

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, JULY 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.

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

***V. Approval of Minutes.** Approval of the minutes of the June 18, 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 AN ICE CREAM VENDOR.

A request has been received from Robert Elkins to vendor ice cream from a cart at locations within the City of Manistee.

At this time Council could take action to authorize Robert Elkins to sell ice cream from an ice cream cart at various locations throughout the City pursuant to some restrictions.

b.) CONSIDERATION OF A BANNER PERMIT, MANISTEE WORLD OF ARTS & CRAFTS.

The Manistee Area Chamber of Commerce is requesting City Council's permission to place a banner for the Manistee World of Arts & Crafts show by the Chamber building from June 30-July 7, 2013. According to Council Policy CP-30 Banner Policy, banners are not permitted in locations other than the River Street Arch without specific authorization of the City Council.

At this time Council could take action to authorize the banner for the Manistee World of Arts & Crafts show to be placed by the Chamber of Commerce.

IX. Notices, Communications, Announcements.

a.) A REPORT FROM THE PLANNING COMMISSION AND THE MUSEUM / HISTORIC DISTRICT.

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

At this time Mr. Mark Fedder will report on the activities of the Museum / Historic District and respond to any questions the Council may have regarding their activities.

At this time Mr. Roger Yoder will report on the activities of the Planning Commission and respond to any questions the Council may have regarding their activities.

No action is required on this item.

b.) NOTIFICATION REGARDING NEXT WORK SESSION AND SPECIAL MEETING.

A Council work session has been scheduled for Tuesday, July 9, 2013 at 7 p.m. A discussion will be conducted on the Certified Local Government program and Project Updates; and such business as may come before the Council.

A special meeting has been called by the Mayor for Tuesday, July 9, 2013 immediately following the work session at approximately 7:30 p.m. Council will adjourn into Executive Session to work on the City Manager's annual evaluation.

No action is required on this item.

X. Concerns and Comments.

a.) CITIZEN COMMENT. This is an opportunity for citizens to comment on municipal services, activities or areas of City involvement. Citizens in attendance shall be recognized by the Mayor for comments (limited to five minutes). Letters submitted to Council will not be publicly read.

b.) OFFICIALS AND STAFF.

c.) COUNCILMEMBERS.

XI. Adjourn.

MDD:cl

COUNCIL AGENDA ATTACHMENTS:

Council Meeting Minutes – June 18, 2013

Cash Balances Report

Ice Cream Vendor Request

Chamber Banner Request

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – June 18, 2013

A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, June 18, 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, Robert Goodspeed, Catherine Zaring, Beth Adams, and Eric Gustad.

ABSENT: Edward Cote.

ALSO PRESENT: City Manager – Mitch Deisch, City Attorney – George Saylor, City Clerk – Michelle Wright, Community Development Director – Jon Rose, Finance Director – Ed Bradford, and City Engineer – Corey Kadow/Abonmarche Consultants.

PUBLIC HEARING ON PROPOSED FIREWORKS ORDINANCE.

At the work session of June 11, 2013 City Council considered proposed fireworks ordinance language prepared by the City Attorney in response to proposed State Legislation on this subject. No action is anticipated at the conclusion of the public hearing. However, this item is on the agenda for consideration later this evening.

The public was invited to speak on the proposed fireworks ordinance language. *No comments were received.*

Public hearing closed at 7:03 p.m.

CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

None received.

CONSENT AGENDA.

- Minutes
 - June 4, 2013 - Regular Meeting
 - June 11, 2013 - Work Session
- Payroll
 - May 27 – June 9, 2013 - \$ 120,739.60
- Monthly Bills
 - May 2, 2013 - \$ 274,000.56
 - May 22, 2013 - \$ 227,818.27
- Notification Regarding Next Work Session – July 9, 2013
 - A discussion will be conducted on project updates; and such business as may come before the Council.

