

# MANISTEE CITY COUNCIL

## MEETING AGENDA

TUESDAY, OCTOBER 2, 2018 – 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.) Cash Balances.  
b.) Revenue & Expense.
- IX. a.) Notification Regarding Next Work Session.

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

**\*V. Approval of Minutes.** Approval of the minutes of the September 18, 2018 regular meeting as attached.

**VI. Financial Report.**

- \*a.) CASH BALANCES.
- \*b.) REVENUE & EXPENSE.

**VII. Unfinished Business.**

**VIII. New Business.**

- a.) CONSIDERATION OF ORDINANCE 18-09 AMENDING CHAPTER 1024 SIDEWALKS.

Amendments to Chapter 1024 Sidewalks have been the subject of numerous discussions by City Council and the Ordinance Committee. At their meeting of September 18, 2018 Council directed staff to prepare revised language to the proposed amendments. The City Attorney prepared the attached language as directed by Council.

As an ordinance two separate readings are required. If this ordinance is introduced this evening, it could be adopted at the next regular meeting.

At this time Council could take action to introduce Ordinance 18-09 amending Chapter 1024 Sidewalks.

- b.) CONSIDERATION OF ADOPTING A LOWER PENSION MULTIPLIER FOR NEW HIRES IN THE IAFF.

The recently ratified International Association of Fire Fighters (IAFF) 2018-2022 contract included a provision that lowered the multiplier for the defined benefit pension plan for new hires from 2.8% to 2.25%. In order to implement this change, Council must pass an adoption agreement for the changed benefit provision.

At this time Council could take action to approve a MERS Defined Benefit Plan Adoption Agreement lowering the multiplier for new hires in the IAFF from 2.8% to 2.25%.

- c.) CONSIDERATION OF A CONTRACT FOR ENGINEER OF RECORD SERVICES, THE SPICER GROUP.

The Spicer Group has served as the City's Engineer of Record since October 1, 2013 and their agreement is set to expire on October 1, 2018. The Spicer Group is interested in continuing in that capacity for an additional five years. A contract has been prepared. The City Attorney has reviewed and approved the contract document.

At this time Council could take action to approve a new five year service agreement with the Spicer Group to serve as the City's Engineer of Record.

d.) CONSIDERATION OF THE EXTENSION AND CONVEYANCE OF INFRASTRUCTURE FOR THE DUNES AT LAKE MICHIGAN DEVELOPMENT.

Ryan Kieszowski is requesting Council approval for his request for the City to accept the water and wastewater infrastructure he intends to construct to support his proposed residential development on property located in Manistee Township that abuts the northern boundary of the City. Additionally, he is requesting approval to connect to the City's water and wastewater systems. Staff recommends that approval should be conditioned on the developer meeting the standards outlined in the attached memorandum.

At this time Council could take action to approve the request, in concept, and require Mr. Kieszowski to meet the conditions stipulated by DPW Director Jeff Mikula to receive final approval.

e.) CONSIDERATION OF BOOS, BREWS & BRATS EVENT.

The Downtown Development Authority recently decided to cancel their annual Boos, Brews & Brats event. The Manistee Elks Lodge #250 has decided to pick up this event and is requesting authorization. This event will be held on Saturday, October 27, 2018 from 12:00 p.m. to 12:00 a.m. on River Street from Oak Street to Pine Street. River Street closure has been requested between Oak and Pine Streets.

At this time Council could take action to support and approve the request from the Manistee Elk's Club #250 to hold a Boos, Brews & Brats event on Saturday, October 27, 2018; subject to appropriate department approvals.

f.) CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.

The City Clerk has taken action to advertise vacancies on the Compensation Commission, Harbor Commission, Historic District Commission, Oil and Gas Investment Board, PEG Commission, Planning Commission, and the Zoning Board of Appeals.

Mayoral appointments require a motion, second, and Council voted support. Nominations for Council appointments do not require a second. After all nominations are made, Council votes on the nominees until one nominee receives majority support.

