

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, FEBRUARY 5, 2013 – 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.) Cash Balances Report.
- XI. a.) Notification Regarding Next Work Session.
b.) Consideration of Annual Eagles St. Patrick's Day Parade.
c.) Consideration of Non-Motorized Transportation Committee Annual Events.

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

- *V. Approval of Minutes.** Approval of the minutes of the January 15, 2013 regular meeting as attached.

VI. Financial Report.

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

VII. Unfinished Business.

VIII. New Business.

- a.) CONSIDERATION OF APPOINTING JEFF MIKULA AS CITY UTILITY DIRECTOR.

Pursuant to City Charter 5-5 Appointments, “The Manager with **Council approval** shall appoint and may remove for just cause, a City Finance Director who shall also be the City Treasurer, a Police Chief, Fire Chief and such other officers and heads of departments as may be deemed necessary.”

For the past four months Administration has been working with an interview team which consisted of Mayor Kenny, Councilmember Hornkohl, Citizen at Large Alan Marshall, Finance Director Ed Bradford, Community Development Officer Jon Rose, DPW Director Jack Garber and City Manager Mitch Deisch to fill the newly created Utility Director position.

The interview team unanimously supported Mr. Jeff Mikula to be appointed City Utility Director. Based upon this recommendation and the City Manager’s personal experiences with Mr. Mikula over the past six years, he is appointing Jeff Mikula as City Utility Director and requests that City Council confirm this appointment.

At this time Council could take action to confirm the City Manager’s appointment of Mr. Jeff Mikula to the Utility Director position.

- b.) CONSIDERATION OF AN APPOINTMENT TO THE SECOND DISTRICT COUNCIL SEAT.

A vacancy exists for the Second District Council seat. The City Clerk has advertised for applicants to fill the unexpired term ending in November 2013. Applicants must meet minimum Charter requirements by being a registered elector in the City of Manistee for not less than two years immediately preceding the filing deadline, must currently be registered in the district being applied for, and be at least 25 years of age as of the filing deadline. The filing deadline was set at 5:00 p.m. on Monday, February 4, 2013.

Section 2-6 of the Charter indicates that a vacancy shall be filled by appointment of a resident of the district involved by a majority of the remaining Council members. Three affirmative votes are required.

Council may interview the applicants for the Second District Council seat at this time.

At this time Council could take action to appoint a new member of City Council to fill the Second District Council seat for the unexpired term ending November 2013. A Special Meeting of the City Council will be held on Tuesday, February 12, 2013 at which time the Oath of Office will be administered.

c.) CONSIDERATION OF AN APPOINTMENT TO THE FOURTH DISTRICT COUNCIL SEAT.

A vacancy also exists for the Fourth District Council seat. The same criteria as previously stated for the Second District applicants are required.

Council may interview the applicants for the Fourth District Council seat at this time.

At this time Council could take action to appoint a new member of City Council to fill the Fourth District Council seat for the unexpired term ending November 2013. A Special Meeting of the City Council will be held on Tuesday, February 12, 2013 at which time the Oath of Office will be administered.

d.) CONSIDERATION OF SCHEDULING A SPECIAL COUNCIL MEETING FOR TUESDAY, FEBRUARY 12, 2013.

A special City Council meeting is necessary to swear in the new Second and Fourth District Councilmembers. This special meeting can be scheduled for Tuesday, February 12, 2013 at 7:00 p.m. The work session already scheduled for that date and time will immediately follow the special meeting.

At this time Council could take action to schedule a special Council meeting on Tuesday, February 12, 2013 at 7:00 p.m. for the purpose of administering Oaths of Office for new Councilmembers.

IX. Notices, Communications, Announcements.

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

A Council work session has been scheduled for Tuesday, February 12, 2013 at 7:00 p.m. A discussion will be conducted on the Ramsdell Theatre White Paper, project updates; and such business as may come before the Council. No action is required on this item.