- Consideration of Annual Forest Festival Activities.
A request has been received from the Manistee Area Chamber of Commerce to authorize the annual Forest Festival Parade and other events beginning Wednesday, July 3 and running through Sunday, July 7, 2013. The proposed schedule has been attached and includes parades, fireworks, carnival, hospitality tent, arts & crafts show and special events for the kids.
- Consideration of Annual Paint the Town Pink Walk.
The West Shore Healthcare Foundation is requesting to conduct their annual Paint the Town Pink Walk on Thursday, October 3, 2013 beginning at Cornerstone Park. Social hour will be from 4 to 5 p.m., with a short ceremony to follow. Participants will walk the Riverwalk to the House of Flavors and then follow River Street back to Cornerstone Park. River Street merchants are asked to decorate in pink for the cause. Other “pink” events are being put on in the area by other organizations, bringing the community together.

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

With a roll call vote this motion passed unanimously.

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

CONSIDERATION OF BUDGET AMENDMENT 2013-1 FOR FISCAL YEAR END JUNE 30, 2013.

The City of Manistee is required by State law to ensure that actual expenditures do not exceed budgeted amounts. Over the course of the current fiscal year, unanticipated and unbudgeted events and/or Council approved expenditures have occurred. The proposed budget amendment addresses the expenditures associated with these events and attempts to project what final year-end expenditures will be to avoid any year-end negative budget variances.

MOTION by Hornkohl, second by Zaring to adopt budget amendment 2013-1 for fiscal year ending June 30, 2013.

With a roll call vote this motion passed unanimously.

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

CONSIDERATION OF ADOPTING AN EMERGENCY FIREWORKS ORDINANCE.

City Charter Section 4-3 C. Emergency Ordinances allows Council to immediately adopt ordinances necessary for the preservation of public peace, health, morals, safety or welfare and may be given immediate effect after their enactment after receiving five affirmative votes of City Council. The emergency and effective date shall be declared therein. The proposed Fireworks Ordinance language was reviewed by Council at the June 11, 2013 work session and during a public hearing earlier this

evening.

MOTION by Hornkohl, second by Goodspeed to take action under Charter Section 4.3 C to enact Emergency Ordinance 13-01 to limit the use of commercial fireworks; find that numerous complaints were received by the City over the 2012 July 4th holiday regarding the indiscriminate use of commercial fireworks that disturbed the peace of the public; and that enactment of the ordinance with an effective date of June 28, 2013 and without a second reading is necessary in order for it to be effective prior to the July 4, 2013 holiday; and in order to preserve the public peace over the July 4, 2013 holiday.

Lengthy discussion and clarification followed. MOTION TO AMEND the original motion by Zaring, second by Hornkohl to exclude the regulation of commercial fireworks on all days except federal holidays.

A roll call vote on the amended motion was taken. Amended motion failed, 2-4.

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

A roll call vote on the original motion failed, 4-2. Five affirmative votes were needed for enactment.

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

CONSIDERATION OF BROWNFIELD REDEVELOPMENT AUTHORITY BYLAWS.

On June 4, 2013 the City of Manistee Brownfield Redevelopment Authority (BRA) amended their bylaws. The BRA amended Section 2.7 which schedules quarterly meetings instead of a monthly meeting and Section 3.2 which changes the election of officers from the third calendar quarter to January.

MOTION by Hornkohl, second by Zaring to adopt bylaws for the Brownfield Redevelopment Authority and authorize the Mayor to execute the document.

With a roll call vote this motion passed unanimously.

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

CONSIDERATION OF REDUCING NUMBER OF BROWNFIELD REDEVELOPMENT AUTHORITY MEMBERS.

Currently there is one vacancy on the Brownfield Redevelopment Authority. Due to ongoing difficulties in getting applicants for the BRA Board of Directors and to ensure a quorum for meetings, the BRA members decided at their June 4, 2013 meeting to request City Council reduce the number of members from nine to seven. This reduction in membership does not require an ordinance amendment.

MOTION by Zaring, second by Hornkohl to reduce the number of Brownfield Redevelopment Authority members from nine to seven.

With a roll call vote this motion passed unanimously.

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

CONSIDERATION OF A RESOLUTION OF SUPPORT, LAKES TO LAND COMPETITIVE GRANT ASSISTANCE PROGRAM.