The following applications have been received:

\*Incumbent

**COMPENSATION COMMISSION.** One vacancy, term ending 9/30/23. Applicants must be registered voters in the City; Mayoral appointment.

Ron Wilson, 216 First Avenue

**HARBOR COMMISSION.** Three vacancies, terms ending 10/31/21. Two members can be non-residents but must own real estate or a business or profession having a licensed business location in the City; Council appointment.

Fritz Boehm, 1200 Cutter Ridge Drive\*  
Glenn C. Zaring, 321 Fifth Street\*

**HISTORIC DISTRICT COMMISSION.** One vacancy, term ending 2/28/21. One member is desired who meets professional qualification standards for archaeologist, architect, architectural historian, historian, or historic architect. Applicants must be City residents; Council appointment.

William R. Connor, 732 Harbor Drive  
Ron Wilson, 216 First Avenue

**OIL AND GAS INVESTMENT BOARD.** One vacancy, term ending 6/30/22; Mayoral appointment.

Jeffery R. Reau, 294 River Street  
George Vitta, 6 Anchor Rode Drive  
Glenn C. Zaring, 321 Fifth Street

**PLANNING COMMISSION.** One vacancy, term ending 10/31/21. Applicants must be City residents; Mayoral appointment.

Rochelle (Shelly) Thomas, 367 Lighthouse Way South

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

**IX. Notices, Communications, Announcements.**

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

A Council work session has been scheduled for Tuesday, October 9, 2018 at 7:00 p.m. A joint discussion with DDA on TIF Plan, Quarterly Strategic plan update; and such business as may come before Council.

No action is required on this item.

**X. Concerns and Comments.**

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

TNT:cl

**COUNCIL AGENDA ATTACHMENTS:**

- 1. Council Meeting Minutes – September 18, 2019
- 2. Cash Balances Report
- 3. Revenue & Expense Report
- 4. Ordinance 18-09 Chapter 1024 Sidewalks
- 5. IAFF Pension Multiplier
- 6. Spicer EOR Extension Contract
- 7. Kieszkowski – The Dunes at Lake Michigan
- 8. Board and Commission Applications
- 9. Boos, Brews & Brats Event Request

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL -SEPTEMBER 18, 2018

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A regular meeting of the Manistee City Council was called to order by his honor, Mayor James Smith on Tuesday, September 18, 2018 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

**PRESENT:** Dale Cooper, Lynda Beaton, Roger Zielinski, Robert Goodspeed, James Smith, James Grabowski, and Erin Pontiac.

**ALSO PRESENT:** City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Heather Pefley, DPW Director – Jeff Mikula, and Public Safety Director – Tim Kozal

### **CITIZEN COMMENTS ON AGENDA RELATED ITEMS.**

None.

### **CONSENT AGENDA.**

- Minutes
  - September 4, 2018 - Regular Meeting
  - September 11, 2018 - Work Session
- Financial Reports
  - Payroll August 2018
  - Invoices August 2018
- Notification Regarding Next Work Session – October 9, 2018  
A discussion will be conducted on joint discussion with DDA on TIF Plan, Quarterly Strategic plan update; and such business as may come before Council.
- Consideration of Annual Victorian Sleighbell Parade and Old Christmas Weekend.  
The Manistee Downtown Development Authority requests authorization to conduct the 30th Annual Victorian Sleighbell Parade and Old Christmas Weekend from Friday, December 7 through Sunday, December 9, 2018; with activities focused in the downtown area. The event will include closing several streets in the City to accommodate the parade and other activities. Please see the attached list for proposed requested assistance and timetables.

MOTION by Zielinski, second by Grabowski to approve the Consent Agenda as presented.

With a roll call vote this motion passed unanimously.

**AYES:** Cooper, Beaton, Zielinski, Goodspeed, Smith, Grabowski, and Pontiac

**NAYS:** None

### **CONSIDERATION OF ORDINANCE 18-08 AMENDING CHAPTER 1060 GARBAGE AND RUBBISH COLLECTION AND DISPOSAL.**

At their work session in July, Council discussed the issue of trash on River Street. A consensus was reached to direct staff to prepare an ordinance amendment to prohibit the use of plastic bags for trash on River Street. Ordinance 18-08 would modify Section 1060.08 to require sealed receptacles or containers in the Central Business District, establish violations as civil infractions, establish penalties for violations, and repeal all ordinances in conflict with this ordinance.

