

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, APRIL 2, 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. c.) Notification Regarding Next Work Session.
d.) Consideration of a Resolution, Administrative Professionals Week and Day.

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

***V. Approval of Minutes.** Approval of the minutes of the March 19, 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 RECOMMENDATIONS FROM THE COMPENSATION COMMISSION.

Compensation for the Mayor and members of City Council is established based on procedures in the Charter, State Statute and local ordinance. A fundamental point in these requirements is that the Mayor and Council may not approve changes in their own levels of compensation. Any change in compensation must take effect after the terms of all current Council members have expired.

Under established procedures, the City Council may not develop compensation rates even though the rates do not become effective during the term of the Council. Rates are developed by an independent Compensation Commission which only meets every other year.

Procedurally, the Council may accept or reject the Compensation Commission's recommendations, they may not be modified. If the Council rejects the recommendations, they are returned to the Compensation Commission for further consideration. If the recommendations are accepted, they will be implemented at the beginning of the year 2015, after all current Council terms have expired.

The current salaries for the Mayor and City Council are \$4,774 and \$3,713 respectively. These rates have been in effect since January 2009. The Compensation Commission is recommending that these amounts be increased to \$5,000 for the Mayor and \$3,875 for Council.

At this time Council could take action to accept the Compensation Commission's recommendation to increase the salary for the Mayor and City Council effective January 1, 2015.

b.) CONSIDERATION OF A RESOLUTION, ADVANCED LIFE SUPPORT TRANSPORT SERVICE BY THE MANISTEE FIRE DEPARTMENT.

A part of the transition to Advanced Life Support service by the Fire Department requires a resolution of support by the Manistee City Council.

At this time Council could take action to approve a resolution adopting Advanced Life Support Transport as a level of service provided by the Manistee City Fire Department.

IX. Notices, Communications, Announcements.

- a.) A REPORT FROM THE COUNTY PROSECUTOR AND THE HOUSING COMMISSION.

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

At this time Mr. Ford Stone will report on the activities of the County Prosecutor's Office and respond to any questions the Council may have regarding their activities.

At this time Mr. Clinton McKinven-Copus will report on the activities of the Manistee Housing Commission and respond to any questions the Council may have regarding their activities.

No action is required on this item.

- b.) INTRODUCTION OF THE FISCAL YEAR 2013-2014 BUDGET.

Administration has prepared the proposed 2013-2014 Fiscal Year Budget. City Manager Mitch Deisch and Finance Director Ed Bradford will give a brief introduction of the budget recommendations to City Council and the Community.

Various budget work sessions have been established: a regular work session on Monday, April 8; a work session on Tuesday, April 16; and optional work sessions on Tuesday, April 23 and Tuesday, April 30, 2013. The public hearing to review these budget recommendations and receive public input on them has been scheduled for Tuesday, April 16, 2013. Budget adoption is anticipated at the regular meeting of May 7, 2013.

No action is required on this item.

- *c.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for **Monday**, April 8, 2013 at 7 p.m. A discussion will be conducted on the 2013-2014 Budget Recommendations, 2013 Project Updates; and such business as may come before the Council. No action is required on this item.

*d.) CONSIDERATION OF A RESOLUTION, ADMINISTRATIVE PROFESSIONALS WEEK AND DAY.

In recognition of the contributions to the workplace provided by Administrative Professionals, a resolution has been prepared proclaiming the week of April 21-27, 2013 as Administrative Professionals Week and Wednesday, April 24, 2013 as Administrative Professionals Day in the City of Manistee.

At this time Council could take action to proclaim the week of April 21-27, 2013 as Administrative Professionals Week and Wednesday, April 24, 2013 as Administrative Professionals Day in the City of Manistee.

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 – March 19, 2013
Cash Balances Report
Compensation Commission Recommendations
ALS Resolution of Support
Housing Commission Annual Report
APW Resolution

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – March 19, 2013

A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, March 19, 2013 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

PRESENT: Colleen Kenny, Edward Cote, Robert Goodspeed, Catherine Zaring, Beth Adams, and Eric Gustad.