***b.) CONSIDERATION OF ANNUAL EAGLES ST. PATRICK'S DAY PARADE.**

Authorization is being sought by the Manistee Eagles Aerie 1765 to hold a St. Patrick's Day Parade on Sunday, March 17, 2013 at 5:00 p.m. The route would be on Division Street from First Street, ending on Lake Street in the Eagle's parking lot.

At this time Council could take action to authorize the annual St. Patrick's Day Parade along Division Street on March 17, 2013 at 5:00 p.m.

***c.) CONSIDERATION OF NON-MOTORIZED TRANSPORTATION COMMITTEE ANNUAL EVENTS.**

The Manistee Non-Motorized Transportation Committee holds two community events each year. In May the Healthy Active Manistee (H.A.M. it Up!) community event is held and in September the Labor Day Bridge Walk is held.

The Non-Motorized Transportation Committee is requesting City Council's approval and endorsement for the Fifth Annual Healthy Active Manistee (H.A.M. it Up!) event to be held May 18, 2013 through May 24, 2013. The committee is also requesting approval for their Third Annual Labor Day Bridge Walk to be held on Monday, September 2, 2013.

The routes for both the H.A.M. it Up! 5K run/Walk and the Labor Day Bridge Walk will be finalized and submitted to the Department of Public Safety for approval as the events draw near. These events promote healthy activities for people of all abilities to enjoy.

At this time Council could endorse the Fifth Annual Healthy Active Manistee (H.A.M. it Up!) community event to be held May 18 – 24, 2013 and the Third Annual Labor Day Bridge Walk on Monday, September 2, 2013.

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 – January 15, 2013
Cash Balances Report
Department Director Appointment Confirmation
Council Vacancy Advertisement
St. Patrick’s Day Parade Request
Non-Motorized Transportation Committee Annual Events Request

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – January 15, 2013

A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, January 15, 2013 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

PRESENT: Colleen Kenny, Robert Hornkohl, Ilona Haydon, Catherine Zaring, Beth Adams, and Eric Gustad.

ABSENT: Sid Scrimger.

ALSO PRESENT: City Manager – Mitch Deisch, City Attorney – George Saylor, City Clerk – Michelle Wright, City Assessor – Julie Beardslee, DPW Director – Jack Garber, Finance Director – Ed Bradford, and Public Safety Director – Dave Bachman.

CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

None received.

CONSENT AGENDA.

- Minutes
 - January 2, 2013 - Regular Meeting
 - January 8, 2013 - Work Session
 - January 9, 2013 - Work Session
- Payroll
 - Dec. 24, 2012 – Jan. 6, 2013 - \$ 125,694.88
- Monthly Bills
 - December 11, 2012 - \$ 300,005.64
 - December 20, 2012 - \$ 398,810.43
- Notification Regarding Next Work Session – February 12, 2013
 - A discussion will be conducted on the Ramsdell Theatre White Paper, Project Updates; and such business as may come before the Council.

MOTION by Hornkohl, second by Haydon 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 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 their meeting of Tuesday, December 18, 2012 concerns were raised by Council that this was the first Council had heard of these issues with the Housing Commission and requested more time to consider this item. A motion was made to table the discussion (in effect a motion to postpone) and to schedule a joint meeting of the City Council and the Housing Commission. The joint work session was held on January 9, 2013.

MOTION by Hornkohl, second by Zaring to proceed to a vote on the motion pending from the December 18, 2012 meeting. It was clarified that this motion was to remove Mr. Bacon from the Housing Commission.

With a roll call vote this motion passed, 5-1.

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

CONSIDERATION OF COUNCIL PURCHASING POLICY CP-13 AMENDMENTS.

City Council has adopted a Purchasing Policy for the City. Council had some concerns about a few areas and charged the Audit Committee to review the Purchasing Policy and suggest changes. The Audit Committee met and suggested changes. Administration has incorporated these changes in a new draft of the Purchasing Policy.

MOTION by Hornkohl, second by Adams to amend Council Purchasing Policy CP-13.

