

# MANISTEE CITY COUNCIL

## WORK SESSION AGENDA

**Tuesday, October 8, 2013 - 7:00 p.m. - Council Chambers, City Hall**

**I. Call to Order.**

**II. Work Session Items.**

- a.) DDA TREES / SIGN PROPOSAL – City Manager Mitch Deisch
- b.) MOTOR POOL UPDATE – DPW Director Jeff Mikula and Finance Director Ed Bradford
- c.) SURPLUS PROPERTY POLICY – City Manager Mitch Deisch

**III. Adjourn.**

MDD:cl

## Cindy Lokovich

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**From:** Mitch Deisch  
**Sent:** Friday, August 30, 2013 4:56 PM  
**To:** Colleen Kenny; Catherine Zaring; Ed Cote; Eric Gustad; Chip Goodspeed; Robert Hornkohl; Beth Ann Adams; Beth Adams  
**Cc:** Dave Bachman; Edward Bradford; Jeff Mikula; Julie Beardslee; Michelle Wright; Cindy Lokovich; gvs@gwsh.com; Travis B. Alden; Jeff Reau  
**Subject:** Fwd: clarification re: street trees downtown  
**Attachments:** Manistee App - NWMCOG minigrant 8-2013 copy.pdf; ATT00001..htm

Council,

Yesterday I asked Travis to send me a clarification e-mail based upon the MNA article about trees being placed in the downtown. Next week I am going to pull the referendum vote that dictated that trees were not allowed to be planted in the downtown. Once I research this issue further, I will get back to Council.

Mitchell D. Deisch  
City Manager  
City of Manistee

Begin forwarded message:

**From:** Travis Alden <[tbalden@manisteedowntown.com](mailto:tbalden@manisteedowntown.com)>  
**Date:** August 29, 2013, 11:16:07 AM EDT  
**To:** Mitch Deisch <[mdeisch@manisteemi.gov](mailto:mdeisch@manisteemi.gov)>  
**Cc:** Brandon Jensen <[brandon.r.jensen@gmail.com](mailto:brandon.r.jensen@gmail.com)>, Jeff Reau <[jreaufa@gmail.com](mailto:jreaufa@gmail.com)>  
**Subject:** clarification re: street trees downtown

Mitch - Per our brief conversation this morning, allow me to elaborate a bit on the "street trees" grant question you raised.

The NWMCOG placemaking mini-grant program is one that our MSDDA Design Committee has utilized before. We successfully wrote a grant application last year and received \$1,500 toward the US-31 downtown highway signage project, which we plan to implement within the next 30-60 days.

When the opportunity came up again this summer, our committee discussed potential projects (already on our priority list) that could be eligible for that funding source. The Design Committee had developed a conceptual plan for a "pilot project" of installing street trees in one block of River Street downtown in planters, as a way to gauge the impact and evaluate the pros and cons of street trees in downtown Manistee. We researched the topic at length, and there is enough compelling evidence to pursue the concept further. The pilot project of trees in planters allows for this observation and evaluation without the expense and long-term effects of tearing up portions of sidewalks, etc. Jon Rose, former City of Manistee Community Development Director, who served on the MSDDA Design Committee, was involved in these discussions leading up to application.

Also, based on the feedback (informal as it may be) I heard from City staff and Council members the last two years at Mayor's Exchange about the positive impact of street trees in downtown Big Rapids and Boyne City, we felt this was an appropriate step to take to move the street trees concept past the "what if" phase and to an observation/evaluation phase.

I've attached the actual grant application submitted (it is brief) for your information. The concept of street trees in planters has been successfully utilized as an "urban nursery" in other communities, providing

plant material for municipalities to then transplant into city parks and the like at minimal cost. Hopefully this is something that can be discussed with the City in the near future.

The total project is estimated at approx. \$5,000 for 12 trees. With \$2,000 coming from the mini-grant, the balance would be paid for via MSDDA/Design Committee funds.

Feel free to let me know if you have any questions. I'm copying Jeff Reau, MSDDA Chair and Brandon Jensen, MSDDA Design Committee Chair on this email for their information.

If you receive comments/complaints from the public about this, feel free to direct them to me.