ABSENT: Robert Hornkohl.

ALSO PRESENT: City Manager – Mitch Deisch, City Attorney – George Saylor, Deputy City Clerk – Mary Bachman, DPW Director – Jack Garber, Finance Director – Ed Bradford, Public Safety Director – Dave Bachman, and Utility Director – Jeff Mikula.

CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

None received.

CONSENT AGENDA.

- Minutes
 - March 5, 2013 - Regular Meeting
 - March 12, 2013 - Work Session
- Payroll
 - March 4 - 17, 2013 - \$ 110,745.33
- Monthly Bills
 - February 11, 2013 - \$ 748,617.71
 - February 25, 2013 - \$1,343,195.85
 - February 27, 2013 - \$ 29,137.50
- Notification Regarding Next Work Session – Monday, April 8, 2013
A discussion will be conducted on the 2013-2014 Budget Recommendations, 2013 Project Updates; and such business as may come before the Council.
- Consideration of Parkinson’s Awareness Month
The Manistee County Parkinson’s Support Group has requested that the City of Manistee proclaim the month of April as Parkinson’s Awareness Month.

MOTION by Cote, second by Goodspeed to approve the Consent Agenda as presented.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Goodspeed, Zaring, Adams, and Gustad

NAYS: None

CONSIDERATION OF A RESOLUTION, LAND AND WATER CONSERVATION GRANT APPLICATION.

At their meeting of March 5, 2013 City Council conducted a public hearing on an application to the Land and Water Conservation Fund for a grant to assist with the rebuilding of the Rotary Park Playground at First Street Beach / Douglas Park.

The Ad Hoc Playground Committee recommends applying for grant funding. The expansion and development of playground facilities is in keeping with the Council Strategic Plan and concept plans for beach development.

MOTION by Goodspeed, second by Zaring to adopt a resolution authorizing the collaboration with the Alliance for Economic Success in applying for grant funds through the Land and Water Conservation Fund and other such funds from public or private resources as may become available; and further authorize the Mayor and Deputy Clerk to execute the resolution.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Goodspeed, Zaring, Adams, and Gustad

NAYS: None

CONSIDERATION OF AN AGREEMENT WITH THE COUNTY PROSECUTING ATTORNEY.

The current agreement with the County Prosecuting Attorney's Office expired December 31, 2012. The proposed agreement would continue to retain the services of this office to provide legal representation for the City of Manistee on all violations of certain City Ordinances and Codes; and State Statutes which are by definition misdemeanors and felonies.

Both Public Safety Director David Bachman and City Attorney George Saylor have reviewed and approved the proposed agreement.

MOTION by Zaring, second by Gustad to enter into a three year agreement with the Manistee County Prosecuting Attorney's Office; and authorize the Mayor and Deputy Clerk to execute the document.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Goodspeed, Zaring, Adams, and Gustad

NAYS: None

CONSIDERATION OF MAPLE STREET SIDEWALK CONTRACT.

On January 27, 2013 bids were due for the Maple Street Sidewalk construction that is to take place this spring. Five bids were received in response to the project:

Elmer's	\$45,897.25 *Low Bidder
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Ferguson	\$53,881.29
Joseph Helminski	\$56,936.34
McCormick Sand	\$75,428.10
Pete's Contracting	\$52,179.91

Elmer's was the low bid for \$45,897.25. A contract has been prepared and reviewed by the City Attorney with Elmer's for the Maple Street Sidewalk Project.

MOTION by Zaring, second by Goodspeed to enter into a contract with Elmer's in the amount of \$45,897.25 for the Maple Street Sidewalk Project; and authorize the Mayor and Deputy Clerk to execute the document.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Goodspeed, Zaring, Adams, and Gustad
NAYS: None

CONSIDERATION OF RATIFYING CHANGES TO THE OIL AND GAS INVESTMENT POLICY AND SPENDING RULE.