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL -SEPTEMBER 18, 2018

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The Council Ordinance Committee met on July 30, 2018 to review the proposed language and recommended that the amendments be forwarded to City Council for consideration.

As an ordinance two separate readings are required. If this ordinance is introduced this evening, it could be adopted at the next regular meeting.

This item was tabled at the August 21, 2018 Council meeting for continued discussion at the September 11, 2018 Council work session.

MOTION by Grabowski, second by Cooper to introduce Ordinance 18-08 amending Chapter 1060 Garbage and Rubbish Collection and Disposal, by modifying Section 1060.08 requiring sealed receptacles or containers in the Central Business District; establishing violations and penalties.

With a roll call vote this motion failed unanimously.

AYES: None

NAYS: Cooper, Beaton, Zielinski, Goodspeed, Smith, Grabowski, and Pontiac

MOTION by Beaton, second by Cooper to direct the City Manager to establish an ad hoc committee to study the refuse ordinance.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Grabowski, and Pontiac

NAYS: None

### **CONSIDERATION OF ORDINANCE 18-09 AMENDING CHAPTER 1024 SIDEWALKS.**

The proposed amendment would add Section 1024.06 prohibiting all dogs, bicycles, skateboards and rollerblades along the Riverwalk; modify the chapter heading; and repealing all ordinances in conflict.

The Council Ordinance Committee met on July 30, 2018 to review the proposed language and recommended that the amendments be forwarded to City Council for consideration.

As an ordinance two separate readings are required. If this ordinance is introduced this evening, it could be adopted at the next regular meeting.

The motion to introduce this ordinance failed at the August 21, 2018 Council meeting. Council requested this item be added to the September 11, 2018 Council work session agenda for further discussion.

Discussion included:

- Partial allowance of dogs on the River Walk
- Area of River Walk where dogs would be allowed – City Marina to American Legion
- Placement of waste bags and signs
- Bikes and skateboards still prohibited

New ordinance language will be drafted and placed on the agenda for the first meeting in October.

**CONSIDERATION OF THE PURCHASE OF THREE-QUARTER TON PICKUP TRUCK WITH REGULAR CAB.**

The 2018-2019 Motor Pool budget includes the purchase of a three-quarter ton pickup truck. A quote was received from Gorno Ford under MiDEAL contract #4WDL-0078 for a F250 pickup, 4x4, regular cab with options in the amount of \$30,728. The budgeted amount is \$30,000.

MOTION by Zielinski, second by Goodspeed to approve the purchase of a F250 pickup truck from Gorno Ford, Government and Fleet Sales in the amount of \$30,728.

Discussion included:

- One truck from current fleet will be sold
- Potential selling price

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Grabowski, and Pontiac

NAYS: None

**CONSIDERATION OF AN AGREEMENT WITH MANISTEE COUNTY TO PROVIDE PLANNING AND ZONING ADMINISTRATION SERVICES.**

At their meeting of September 4, 2018 City Council took action to authorize the City Manager to work with County Officials to develop a contract that would provide planning and zoning administration services to the City by the County Planner. The proposed agreement delineates the services that will be provided, includes a five-year term with a five-year renewal, and includes a termination clause. The first year cost of the agreement is \$70,000 with an annual cost increase of two percent (2%). The agreement was reviewed and approved by the City Attorney.

MOTION by Zielinski, second by Cooper to authorize the Mayor and City Clerk to sign an agreement with Manistee County to provide planning and zoning administration services.

Discussion included:

- Contracted services versus onsite staff
- No budget modification needed for this agreement
- Review process
- Monthly reporting
- County Planner will attend Council meetings and staff meetings
- County Planner knows the history of the City / drafted current master plan

With a roll call vote this motion passed, 4-3.