On March 5, 2013 City Council approved the Agreement to Partner Collaborative Master Plan and Implementation Strategy with the Lakes to Land Regional Initiative. This will assist the Planning Commission with the public input component of rewriting the Master Plan. As a member of the Lakes to Land Regional Initiative, the City of Manistee is being asked for a Resolution of Support for a Competitive Grant Assistance Program Grant Award.

MOTION by Hornkohl, second by Zaring to authorize the Mayor and City Clerk to execute the Resolution of Support regarding the Lakes to Land Competitive Grant Assistance Program Grant Award.

With a roll call vote this motion passed unanimously.

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

CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.

The City Clerk has taken action to advertise vacancies on the Downtown Development Authority, Non-Motorized Transportation Committee, Parks & Beautification Commission, Ramsdell Theatre Governing Authority, Tree 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. (**Incumbent*)

DOWNTOWN DEVELOPMENT AUTHORITY – Two vacancies, four-year terms ending 07/01/17, Mayoral appointment.

None received.

NON-MOTORIZED TRANSPORTATION COMMITTEE – One unexpired term ending 03/31/14, Mayoral appointment.

None received.

PARKS & BEAUTIFICATION COMMISSION – Three vacancies, two three-year terms ending 6/30/16 and one unexpired term ending 6/30/14, Council appointment.

Darci Scott, 127 Sibben Street*
Lynn Vasquez, 301 Sibben Street
John Rozga, 162 Quincy Street*
Jane Schimke, 722 Harbor Drive

Goodspeed nominated Lynn Vasquez – 301 Sibben Street to the Parks & Beautification Commission for a three year term ending 6/30/16.

With a roll call vote this motion passed unanimously.

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

Hornkohl nominated Jane Schimke – 722 Harbor Drive to the Parks & Beautification Commission for a three year term ending 6/30/16.

With a roll call vote this motion passed unanimously.

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

Goodspeed nominated Darci Scott – 127 Sibben Street to the Parks & Beautification Commission for the unexpired term ending 6/30/14.

With a roll call vote this motion passed unanimously.

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

RAMSDELL THEATRE GOVERNING AUTHORITY – Two vacancies, three-year terms ending 6/30/16, Mayoral appointment.

JoAnn Muma, 87 Greenbush Street*
Nancy Lyon, 280 Lighthouse Circle*

Mayor Kenny appointed JoAnn Muma – 87 Greenbush Street to the Ramsdell Theatre Governing Authority for three year term ending 6/30/16. Appointment supported by Hornkohl.

With a roll call vote this motion passed unanimously.

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

Mayor Kenny appointed Nancy Lyon – 280 Lighthouse Circle to the Ramsdell Theatre Governing Authority for three year term ending 6/30/16. Appointment supported by Zaring.

With a roll call vote this motion passed unanimously.

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

TREE COMMISSION – One unexpired term ending 12/31/14, Mayoral appointment.

Janice Waterman, 1010 Maple Street

Mayor Kenny appointed Janice Waterman – 1010 Maple Street to the Tree Commission to fill the unexpired term ending 12/31/14. Appointment supported by Goodspeed.

With a roll call vote this motion passed unanimously.

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

ZONING BOARD OF APPEALS – Alternate member for one unexpired term ending 5/31/15, Mayoral appointment.

None received.

CITIZEN COMMENT.

Terri Miller – 500 Birch Street informed Council of a neighbor that has several chickens and ducks in the backyard; a petition for the removal of the chickens and ducks was distributed and signed by others in the neighborhood citing the smell, noise, and unsightliness as being a blight to the neighborhood; asked if there was anything that could be done. Deisch responded.

Fred Walter – 315 St. Mary’s Parkway was sorry that Council did not pass the noise/fireworks ordinance; asked for clarification on the definition of commercial fireworks; also stated that street signs were too high up on the pole and requested they be lowered.

Marlene McBride – 217 River Street is glad Council is reviewing an ordinance on what can be done to eliminate blight (odor, noise, etc.); asked if there was a committee timeline to put this together.

