES
BY AMENDING CHAPTER 1220 Planning Commission**

The City of Manistee, Manistee County, Michigan Ordains:

That Chapter 1220 Planning Commission be amended as follows:

**Chapter 1220
Planning Commission**

1220.01	Composition; appointment; compensation; terms; removals; vacancies	1220.02	Powers and duties
---------	--	---------	-------------------

CROSS REFERENCES	
Municipal planning commissions - see M.C.L.A. Secs. 125.31 et seq.	
County planning commissions - see M.C.L.A. Secs. 125.101	et seq.
Master Plan - see P. & Z. Ch. 1222	
Review of sketch of plats of subdivisions - see P. & Z. 1242.02	
Subdivision Committee - see P. & Z. 1242.02, 1242.03	

1220.01 COMPOSITION; APPOINTMENT; COMPENSATION; TERMS; REMOVALS; VACANCIES

The City Planning Commission shall consist of ~~Nine~~ *seven* members who shall be, insofar as possible, in different professions and occupations and who shall be appointed by the Mayor, subject to approval by a majority vote of the *elected* members of City Council *then serving*. All members of the Planning Commission shall serve as such without compensation and shall hold no Municipal office, except that one of such members may be a member of the Zoning Board of Appeals. The term of each member shall be three years. ~~, except that three members of the first Commission shall serve for one year, three members shall serve for two years and three members shall serve for three years.~~ All members shall hold office until their successors are appointed. The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. *Failure to disclose a potential conflict of interest as required by this ordinance or the By-Laws of the Planning Commission* constitutes malfeasance in office. (Ord. Unno. Passed 11-8-56.) (Ord. No. 08-09, passed 12-2-08)

1220.02 POWERS AND DUTIES

The powers and duties of the Planning Commission shall include, but not be limited to, the following:

- A. All powers and duties set forth in the Michigan Zoning Enabling Act, MCL 125.3101 et seq. and the Michigan Planning Enabling Act, MCL 125.3801 et seq. Except the Planning Commission shall not prepare or adopt a capital improvement program. Preparation and adoption of a capital improvement program shall be the responsibility of City Council, unless City Council delegates the duty to the City’s Chief Elected Official or a non-elected administrative official of the City. If the duty is delegated, the City Council retains the right of final approval of the capital improvements program; and
- B. Acting in an advisory capacity as to any matter referred to it by the City Council.
(Ord. No. 08-09, passed 12-2-08) (Ord. No. 11-04, adopted 5-4-11)

All other ordinances or parts of ordinances or amendments thereto of the City of Manistee in conflict with the provisions of this ordinance are hereby repealed.

The above ordinance was introduced at the regular Council meeting of _____

The above ordinance was adopted at the regular Council meeting of _____ and shall take effect ten days thereafter.

Colleen Kenny, Mayor Dated

ATTEST:

Michelle Wright, City Clerk/Deputy Treasurer Dated

**RESOLUTION OF GUIDELINES
FOR POVERTY EXEMPTION
FROM PROPERTY TAX
FOR 2013 ASSESSED AND TAXABLE VALUE**

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the homestead of persons, who the Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390, 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390, 1994 the City of Manistee, Manistee County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- 2) File a claim with the Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year. Verification of income must be submitted if income tax returns are not filed.
- 3) Be available during the meeting time of the last day of the March Board of Review, or the meeting time of the July and December Boards of Review, to personally appear before the Board of Review, if requested.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
- 6) Meet the federal poverty income standards as defined and determined annually by the United States Department of Health and Human Services.
- 7) File a claim reporting that the combined assets of all persons residing in the homestead not exceed \$23,259 ($\$22,714((2012 \text{ asset level}) \times 1.024((2013 \text{ Consumer Price Index})) = \$23,259)$). Assets include but are not limited to, real estate other than the principal residence or homestead, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 8) The application for an exemption shall be filed after January 1, but before the day prior to the last day of board of review. The filing of this claim constitutes an appearance before the board of review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income standards which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the homestead.

The following are federal poverty guidelines for 2013 assessments:

Federal Poverty Guidelines for 2013 Assessments

Number of persons residing in homestead	Poverty Guidelines Annual allowable income
1 person	11,170.
2 persons	15,130.
3 persons	19,090.
4 persons	23,050.
5 persons	27,010.
6 persons	30,970.
7 persons	34,930.
8 persons	38,890.
Each additional person, add	3,960.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines, and these reasons are communicated in writing to the claimant.

The foregoing resolution offered by City Council Member _____ and supported by City Council Member _____.

Upon roll call vote, the following voted:

"Aye:" _____

"Nay:" _____

The City Clerk declared the resolution _____.

Michelle Wright, City Clerk Dated

CERTIFICATE

I, Michelle Wright, Clerk of the City of Manistee, hereby certify that the foregoing resolution was adopted by the City Council of the City of Manistee, at the regular meeting of the City Council held on December 18, 2012, at which meeting a quorum was present by a roll call vote of said members; that said resolution was ordered to take immediate effect.

Attest to: _____

Michelle Wright, Clerk

Date: _____

CITY HALL
70 Maple Street

CITY MANAGER
231.398.2801

CITY ASSESSOR
231.398.2802

BUILDING INSPECTOR
231.398.2806

PLANNING, ZONING &
COMMUNITY DEV.
231.398.2805

CITY CLERK
231.398.2803

CITY TREASURER
231.398.2804

WATER BILLING
231.723.2559

ADMINISTRATION
FAX 231.723.1546

CLERK/TREASURER
FAX 231.723.5410

POLICE DEPARTMENT
70 Maple Street
231.723.2533
FAX 231.398.2012

FIRE DEPARTMENT
281 First Street
231.723.1549
FAX 231.723.3519

PUBLIC WORKS
280 Washington St.
231.723.7132
FAX 231.723.1803

PARKS DEPARTMENT
231.723.4051

WATER MAINTENANCE
231.723.3641

WASTEWATER PLANT
50 Ninth St.
231.723.1553

Date December 18, 2012

TO: City of Manistee Taxpayer

FROM: Julie Beardslee 
City Assessor

RE: Poverty Exemption from Property Taxes

Enclosed please find an application for Poverty Exemption from Property Taxes, in the City of Manistee. **Please read the Hardship Exemption Application Instructions and Guidelines for Poverty Exemption from Property Tax, before you begin filling out the application.**

It is in your best interest to return the completed application and your state and federal tax returns with all credit or claim forms (the most recent filing you have) to my office a week before the Board of Review meets. I will review the application to insure completion. Board of Review dates are listed below. The deadline for filing an application with the Board of Review is before the day prior to the last day of the Board of Review.

The Board of Review meets March 11, 2013 from 9:00 a.m - noon and 1:00 p.m. - 4:00 p.m., March 12, 2012 from 2:00 p.m - 5:00 p.m. and 6:00 p.m. - 9:00 p.m., July 16, 2013 at 9:00 a.m., and December 10, 2013 at 9:00 a.m. at City Hall, 70 Maple Street, Manistee, MI 49660. The times and dates of the Board of Review are tentative, please confirm before attending.

You may appear before the Board of Review to present your application, please make an appointment. You or your representative may be requested to appear in person before the Board of Review. The Board of Review will review and decide your application and inform you of their decision by mail.

If you are representing a taxpayer in the City of Manistee, include a short note from the taxpayer appointing you as their representative and have the document **notarized** (see the enclosed Rules of Procedure).



"Hardship Exemption Application" Instructions

General Instructions:

Please type or print in ink.

Answer all questions as fully as possible. Additional information may be included on additional sheets as necessary. Supporting material should also be attached if possible. Only information stated will be considered. Questions left unanswered will constitute an improper statement and can be cause for denial.

This declaration must be signed in the presence of a notary public. Failure to do so will constitute an improper statement.

This form shall be filed after January 1st but before the day prior to the last day of the Board of Review. Return to:

City Assessor
City Hall
P.O. Box 358
70 Maple Street
Manistee, MI 49660
(231) 398-2802

The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the claimants right to appeal the decision of the Board of Review regarding the claim, to the Michigan Tax Tribunal. You may also make an appointment to appear before the Board of Review either in person or by representative during their hearings. You or your representative may be asked to personally appear before the Board of Review. The Board of Review will then review your claim and either approve or deny your application. Exemptions may be complete or partial. You will be notified by mail of their decision.