With a roll call vote this motion passed unanimously.

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

CONSIDERATION OF THE PURCHASE OF A 2013 VACTOR MODEL 2115 COMBINATION SEWER CLEANER.

The Sewer Maintenance Department uses a vactor for sewer line, catch basin and lift station cleaning; and water department dig jobs. The vactor is used daily and on emergency calls. The current vactor is a 2006 model and is operating at a lesser efficiency level and needing more frequent repairs.

In the 2012-2013 Motor Pool Budget, the City has allocated \$35,700 per year for the purchase of a new vactor. Earlier this year, the DPW Director and the sewer technicians tested three different machines (Vac-On, Aquatech and Vactor). Their mutual decision was that the Vactor Model 2115 from Jack Doheny Companies was in the best interest of the City of Manistee. Total cost of the unit is \$387,443.49 less trade-in of \$116,208.00; for a final unit price of \$271,235.49.

Jack Doheny Companies and PNC Bank offer an exclusive lease program. The lease agreement is for five years with an annual payment of \$26,705 and a guaranteed buyback/cost to purchase at the end of five years of \$163,000. The Finance Director recommends this method of financing and the City Attorney has reviewed the lease paperwork and approves the agreement.

MOTION by Haydon, second by Hornkohl to approve the purchase of a Vactor Manufacturing Model 2115 Combination Sewer Cleaner through a five-year lease with trade-in; and further authorize the Mayor, City Clerk and Finance Director to execute the appropriate documents.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF PLANNING COMMISSION BYLAWS.

On January 3, 2013 the City Planning Commission amended their bylaws, Section 3.5 Quorum and Section 6.2 Committees, to reflect the recent change in membership from nine members to seven members.

MOTION by Haydon, second by Zaring to adopt bylaws for the City of Manistee Planning Commission and authorize the Mayor to execute the document.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF ZONING BOARD OF APPEALS BYLAWS.

On January 3, 2013 the City Zoning Board of Appeals amended their bylaws, Section 3.5 Quorum, to reflect the recent change in Article 25 of the City of Manistee Zoning Ordinance.

MOTION by Haydon, second by Zaring to adopt bylaws for the City of Manistee Zoning Board of Appeals and authorize the Mayor to execute the document.

With a roll call vote this motion passed unanimously.

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

NAYS: None

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, Historic District 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 (**Incumbent Member*):

BOARD OF REVIEW – One regular member, unexpired term ending 12/31/13; 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.

None received.

BROWNFIELD REDEVELOPMENT AUTHORITY – One unexpired term ending 06/30/14; Mayoral appointment.

None received.

COMPENSATION COMMISSION – Two vacancies, five year terms ending 09/30/17; Mayoral appointment.

None received.

HISTORIC DISTRICT COMMISSION – Two vacancies, three year terms ending 02/28/16; Council appointment.

David Carlson, 100 Oak Street, Apt. 203*

John H. Perschbacher, 420 Third Street*

Councilmember Haydon nominated Mr. David Carlson – 100 Oak Street, Apt. 203 to the Historic District Commission for a three year term ending 02/28/16.

With a roll call vote this nomination passed unanimously.

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

NAYS: None

Councilmember Haydon nominated Mr. John H. Perschbacher – 420 Third Street to the Historic District Commission for a three year term ending 02/28/16.

With a roll call vote this nomination passed unanimously.

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

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

Daniel James Wrzesinski, 515 Maple Street, Apt. #3*

Councilmember Hornkohl nominated Mr. Daniel James Wrzesinski – 515 Maple Street, Apt 3 to the PEG Commission for a three year term ending 12/31/15.

With a roll call vote this motion passed unanimously.

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

ZONING BOARD OF APPEALS – One vacancy (alternate member), unexpired term ending 05/31/15; Mayoral appointment.

None received.

Mayor Kenny requested that the remaining vacancies be advertised again.

A REPORT FROM THE MANISTEE COUNTY BLACKER AIRPORT.