Sue Morris – 500 Birch Street questioned if there is an ordinance regarding the animals and the person has been talked to, why hasn’t there been a fine issued?

Bob Grabowski – 341 Fourth Street stated that if we have chickens in the neighborhood, they will attract rats, raccoons and fox into the neighborhood.

OFFICIALS AND STAFF.

Wright stated that petitions for the 2nd, 4th, and 6th City Council seats are available, they will be on the ballot in November, and are due back on August 13th.

Deisch received an e-mail from Phil & Mary Polyck praising their stay at the Municipal Marina; he also reminded Council that Mayor's Exchange at Boyne City is this Friday.

Rose informed Council of a Lakes to Land workshop in Arcadia on June 27th at 6 p.m.

COUNCILMEMBERS.

Hornkohl wanted to inform those that signed the petitions that we will work as hard and fast as we can on the issue.

Goodspeed asked about the possibility of placing stop signs at the school intersections of Sixth & Maple Streets and Twelfth & Maple Streets.

ADJOURN.

MOTION to adjourn was made by Goodspeed, second by Zaring. Meeting adjourned at 8:49 p.m.

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

CASH TRANSACTIONS REPORT
DRAFT

MONTH: MAY
City of Manistee

Page: 1
6/27/2013
10:42 am

| Account Number | Beginning Balance | Debit | Credit | Ending Balance |
|---|-------------------|------------|------------|----------------|
| Fund: 101 - GENERAL FUND | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 875,111.00 | 146,931.29 | 463,000.04 | 559,042.25 |
| 001.002 Cash - Escrow | 83,349.24 | 4,100.00 | 61,941.69 | 25,507.55 |
| 004.000 Cash - Petty | 800.00 | 0.00 | 0.00 | 800.00 |
| 017.000 MBIA Mi Class Inv | 57,139.28 | 2.82 | 0.00 | 57,142.10 |
| Total Dept: 000 | 1,016,399.52 | 151,034.11 | 524,941.73 | 642,491.90 |
| Fund: 101 | 1,016,399.52 | 151,034.11 | 524,941.73 | 642,491.90 |
| Fund: 202 - MAJOR STREET FUND | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 141,811.59 | 28,519.23 | 20,635.91 | 149,694.91 |
| Total Dept: 000 | 141,811.59 | 28,519.23 | 20,635.91 | 149,694.91 |
| Fund: 202 | 141,811.59 | 28,519.23 | 20,635.91 | 149,694.91 |
| Fund: 203 - LOCAL STREET FUND | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 30,298.18 | 10,224.33 | 6,416.67 | 34,105.84 |
| Total Dept: 000 | 30,298.18 | 10,224.33 | 6,416.67 | 34,105.84 |
| Fund: 203 | 30,298.18 | 10,224.33 | 6,416.67 | 34,105.84 |
| Fund: 204 - STREET IMPROVEMENT FUND | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 98,367.90 | 24,242.58 | 0.00 | 122,610.48 |
| Total Dept: 000 | 98,367.90 | 24,242.58 | 0.00 | 122,610.48 |
| Fund: 204 | 98,367.90 | 24,242.58 | 0.00 | 122,610.48 |
| Fund: 226 - CITY REFUSE FUND | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 25,815.58 | 141,332.12 | 67,778.18 | 99,369.52 |
| 001.030 Cash Mgt Chk | 223,859.22 | 5.23 | 125,000.00 | 98,864.45 |
| Total Dept: 000 | 249,674.80 | 141,337.35 | 192,778.18 | 198,233.97 |
| Fund: 226 | 249,674.80 | 141,337.35 | 192,778.18 | 198,233.97 |
| Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 8,214.58 | 0.00 | 0.00 | 8,214.58 |
| Total Dept: 000 | 8,214.58 | 0.00 | 0.00 | 8,214.58 |
| Fund: 243 | 8,214.58 | 0.00 | 0.00 | 8,214.58 |
| Fund: 245 - OIL & GAS FUND | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 459,256.29 | 9,440.41 | 0.00 | 468,696.70 |
| 001.020 Money Market | 447,026.18 | 0.00 | 0.00 | 447,026.18 |
| 003.000 CD | 250,000.00 | 0.00 | 0.00 | 250,000.00 |
| Total Dept: 000 | 1,156,282.47 | 9,440.41 | 0.00 | 1,165,722.88 |
| Fund: 245 | 1,156,282.47 | 9,440.41 | 0.00 | 1,165,722.88 |
| Fund: 249 - BUILDING INSPECTOR | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 16,141.32 | 357.69 | 0.00 | 16,499.01 |
| Total Dept: 000 | 16,141.32 | 357.69 | 0.00 | 16,499.01 |