AYES: Cooper, Beaton, Zielinski, and Smith

NAYS: Goodspeed, Grabowski, and Pontiac

**CITIZEN COMMENT.**

Bob Grabowski, 341 Fourth Street / commented on signs located on the Maple Street bridge.

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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL -SEPTEMBER 18, 2018

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Michael "Mick" Szymanski, 332 Fifth Street. / spoke regarding dogs on the Riverwalk; believes the City should look into a City-wide dog ordinance that addresses dog owner responsibilities throughout the entire City not just in certain areas.

### **OFFICIALS AND STAFF.**

Taylor reminded Council he will be out of the office from noon Wednesday until Saturday afternoon for the MML convention; contact Ed Bradford if assistance is needed during his absence; will try to check email periodically.

Mikula gave an update on the Corrective Action Plan; in good shape; answered questions on the Pilot lining project; project is complete but will do a little more work.

### **COUNCILMEMBERS.**

Cooper questioned if the soft billing had stopped for medical transports because a resident had contacted him regarding a bill.

Beaton commented on the beautiful weather we had this past weekend and the wonderful Spark Manistee and Strut Your Mutt events that took place; received positive feedback.

Grabowski asked about the storage business on 12th Street; they need to be cleaned up; also asked if there had been contact with the DNR regarding the deer in the City; Kozal responded stating there had been follow up from the USDA not DNR. Grabowski requested a copy of blight spreadsheet from Kozal; received a lot of complaints recently.

Pontiac requested an update on the cleanup of the house on 11<sup>th</sup> street; inquired if the DDA had decided to hire a new director; would like to see downtown Halloween events still happen this year.

Smith expressed his concerns regarding dogs on the river walk; echoed Beaton regarding Spark Manistee event; it was a wonderful event; thanked everyone for attendance at tonight's meeting.

### **ADJOURN.**

MOTION to adjourn was made by Goodspeed. Meeting adjourned at 8:02 p.m.

Heather Pefley CMC / CMMC, MiCPT  
City Clerk

FROM 08/01/2018 TO 08/31/2018

FUND: 101 202 203 204 226 245 272 275 430 496 501 592 594 661 703 705

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2018	Total Debits	Total Credits	Ending Balance 08/31/2018
Fund 101	GENERAL FUND				
001.000	CASH - CHECKING	462,324.18	983,021.31	993,381.58	451,963.91
001.001	CASH - RESTRICTED	27,102.00	0.00	0.00	27,102.00
001.002	CASH - ESCROW	67,747.70	0.00	0.00	67,747.70
003.000	CASH - CERTIFICATES OF DEPOSI	50,000.00	0.00	0.00	50,000.00
004.000	CASH - PETTY	804.18	2.60	3.36	803.42
017.000	CASH - MI CLASS	372,523.71	688.24	0.00	373,211.95
	GENERAL FUND	980,501.77	983,712.15	993,384.94	970,828.98
Fund 202	MAJOR STREET FUND				
001.000	CASH - CHECKING	292,552.39	72,356.30	28,964.91	335,943.78
017.000	CASH - MI CLASS	154,409.50	285.27	0.00	154,694.77
	MAJOR STREET FUND	446,961.89	72,641.57	28,964.91	490,638.55
Fund 203	LOCAL STREET FUND				
001.000	CASH - CHECKING	165,227.49	16,413.10	77,262.24	104,378.35
Fund 204	MUNICIPAL STREET FUND				
001.000	CASH - CHECKING	55,789.17	0.00	0.00	55,789.17
Fund 226	CITY REFUSE FUND				
001.000	CASH - CHECKING	56,186.98	63,651.48	43,621.98	76,216.48
Fund 245	OIL & GAS FUND				
001.000	CASH - CHECKING	93,069.19	305,608.04	300,000.00	98,677.23
001.020	CASH - MONEY MARKET	460,325.54	0.00	300,000.00	160,325.54
	OIL & GAS FUND	553,394.73	305,608.04	600,000.00	259,002.77
Fund 272	PEG COMMISSION				
001.000	CASH - CHECKING	7,879.31	1,284.80	0.00	9,164.11
Fund 275	GRANT MANAGEMENT FUND				
001.000	CASH - CHECKING	19,021.00	0.00	0.00	19,021.00
Fund 430	CAPITAL IMPROVEMENT FUND				
001.000	CASH - CHECKING	(58,970.18)	417,000.00	174,616.10	183,413.72
Fund 496	RENAISSANCE PARK				
001.000	CASH - CHECKING	(2,642.73)	2,700.00	0.00	57.27
Fund 501	BOAT LAUNCH FUND				
001.000	CASH - CHECKING	29,040.47	12,095.00	858.00	40,277.47
004.000	CASH - PETTY	1,000.00	0.00	0.00	1,000.00
	BOAT LAUNCH FUND	30,040.47	12,095.00	858.00	41,277.47
Fund 592	WATER & SEWER UTILITY				
001.000	CASH - CHECKING	564,992.58	579,631.84	1,139,824.09	4,800.33
001.002	CASH - ESCROW	52,400.00	1,500.00	1,731.64	52,168.36
003.000	CASH - CERTIFICATES OF DEPOSI	50,000.00	0.00	0.00	50,000.00
017.000	CASH - MI CLASS	548,208.49	1,012.86	0.00	549,221.35
017.001	CASH - MI CLASS 2015 W&S RVBD	27,555.16	50.88	0.00	27,606.04
017.002	CLASS 2017 WATER & SEWER REVENUE	1,297,195.87	2,396.57	0.00	1,299,592.44
017.004	WATER AND SEWER RESTRICTED MI CLASS	432,331.71	798.72	0.00	433,130.43
	WATER & SEWER UTILITY	2,972,683.81	585,390.87	1,141,555.73	2,416,518.95
Fund 594	MARINA FUND				
001.000	CASH - CHECKING	140,485.31	49,423.04	56,839.79	133,068.56