The Oil and Gas Investment Board oversees the investments of the Oil and Gas Fund pursuant to Section 260 of the Codified Ordinance of the City of Manistee. The board has adopted an Investment Policy and Spending Rule for this purpose. Because of the significance of the Oil and Gas Fund to the City, the oil and gas investment policy requires City Council to ratify any changes to the policy. The board has made changes to the policy and is presenting it to Council for ratification.

MOTION by Cote, second by Goodspeed to ratify changes to the Oil and Gas Investment Policy and Spending Rule.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Goodspeed, Zaring, Adams, and Gustad
NAYS: None

A REPORT FROM THE CHAMBER OF COMMERCE.

Ms. Melissa Reed reported on the activities of the Manistee County Chamber of Commerce.

CITIZEN COMMENT.

None received.

OFFICIALS AND STAFF.

Mitch Deisch presented a study on the First Street Boat Launch Water Depths. He stated that low water level will be an issue that the City will need to deal with this year; he will bring options back to

the Council.

Jeff Mikula stated that a preconstruction meeting was held regarding the Fish Cleaning Station and Beach Pavilion Project; construction should begin within the next two weeks. He also stated that the contractors will be mobilizing the Maple Street Drainage Project and the Kosciusko Road Reconstruction Project as soon as frost laws are lifted.

Ed Bradford encouraged attendance at the Manistee Spring and All Music Festival being held at the Ramsdell Theatre Saturday, March 23rd from noon to midnight.

COUNCILMEMBERS.

Mayor Colleen Kenny offered condolences to the family of Richard Knechtges. He will be missed.

ADJOURN.

MOTION to adjourn was made by Goodspeed, second by Cote. Meeting adjourned at 7:44 p.m.

Mary Bachman CMC
Deputy City Clerk/Payroll & Benefits

CASH TRANSACTIONS REPORT

DRAFT

MONTH: FEBRUARY
City of ManisteePage: 1
3/27/2013
9:52 am

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 101 - GENERAL FUND				
001.000 Cash	1,663,001.92	293,050.52	544,105.86	1,411,946.58
001.002 Cash - Escrow	79,424.24	600.00	0.00	80,024.24
001.030 Cash Mgt Chk	0.00	0.00	0.00	0.00
004.000 Cash - Petty	800.00	0.00	0.00	800.00
017.000 MBIA Mi Class Inv	57,128.29	3.64	0.00	57,131.93
Fund: 101	1,800,354.45	293,654.16	544,105.86	1,549,902.75
Fund: 202 - MAJOR STREET FUND				
001.000 Cash	88,269.63	35,394.02	44,955.02	78,708.63
Fund: 202	88,269.63	35,394.02	44,955.02	78,708.63
Fund: 203 - LOCAL STREET FUND				
001.000 Cash	8,628.18	10,238.08	11,956.67	6,909.59
Fund: 203	8,628.18	10,238.08	11,956.67	6,909.59
Fund: 204 - STREET IMPROVEMENT FUND				
001.000 Cash	84,915.18	10,869.68	0.00	95,784.86
Fund: 204	84,915.18	10,869.68	0.00	95,784.86
Fund: 211 - MAPLE STREET BRIDGE FUND				
001.000 Cash	0.00	0.00	0.00	0.00
Fund: 211	0.00	0.00	0.00	0.00
Fund: 213 - RIVERWALK MAINTENANCE FUND				
001.000 Cash	0.00	0.00	0.00	0.00
001.030 Cash Mgt Chk	0.00	0.00	0.00	0.00
Fund: 213	0.00	0.00	0.00	0.00
Fund: 226 - CITY REFUSE FUND				
001.000 Cash	39,061.40	18,133.49	36,084.35	21,110.54
001.030 Cash Mgt Chk	223,831.93	8.59	0.00	223,840.52
004.000 Cash - Petty	0.00	0.00	0.00	0.00
Fund: 226	262,893.33	18,142.08	36,084.35	244,951.06
Fund: 242 - EPA BROWNFIELD PHASE 2				
001.000 Cash	0.00	0.00	0.00	0.00
Fund: 242	0.00	0.00	0.00	0.00
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO				
001.000 Cash	10,661.52	0.00	15.00	10,646.52
017.000 MBIA Mi Class Inv	0.00	0.00	0.00	0.00
Fund: 243	10,661.52	0.00	15.00	10,646.52
Fund: 245 - OIL & GAS FUND				
001.000 Cash	294,432.67	8,175.01	0.00	302,607.68
001.020 Money Market	359,781.69	0.00	0.00	359,781.69
001.030 Cash Mgt Chk	0.00	0.00	0.00	0.00
001.050 DON'T USE - Cash - Principal	0.00	0.00	0.00	0.00
003.000 CD	500,000.00	0.00	0.00	500,000.00
017.000 MBIA Mi Class Inv	0.00	0.00	0.00	0.00
Fund: 245	1,154,214.36	8,175.01	0.00	1,162,389.37
Fund: 249 - BUILDING INSPECTOR				
001.000 Cash	12,590.51	2,026.55	424.00	14,193.06
Fund: 249	12,590.51	2,026.55	424.00	14,193.06
Fund: 251 - EPA GRANT - PETROLEUM				
001.000 Cash	-17,452.24	21,720.39	0.00	4,268.15
Fund: 251	-17,452.24	21,720.39	0.00	4,268.15