CASH TRANSACTIONS REPORT

DRAFT

MONTH: MAY
City of ManisteePage: 2
6/27/2013
10:42 am

| Account Number | Beginning Balance | Debit | Credit | Ending Balance |
|---|-------------------|------------|------------|----------------|
| Fund: 249 | 16,141.32 | 357.69 | 0.00 | 16,499.01 |
| Fund: 251 - EPA GRANT - PETROLEUM | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 920.25 | 18,109.30 | 15,006.80 | 4,022.75 |
| Total Dept: 000 | 920.25 | 18,109.30 | 15,006.80 | 4,022.75 |
| Fund: 251 | 920.25 | 18,109.30 | 15,006.80 | 4,022.75 |
| Fund: 252 - EPA GRANT - HAZARDOUS | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 5,701.75 | 962.50 | 325.00 | 6,339.25 |
| Total Dept: 000 | 5,701.75 | 962.50 | 325.00 | 6,339.25 |
| Fund: 252 | 5,701.75 | 962.50 | 325.00 | 6,339.25 |
| Fund: 275 - GRANT MANAGEMENT FUND | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 293,936.36 | 330,000.00 | 391,747.43 | 232,188.93 |
| Total Dept: 000 | 293,936.36 | 330,000.00 | 391,747.43 | 232,188.93 |
| Fund: 275 | 293,936.36 | 330,000.00 | 391,747.43 | 232,188.93 |
| Fund: 290 - PEG COMMISSION | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 3,768.08 | 1,447.90 | 3,333.33 | 1,882.65 |
| Total Dept: 000 | 3,768.08 | 1,447.90 | 3,333.33 | 1,882.65 |
| Fund: 290 | 3,768.08 | 1,447.90 | 3,333.33 | 1,882.65 |
| Fund: 296 - RAMSDELL THEATRE | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 88,739.83 | 26,593.80 | 24,109.04 | 91,224.59 |
| 004.000 Cash - Petty | 500.00 | 0.00 | 0.00 | 500.00 |
| Total Dept: 000 | 89,239.83 | 26,593.80 | 24,109.04 | 91,724.59 |
| Fund: 296 | 89,239.83 | 26,593.80 | 24,109.04 | 91,724.59 |
| Fund: 297 - RAMSDELL RESTORATION PROJECT | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 1,515.98 | 0.06 | 0.00 | 1,516.04 |
| Total Dept: 000 | 1,515.98 | 0.06 | 0.00 | 1,516.04 |
| Fund: 297 | 1,515.98 | 0.06 | 0.00 | 1,516.04 |
| Fund: 430 - CAPITAL IMPROVEMENT FUND | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 100,832.90 | 3.49 | 17,469.98 | 83,366.41 |
| Total Dept: 000 | 100,832.90 | 3.49 | 17,469.98 | 83,366.41 |
| Fund: 430 | 100,832.90 | 3.49 | 17,469.98 | 83,366.41 |
| Fund: 490 - RENAISSANCE PARK | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 8,584.54 | 0.28 | 1,871.96 | 6,712.86 |
| Total Dept: 000 | 8,584.54 | 0.28 | 1,871.96 | 6,712.86 |
| Fund: 490 | 8,584.54 | 0.28 | 1,871.96 | 6,712.86 |
| Fund: 508 - BOAT RAMP FUND | | | | |
| Dept: 000 | | | | |