Mr. Barry Lind reported on the activities of the Manistee County Blacker Airport and responded to questions the Council had regarding their activities.

CITIZEN COMMENT.

None received.

OFFICIALS AND STAFF.

Bradford announced a new winter/spring concert line up at the Ramsdell Theatre starting this weekend.

Beardslee made a request for people to apply for the Board of Review.

COUNCILMEMBERS.

Haydon announced her resignation from City Council due to taking a new position and moving to Toledo OH.

Adams asked for an update on the Utilities Director position.

Kenny thanked Haydon for her past service, hard work, and dedication to the City as a councilmember

and as a past mayor. Kenny also read a letter of resignation from Councilmember Scrimger due to work conflicts and ability to attend meetings.

ADJOURN.

MOTION to adjourn was made by Zaring. Meeting adjourned at 8:00 p.m.

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

DRAFT

CASH TRANSACTIONS REPORT
DRAFT

Page: 1
1/29/2013
4:48 pm

MONTH: DECEMBER
City of Manistee

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 101 - GENERAL FUND				
001.000 Cash	2,031,657.83	246,303.02	352,617.75	1,925,343.10
001.002 Cash - Escrow	51,720.82	54,039.04	3,267.42	102,492.44
004.000 Cash - Petty	800.00	0.00	0.00	800.00
017.000 MBIA Mi Class Inv	57,117.86	6.52	0.00	57,124.38
Fund: 101	2,141,296.51	300,348.58	355,885.17	2,085,759.92
Fund: 202 - MAJOR STREET FUND				
001.000 Cash	48,843.14	27,448.40	22,760.25	53,531.29
Fund: 202	48,843.14	27,448.40	22,760.25	53,531.29
Fund: 203 - LOCAL STREET FUND				
001.000 Cash	1,293.31	9,840.72	6,416.67	4,717.36
Fund: 203	1,293.31	9,840.72	6,416.67	4,717.36
Fund: 204 - STREET IMPROVEMENT FUND				
001.000 Cash	83,380.28	472.06	0.00	83,852.34
Fund: 204	83,380.28	472.06	0.00	83,852.34
Fund: 226 - CITY REFUSE FUND				
001.000 Cash	68,763.83	15,490.97	31,163.85	53,090.95
001.030 Cash Mgt Chk	223,812.95	9.48	0.00	223,822.43
Fund: 226	292,576.78	15,500.45	31,163.85	276,913.38
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO				
001.000 Cash	68,282.77	0.00	57,372.50	10,910.27
Fund: 243	68,282.77	0.00	57,372.50	10,910.27
Fund: 245 - OIL & GAS FUND				
001.000 Cash	650,877.46	84.27	0.00	650,961.73
001.020 Money Market	152,053.63	0.00	0.00	152,053.63
003.000 CD	500,000.00	0.00	0.00	500,000.00
Fund: 245	1,302,931.09	84.27	0.00	1,303,015.36
Fund: 249 - BUILDING INSPECTOR				
001.000 Cash	13,908.07	1,117.70	470.48	14,555.29
Fund: 249	13,908.07	1,117.70	470.48	14,555.29
Fund: 251 - EPA GRANT - PETROLEUM				
001.000 Cash	3,159.59	312.47	4,340.97	-868.91
Fund: 251	3,159.59	312.47	4,340.97	-868.91
Fund: 252 - EPA GRANT - HAZARDOUS				
001.000 Cash	24,910.97	0.00	5,412.00	19,498.97
Fund: 252	24,910.97	0.00	5,412.00	19,498.97
Fund: 275 - GRANT MANAGEMENT FUND				
001.000 Cash	310,992.40	0.00	2,069.91	308,922.49
Fund: 275	310,992.40	0.00	2,069.91	308,922.49
Fund: 290 - PEG COMMISSION				
001.000 Cash	12,985.97	1.23	3,511.79	9,475.41
Fund: 290	12,985.97	1.23	3,511.79	9,475.41
Fund: 296 - RAMSDELL THEATRE				
001.000 Cash	23,053.95	53,712.66	58,500.17	18,266.44
001.020 Money Market	27,440.95	0.71	27,440.95	0.71
004.000 Cash - Petty	500.00	0.00	0.00	500.00
Fund: 296	50,994.90	53,713.37	85,941.12	18,767.15
Fund: 297 - RAMSDELL RESTORATION PROJECT				
001.000 Cash	-7,150.74	8,666.47	0.00	1,515.73
Fund: 297	-7,150.74	8,666.47	0.00	1,515.73