This claim for poverty exemption is an application for the current year. If you wish to renew or reapply for a poverty exemption, a current application must be filed.

This form will be incorporated as a part of the minutes of the Board of Review. As such it will be a public document and will remain on file with the City of Manistee permanently.

**GUIDELINES FOR POVERTY EXEMPTION
FROM PROPERTY TAX**

ELIGIBILITY REQUIREMENTS OF THE CITY OF MANISTEE, COUNTY OF MANISTEE

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- 2) File a claim with the Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year. Verification of income must be submitted if income tax returns are not filed.
- 3) Be available during the meeting time of the last day of the March Board of Review, or the meeting time of the July and December Boards of Review, to personally appear before the Board of Review, if requested.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
- 6) Meet the federal poverty income standards as defined and determined annually by the United States Department of Health and Human Services.
- 7) File a claim reporting that the combined assets of all persons residing in the homestead not exceed \$23,259 ($\$22,714((2012 \text{ asset level})) \times 1.024((2013 \text{ Consumer Price Index})) = \$23,259$). Assets include but are not limited to, real estate other than the principal residence or homestead, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 8) The application for an exemption shall be filed after January 1, but before the day prior to the last day of board of review. The filing of this claim constitutes an appearance before the board of review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income standards which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the homestead.

The following are federal poverty guidelines for 2013 assessments:

Federal Poverty Guidelines for 2013 Assessments

Number of persons residing in homestead	Poverty Guidelines Annual allowable income
1 person	11,170.
2 persons	15,130.
3 persons	19,090.
4 persons	23,050.
5 persons	27,010.
6 persons	30,970.
7 persons	34,930.
8 persons	38,890.
Each additional person, add	3,960.

Hardship Exemption Application

I, _____, being the owner and resident of the property listed below, apply for tax relief under MCL 211.7u of the General Property Tax Act. The real and personal property of persons who, in the judgement of the assessor and board of review, by reason of poverty are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act.

Property Property Code Number: 51-51- _____

Property Description: _____

Property address: _____

Phone (_____) _____ Marital status: _____

Age of applicant: _____ Age of spouse _____

Number of dependents: _____ Age of dependents: _____

Have you applied for Homestead Property Tax Credit this year? _____

How much was your Property Tax Credit? _____

**** Attach complete copy of 1040 CR and federal or state income tax return for each person residing in the homestead, if filed for the current or preceding year. All attachments (credits, claims etc.) must be filed****

The following questions must include information from all household members.

REAL ESTATE: Is home paid for? _____ Unpaid balance _____

Name of mortgage company _____ Monthly payment _____

Have you mortgaged your home to take advantage of a "reverse mortgage", if so in what amount? _____

How long have you lived at this residence? _____

Do you own, or are you buying any other property? _____

If so List below:

Property Address	Name of Owner	Assessed Value	Amount and Date of Last Taxes Paid

Income earned from above property \$ _____

Name of employer: _____

Address: _____

Phone number (_____) _____

List all income from salaries, Social Security, rents, pensions, IRA (individual retirement account) withdraws, unemployment compensation, disability, government pensions, workers' compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, and any other source.

Source of Income	Monthly or Annual Income

CHECKING, SAVINGS AND INVESTMENTS: List all savings owned by all household members, including checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds or similar investment.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

LIFE INSURANCE: List all policies held by all household members.

Insured	Amount of Policy	Amount Paid Monthly	Paid up Policy	Name of Beneficiary	Relationship to Insured

MOTOR VEHICLES IN HOUSEHOLD:

Make	Year	Monthly Payment	Balance Owed

LIST ALL PERSONS LIVING IN HOUSEHOLD:

Last Name	First Name	Age	Relationship to Claimant	Place of Employment	Contribution to Family Income

PERSONAL DEBTS:

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

MONTHLY EXPENSES:

Health Insurance _____ Food _____ Clothing _____
 Car expense (gas, repair, etc.) _____
 Heating expense _____ Electric _____ Cable _____
 Water & Sewer _____ Garbage _____ Phone _____
 Other _____
 (specify) _____

OTHER ASSETS: List all other assets and their values that are owned or controlled by you or members of your household. (For example, boats, coin collection, antiques, silver).

Type of Asset	Value	Income Derived from Assets	Owner

NOTICE: Any willful misstatements or misrepresentations made on this form may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.

NOTICE: A copy of all household members federal income tax returns, state income tax returns (MI-1040), Homestead Property Tax Credit claims (MI-1040CR 1, 2, 3 or 4) and/or Social Security Statements must be attached as proof of income. A complete copy must be received, including all credits, claims, etc. Social Security income, child support and/or alimony income, or any other income must be documented.

NOTE: Do not sign until witnessed by the Assessor, Board of Review or Notary Public.

STATE OF MICHIGAN
COUNTY OF MANISTEE

The undersigned, being duly sworn, deposes and says that the statements made in the foregoing application are true and that he/she, nor any household member, has money, income or property other than mentioned herein.

Petitioner

Subscribed and sworn this _____ day of _____, 2012

Signature: _____
City Assessor, Board of Review Member or Notary Public

This application shall be filed after January 1, but before the day prior to the last day of Board of Review.

Address: Board of Review
c/o City Assessor
City of Manistee
P.O. Box 358
Manistee, MI 49660
(231) 398-2802

DECISIONS MAY BE APPEALED TO THE MICHIGAN TAX TRIBUNAL BY JULY 31st OF THE CURRENT YEAR.

Michigan Tax Tribunal
P.O. Box 30232
Lansing, MI 48909
Phone: 517-373-3003
Fax: 517-373-1633
E-mail: taxtrib@michigan.gov

BOARD OF REVIEW RULES OF PROCEDURE POLICY

Adopted: June 3, 1999, Amended: Mar. 4, 2003; Nov. 7, 2007

Property owners, agents, Board of Review members, assessor and staff will conduct themselves with decorum, in a respectful, courteous and business like manner.

The person whose property is assessed on the assessment roll or his or her agent may appear before the Board. The Board requires a letter from the person whose property is assessed, whose signature must be notarized, authorizing the agent to appeal.

Protest, in the form of an original, signed letter from the resident or non-resident person whose property is assessed on the assessment roll, or his or her agent, may be filed with the Board of Review. All protests will be answered by the Board of Review, in writing, as soon as possible, and in no event later than the first Monday in June, for March Board of Review appeals.

The Board of Review, in accordance with MCL 211.30, may examine on oath, any owner or agent making protest to the Board.

Owners or agents may be required to complete a petition for record keeping purposes, on a form prescribed by the State Tax Commission.

The Secretary of the Board of Review may limit owners' or agents' protests to five (5) minutes.

Appointments for a specified time may be made by owner or agent. Please allow 15 additional minutes if the Board is running behind schedule. It is a good idea to arrive 5 to 10 minutes early for your appointment to complete the petition to the Board of Review. Owners or agents with multiple parcels should allow more time. Owners or agents of complex or multiple properties should make an appointment with the Board. These types of properties will be allowed more time, in accordance with complexity or number of parcels.

Hardship or poverty exemptions may be filed with the Board of Review on a specified hardship exemption application. Please inquire.

The March Board of Review does not hear Principal Residence Exemption appeals. These are heard at the July and December Board of Review.

USEFUL ADDRESSES:

**Michigan Tax Tribunal
P.O. Box 30232
Lansing, MI 48909
517-373-3003**

**State Tax Commission
P.O. Box 30471
Lansing, MI 48909-7971
517-373-0500**

**City Assessor
Manistee City Hall
70 Maple Street, P.O. Box 358
Manistee, MI 49660-0358
231-398-2802
jbeardslee@manisteemi.gov**

211.30 Board of review; meetings; alternative dates; sessions; request, protest, or application for correction of assessment; hearing; examination of persons under oath; filing by nonresident taxpayer; notice; filing, hearing, and determination of objection; right of appeal; endorsement and signed statement; delivery of assessment roll; ordinance or resolution authorizing filing of protest by letter; notice of option.