CASH TRANSACTIONS REPORT

DRAFT

MONTH: MAY
City of ManisteePage: 3
6/27/2013
10:42 am

| Account Number | Beginning Balance | Debit | Credit | Ending Balance |
|--|-------------------|--------------|--------------|----------------|
| Dept: 000 | | | | |
| 001.000 Cash | 3,150.09 | 3,210.12 | 3,597.51 | 2,762.70 |
| 004.000 Cash - Petty | 1,001.00 | 0.00 | 0.00 | 1,001.00 |
| Total Dept: 000 | 4,151.09 | 3,210.12 | 3,597.51 | 3,763.70 |
| Fund: 508 | 4,151.09 | 3,210.12 | 3,597.51 | 3,763.70 |
| Fund: 573 - WATER & SEWER UTILITY | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 449,348.23 | 255,768.33 | 276,778.00 | 428,338.56 |
| 001.002 Cash - Escrow | 30,200.00 | 1,200.00 | 1,200.00 | 30,200.00 |
| 004.000 Cash - Petty | 300.00 | 0.00 | 0.00 | 300.00 |
| 017.000 MBIA Mi Class Inv | 488,573.14 | 24.03 | 0.00 | 488,597.17 |
| Total Dept: 000 | 968,421.37 | 256,992.36 | 277,978.00 | 947,435.73 |
| Fund: 573 | 968,421.37 | 256,992.36 | 277,978.00 | 947,435.73 |
| Fund: 594 - MARINA FUND | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 21,150.05 | 1,787.67 | 4,073.99 | 18,863.73 |
| 004.000 Cash - Petty | 0.00 | 300.00 | 0.00 | 300.00 |
| Total Dept: 000 | 21,150.05 | 2,087.67 | 4,073.99 | 19,163.73 |
| Fund: 594 | 21,150.05 | 2,087.67 | 4,073.99 | 19,163.73 |
| Fund: 661 - MOTOR POOL FUND | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 442,354.92 | 23,807.03 | 0.00 | 466,161.95 |
| Total Dept: 000 | 442,354.92 | 23,807.03 | 0.00 | 466,161.95 |
| Fund: 661 | 442,354.92 | 23,807.03 | 0.00 | 466,161.95 |
| Fund: 704 - PAYROLL CLEARING FUND | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 52,405.54 | 571,078.42 | 562,021.04 | 61,462.92 |
| 001.005 Cash - NEW Flex \ HRA | 9,890.41 | 20,245.68 | 20,973.37 | 9,162.72 |
| 001.007 Cash - Federal & State Taxes | 2.17 | 82,881.90 | 82,881.68 | 2.39 |
| Total Dept: 000 | 62,298.12 | 674,206.00 | 665,876.09 | 70,628.03 |
| Fund: 704 | 62,298.12 | 674,206.00 | 665,876.09 | 70,628.03 |
| Fund: 705 - DELINQUENT TAX COLLECTION | | | | |
| Dept: 000 | | | | |
| 001.000 Cash | 5,968.21 | 13,640.89 | 4,149.21 | 15,459.89 |
| Total Dept: 000 | 5,968.21 | 13,640.89 | 4,149.21 | 15,459.89 |
| Fund: 705 | 5,968.21 | 13,640.89 | 4,149.21 | 15,459.89 |
| Grand Totals: | 4,726,033.81 | 1,716,217.10 | 2,154,310.83 | 4,287,940.08 |



Tuesday, June 11, 2013

Memo To: Mitch Deisch

From: David M Bachman

Re: Agenda Request

Ice cream sales

Mitch;

Robert Elkins was in the office yesterday requesting permission to sell ice cream in the city limits from the cart shown in the photograph. He would like to take the cart to places where people congregate and set up shop. The cart is mobile and could go to a different venue on any given day. He mentioned MRA games, softball fields, and special events as locations he would like to serve. He said he follows his daughter to a lot of athletic events and is unable to buy any refreshment and feels there is a need to be filled. He expressed a desire to sell throughout the county at special events but understands this request if granted is limited to the city limits. He will be at the council meeting on July 2nd to answer questions.