CASH TRANSACTIONS REPORT

DRAFT

MONTH: FEBRUARY
City of ManisteePage: 2
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9:52 am

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 252 - EPA GRANT - HAZARDOUS				
001.000 Cash	7,572.77	11,500.65	12,734.17	6,339.25
Fund: 252	7,572.77	11,500.65	12,734.17	6,339.25
Fund: 266 - CRIMINAL JUSTICE FUND				
001.000 Cash	0.00	0.00	0.00	0.00
Fund: 266	0.00	0.00	0.00	0.00
Fund: 275 - GRANT MANAGEMENT FUND				
001.000 Cash	331,114.13	0.00	16,652.62	314,461.51
Fund: 275	331,114.13	0.00	16,652.62	314,461.51
Fund: 280 - SPECIAL ASSESSMENT FUND				
001.000 Cash	0.00	0.00	0.00	0.00
Fund: 280	0.00	0.00	0.00	0.00
Fund: 281 - COOL CITIES BLUEPRINT GRANT				
001.000 Cash	0.00	0.00	0.00	0.00
Fund: 281	0.00	0.00	0.00	0.00
Fund: 284 - CENTRAL BUSINESS DISTRICT GRAN				
001.000 Cash	0.00	0.00	0.00	0.00
Fund: 284	0.00	0.00	0.00	0.00
Fund: 286 - MAN MADE LAKE FUND				
001.000 Cash	0.00	0.00	0.00	0.00
Fund: 286	0.00	0.00	0.00	0.00
Fund: 287 - DDA Facade Grant Program				
001.000 Cash	0.00	0.00	0.00	0.00
Fund: 287	0.00	0.00	0.00	0.00
Fund: 290 - PEG COMMISSION				
001.000 Cash	7,042.41	1,762.53	3,848.87	4,956.07
Fund: 290	7,042.41	1,762.53	3,848.87	4,956.07
Fund: 295 - RETIREMENT FUND				
001.000 Cash	0.00	0.00	0.00	0.00
Fund: 295	0.00	0.00	0.00	0.00
Fund: 296 - RAMSDELL THEATRE				
001.000 Cash	18,195.69	119,509.71	88,533.81	49,171.59
001.020 Money Market	0.71	0.00	0.71	0.00
004.000 Cash - Petty	500.00	0.00	0.00	500.00
Fund: 296	18,696.40	119,509.71	88,534.52	49,671.59
Fund: 297 - RAMSDELL RESTORATION PROJECT				
001.000 Cash	1,515.80	0.06	0.00	1,515.86
Fund: 297	1,515.80	0.06	0.00	1,515.86
Fund: 301 - 1997 GEN.DEBT RETIRE.(FIRE-TR)				
001.000 Cash	0.00	0.00	0.00	0.00
Fund: 301	0.00	0.00	0.00	0.00
Fund: 351 - DEBT SERVICE FUND				
001.000 Cash	0.00	0.00	0.00	0.00
Fund: 351	0.00	0.00	0.00	0.00
Fund: 401 - 2010 CAPITAL IMPROVEMENT BONDS				
001.000 Cash	6,838.20	0.00	6,838.20	0.00
001.030 Cash Mgt Chk	0.00	0.00	0.00	0.00
Fund: 401	6,838.20	0.00	6,838.20	0.00