CASH SUMMARY BY ACCOUNT FOR MANISTEE CITY

FROM 08/01/2018 TO 08/31/2018

FUND: 101 202 203 204 226 245 272 275 430 496 501 592 594 661 703 705

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2018	Total Debits	Total Credits	Ending Balance 08/31/2018
001.002	CASH - ESCROW	500.00	200.00	200.00	500.00
004.000	CASH - PETTY	300.00	0.00	0.00	300.00
	MARINA FUND	141,285.31	49,623.04	57,039.79	133,868.56
Fund 661	MOTOR POOL FUND				
001.000	CASH - CHECKING	97,313.56	35,613.19	39,276.00	93,650.75
017.000	CASH - MI CLASS	358,281.68	661.95	0.00	358,943.63
	MOTOR POOL FUND	455,595.24	36,275.14	39,276.00	452,594.38
Fund 703	CURRENT TAX COLLECTION				
001.000	CASH - CHECKING	1,150,893.49	4,372,237.95	1,171,488.41	4,351,643.03
Fund 705	DELINQUENT TAX COLLECTION				
001.000	CASH - CHECKING	810.01	0.00	0.00	810.01
	TOTAL - ALL FUNDS	6,974,657.76	6,918,633.14	4,328,068.10	9,565,222.80

PERIOD ENDING 08/31/2018

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2018 (NORMAL (ABNORMAL))	MONTH 08/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	TAXES - REAL/PERSONAL PROPERT	2,976,032.00	790,527.07	551,361.14	2,185,504.93	26.56
101-000-411.000	TAXES - DELINQ REAL PROPERTY	178,302.00	0.00	0.00	178,302.00	0.00
101-000-412.000	TAXES - DELINQ PERSONAL PROP	3,375.00	0.00	0.00	3,375.00	0.00
101-000-432.000	TAXES - PAYMENT IN LIEU OF	176,517.00	101,128.40	0.00	75,388.60	57.29
101-000-445.000	TAXES - PENALTIES & INTEREST	17,365.00	0.00	0.00	17,365.00	0.00
101-000-447.000	TAXES - ADMINISTRATION FEE	86,749.00	0.00	0.00	86,749.00	0.00
101-000-476.000	PERMIT - BUSINESS REGISTRATIO	27,000.00	75.00	0.00	26,925.00	0.28
101-000-477.000	PERMIT - FRANCHISE FEES	122,000.00	(58,408.00)	(58,408.00)	180,408.00	(47.88)
101-000-490.000	PERMIT - NON-BUSINESS	8,500.00	1,675.00	1,325.00	6,825.00	19.71
101-000-543.000	STATE GRANT - PUBLIC SAFETY (SSCENT)	8,600.00	0.00	0.00	8,600.00	0.00
101-000-543.001	STATE GRANT - UNDERAGE DRINKING	3,000.00	0.00	0.00	3,000.00	0.00
101-000-543.002	STATE GRANT - CRIMINAL JUSTIC	2,500.00	0.00	0.00	2,500.00	0.00
101-000-573.000	STATE GRANT - LOCAL COMM STAB	175,000.00	0.00	0.00	175,000.00	0.00
101-000-574.000	STATE GRANT - REVENUE SHARING	525,969.00	1,070.00	1,070.00	524,899.00	0.20
101-000-574.001	STATE GRANT - CVTRS	165,337.00	(845.00)	(845.00)	166,182.00	(0.51)