Sec. 30.

(1) Except as otherwise provided in subsection (2), the board of review shall meet on the second Monday in March.

(2) The governing body of the city or township may authorize, by adoption of an ordinance or resolution, alternative starting dates in March when the board of review shall initially meet, which alternative starting dates shall be the Tuesday or Wednesday following the second Monday of March.

(3) The first meeting of the board of review shall start not earlier than 9 a.m. and not later than 3 p.m. and last for not less than 6 hours. The board of review shall also meet for not less than 6 hours during the remainder of that week. Persons or their agents who have appeared to file a protest before the board of review at a scheduled meeting or at a scheduled appointment shall be afforded an opportunity to be heard by the board of review. The board of review shall schedule a final meeting after the board of review makes a change in the assessed value or tentative taxable value of property or adds property to the assessment roll. The board of review shall hold at least 3 hours of its required sessions for review of assessment rolls during the week of the second Monday in March after 6 p.m.

(4) A board of review shall meet a total of at least 12 hours during the week beginning the second Monday in March to hear protests. At the request of a person whose property is assessed on the assessment roll or of his or her agent, and if sufficient cause is shown, the board of review shall correct the assessed value or tentative taxable value of the property in a manner that will make the valuation of the property relatively just and proper under this act. The board of review may examine under oath the person making the application, or any other person concerning the matter. A member of the board of review may administer the oath. A nonresident taxpayer may file his or her appearance, protest, and papers in support of the protest by letter, and his or her personal appearance is not required. The board of review, on its own motion, may change assessed values or tentative taxable values or add to the roll property omitted from the roll that is liable to assessment if the person who is assessed for the altered valuation or for the omitted property is promptly notified and granted an opportunity to file objections to the change at the meeting or at a subsequent meeting. An objection to a change in assessed value or tentative taxable value or to the addition of property to the tax roll shall be promptly heard and determined. Each person who makes a request, protest, or application to the board of review for the correction of the assessed value or tentative taxable value of the person's property shall be notified in writing, not later than the first Monday in June, of the board of review's action on the request, protest, or application, of the state equalized valuation or tentative taxable value of the property, and of information regarding the right of further appeal to the tax tribunal. Information regarding the right of further appeal to the tax tribunal shall include, but is not limited to, a statement of the right to appeal to the tax tribunal, the address of the tax tribunal, and the final date for filing an appeal with the tax tribunal.

(5) After the board of review completes the review of the assessment roll, a majority of the board of review shall indorse the roll and sign a statement to the effect that the roll is the assessment roll for the year in which it has been prepared and approved by the board of review.

(6) The completed assessment roll shall be delivered by the appropriate assessing officer to the county equalization director not later than the tenth day after the adjournment of the board of review, or the Wednesday following the first Monday in April, whichever date occurs first.

(7) The governing body of the township or city may authorize, by adoption of an ordinance or resolution, a resident taxpayer to file his or her protest before the board of review by letter without a personal appearance by the taxpayer or his or her agent. If that ordinance or resolution is adopted, the township or city shall include a statement notifying taxpayers of this option in each assessment notice under section 24c and on each notice or publication of the meeting of the board of review.

History: 1893, Act 206, Eff. June 12, 1893 ;-- CL 1897, 3853 ;-- Am. 1907, Act 326, Eff. Sept. 28, 1907 ;-- CL 1915, 4024 ;-- CL 1929, 3418 ;-- CL 1948, 211.30 ;-- Am. 1949, Act 285, Eff. Sept. 23, 1949 ;-- Am. 1951, Act 48, Eff. Sept. 28, 1951 ;-- Am. 1964, Act 275, Eff. Aug. 28, 1964 ;-- Am. 1982, Act 539, Eff. Mar. 30, 1983 ;-- Am. 1994, Act 9, Imd. Eff. Feb. 24, 1994 ;-- Am. 1994, Act 415, Imd. Eff. Dec. 29, 1994 ;-- Am. 2000, Act 210, Imd. Eff. June 27, 2000 ;-- Am. 2003, Act 194, Imd. Eff. Nov. 10, 2003 Popular Name: Act 206

© 2007 Legislative Council, State of Michigan
Rendered 9/10/2007 08:50:08

Michigan Compiled Laws Complete Through PA 51 of 2007



APPLICANTS NEEDED

BOARDS and COMMISSIONS VACANCIES

BOARD OF REVIEW. One vacancy (regular member) – three year term ending 12/31/15. Applicants shall be taxpaying electors of the City who are owners of property assessed for taxes in the City and, at the time of their appointment, are neither elected or appointed officials of the City. Purpose: Hears property valuation appeals.

BROWNFIELD REDEVELOPMENT AUTHORITY. One unexpired term ending 06/30/14. Purpose: Promote revitalization of environmentally distressed & functionally obsolete areas.

COMPENSATION COMMISSION. Two vacancies – five year terms ending 09/30/17. Purpose: Establishes compensation for city council members.

PEG COMMISSION. Three vacancies – three year terms ending 12/31/15. Purpose: Oversees operation of Manistee Public Access Television.

ZONING BOARD OF APPEALS – One vacancy (alternate member) – unexpired term ending 5/31/15. Purpose: Hears appeals to zoning and building issues.

Application forms are available at the City Clerk's office, 70 Maple Street or on the City website at <http://www.manisteemi.gov> . All applications should be returned prior to the December 18, 2012 City Council meeting when appointments will be made.



RECEIVED
NOV 26 2012
CITY OF MANISTEE
CLERK-TREASURER

APPLICATION FOR APPOINTMENT

Thank you for your expression of interest in serving this community by volunteering for appointment to a board or commission. Please provide the requested information in addition to any other information you think appropriate for the Mayor and City Council to consider. Please plan on attending the Council meeting at which this matter will be considered. The public notice for this vacancy included that date.

BOARD OR COMMISSION APPLIED FOR: Board of Review

NAME: LYNDA BEATON

ADDRESS: 256 Hughes St
Manistee MI 49660

PHONE: (Home) 887-4039 (Work) 231-383-0404

E-MAIL: LjBeat52@yahoo.com personal or work

I want to volunteer for this position because:

I have been serving on the Board as an ALTERNATE
AND AS A FULLTIME MEMBER. I ENJOY USING MY
EXPERTISE AS A FULLTIME REALTOR TO ASSESS PROPERTY
VALUES IN THE CITY

Please add any particular education, experience or background you think appropriate to include:

REALTOR SINCE 2005. SRES DESIGNATED. Background
check approved to assist active duty + veterans in
home purchases. RAN FOR VILLAGE COUNCIL IN OXFORD
WAS ELECTED

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

Lynda Beaton 11/26/12
Signature Dated

The City of Manistee does not discriminate on the basis of race, color, religion, sex, national origin, age or disability. If you have a disability and may need accommodation to participate fully on this board or commission, please contact the City ADA Officer, or check this box and someone will contact you to discuss your needs.



RECEIVED

DEC 13 2012

CITY OF MANISTEE
CLERK-TREASURER

APPLICATION FOR APPOINTMENT

Thank you for your expression of interest in serving this community by volunteering for appointment to a board or commission. Please provide the requested information in addition to any other information you think appropriate for the Mayor and City Council to consider. Please plan on attending the Council meeting at which this matter will be considered. The public notice for this vacancy included that date.

BOARD OR COMMISSION APPLIED FOR: PEG Commission

NAME: Alan W. Marshall

ADDRESS: 914 Vine St.
Manistee, M.I. 49660

PHONE: (Home) 231 723 6065 (Work) 231 510 2421 ^{cell}

E-MAIL: awmarshall@hotmail.com (X) personal or () work

I want to volunteer for this position because:
To continue involvement as a concerned and involved citizen.
Also help educate the importance of PEG to the
community.

Please add any particular education, experience or background you think appropriate to include:

Feel free to attach any additional information.

I (will) (will not) be able to attend the Council meeting. Please circle one.