CASH TRANSACTIONS REPORT

DRAFT

MONTH: FEBRUARY
City of ManisteePage: 3
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9:52 am

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 412 - INDUSTRIAL PARK DEVELOPMENT				
001.000 Cash	0.00	0.00	0.00	0.00
001.030 Cash Mgt Chk	0.00	0.00	0.00	0.00
Fund: 412	0.00	0.00	0.00	0.00
Fund: 420 - 2006 SRF - WWTP EXPANSION				
001.000 Cash	0.00	0.00	0.00	0.00
Fund: 420	0.00	0.00	0.00	0.00
Fund: 430 - CAPITAL IMPROVEMENT FUND				
001.000 Cash	338,684.61	287.48	92,058.59	246,913.50
Fund: 430	338,684.61	287.48	92,058.59	246,913.50
Fund: 471 - BUILDING AUTHORITY FUND				
001.000 Cash	0.00	0.00	0.00	0.00
Fund: 471	0.00	0.00	0.00	0.00
Fund: 490 - RENAISSANCE PARK				
001.000 Cash	8,583.54	0.33	0.00	8,583.87
Fund: 490	8,583.54	0.33	0.00	8,583.87
Fund: 508 - BOAT RAMP FUND				
001.000 Cash	10,693.20	7,070.67	480.27	17,283.60
001.030 Cash Mgt Chk	0.00	0.00	0.00	0.00
004.000 Cash - Petty	1.00	0.00	0.00	1.00
Fund: 508	10,694.20	7,070.67	480.27	17,284.60
Fund: 573 - WATER & SEWER UTILITY				
001.000 Cash	230,333.96	340,154.80	504,917.34	65,571.42
001.002 Cash - Escrow	29,600.00	1,000.00	1,400.00	29,200.00
001.011 Cash - WSBDR	0.00	0.00	0.00	0.00
001.012 Cash - WSEQR	0.00	0.00	0.00	0.00
001.020 Money Market	0.00	0.00	0.00	0.00
001.021 Money Market - WSBDR	0.00	0.00	0.00	0.00
001.022 Money Market - WSEQR	0.00	0.00	0.00	0.00
001.030 Cash Mgt Chk	0.00	0.00	0.00	0.00
001.031 Cash Mgt Chk - WSBDR	0.00	0.00	0.00	0.00
004.000 Cash - Petty	300.00	0.00	0.00	300.00
017.000 MBIA Mi Class Inv	488,481.22	29.96	0.00	488,511.18
Fund: 573	748,715.18	341,184.76	506,317.34	583,582.60
Fund: 594 - MARINA FUND				
001.000 Cash	17,075.03	391.30	1,753.61	15,712.72
001.003 Cash - Marina Credit Card	0.00	0.00	0.00	0.00
004.000 Cash - Petty	0.00	0.00	0.00	0.00
Fund: 594	17,075.03	391.30	1,753.61	15,712.72
Fund: 661 - MOTOR POOL FUND				
001.000 Cash	384,093.67	23,803.23	0.00	407,896.90
001.030 Cash Mgt Chk	0.00	0.00	0.00	0.00
Fund: 661	384,093.67	23,803.23	0.00	407,896.90
Fund: 703 - CURRENT TAX COLLECTION				
001.000 Cash	230,026.28	1,123,363.57	1,317,945.30	35,444.55
Fund: 703	230,026.28	1,123,363.57	1,317,945.30	35,444.55