Thanks,  
-Travis

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Travis B. Alden  
Director, Manistee Main Street  
Downtown Development Authority  
[tbalden@manisteedowntown.com](mailto:tbalden@manisteedowntown.com)  
231-398-3262  
Like us on Facebook = "Downtown Manistee"

**Michigan Economic Development Corporation  
Northwest Lower Michigan Collaborative Development Council**

## **Placemaking Micro-Grant Application**

**August 1, 2013**

**Submitted by  
City of Manistee Downtown Development Authority  
Main Street Program  
Travis Alden, Executive Director  
11 Cypress Street  
Manistee, MI 49660  
231-398-3262  
tbalden@manisteedowntown.com**

## Purpose Statement

The Manistee Main Street Downtown Development Authority (MSDDA) is seeking grant funding for the implementation of a “pilot project” installation of twelve (12) street trees on one block of historic River Street in Downtown Manistee. This pilot project is estimated to cost approx. \$5,000 for plant material, planters and installation. ***This application is seeking a 50% match of \$2,500.***

## Background and Need

Historic River Street – the primary commercial street within Manistee's traditional downtown area – is well known for its Victorian architecture and historic aesthetic. While the primary contributor to that aesthetic is the largely well-preserved historic building facades that line River Street, the streetscape project that was installed in 1999-2000 was designed to compliment that historic nature of downtown Manistee. Features such as limestone pillars, period-style light poles and tan hexagon-shaped pavers (which mirror the original pavers installed downtown at the turn of the century) help to make Manistee's downtown unique.

One aspect of the original streetscape plan that was not implemented was the installation of street trees. Studies have shown that not only do street trees significantly add to the sense of place and scale for a traditional downtown like Manistee's, but in fact typically increase the retail activity in such a district as well. The “greenscaping” of River Street has been a long-range goal for the MSDDA's Design Committee and has also been identified by Manistee City Council as a favorable addition to Downtown Manistee.

Over the last two years there have been over twenty facade improvement projects undertaken in Downtown Manistee, with sixteen of those utilizing the MSDDA's facade improvement incentive grant program. Successfully leveraging tens of thousands of dollars to significantly impact downtown's visual appeal and historic preservation (\$4.01 of private funds have been leveraged for every \$1 of local MSDDA grant dollars spent) downtown Manistee hasn't looked this good in decades. Making necessary improvements to the public spaces of downtown will help to continue this momentum and further the MSDDA's goals of continually improving the “place” that is Downtown Manistee.

## Project Goals and Activities

The MSDDA Design Committee has identified an innovative approach to the installation of street trees which will not cause disruption to River Street, will not require portions of sidewalk to be torn up, and will be extremely cost-effective. We have researched this topic and have found examples in other communities where trees have been installed in urban areas using planters (see attached photo example). This approach allows for the installation of street trees in such a way to allow for experimentation to determine optimal location, distance from other streetscape elements (light poles, curbs, etc.) and would be modular for easy relocation. Moreover, this approach would allow for greater flexibility when selecting tree species. We would not be limited to traditional ornamental varieties. Once trees grew to a certain height or canopy spread, the trees can be transplanted into other public areas such as parks, and replaced with a less mature tree. This “urban nursery” concept could prove to be a very fruitful cooperative effort between the MSDDA and the City of Manistee, achieving goals for both entities. The planters would coordinate with other streetscape elements such as benches and garbage receptacles and could even be removed completely during the snowy winter months to allow for easier snow removal if desired.



## Participant Information

The MSDDA employs a full-time Executive Director who would serve as the project's lead. Volunteers with the MSDDA Design Committee (including the Manistee County Planner) would provide additional capacity. If the grant is successful and the project moves forward, the City of Manistee's administration and Public Works Department would be tapped to provide expertise and possibly in-kind labor for things like tree transplants. The MSDDA retains an annual contract with a third-party contractor for the maintenance and watering of the hanging flower baskets downtown, into which the daily

maintenance and watering of the street trees would be included.

## Project Area

The block of River Street between Greenbush and Poplar (see map) has been identified as the logical site of this pilot project. However, if grand funding was secured and the project is moved forward, MSDDA staff and volunteers would solicit additional input from downtown property and business owners as to what block would be best.



## Project Commitment

In-kind match would include MSDDA staff & volunteer time. Cash match would be provided via the MSDDA Design Committee's budget.