Alan W. Marshall 12-11-12
Signature Dated

The City of Manistee does not discriminate on the basis of race, color, religion, sex, national origin, age or disability. If you have a disability and may need accommodation to participate fully on this board or commission, please contact the City ADA Officer, or check this box and someone will contact you to discuss your needs.

COUNCIL COMMITTEES

The following committees have traditionally been filled on an annual basis at the Organizational Meeting with appointment by the Mayor.

ALTERNATIVES FOR AREA YOUTH

Mitch Deisch

OIL & GAS INVESTMENT BOARD

Colleen Kenny, CHAIR
Catherine Zaring (term exp. 12/14)
Edward Bradford (term exp. 12/14)

AUDITING COMMITTEE

Sid Scrimger
Colleen Kenny
Beth Adams

ORDINANCE COMMITTEE

Bob Hornkohl, CHAIR
Eric Gustad
Catherine Zaring

LOCAL REVENUE SHARING BOARD

Colleen Kenny

PERSONNEL COMMITTEE

Appointed by Manager/Charter 5-6
Bob Hornkohl
Colleen Kenny
Eric Gustad

MRA BOARD

Mitch Deisch

UTILITIES COMMITTEE

Robert Hornkohl
Sid Scrimger
Catherine Zaring

AES BOARD

Mitch Deisch

911 BOARD AUTHORITY

Eric Gustad

City of Manistee



Tightlines for Troops Event in May 2012

2012 HIGHLIGHTS

TABLE OF CONTENTS

	Page
Message from City Manager.....	3
Construction.....	4
Governance.....	8
Community Development.....	18
Operations.....	20
Directory of Officials.....	28

Our Vision:

"Manistee will be the community of choice on the Northwest Michigan coastline with a strong, diversified economy providing opportunities for all...a city whose prosperity continues into the future."

Our Purpose:

"The purpose of the Manistee City Council is to provide direction for the community on behalf of its citizens. The Council will achieve this through exemplary leadership, being accessible and approachable for all, upholding policy, ensuring financial stability, and providing citizens' safety, economic opportunity and a better quality of life."

Strategic Mission:

"To competitively position the City of Manistee as the community of choice and destination for businesses, industry, tourists and families."

Three Year Strategic Goals (SG#)

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

A Message from the City Manager...

Each year when I begin to write the Highlights message, I review the messages from the previous years. A trend for the past decade has been to start the message with news about the struggling Michigan economy. This year I wanted to start out with positive news for 2012. Powered by optimism, Manistee will move forward.

In 2012 the City of Manistee received \$1,006,523 in Federal, State and Local grants. The City committed \$300,000 to secure these grants. Pretty darn good return on our investment. Without the Capital Improvement Fund being funded by the Oil and Gas Investments, we would not have been able to secure these grants. In addition, we also closed out the Cedar Street CSO Project, Maple Street Bridge Phase II Electrical Upgrades, Municipal Marina and the Ramsdell HVAC project.

2013 will also be full of projects highlighted by the replacement of the First Street Beach Shelter, Fish Cleaning Station, Kosciusko Street upgrades and several smaller utility projects. However, as City revenues continue to drop with reduced State-Shared Revenue, declining property values and the potential loss of Personal Property Tax revenue; we will need to significantly pull back the reins of upgrading public property. The funds are simply not available.

2012 could be described as "All Utilities, All the Time." Utilities have taken center place in 2012 with the DPW White Paper that brought back the Utility Director position. This position will be filled in early 2013. The utility fund has become precariously challenged with all of the recent CSO projects and declining revenue due to consumer cutbacks on water usage. Utilities are a fixed-cost business with flow equaling revenue. Reduced flow has placed a significant damper on utility operating funds that will need to be carefully managed in the upcoming years.

As 2012 comes to an end I would be remiss not to thank all those City employees; who through their daily actions provide services to Manistee residents. As with past years, no doubt more economic challenges will be before us that will require everyone to perform additional responsibilities.

The entire community should be proud of the accomplishments of 2012, what a year! I look forward to the challenges and opportunities of 2013.

Mitchell D. Deisch, City Manager

CONSTRUCTION

1. Completed and closed out Jones Street Combined Sewer Overflow Project at an approximate cost of 1.6 million dollars. An additional \$350,000 was spent on new underground LED lighting for this neighborhood. SG#2
2. Completed and closed out Cedar Street Combined Sewer Overflow Project at an approximate cost of 5.1 million dollars. SG#2
3. Maple Street Bridge Electrical Updates – Began in 2006 with receipt of initial grant funding. Project replaced mechanical equipment in the bridge house, motors, brakes, tail locks and upgraded the concrete approaches on the north and south spans. Project was turned over to the City in May with punch list items remaining. Final walk through was conducted in October. This completes a 5-6 year project with more than 2.2 million dollars invested in bridge upgrades. Ninety percent of funds were federal and state grant dollars. SG#2
4. Ramsdell Theatre HVAC – Project completed and closed out at an approximate cost of 1.25 million dollars. Having air conditioning come in handy during the hot summer of 2012. SG#2
5. Municipal Marina Building – Project closeout in 2012 with the State of Michigan, accepting final project numbers of approximately 1.1 million dollars. Feedback from the boaters continues to be excellent. SG#2 & #3
6. State of Michigan S2 grant in the amount of \$227,000 approved for the continued investigation and planning to eliminate inflow and infiltration into our sewer collection system and other necessary sewer related planning. Agreements were signed in April to begin the Sanitary Sewer Evaluation Study. During the study numerous illicit connections to the system were identified. DPW started the process of correcting the connections and also raised the manholes in the rail yard. The inflow and infiltration study continues. Flow monitoring and field investigations were ongoing summer and fall. A report on required upgrades will be part of the final product. SG#2
7. Riverbank Sewer Project has been designed. Easements have been obtained and the project is being reviewed by the MDNRE and USACOE for permitting. USACOE has requested a HEC-RAS study be

completed in order to update the FEMA flood insurance maps. Construction will follow the permitting process and when funds are available. **SG#2**

8. MDOT completed improvements to the US-31 and Taylor Street intersection just north of the bridge in September / October. Project cost approximately \$550,000. **SG#2 & 5**
9. First Street Reconstruction Project cost approximately 1.4 million dollars and continued in 2012 with the installation of light and banner poles, retaining wall, and landscaping. Following significant discussion Council made the ultimate decision to eliminate the observation deck in favor of a railing system on the top of the retaining wall due to reduce the overall project costs. **SG#2**



First Street Reconstruction – Overlook Guard Rail

10. Great Lakes Fishery Trust awarded a grant in the amount of \$75,000 to match City funds of \$75,000 to construct a new Fish Cleaning Station at First Street Beach. No general fund dollars will be used in this construction. Review Committee's wish list exceeded funds available. Value engineering was undertaken, presentations made to Parks & Beautification Commission, Planning Commission and City

Council; with new design completed in April 2012. Out for bids in May; bids received exceeded funds available. Project put on hold to rebid in conjunction with the First Street Beach Shelter. Shelter Project delayed by release of State MNRTF funds. GLFT agreed to amend the project agreement to allow the Fish Cleaning Station project to be bid and constructed in 2013 in conjunction with the Beach Shelter Project. SG#3