CASH TRANSACTIONS REPORT

DRAFT

MONTH: FEBRUARY

City of Manistee

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 704 - PAYROLL CLEARING FUND				
001.000 Cash	51,435.01	456,524.57	456,803.94	51,155.64
001.005 Cash - NEW Flex \ HRA	8,822.01	16,946.06	17,514.98	8,253.09
001.006 Cash - Flex Acct	0.00	0.00	0.00	0.00
001.007 Cash - Federal & State Taxes	1.67	57,404.78	57,404.63	1.82
Fund: 704	60,258.69	530,875.41	531,723.55	59,410.55
Fund: 705 - DELINQUENT TAX COLLECTION				
001.000 Cash	1,233.42	0.00	0.00	1,233.42
Fund: 705	1,233.42	0.00	0.00	1,233.42
Grand Totals:	5,577,219.25	2,559,969.67	3,216,427.94	4,920,760.98

 **MEMO**



CITY CLERK'S OFFICE

TO: Mitch Deisch, City Manager *MD*
FROM: Michelle Wright, City Clerk/Deputy Treasurer *MW*
SUBJECT: City Council Agenda Request
DATE: March 8, 2013

Mitch,

The City of Manistee Compensation Commission met on Friday, March 8, 2013. They are proposing an increase for both the Mayor and City Council's compensation. Currently the Mayor's compensation is \$4,774 and Council's is \$3,713. These rates have been in effect since January 2009.

Proposed changes would amount to the following: \$5,000 (Mayor) and \$3,875 (Council). These increases, if approved, would not take effect until January 2015 after all current Council members terms have expired.

I am requesting that this be placed on the City Council agenda for the 04/02/13 Council meeting.

Thank you.



COMPENSATION COMMISSION NOTES

March 8, 2013

A meeting of the City of Manistee Compensation Commission was held on Friday, March 8, 2013 at 8:00 a.m. in the first floor break room at City Hall, 70 Maple Street, Manistee, Michigan.

PRESENT: Rosemary Daniels, Lucy Gagstetter, Donna Korzeniewski, Thomas Smith, and Mary Wrzesinski

ALSO PRESENT: Michelle Wright, City Clerk/Deputy Treasurer

Meeting was called to order by Michelle Wright, City Clerk/Deputy Treasurer. She stated the first order of business was to elect a chair.

Daniels nominated Smith as chair, second by Wrzesinski. All voted in favor.

Members received a copy of the City of Manistee Ordinance 272 establishing the Compensation Commission, Section 117.5c of the Home Rule City Act (ref. compensation commission), and an excerpt from the 2012 Pay & Benefits Survey from the Michigan Municipal League comparing wages of Mayors and Councils from other communities.

The current salaries of the Mayor and City Council are \$4,774 and \$3,713 per year respectively. These rates have been in effect since January 1, 2009. The last recommendation from the Compensation Commission for an increase in wages was turned down by City Council (2009). In 2011 no recommendations were given to Council due to the inability to obtain a quorum of the Compensation Commission members.

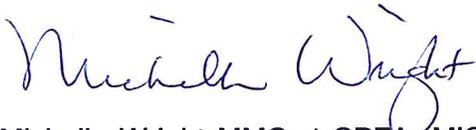
Discussion was held on whether City employees have received a raise recently, how many meetings Council attends, do they receive a per diem or travel reimbursement. Rates were compared to cities of similar size/population.

After discussing how to come up with a recommended amount (using a percentage or set dollar amount), a MOTION by Korzeniewski, second by Daniels to recommend an increase in compensation for the Mayor and City Council, starting January 1, 2015, to the following: Mayor - \$5,000 and Council - \$3,875. All in favor.

Wright will submit the Compensation Commission's recommendation to the Council for their consideration at the April 2, 2013 City Council meeting. If Council should turn down the recommendation, another meeting of the Compensation Commission will be called.

Motion to adjourn was made by Gagstetter, second by Daniels. Meeting adjourned at 8:12 a.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Michelle Wright". The signature is written in a cursive style with a large, looped "W" and "R".