101-000-576.000	ELECTIONS	2,000.00	0.00	0.00	2,000.00	0.00
101-000-577.000	STATE GRANT - LIQUOR LICENSE	8,500.00	0.00	0.00	8,500.00	0.00
101-000-626.000	CHARGE FOR SERVICE	60,000.00	1,149.13	343.43	58,850.87	1.92
101-000-628.000	CHARGE FOR SERVICE - BOAT LAU	2,600.00	2,600.00	0.00	0.00	100.00
101-000-630.000	CHARGE FOR SERVICE - LOCAL ST	135,000.00	22,500.00	11,250.00	112,500.00	16.67
101-000-631.000	CHARGE FOR SERVICE - MAJOR ST	326,000.00	54,333.32	27,166.66	271,666.68	16.67
101-000-632.000	CHARGE FOR SERVICE - MARINA	11,853.00	5,926.50	0.00	5,926.50	50.00
101-000-634.000	CHARGE FOR SERVICE - REFUSE	141,192.00	25,442.75	6,893.58	115,749.25	18.02
101-000-635.000	CHARGE FOR SERVICE - W&S	371,843.00	61,613.50	30,986.92	310,229.50	16.57
101-000-636.000	CHARGE FOR SERVICE - TRANSPOR	300,000.00	39,827.38	23,911.73	260,172.62	13.28
101-000-637.000	UTILITY OWNERSHIP FEE	194,122.00	32,823.50	16,176.83	161,298.50	16.91
101-000-642.000	SALES	8,000.00	4,743.75	111.40	3,256.25	59.30
101-000-655.000	FINES & FORFEITS	25,000.00	4,321.61	515.00	20,678.39	17.29
101-000-665.000	INVESTMENT - INTEREST	20,000.00	1,683.04	688.24	18,316.96	8.42
101-000-667.000	RENTAL INCOME	6,850.00	650.00	0.00	6,200.00	9.49
101-000-667.030	RIVERFRONT LEASE INCOME	24,203.00	0.00	0.00	24,203.00	0.00
101-000-672.000	OTHER REVENUE	500.00	1,851.23	1,840.60	(1,351.23)	370.25
101-000-674.000	CONTRIBUTIONS / DONATIONS	2,000.00	0.00	0.00	2,000.00	0.00
101-000-676.000	REIMBURSEMENT	145,500.00	141,045.63	4,884.40	4,454.37	96.94
101-000-687.000	REFUNDS	17,000.00	0.00	0.00	17,000.00	0.00
101-000-698.000	INSURANCE SETTLEMENT	1,000.00	465.24	0.00	534.76	46.52
Total Dept 000		6,279,409.00	1,236,199.05	619,271.93	5,043,209.95	19.69
TOTAL REVENUES		6,279,409.00	1,236,199.05	619,271.93	5,043,209.95	19.69
Expenditures						
Dept 101 - LEGISLATIVE						
101-101-702.000	WAGES - FULL TIME	27,052.00	4,508.70	2,254.35	22,543.30	16.67
101-101-709.000	COSTS - SOCIAL SECURITY	1,677.00	279.55	139.74	1,397.45	16.67
101-101-711.000	COSTS - MEDICARE	392.00	65.36	32.66	326.64	16.67
101-101-726.000	COSTS - WORKERS COMPENSATION	87.00	9.92	4.96	77.08	11.40
101-101-752.000	SUPPLIES - OPERATING	2,250.00	0.00	0.00	2,250.00	0.00
101-101-913.000	TRAVEL & TRAINING	3,400.00	1,075.44	954.45	2,324.56	31.63
101-101-915.000	MEMBERSHIPS & DUES	5,350.00	4,617.00	0.00	733.00	86.30