11. Michigan Natural Resources Trust Fund awarded a grant in the amount of \$280,000 to match local funds to construct a new Beach Pavilion / Shelter at First Street Beach at an estimated total project cost of \$500,000. RFQ interviews were conducted in December 2011 and the review team selected Abonmarche to provide architectural and design services for a not to exceed amount of \$66,000. Beach House Group formed to review and recommend plans, floor plans and elevations were reviewed by the Committee in March, in April the Group met and changed from an enclosed building to an open pavilion concept, building shifted farther south at the request of the hotel owner, presentations were made to Parks & Beautification Commission, Planning Commission and City Council. State of Michigan delayed release of funds. City Council accepted MNRTF development agreement in September. Project will slip to 2013 bidding and construction. SG#3
12. Hired Ferguson Concrete Construction to replace 161 slabs of sidewalk at a per slab cost of \$62; under the budgeted amount of \$10,000. SG#2
13. Rietz Park Improvements: Manistee Saints through the City of Manistee received a Local Revenue Sharing Grant in the amount of \$45,800. Fence replacement contract awarded to Straight Fence in the amount of \$33,900. Lance Irrigation was hired to replace the sprinkler system for \$9,975. The balance of the grant was used by the DPW in repairing the batting cage and completing miscellaneous concrete work. SG#3
14. MDOT completed rail crossing improvements at a cost of \$220,000 on US-31 in October. In conjunction (to save approximately \$8,000 in reduced traffic control costs), City awarded a contract to Swidorski Construction in the amount of \$34,400 to complete the Joslin Cove water main loop. When developers previously installed the water main they did not connect it to the US-31 water main on the north end of the project. In order to provide fire service and avoid stagnant water this main must be looped. Until this

connection was made the DEQ/City would not approve certificates of occupancy; five of the eight units do not have certificates of occupancy. Project was completed in October. **SG#2 & #5**

15. Small Urban Grant – City received notice of available funds for a “shovel ready” project with a deadline of three weeks (a normal three month process). Abonmarche and staff worked quickly to prepare the necessary documentation to apply for these funds. The project would consist of the mill and fill of Kosciusko Street between Eighth and Twelfth Streets. The estimated cost is \$270,000 with a 20% local match of \$55,000. Deadlines were met and funds were obligated for spring 2013 construction. This project would not have been possible without the assistance of the dedicated staff at Abonmarche. **SG#2**
16. Approved agreement to provide utility services for the new Oak Grove Cremation Center at 309 Parkdale Avenue in Manistee Township.
17. Non-Motorized Transportation Committee continued development of the trail system at the Manistee Non-Motorized Trail Park on M-55.



City Crew Fixing Water Main Break

GOVERNANCE

1. 2012 - 2013 Fiscal Year Budget and Capital Improvement Plan was approved. Process began in January with the distribution of worksheets for the Budget and Capital Improvement Plan. Council also reviewed DPW White Paper in March. Budget recommendations were published March 23 and introduced to the Council and public on April 3. Work sessions and public hearing were held in April. Budget document adopted May 8, 2012 and includes a \$5,701,596 General Fund Budget. Millage was set at 17.2957 mills for the General Fund and 1.15 mills for the Refuse Fund. There was a 6% rate adjustment to water and sewer; charges established at \$3.03 and \$6.06 per 1,000 gallons respectively. Refuse monthly user charges were established at \$3.13, \$6.24 and \$9.36; depending on the level of service selected. Budget process has to become more precise as available cash dwindles. Completed all EVIP requirements for continued State funding. SG#4 & #5
2. Approved budget amendment 2012-01 for fiscal year end in June. Required by law to ensure actual expenditures do not exceed budgeted amounts. SG#4
3. Approved Main Street Downtown Development Authority Budget for 2012-2013 and their amended 2011-2012 Budget. SG#5
4. David Wilson, CPA in fourth year of agreement to prepare annual audit. June 30, 2012 audit was presented to City Council on October 16, 2012. **The audit shows a General Fund Balance of \$1,175,303; an increase of \$194,061.** SG#4
5. There was no further Headlee Rollback on 2012 maximum authorized operating millage rate for FY 2012-13. Council approved 17.2957 operating mills for 2012, not levying the additional mills allowed by law. SG#4
6. Four Council seats were up for election in November. Candidates on the ballot were: First District Colleen Kenny, Third District Robert Hornkohl and Roger Zielinski, Fifth District Catherine Zaring, and Seventh District Eric Gustad. At the Organizational Meeting in November, the City Clerk sworn in Colleen Kenny, Robert Hornkohl, Catherine Zaring, and Eric Gustad. Council elected Colleen Kenny as Mayor and Catherine Zaring as Mayor Pro-Tem.

7. Continued the Strategic Plan process. Tim Ervin of the AES facilitated this process that began with a meeting of Council and Department Directors on November 1, 2012. A draft document was distributed to staff and City Council in late November.
8. The City Manager, Finance Director and Councilmembers Haydon, Marshall, and Zaring, participated in the March MML Capital Conference in Lansing. SG#4
9. Councilmembers Zaring and Marshall attended MML Region 6 meeting in Kalkaska in May. SG#4
10. City Manager Mitch Deisch, Mayor Pro-Tem Catherine Zaring and Councilmember Bob Hornkohl attended the Placemaking Summit on May 21 in Traverse City. SG#4
11. On August 16, 2011 Council approved three separate agreements with Filer Charter Township for utility services including: an Operating Agreement, a Wastewater Treatment Agreement, and a Master Agreement. An agreement was reached with Filer Charter Township to frontload the necessary funds to complete the design phase of the clarifier agreement. Entered into an agreement with FCT for the third final clarifier at the WWTP in June to advance the City \$85,000 to pay for professional services by Fishbeck Thompson Carr & Huber. Redirection of these funds is being considered. Flows at the WWTP continue to lessen from the impacts of recent CSO projects and the I & I Study; the third final clarifier is no longer being recommended. Filer and the City continued to meet and move forward. In November agreements were amended to eliminate the construction of the third final clarifier, changed the Township connection charge to \$1,350,000 and allows complete discretion by the City on how funds are spent. SG#2 & #5
12. Councilmembers Adams, Hornkohl, Marshall and Zaring, and City Manager Mitch Deisch participated in the MML Annual Conference in October. Mayor Pro-Tem Zaring was the City's voting delegate; with Councilmember Adams the alternate. Mayor Pro-Tem Catherine Zaring received her certificate for completion of Level I, Elected Officials Academy. Participated in the Silent Auction with a donated walking stick crafted by Ken Jilbert. SG#4
13. Annual State of Michigan Accountability and Transparency Reports: Requirement to continue receipt of what used to be statutory revenue sharing. Continue to follow Governor Snyder's Citizens

Guide to Michigan's Financial Health program, fulfilling various requirements prior to deadlines. EVIP Phase I was submitted on September 28 and was posted on the City's website/Facebook. **SG#4**

14. City Manager Mitch Deisch and Councilmembers Hornkohl, Marshall, Scrimger and Zaring attended County Regional Summit in September. **SG#4**

15. Conducted Annual Mayors Exchange Program with the City of Big Rapids in June and July. This is an annual opportunity to learn and network with other Michigan municipalities. Mayor Kenny is shown at right during a tour of downtown Big Rapids. **SG#5**



16. In September of 2011 Council conducted a work session with the Harbor Commission to discuss the role of the Harbor Commission. The Council Ordinance Committee met and drafted revised ordinance language clarifying the advisory role of the Harbor Commission. Following this year-long review Council approved a revised Harbor Commission ordinance.
17. Four elections were held in 2012: Presidential Primary in February, Special School election in May, August Primary Election and the General Election in November.