Michelle Wright MMC / CPFA, MICPT

City Clerk/Deputy Treasurer



Monday, March 18, 2013

Memo To: Mitch Deisch 
From: David M Bachman
Re: Attached resolution

Mitch: a part of our transition to advanced life support requires a council resolution of support for this delivery of service.

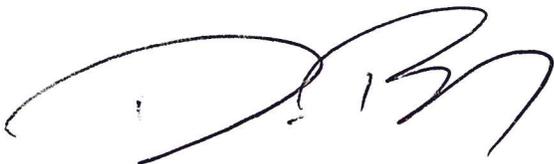
This morning we passed our State inspection and expect to have our license in hand on March 28th by FAX with the original document in hand on April 01, 2013.

You may recall that we had to do a similar resolution when we started Basic Transport services. I have included a copy of that resolution with this one as an illustration of what we did in the past.

With the License in hand we anticipate our ALS service beginning Monday April 01, 2013 at 7 am.

The State inspector is aware that our council meeting is scheduled for April 02 and asked that I email him a copy of the signed resolution in the days following the meeting.

Thanks DB

A large, stylized handwritten signature in black ink, appearing to be "DB" with a large loop.

RESOLUTION

Adopting advanced life support-transport level of service

WHEREAS, the Manistee City Fire Department provides fire protection and emergency response at the Basic Life Support Transport to the residents and visitors of the City of Manistee, and

WHEREAS, the Manistee City Fire Department strives to provide a quality service to the community and improve upon it whenever possible, and

WHEREAS, the Manistee City Fire Department, has a Rescue Vehicle/Ambulance equipped to provide the community with Advanced Life Support Transport level of service.

NOW, THEREFORE, BE IT RESOLVED that the City of Manistee authorizes its Fire Department to provide Advanced Life Support Transport service to the community.

FURTHER SAYETH NOT THIS RESOLUTION.

Mayor: Colleen Kenney Dated

ATTEST

Michelle Wright

City Clerk/Deputy Treasures



City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

United States Department of Housing and Urban Development

City of Manistee Housing Commission Annual Report

Manistee City Council

April 2, 2013

Our continuing **MISSION** to provide
decent and sanitary housing for:

- low-income
- very low-income
- extremely low-income

Clinton McKinven-Copus
Executive Director

Achievements 2012

- ✚ Executed Recovery Agreement and Action Plan with HUD (9-24-12)
- ✚ Strengthened communication and cooperation between the City and the Housing Commission¹
 - ◆ Expanded Housing Commission presence on the City website
 - ⊕ Housing Commission meeting agenda packets now posted
 - ⊕ Provided information to City webmaster to post
 - Mission statement
 - Email addresses for Commissioners and key staff
 - FAQs
 - Waiting list application
 - Significant Housing Commission policies
 - ⊕ Goal—2012 Minutes
 - ◆ Awarded Michigan Blight Elimination Program grant in the amount of \$90,500 for the demolition of the former Manistee Plating building located between Century Terrace and Harborview¹
 - ⊕ Award is the result of the cooperative work of the City, the City's Brownfield Authority and the Housing Commission
 - ◆ Developed a contract/cooperation agreement between the City DPW and Housing Commission for lawn care services of Housing Commission properties
- ✚ Developed a Commissioner training policy for¹
 - ◆ Current Commissioners
 - ◆ Newly appointed Commissioners
- ✚ Negotiated new contract with United Steelworkers Local 14758-04 which represents Housing Commission maintenance employees¹
 - ◆ Reduced personnel costs (wages and benefits) by \$72,931
 - ⊕ *Note: HUD required a \$60,000 reduction in these costs*
- ✚ Increased cash reserves¹
 - ◆ Fiscal year end December 31, 2012 \$354,687 3.9 months
 - ⊕ *HUD required amount at this time* \$270,000 3.0 month
 - ◆ January 31, 2012 \$346,925 3.8 months
 - ⊕ *HUD required amount by 12/31/14* \$360,000 4.0 months
- ✚ Reduced the average number of unit turn around days (unit is vacant) by 80%¹
 - ◆ Average as of February 2012 121.90 days
 - ◆ Average as of December 31, 2012 23.89 days
 - ◆ As of March 25, 2012 1.75 days
- ✚ Increased occupancy rate¹
 - ◆ Rate as of February 2012 93%
 - ◆ Rate as of December 31, 2012 99%
 - ◆ Rate as of March 25, 2013 98%