## Innovation

As stated above, we believe that rolling out the street tree concept – which would be new to Manistee – as a pilot project will allow for constant evaluation as well as the opportunity to fine-tune and make adjustments for a future second phase, long-term implementation of additional blocks of street trees in this same manner. Utilizing attracting planters instead of directly planting into the streetscape itself saves significant amounts of money and provides for flexibility of placement. Using the street tree project as a long-term urban nursery for the City of Manistee allows for further efficiency.

## Community Impact

The “place” of Downtown Manistee will be significantly improved by the implementation of this project. The pedestrian areas of downtown will not only have shade due to the trees, but a softening of the hard lines of commercial buildings and natural areas for socialization and gathering will be produced. Implementation of street trees have been shown to increase business activity, which is a direct economic benefit. Overall, a vibrant & enjoyable downtown with a strong sense of place is essential for a promising future for the entire Manistee community. The most successful downtowns in western Michigan – Traverse City, Petoskey, Holland, etc. all have street trees. They are good examples to follow, but with our own spin on it.

Additional information - see: [http://www.michigan.gov/documents/dnr/22\\_benefits\\_208084\\_7.pdf](http://www.michigan.gov/documents/dnr/22_benefits_208084_7.pdf)  
[http://www.naturewithin.info/CityBiz/MainStreetNews\\_Aug09\\_Trees.pdf](http://www.naturewithin.info/CityBiz/MainStreetNews_Aug09_Trees.pdf) (Main Street Magazine)

## Mitch Deisch

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**From:** Michelle Wright  
**Sent:** Friday, August 30, 2013 4:49 PM  
**To:** Mitch Deisch  
**Subject:** Trees on River Street Referendum  
**Attachments:** CHAPTER 1028 (2).pdf

Mitch –

The referendum went to the public to vote on it, which it passed. Attached is the copy of the ordinance that was created by the referendum. I do not see a sunset date on the ordinance.

*Michelle Wright*

Michelle Wright MMC /CPFA, MiCPT  
City Clerk/Deputy Treasurer  
70 Maple Street  
Manistee MI 49660  
(231) 398-2803  
(231) 723-5410 fax  
[mwright@manisteemi.gov](mailto:mwright@manisteemi.gov)

[www.facebook.com/cityofmanistee](http://www.facebook.com/cityofmanistee)

**PROOF BALLOT**

**SPECIAL ELECTION**

**CITY OF MANISTEE  
MANISTEE COUNTY, MICHIGAN**

**MONDAY, AUGUST 2, 1999**

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**INSTRUCTIONS** – To vote in favor of the proposal, place a cross (X) or a check mark (✓) in the square to the right of the word "YES"; to vote against the proposal, place a cross (X) or a check mark (✓) in the square to the right of the word "NO".

Before returning the ballot, fold the ballot so that the face of the ballot is not exposed and so that the numbered corner is visible.

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Pursuant to Manistee City Charter, Chapter 4, Sections 4-14 and 4-15, Ordinance 99-5, River Street Traffic Flow, Parking and Amenities, is presented to the Electors of the City of Manistee.

Shall the City of Manistee adopt Ordinance 99-5 which provides:

"The City of Manistee ordains that for any future changes to River Street and its environs, the following conditions shall be met:

1. There shall be no angle parking on either side of the street.
2. There shall be no bump outs or protrusions into the present traffic lanes or parking lanes. Any future curb lines shall be straight and parallel.
3. There shall be no trees in the sidewalk portion of the street between Division Street and Pine Street, except in the present marina park. Any existing trees shall remain, but when they are removed because of deterioration, they shall not be replaced in this area.
4. River Street shall remain open as it is presently platted between Pine Street and Spruce Street.
5. Any planting along the street shall be kept back near the building line and not placed out near the curb line."