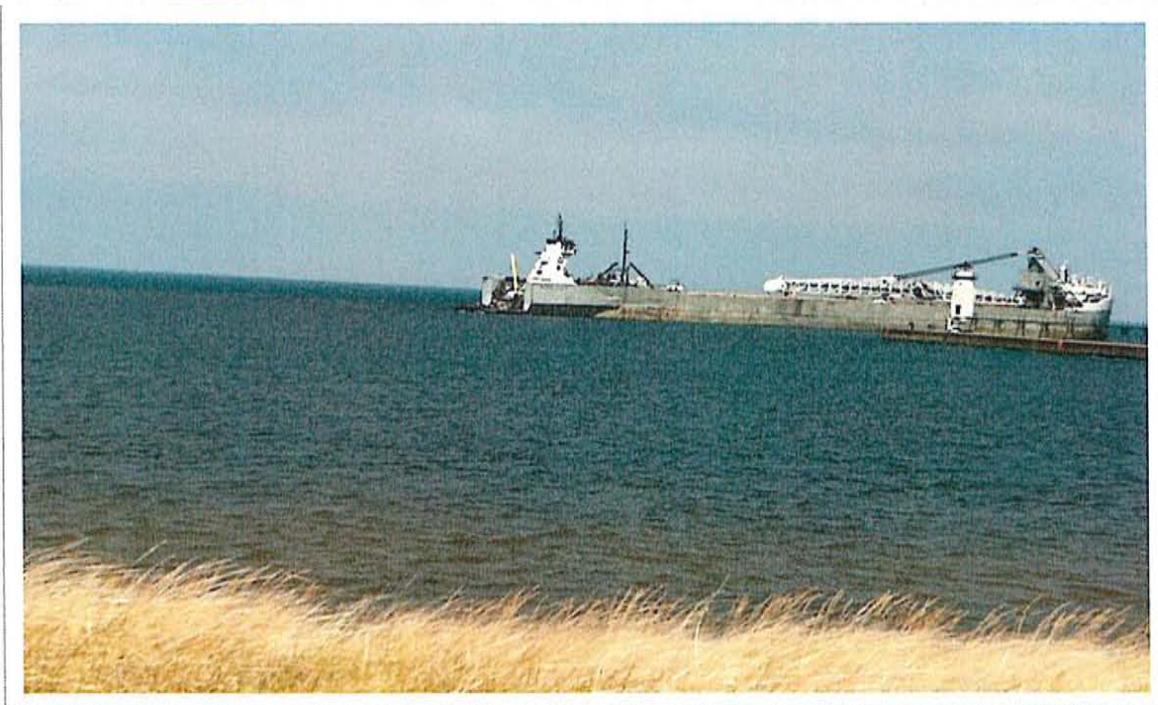
Clerk's Office completed redistricting following the 2010 Census; as required in the second year following each federal census, election commissions shall divide precincts to be equitable. The average population of each City precinct was determined and boundaries were adjusted as necessary to come close to the average. Established central polling places; reducing the locations from four to two. New voter registration cards were distributed.

Clerk's Office hosted election Public Accuracy Test including Manistee Township and Filer Charter Township. SG#5

18. Council participated in annual bus tour of ongoing projects including: Utility Infrastructure and interceptor cleaning, Rietz Park Fence & Sprinklers, CSO Projects, First Street Reconstruction, Fish Cleaning Station, First Street Beach Shelter, Playground Equipment, Maple Street Bridge, Chalet West/WODA Group, blighted areas, MDOT railroad crossings / Joslin Cove water main loop, and other places of interest.
19. Assisted the Alliance for Economic Success in their search to replace the Executive Director position. SG# 1 & #5
20. City continues to use social media like Facebook to interact and inform the public. This page is not intended to be a forum for public debate or discussion; rather is used to disseminate information in a timely manner to residents and visitors. There are currently 394 likes/fans of the City's Facebook page.
21. Created a Room Use Policy & Rental Agreement for the marina open space. Occupancy rate is 40. Tables and chairs were purchased. Space is now available for rent.
22. PEG Commission ordinance revisions – approved by the PEG Commission, the Council Ordinance Committee and recommended by the Charter Township of Filer. Reviewed and approved by City Council on October 16, enabling greater participation by Manistee County residents. SG#5
23. The Manistee Housing Commission, through the U.S. Department of Housing and Urban Development (HUD), received notification of a financially troubled status. The City of Manistee was requested by HUD to partner with the Housing Commission to rectify the troubled status. A Financial Recovery Plan was created and ultimately approved by the Manistee Housing Commission Board of Commissioners. The City of Manistee was asked to partner with the Housing Commission in the completion of the Action Plan. As a signatory to the agreement the City commits to oversee and monitor the Housing Commission in its discharge of their duties. SG#5 & #6
24. Reviewed ordinances regarding dogs on beaches. Signage controls areas where dogs are not allowed. Survey of other Lake

Michigan communities was conducted by the Manager's Office. More follow-up discussion is needed with Council and community.

25. Continued to work with MDNR / U.S. Forest Service to protect nesting sites of endangered Piping Plovers north of Fifth Avenue Beach. This was the fifth year that the Piping Plovers selected this site. **SG#5**
26. Board and Commission bylaws are reviewed annually by respective groups, and if amended, forwarded to Council for review and approval.
27. Department of Public Works contracted by Onekama Village and Township to clean their beaches in early June. **SG#5**
28. Participated in annual Fire Prevention Festival held in October. Worked with other area fire departments to provide fire safety education for children. **SG#5**
29. Participated and assisted in various annual community festivals and events including Tightlines for Troops, Forest Festival, Hops & Props, Boos, Brews & Brats, Sleighbell Weekend, Santa Train and Shop With a Cop.
30. USACOE completed Manistee Harbor dredging and removed 65,000 cubic yards of material that was deposited in Lake Michigan at the 8-12 foot contour south of the harbor. See photo below of grounded freighter. **SG#5**



31. Manistee awarded Tree City designation in 2012. City has been a recipient for more than twenty years.
32. City Manager Mitch Deisch made a presentation at the Port City Collaborative Meeting held in Traverse City this past May. He spoke on how important the Manistee harbor is to this community and focused on the harbor's mixed use that includes industrial, commercial and recreational.
33. Council authorized the placement of a historical marker (not state-recognized) honoring the death site of Pere Marquette. Local resident Bob Adams undertook years of research and determined that the Northwest corner of Man-Made Lake was the correct location. Councilmember Haydon and local resident Bob Adams took the lead on erecting the historical marker. Dedication held Friday, May 18, 2012. **SG#3**



Pere Marquette Dedication in May

34. The Non-Motorized Transportation Committee sponsored the fifth annual Healthy Active Manistee Week (HAM It Up) the third week of May. The City was awarded its ninth Promoting Active Communities award.
35. Non-Motorized Transportation Committee organized the second annual local Labor Day Bridge Walk.
36. Working with the Manistee Housing Commission on a contract with the Department of Public Works to provide yard maintenance services. Contract will begin in 2013. **SG#5**
37. City Manager Mitch Deisch, Mayor Pro-Tem Catherine Zaring and Councilmember Alan Marshall attended the MSU Extension workshop on Intergovernmental Cooperation on July 19. **SG#4**
38. Maralee Cook, wife of Harbor Commission Member Ty Cook, took action to provide a significant and quality promotional opportunity for the marina and Manistee area with her articles in the Lakeland Boating and Great Lakes Angler magazine. Thank you Maralee, job well done! **SG#3**
39. Following a public hearing on January 17, 2012 City Council adopted the 2012-2019 Community Recreation Plan; also adopted by the Parks & Beautification Commission and endorsed by the Planning Commission. Completion of this five year plan focuses future direction and aids in grant applications. **SG#3**
40. Created ad hoc Playground Equipment Committee to discuss Rotary / Rocket Park improvements. Committee consists of representatives from City staff, Parks & Beautification Commission, Great Start and the Rotary. Current funds: LRSB Grant of \$25,000 and Capital Improvement Funds of \$10,000. Funds will be leveraged to apply for Land & Water Conservation Fund grant at the suggestion of AES in the spring of 2013. Committee continues to meet and explore equipment options. **SG#3**
41. City Manager narrated Annual Parks Bus Tour on September 13 for the Parks & Beautification Commission.
42. Continued public tours of City Hall, Ramsdell Theatre and the Fire Station.

43. Following a survey of the community Consumers Energy revised their standard lighting contract, reducing the City's costs by approximately \$75 per month. The revised contract was approved by Council in September.
44. Working with the Chamber of Commerce on options to improve the First Street roundabout inner circle. Members of the Parks & Beautification Commission will be part of the project leadership team. The final concept will be brought back to Council for ultimate approval. Chamber held the first meeting of this group in August. **SG#3 & #5**
45. After a several year delay, a flag pole was once again installed on the top of City Hall. Councilmember Alan Marshall was given the honor of raising the first flag.