CASH TRANSACTIONS REPORT
DRAFT

MONTH: DECEMBER
City of Manistee

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 401 - 2010 CAPITAL IMPROVEMENT BONDS				
001.000 Cash	6,836.99	0.89	0.00	6,837.88
Fund: 401	6,836.99	0.89	0.00	6,837.88
Fund: 430 - CAPITAL IMPROVEMENT FUND				
001.000 Cash	23,291.19	1.59	11,020.13	12,272.65
Fund: 430	23,291.19	1.59	11,020.13	12,272.65
Fund: 490 - RENAISSANCE PARK				
001.000 Cash	10,453.75	1.35	0.00	10,455.10
Fund: 490	10,453.75	1.35	0.00	10,455.10
Fund: 508 - BOAT RAMP FUND				
001.000 Cash	10,939.03	1.40	115.66	10,824.77
004.000 Cash - Petty	1.00	0.00	0.00	1.00
Fund: 508	10,940.03	1.40	115.66	10,825.77
Fund: 573 - WATER & SEWER UTILITY				
001.000 Cash	8,294.39	199,309.43	174,671.47	32,932.35
001.002 Cash - Escrow	29,400.00	600.00	0.00	30,000.00
004.000 Cash - Petty	300.00	0.00	0.00	300.00
017.000 MBIA Mi Class Inv	488,392.61	55.68	0.00	488,448.29
Fund: 573	526,387.00	199,965.11	174,671.47	551,680.64
Fund: 594 - MARINA FUND				
001.000 Cash	26,402.15	1,734.56	1,607.92	26,528.79
Fund: 594	26,402.15	1,734.56	1,607.92	26,528.79
Fund: 661 - MOTOR POOL FUND				
001.000 Cash	363,405.42	23,837.63	0.00	387,243.05
Fund: 661	363,405.42	23,837.63	0.00	387,243.05
Fund: 703 - CURRENT TAX COLLECTION				
001.000 Cash	43,340.04	500,523.90	317,888.13	225,975.81
Fund: 703	43,340.04	500,523.90	317,888.13	225,975.81
Fund: 704 - PAYROLL CLEARING FUND				
001.000 Cash	33,803.36	482,658.33	475,834.94	40,626.75
001.005 Cash - NEW Flex \ HRA	8,723.10	12,022.31	11,451.34	9,294.07
001.007 Cash - Federal & State Taxes	1.25	61,228.76	61,228.49	1.52
Fund: 704	42,527.71	555,909.40	548,514.77	49,922.34
Fund: 705 - DELINQUENT TAX COLLECTION				
001.000 Cash	6.01	0.00	0.00	6.01
Fund: 705	6.01	0.00	0.00	6.01
Grand Totals:	5,401,995.33	1,699,481.55	1,629,162.79	5,472,314.09

MEMO TO: Mayor Colleen Kenny
Members of City Council

FROM: Mitch Deisch, City Manager

DATE: January 23, 2013

SUBJECT: Appointment of Jeff Mikula as
City Utility Director



City Manager's Office
231-398-2801

Pursuant to City Charter 5-5 Appointments, "The Manager with **Council approval** shall appoint and may remove for just cause, a City Finance Director who shall also be the City Treasurer, a Police Chief, Fire Chief and such other officers and heads of departments as may be deemed necessary."