¹Requirement of the Recovery Agreement Action Plan

Achievements 2012

- ✚ Strengthened collection of past due rent, collections of bad debts and lease enforcement¹
 - ◆ 2012 rent collection averaged 100 %
 - ◆ January 2013 rent collected at 97%

¹Requirement of the Recovery Agreement Action Plan

2013 Goals

- ✚ Finish requirements of Recovery Agreement Action Plan¹
 - ◆ Adopt a non-smoking plan for all Housing Commission properties
 - ◆ Develop a materials cost forecasting and procurement plan
 - ◆ Finish inventory and prepare report for Commissioners
 - ◆ Develop a cross-training plan for Commission staff
 - ◆ Develop a maintenance plan

¹Requirement of the Recovery Agreement Action Plan

Challenges

- ✚ Federal funding during sequestration

◆ 2013 Operating funding before sequestration	\$424,566	
◆ 2013 Operating funding <i>after</i> sequestration	<u>\$378,418</u>	
◆ Loss	\$ 46,148	a 11% loss
- ◆ 2013 Capital funding support—*unknown*
- ✚ Aging buildings
- ✚ 2014 Federal operating and capital fund support

MEMO TO: Mayor Colleen Kenny
Members of City Council

FROM: Cindy *Cindy* Lokovich, Executive Secretary

DATE: March 20, 2013

SUBJECT: Administrative Professionals Week



**City Manager's Office
231-398-2801**

The International Association of Administrative Professionals® (IAAP) is the originator and sponsor of both Administrative Professionals Week and Administrative Professionals Day. The original event was organized in 1952 and continues today as an effort to recognize administrative professionals for their contributions in the workplace, and to attract people to secretarial/administrative careers. Today there are more than 4.1 million secretaries and administrative assistants working in the United States according to U.S. Department of Labor statistics.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars, and recognizing support staff with gifts of appreciation.

On behalf of the Sandy Shores Chapter of IAAP, serving Manistee, Mason and Lake counties, I am requesting that the Manistee City Council consider adopting a resolution of thanks and appreciation; proclaiming the week of April 21 – 27, 2013 as Administrative Professionals Week and Wednesday, April 24, 2013 as Administrative Professionals Day in the City of Manistee. Thank you for your consideration.

Should you have questions, please contact me at (231) 398-2801.

:cl

Enclosures



**International Association of
Administrative Professionals®
*Sandy Shores Chapter***

RESOLUTION OF THANKS AND APPRECIATION

Administrative Professionals Week and Day

WHEREAS, Administrative Professionals play an essential role in coordinating the office operations of businesses, government, educational institutions, and other organizations; and

WHEREAS, The work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities; and

WHEREAS, The theme of Administrative Professionals Week 2013 is “Honoring the Office Professionals Who Make Offices Work,” reflecting the fact that the lifeblood of modern business flows through and depends on highly skilled administrative professionals; and

WHEREAS, Administrative Professionals Week is observed annually in workplaces around the world to recognize the important contributions of administrative support staff and is sponsored by the International Association of Administrative Professionals, and is an excellent opportunity for employers and fellow employees in all office settings to recognize the countless contributions made by administrative professionals throughout the year; now, therefore, be it

RESOLVED, By the City Council of the City of Manistee that this community extends its thanks and appreciation to all administrative professionals; and be it further

RESOLVED, That the week of April 21-27, 2013 be known as Administrative Professionals Week and Wednesday, April 24, 2013 as Administrative Professionals Day in the City of Manistee and encourage all employers to support continued training and development for administrative staff, recognizing that a well-trained workforce is essential for success in today’s business world.

FURTHER SAYETH NOT THIS RESOLUTION.

Mayor Colleen Kenny

Dated

ATTEST:

Michelle Wright, City Clerk

Dated