American Flag Flying Proudly Over City Hall

46. City Manager Mitch Deisch and Councilmember Hornkohl attended annual Chamber Meeting and Awards Dinner in November.

47. Councilmember Marshall; Planning Commissioners Albee, Dean, Fortier, Gustad, Wittlief, and Yoder; ZBA Members Kracht, Perschbacher and Schindlbeck; Historic District Commissioners Carlson, Eftaxiadis, Kracht, and Russell; and Jon Rose and Denise Blakeslee from the Community Development Office attended the Placemaking and Historic Preservation Workshop in September.
48. Manistee News Advocate's Best of People's Choice Awards:
 Best Attorney- George Saylor, GWSH
 Best Firefighter – Mark Cameron
 Best Law Enforcement Officer – Jeff Pefley
49. A Committee consisting of Heather Pefley, Denise Blakeslee, Mary Bachman, Kathie Boyle, Mark Niesen and Cindy Lokovich selected the Manistee County Holiday Hope Team as recipient of items donated to the Mitten Tree hosted at City Hall. The tree quickly filled with winter accessories.
50. Business Registrations:
 J.W. Miller Enterprises, Inc., 1501 Main Street, Produce Wood
 THR & Associates, 378 River Street, Transient (Antiques & Coins)
 Absolutely Clean, 170 Quincy Street, Cleaning
 Mid-Amer Co., 378 River Street, Transient (Precious Metals Buyer)
 GT Tire & Wheel of Manistee, 305 River Street, Tire Sales
 Longo's Sweet Treats LLC, Mobile Ice Cream Vendor
 Stege Chiropractic Health LLC, 194 Cleveland Street, Chiropractic
 Gold & Silver Exchange, 390 River Street, Gold & Silver Exchange
 AT&T Personalized Communications, 85 Cypress St., Wireless Service
 Custom Motor Sports LLC, 21 Cypress Street, Golf Carts
 Manistee Taxi, Scottville MI, Taxi Service
 TK Quilting & Designs, 471 Water Street, Quilting, Patterns & Sales
51. Parcel Splits / Combinations:
 Skiera / Dixon
 Chalet West
 Harbor Village
 Luedke / Wittlief
52. Banner Applications:
 Lakeside Club, Tour of Homes
 Chamber of Commerce, National Forest Festival
 MSDDA, Sidewalk Sales
 W.S. Healthcare Foundation, Paint the Town Pink
 FiveCAP, Toys for Tots

53. Policies:
Purchasing Policy #13 – added provisions relating to management of federal grants.
Oil & Gas Investment Policy #1 – added greater flexibility on spending rule.
54. Ordinance Amendments:
Z11-09 Article 18, Special Uses, Place of Public Assembly
Z12-01 Article 3 Add P-D Peninsula District
12-02 Complete Streets Ordinance
12-03 Chapter 266 Harbor Commission
Z12-04 Article 5 Vehicular Parking Space, Access & Lighting
12-05 Chapter 288 PEG Commission
Z12-06 Article 18 Bed & Breakfast
Z12-07 Article 2 Definitions
Z12-08 Article 5 Peninsula District Standards
55. Resolutions:
RES 12-01 Adopt 2012-1017 Community Recreation Plan
RES 12-02 Election Precinct/City Council Boundary Revision
RES 12-03 Change in Standard Lighting Contract, Consumers Energy
RES 12-04 Thanks & Appreciation, APW Week and Day
RES 12-05 2012-2013 Budget Adoption List
RES 12-06 Bob Adams Appreciation, Pere Marquette Death Site
RES 12-07 Established Receiving Boards for Elections
RES 12-08 Liquor License Transfer, Hanson/Venture Business Limited
RES 12-09 Change Lighting Contract, Consumers Energy
RES 12-10 First Street Beach House Development
RES 12-11 Non-Binding Approval of Sewer Concept along US-31
RES 12-12 Liquor License Transfer, JHC Investments LLC
RES 12-13 Michigan Lighthouse Assistance Grant Application
56. Proclamations:
Parkinson's Awareness Month (April)
Parliamentary Law Month (April)
Paint the Town Pink (October)

COMMUNITY DEVELOPMENT

1. The City continues to be successful in drafting and receiving grants. 2012 Grant Applications: SG #3, #4 & #5

MDNRTF for Beach House \$280,000 - approved
GLTF for Fish Cleaning Station \$75,000 - approved
S2 for I & I Study \$227,000 – approved
FEMA Turnout Gear (15 sets) \$98,000 – approved
DTE Tree Program \$3,000 – approved
ARRA / SSCENT – approved
Small Urban for Kosciusko \$215,000 - approved

Local Revenue Sharing Board:

2012 Cycle I applied for Police – Additional Care Trak Systems \$3,673 (approved); Fire – Thermal Imaging Camera \$10,840 (denied); Douglas Park Playground Equipment \$25,000 (approved); Rietz Park - Ball Diamond Improvements \$45,800 (approved); Museum – Computer & Software Equipment \$3,750 (approved).

2012 Cycle II applied for Police – Officer Safety Equipment \$4,100 (approved); Fire – ALS Equipment & Supplies \$16,923 (approved); MRA Soccer Goals & Scholarships \$3,000 (approved); MPA-TV – Server & Peripherals \$10,000 (approved); Vogue Theatre – Revitalization Project \$100,000 (denied).

The City has received approximately \$946,491 from the Local Revenue Sharing Board.

2. The Building Inspector's Office issued 47 building permits generating an income of \$12,048. SG#4
3. Rental inspections and registrations garnered \$6,800 during the fiscal year. SG#4
4. Worked with area Veterans Organization and Community Foundation on Memorial Park improvements. Preparations made for new archway that was installed in October. On behalf of Manistee County Veterans Council applied for a military hardware static display for Memorial Park. SG#3

5. Lions Club Members took on the project of upgrading pavilions at First Street Beach. Pavilions received new red roofs and white columns. City assisted with the installation of a barrier free sidewalk to each pavilion. SG#3
6. DPW assisted the Jaycees in North Riverwalk Gazebo maintenance in May. SG#3
7. Worked with a local Boy Scout Nick Veine on his Eagle Scout Project on surveying sidewalks. Sidewalk criteria and forms were drafted and training was given on the Roadsoft asset management program. Information captured will be added to the Roadsoft program. SG#2
8. Worked with the Manistee County Historical Museum and volunteers on fundraising efforts for the restoration of the North Pier Lighthouse. The City assumes ownership; the Museum assumes financial maintenance responsibilities. SG#3 & #5
9. Executed permanent easement agreement for River Parc Place LLC to enable new owner to resume work.
10. Approved a lease with Agri-Valley Broadband, Inc. to construct antenna facilities on the City's Industrial Park water tower. Agreement provides a monthly rent of \$515 and provides appropriate protection to the City's infrastructure. SG#2
11. Established revised renewal rates for riverfront leases following staff review of how economic downturn has impacted community values and rates. Council approved lowering lease rates and reducing the length of the lease from ten years to five years.
12. As part of the parcel split and combination request for the former Chalet West Apartment Complex, property being used as a portion of Melitzer Street and Sixth Avenue was conveyed to the City.

OPERATIONS

1. DPW White Paper – completed benchmark survey, phone interviews with survey respondents. Organizational models and best practices was the goal of this review. Study was presented to City Council on March 19, 2012 in conjunction with annual budget discussions. Rehiring the Utility Director was a result of the DPW White Paper. Initiated work on the Community Development White Paper in October. **SG#4&5**
2. Negotiated, mediated and ratified four union contracts (USW, IAFF, POAM and COAM) in 2012. Vote held to create a new union for support staff with the GELC. GELC voted to decertify prior to the completion of negotiations. Challenging negotiations due to State requirements on health insurance etc.
3. Conducted biannual fire arms training for public safety personnel.
4. Biennial spring trash pickup conducted in April and took only seven days rather than the ten days allocated for this program; 228.79 tons of materials was hauled away and landfilled. Cost for Allied Waste was \$29,550.35 and for City labor and equipment it was \$21,317.
5. The Board of Review met in March, July and December hearing valuation, poverty exemption, principal residency, mutual mistakes of fact and conditional rescission appeals. Greater number of large value and commercial appeals. Board of Review participated in training session in February.
6. Assessor participated in several tax appeals and settlement conferences this year.
7. Implemented biweekly payroll and direct deposit to improve efficiencies in the Finance / Clerk department. **SG#4**
8. Completed annual stump removal program, 64 stumps were removed by a private contractor. City assisted with cleanup and black dirt.
9. Completed eleventh year of beach sampling program. City responsible for Man-Made Lake samples. Met with District #10 Health Department regarding sampling procedures. **SG#3**

10. Used Oakland Community College Flashover Trailer to train public safety personnel. Eleven of fifteen employees participated. **SG#5**
11. Many City employees generously contributed to the annual United Way Campaign. Sergeant Schmeling ran the program for the City.
12. Sergeant Tom Bruce and Officer Jason Hallead completed the Fire Academy. Mark Cameron, Health Darling and Fred LaPoint completed the academic portion of Paramedic training; licensing will be completed in 2013. Public Safety Director Dave Bachman completed EMT practical and clinical rotations and passed the EMT registry exam. **SG#4**
13. Assessor's Office contracted three year audit of Aztec and West Bay Exploration through Tax Management Associates. Hearing conducted in Lansing on April 17, 2012.
14. Continued wayfinding signage program: new signs installed at Arthur Street Launch, Municipal Marina, Fifth Avenue Beach and First Street Beach.