He is actually the first city resident to make such a request. The vendor we permitted last year was from Fountain and I know of another person making inquiries from Onkama. I have no professional objections to granting him permission provided he will submit to a cursory background check including a warrant search and a sexual offender data base search.

He is: Robert Elkins 700 Engelman St Manistee Mi. 49660 231-282-4249

DB

From: chefboucher [mailto:chefboucher@yahoo.com]
Sent: Tuesday, June 11, 2013 2:52 PM
To: Dave Bachman
Subject: Fwd:

Sent from my Galaxy S@III

----- Original message -----

From: Robert Elkins <chefboucher@yahoo.com>
Date: 06/10/2013 11:39 PM (GMT-05:00)
To: chefboucher@yahoo.com
Subject:

Mr. Bacham

What I'm trying to do is gain approval to set up my ice cream cart in the City of Manistee. I've included a picture so that you can understand the idea I'm trying to get. I want to be able to set it up at local areas such as parks, beach areas, sporting events and etc. it can be pulled, however, I would like to leave it stationary. I have a trailer that I move it with and pretty much drop it where I leave it. I would like to move it to different locations during high volume travel times etc. please take my request into consideration. I'm looking forward to working with you

1

Thank you

Robert Elkins
700 Engleman St.
Manistee, MI 4960
269-282-4249





MEMO



CITY CLERK'S OFFICE

To: Mitch Deisch, City Manager *MD*
From: Michelle Wright MMC, City Clerk/Deputy Treasurer *MW*
Subject: Agenda Request
Date: June 21, 2013

Mitch,

I have received a banner request from the Manistee Area Chamber of Commerce to place a banner for the Manistee World of Arts & Crafts show by the Chamber building from June 30-July 7, 2013.

According to Council Policy (CP-30 – Banner Policy), banners are not permitted in locations other than the River Street Arch without specific authorization of the City Council. Through their application, they are requesting City Council's approval.

Please place this request on the July 2, 2013 City Council agenda. An agenda request form is attached. Thank you.



BANNER APPLICATION - RIVER STREET ARCH

Applicant: Manistee Chamber Event: Manistee World of Arts & Crafts
Address: 11 Cypress Street Week Requested: June 30 - July 7
Phone #: 231-723-2575 Signature: [Handwritten Signature]

The City of Manistee Banner Policy is as follows:

1. Banners should be approximately twelve - sixteen feet long by three feet high and constructed of durable material. The banner must have slits for wind relief. The banner should be neat and orderly as an entrance sign to the Central Business District. Victorian design is encouraged.
2. All applicants must be local, non-profit organizations or entities. No political or religious messages are permitted. This provision does not prohibit the promotion of approved activities that are sponsored by political or religious organizations.
3. Reservations will be accepted on a first come, first serve basis except for time periods reserved for annual recurring events like the Forest Festival, Port City Festival and Old Christmas Weekend. Applications will be accepted beginning January 1 of each year.
4. All applications must include the exact words, phrase or characters which will appear on the banner. Applications may be hand delivered, mailed or faxed. All applications must be accompanied by a non-refundable **\$50.00** fee. A sketch must be enclosed that includes the dimensions and lettering as it would appear on the banner if approved.
5. No banner will be permitted for more than one week, Monday through Sunday, except for recurring, annual activities noted in number three above.
6. Banner space is only available to promote local activities which provide local benefit. Banner space is not available for general advertising of any for profit enterprise.
7. All applications are subject to review on standards of good taste, as dictated by local community standards.

8. Banners are not permitted at any other location without the specific authorization of the City Council in accordance with the provisions of the Sign Ordinance. *Hang at Chamber Building.*

PLEASE SUBMIT TO THE CITY CLERK'S OFFICE FOR APPROVAL

| | |
|---|-----------------------------------|
| OFFICE USE ONLY | |
| Received by: <u>M Wright</u> | Receipt # <u>28392 pd 6/21/13</u> |
| Approved by: _____ | Date _____ |
| City Clerk's Office | |
| OR: <input checked="" type="checkbox"/> Council review required, will be on the <u>7/2/13</u> agenda. | |