For the past four months Administration has been working with an interview team which consisted of Mayor Kenny, Councilmember Hornkohl, Citizen at large Alan Marshall, Finance Director Ed Bradford, Community Development Officer Jon Rose, DPW Director Jack Garber and City Manager Mitch Deisch to fill the newly created Utility Director position.

The interview team unanimously has supported Mr. Jeff Mikula be appointed City Utility Director. Based upon this recommendation and my personal experiences with Mr. Jeff Mikula over the past six years, I am appointing Jeff as City Utility Director and request that City Council confirm my appointment.

MDD:cl



MANISTEE CITY COUNCIL VACANCIES Second and Fourth Districts

The City of Manistee is accepting applications to fill two (2) vacancies on the **Manistee City Council - 2nd District and 4th District.**

Qualifications :

- Must be a registered voter of the City for not less than two (2) years immediately preceding the filing deadline.
- Must currently be registered in the district being applied for.
- Must be at least 25 years old as of the filing deadline.

Application forms are available at the City Clerk's office, 70 Maple Street or <http://www.manisteemi.gov>. All applications and resumes (if desired) should be returned to the Clerk's office by 5:00 p.m. on Monday, February 4, 2013. Applicants will be considered and interviewed at the February 5, 2013 Council meeting.



Memo To: Mitch Deisch
From: David M Bachman
Re: Council Agenda Item

A large, stylized handwritten signature in black ink, appearing to be "DMB", written over the "Re:" line of the memo header.

Sir:

Please find attached to this memo a request from the Manistee Eagles Aerie 1765 to hold a St Patrick's Day Parade on Sunday March 17, 2013 at 5 PM.

This is an annual request and requires some city resources in order for it to be successful.

There are no known objections to this event and I recommend the council approve it.

David M Bachman
Chief of Police



Manistee Aerie 1765

Fraternal Order of Eagles

55 Division Street, Manistee, MI 49660
231-723-2162

January 3, 2013

City of Manistee
Manistee, MI 49660

The Manistee Aerie 1765 Fraternal Order of Eagles would like to apply for a parade permit for St Patrick's Day Sunday March 17, 2013. We would like to hold it on Division Street between First Street and Lake Street beginning at 5pm.

We will do the staging in the Huntington Bank parking lot.

Thank you for your consideration.

Respectfully,


Roger Turner
President



Name of Special Event: Manistee St. Patrick's Day Wee Parade

Date of Special Event: March 17, 2013

Time of Special Event: 4:30PM assembly; 5 PM parade

Number of Units Participating

Marching/Walking: 8-10 Driven: 4-6 Other:

Assembly/Starting Location: Division & First

Destination/Finishing Point: Division & Clay

Route that the Special Event will follow: 2 ½ blocks

Starting point will be First and Division streets moving down towards Clay and the Eagle's Club.

Person(s) / Organization(s) making request: Manistee Area Public High School
Manistee Aerie 1765
Fraternal Order of Eagles
55 Division

Contact Person:

Tom Amor, SR

443 Water St

Manistee, MI 49660

Main 231.723.8361

Fax

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

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

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

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

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

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

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

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

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

Date Received: _____



David M. Bachman, Chief of Police



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

MEMORANDUM

TO: Mitch Deisch *m Deisch*
City Manager

FROM: *J* Jon Rose
Community Development Director

DATE: January 23, 2013

RE: Non-Motorized Transportation Committee Annual Events

Mitch, City Council has indicated their displeasure in having requests for events come to Council after they have been advertised. The City of Manistee Non-Motorized Transportation Committee holds two events annually. They are Healthy Active Manistee (H.A.M. it Up!) and the Labor Day Bridge Walk. At their meeting on January 10, 2013 the Non-Motorized Transportation Committee scheduled the dates for both events.

- H.A.M. it Up! - will be held May18, 2013 through May 24, 2013
- Labor Day Bridge Walk – Monday September 2, 2013

In order to begin event promotions, we are asking for Council approval now. The actual routes will be submitted to Chief Bachman at a later date for approval.

:djb