Wayfinding Signage at Entrance to First Street Beach

15. Budgeted for a federal mandate to change out all truck radios by September 2012.
16. Set up workout room at the Fire Station with donated equipment from Kennedy School.
17. Continued to address operational issues with the auto-attendant at the First Street Launch ramp. Boater compliance is higher due to the change in location and better signage; however the mechanics of the equipment continues to be a challenge. **SG#3**
18. Continue to increase the use of the Ramsdell Theatre Complex. Movie Nights are incorporated into the operations, but not a money-maker. Staff will keep trying options to fill open nights at the complex with special events, concerts, movies and film premiers. October 13 saw the first live broadcast of the Metropolitan Opera which was deemed a success and was well-attended. Working cooperatively with West Shore Community College and others to fill the dark nights. **SG#5**
19. Riverwalk neighborhood thefts prompted the installation of outside surveillance cameras at the Municipal Marina.
20. Renewed City Manager employment agreement.
21. Fire Department presented fire extinguisher training to Morton employees in exchange for \$1,500 worth of safety equipment.
22. Continue to address invasive plant species like Phragmites Grass, Garlic Mustard and Japanese Knotweed.
23. Cleaned up after several significant storm events again this year. Basement flooding continued at 712-714 High Street. System was investigated and a backflow valve was installed at the intersection of Eighth and High Street.
24. Jon Rose and Denise Blakeslee of the Community Development Office completed the Sustainable Community Certificate Program MSU School of Planning, Design and Construction. **SG#4**
25. Ran out of black dirt at the compost area in June. Rented equipment from Elmer's and made approximately 2,100 yards.

26. Intergovernmental cooperation with Road Commission / MDOT on equipment, seasonal sand removal and leveling at both beaches, crack sealing, street sweeping. **SG#5**
27. Initiated process to fill Utilities Director position. Applications were due in November, position anticipated to be filled January/February 2013.
28. City Firefighter/Paramedic Jim Henderson taught CPR classes to interested City employees and Councilmembers. Classes began in October and continued into November.
29. Continued to explore/implement GIS. S2 grant will collect extensive amounts of data to be incorporated. City/County partnership has ended and City continues to use consultant. **SG#2**
30. Continued monthly utilities meetings to prioritize and track department projects and ensure efficient operation / maintenance of the facilities.
31. Health Insurance Review Committee (with representatives from City Council, the Supervisory employees, Non-Union employees, USW, IAFF, POAM and COAM) will continue to meet and review options for health insurance plan.
32. Technology Updates: Laserfiche training pending; website training pending; installed wireless to all facilities, installed new server, serviced beach emergency phones, serviced water and sewer emergency callout system, entered into a five-year agreement with I.T. Right for network and information technology support services. **SG#2&4**
33. To increase efficiencies in the Manager's Office, implemented ePackets for City Council meeting agendas using iPads for all Councilmembers and Department Directors. Installed Dropbox, a free service that has folders for accessing documents, photos, etc. Agenda packets are no longer mailed or emailed and are regularly posted on the City's website at www.manistee.mi.gov. While on the City's website, click on the "Notify Me" button. You will be able to sign up for regular email updates on a variety of subjects. We also post Council and other board and commission dates on Facebook ([facebook.com/CityofManistee](https://www.facebook.com/CityofManistee)) with a link to the agenda packet. Please like our page and get regular updates this way too. **SG#4**

34. On September 12, 2012 Chief David Bachman and Sgt. Tom Bruce participated in the 75th Annual Governor's Cup pistol match in Jackson, Michigan. The team took first place in the Class D division representing departments with less than 20 sworn officers. The team score was 504 out of a possible 600 points. This is only the second time in 75 years that our department won first place!



Governor's Cup Pistol Match in Jackson, Michigan

35. Continued quarterly financial and investment updates to City Council. **SG#4**
36. Conducted annual aerial and ground ladder testing. The ladder truck received annual maintenance and recertification through the Manistee County Road Commission. **SG#5**
37. Provider of Record Agreements:
- Renewed Plumbing Contract Provider of Record Agreement with Personal Plumbing.
 - Renewed Electrical Contract Provider of Record Agreement with Topline Electric LLC.

- Renewed Mechanical/HVAC Maintenance Contract Provider of Record Agreement with Custom Sheet Metal & Heating, Inc.
 - Entered into new General Contracting Service Provider of Record Agreement with Hansen Enterprises.
38. Completed annual Paser rating updates in the fall of 2012. Staff will be developing 3-5 year Street Replacement Plan with Abonmarche assistance for 2013-2014 budget discussions. SG#2
 39. City Fire ladder truck was put through a five-year test of the ladder; pumps passed.
 40. Equipment Purchases: 3 new police cars \$85,620; 2 riding lawn mowers \$21,914.
 41. Building Inspector Mark Niesen renewed his Registered Code Official and Inspector licenses.
 42. Promoted Mark Cameron to the position of Captain in the Manistee Fire Department as of July 1, 2012.
 43. Promoted John Peddie to the position of Captain in the Manistee Fire Department as of October 1, 2012.
 44. Part-time Firefighter / Paramedic Chris Jefferies was promoted to fulltime employee as of October 15, 2012.
 45. Finance Director Ed Bradford received his Certified Public Finance Administrator designation this year. SG#4
 46. Finance Director Ed Bradford successfully completed the Certified Public Funds Investment Manager program. SG#4
 47. City Clerk Michelle Wright renewed her CPFA certification and achieved designation as a Master Certified Municipal Clerk. SG#4
 48. Community Development Office, Jon Rose and Denise Blakeslee, completed necessary credits to maintain their Master Citizen Planner Certification.
 49. Executive Secretary Cindy Lokovich maintained her Certified Administrative Professional status, with a specialty in Organizational Management.

50. City Manager Mitch Deisch maintained ICMA Credential Manager status. Credentialing status requires more than 40 hours of annual training in specific areas. A report on this training is required to be filed with the ICMA. This is a goal previously set by both the Manager and City Council. **SG#4**
51. Retirements: Timm Smith retired 6/30/12 after 28 years in the Fire Department. Thank you for your years of service!
52. New Hires: Hired Sean Taylor for DPW/Bridge on January 9, 2012. Welcome Sean!



Beach Cleaner in Action on Fifth Avenue Beach



New Wayfinding Signage at Fifth Avenue Beach

DIRECTORY OF OFFICIALS - 2013

Mayor Colleen Kenny
Mayor Pro-Tem Catherine Zaring
Councilmember Sid Scrimger
Councilmember Robert Hornkohl
Councilmember Ilona Haydon
Councilmember Beth Ann Adams
Councilmember Eric Gustad

City Manager Mitchell D. Deisch

DIRECTORY OF OFFICIALS - 2012

Mayor Colleen Kenny
Mayor Pro-Tem Catherine Zaring
Councilmember Sid Scrimger
Councilmember Robert Hornkohl
Councilmember Ilona Haydon
Councilmember Beth Adams
Councilmember Alan Marshall

City Manager Mitchell D. Deisch