**YES**

**NO**



**Chapter 1028  
River Street Traffic Flow, Parking and Amenities**

1028.01	River Street Traffic Flow, Parking & Amenities		
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CROSS REFERENCES
One Way Streets - see TRAF. 440.01
Two Hour Parking - see TRAF. 430.02

**1028.01 RIVER STREET TRAFFIC FLOW, PARKING & AMENITIES**

The City of Manistee ordains that for any future changes to River Street and its environs, the following conditions shall be met:

- A. There shall be no angle parking on either side of the street.
- B. There shall be no bumpouts or protrusions into the present traffic lanes or parking lanes. Any future curb lines shall be straight and parallel.
- C. There shall be no trees in the sidewalk portion of the street between Division Street and Pine Street, except in the present marina park. Any existing trees shall remain, but when they are removed because of deterioration, they shall not be replaced in this area.
- D. River Street shall remain open as it is presently platted between Pine Street and Spruce Street.
- E. Any planting along the street shall be kept back near the building line and not placed out near the curb line.  
(Ord. 99-5. Approved by vote of the general electorate)



Amor Sign Studios  
 P.O. Box 433  
 443 Water Street  
 Manistee, MI, 49660-1550 USA  
 Phone: (231) 723-8361 Fax: (231) 723-9365  
 www.amorsign.com  
 info@amorsign.com

# QUOTE 008982

Quote Date 9/10/2013  
 SalesRep DEB  
 Terms Code 50 DEP/BAL COD

Phone (231) 398-3262 Fax

Phone (231) 398-3262 Fax

**SOLD TO**  
 MANISTE016  
 Travis B Alden  
 Manistee Main Street/ DDA  
 11 Cypress Street  
 Manistee, MI 49660- USA

**SHIP TO**  
 Manistee Main Street/ DDA  
 11 Cypress Street  
 Manistee, MI 49660- USA

Item ID	Qty Ordered	Unit of Measure	Unit Price	Extended Price
Commercial Sign Project	1	ea	\$8,896.32	\$8,896.32

Furnish & Install One (1) Double Face Non-Illuminated Monument Sign.

- ° Overall Size: 9ft 8in H x 12ft W x 12in Deep (4x12 top; 3x12 middle; 2x12 skirt)
- ° Construction: Welded aluminum tube frame w/ 0.63 aluminum face (seamless face)
- ° Feature: Two (2) 4in high inset reveals
- ° Finish: Matthews Acrylic Polyurethane, 3 colors per sketch
- ° Copy: 3M HP first surface vinyl; Digital Print logo, UV laminated
- ° Illumination: Existing external illumination by others
- ° Mounting: Single steel support post embedded in concrete
- ° Existing sign removed by others
- ° Sales tax NOT included

Commercial Sign Project	1	pair	\$1,289.49	\$1,289.49
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Option A: Furnish and Install Slide-in Track and One Set Slide-in Copy Panels for Middle Sign Section.

- ° Size: 3ft H x 12ft W (supplied as (2) 6ft W panels, for each side)
- ° Track: Extruded aluminum track at top and bottom of middle sign section; mill finish
- ° Decoration: Full Coverage Digitally printed Graphics with UV Laminate
- ° NOTE: Copy can be applied to both sides of panels in future for reversable use. This quote includes copy on one side of one set of panels.
- ° Copy: Final Copy to be determined
- ° Sales tax NOT included

Commercial Sign Project	1	pair	\$1,779.14	\$1,779.14
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Furnish and Install Two (2) Directional Highway Signs.

- ° Size: 5ft W X 3ft H, mounted 7ft to bottom of sign
- ° Face: Aluminum Sign Panel, 0.090 thick
- ° Copy: 3M High Intensity Prismatic Reflective Sheeting with Electro Cut Overlay
- ° Copy: Meets MDOT Standards with 6in copy per sketch
- ° Decoration: Header copy - HP Vinyl, not required to be reflective
- ° Mounting: Two 3lb U-Channel posts mounted with approved breakaway hardware
- ° Manistee Main Street DDA assumes responsibility for permit approvals for each location as required by City of

Taxable	NonTaxable	SalesTax	Freight	Misc	OrderTotal
\$0.00	\$11,964.95	\$0.00	\$0.00	\$0.00	\$11,964.95



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 info@amorsign.com

# QUOTE 008982

Quote Date 9/10/2013  
 SalesRep DEB  
 Terms Code 50 DEP/BAL COD

Phone (231) 398-3262 Fax

Phone (231) 398-3262 Fax

MANISTE016  
 Travis B Alden  
 Manistee Main Street/ DDA  
 11 Cypress Street  
 Manistee, MI 49660- USA

Manistee Main Street/ DDA  
 11 Cypress Street  
 Manistee, MI 49660- USA

Item ID	Qty Ordered	Unit of Measure	Unit Price	Extended Price
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Manistee, MDOT, etc.  
 ° Sales tax NOT included

Price good for 30 days. Sales tax included as noted. Permit fees not included unless spelled out above.  
 Ready for final electrical hook-up. Demolition not included except as noted above.  
 TERMS: 50% down; balance on completion.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**OrderTotal \$11,964.95**

Taxable	NonTaxable	SalesTax	Freight	Misc	OrderTotal
\$0.00	\$11,964.95	\$0.00	\$0.00	\$0.00	\$11,964.95

DOWNTOWNMANISTEE  
*michigan*

SHOPPING — DINING — RIVERFRONT

◀ HISTORIC DOWNTOWN

MANISTEE  
PURE MICHIGAN

DDA Signage: Modifications per discussion on 8-29-13  
Font: Latha - Main Font | Liorah BT: script font



SIGN #2



7.50 in

SIGN #1

Clearview Highway font

6.63 in

4.75 in

48.00 in

6.00 in

120.00 in

72.00 in



**CONCEPT:**

- Aluminum sign panel
- Reflective vinyl graphics
- Steel U-channel supports
- Break-aways

32 Sq. Ft.

ELEVATION

3M High Intensity Prismatic #3930 White	3M ElectroCut Film #1175 Blue
3M ElectroCut Film #1177 Green	Graco #100 Film #051 Light Blue

CONCEPT

**DRAWING #149,707A-2**

## SURPLUS PROPERTY POLICY GP-71

**PURPOSE:** The purpose of this policy is to ensure the protection of City assets and to provide guidelines to City staff when considering proper disposal of obsolete, surplus or salvage personal property owned by the City of Manistee.

1. **Trash.** Personal property which a reasonable person would feel no longer has any value, may be discarded as trash by a City official or employee. Neither City employees nor City officials are permitted to receive discarded City trash, except as may be permitted under paragraph 5.
2. **Declaration.** Each department director shall be responsible for identifying property within their department that is obsolete, surplus or salvage property. The department director shall estimate the fair market value of such property in “as is, where is” condition.
3. **Disposition.** For all such property, the department director will notify the City Manager, who will first attempt to find a use for the property in another department. Personal property which a reasonable person would feel is at the end of its useful life, but that the cost of sale or disposal exceeds any sales value, shall be considered of “nominal value” and may be sold, donated or discarded at the discretion of the City Manager or their designee.

Personal property which a reasonable person would feel has remaining value in excess of the nominal value defined above shall be subject to disposition in any manner deemed by the City Manager to be in the City’s best interest including:

- Internal transfer of equipment / items within City departments
- Trade-in for other equipment
- Transfer to another government or nonprofit organization
- Negotiated sale to one or more designated buyers
- Sale as scrap
- Solicitation of written bids
- Auction or sale on a first come – first served basis (public or online)
- Recycling, salvaging or junking

4. **Substantial Value.** Disposition of any one item or personal property with an estimated value of \$10,000 or more must first be approved by the Manistee City Council.
5. **Conflict of Interest.** City elected officials, employees and relatives of the first degree of an elected official or employee are prohibited from acquiring any personal property of the City. The City Manager or their designee may grant a written exemption to this prohibition, if they can verify the propriety of, and are not a party to, the disposition.
6. **Penalty for Failure to Comply.** Any official or employee of the City of Manistee who violates the provisions of this policy may be subject to civil and/or criminal action. Employees responsible for violating this policy may be subject to disciplinary actions provided for by City policies and applicable laws, up to and including termination.

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Mitchell D. Deisch, City Manager

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Adopted:

**SURPLUS PROPERTY DISPOSITION TRANSFER / WAIVER FORM**

City-owned property which is at the end of its useful life and that the cost of sale or disposal would exceed any sales value, shall be considered nominal value and may be sold, donated or discarded at the discretion of the City Manager or their designee.

Description of property being disposed of:

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\_\_\_\_\_  
City Manager / Department Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Receiving Disposed of Property

\_\_\_\_\_  
Date

Is the person receiving disposed of property a City Employee or City Official?                      Y / N

Is the person receiving disposed of property a former City Employee or City Official?                      Y / N