PERIOD ENDING 08/31/2018

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
		2018-19 AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	08/31/2018 NORMAL (ABNORMAL)	BALANCE		
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 101 - LEGISLATIVE		40,208.00	10,555.97	3,386.16	29,652.03	26.25		
Dept 172 - MANAGER								
101-172-702.000	WAGES - FULL TIME	159,049.00	23,304.16	17,778.12	135,744.84	14.65		
101-172-708.000	COSTS - SUTA	618.00	0.00	0.00	618.00	0.00		
101-172-709.000	COSTS - SOCIAL SECURITY	10,433.00	1,878.39	1,121.83	8,554.61	18.00		
101-172-711.000	COSTS - MEDICARE	2,439.00	439.30	262.36	1,999.70	18.01		
101-172-712.000	COSTS - IN LIEU OF BC/BS	3,912.00	672.08	336.04	3,239.92	17.18		
101-172-717.000	COSTS - MERS CONTRIBUTION	22,060.00	4,215.58	2,521.30	17,844.42	19.11		
101-172-718.000	COSTS - BLUE CROSS INSURANCE	10,358.00	1,553.26	878.50	8,804.74	15.00		
101-172-718.001	COSTS - HSA CONTRIBUTION	3,000.00	3,000.00	0.00	0.00	100.00		
101-172-718.002	COSTS - DENTAL INSURANCE	1,292.00	217.12	108.56	1,074.88	16.80		
101-172-718.003	COSTS - VISION / ANCILLIARY	233.00	38.76	19.38	194.24	16.64		
101-172-724.000	COSTS - VEHICLE ALLOWANCE	4,800.00	800.00	400.00	4,000.00	16.67		
101-172-725.000	COSTS - LIFE INSURANCE	449.00	86.40	43.20	362.60	19.24		
101-172-726.000	COSTS - WORKERS COMPENSATION	716.00	122.53	73.60	593.47	17.11		
101-172-752.000	SUPPLIES - OPERATING	2,000.00	15.72	15.72	1,984.28	0.79		
101-172-791.000	SUBSCRIPTIONS & PUBLICATIONS	175.00	0.00	0.00	175.00	0.00		
101-172-801.000	PROFESSIONAL & CONSULTING SER	500.00	0.00	0.00	500.00	0.00		
101-172-913.000	TRAVEL & TRAINING	2,250.00	405.00	405.00	1,845.00	18.00		
101-172-915.000	MEMBERSHIPS & DUES	420.00	160.00	160.00	260.00	38.10		
101-172-933.000	SOFTWARE AGREE / COPIER MAINT	1,300.00	113.12	61.39	1,186.88	8.70		
101-172-983.000	LEASE PURCHASE	2,000.00	330.52	165.26	1,669.48	16.53		
Total Dept 172 - MANAGER		228,004.00	37,351.94	24,350.26	190,652.06	16.38		
Dept 215 - CLERK								
101-215-702.000	WAGES - FULL TIME	104,359.00	16,055.22	12,041.42	88,303.78	15.38		
101-215-708.000	COSTS - SUTA	618.00	0.00	0.00	618.00	0.00		
101-215-709.000	COSTS - SOCIAL SECURITY	6,799.00	1,262.39	760.17	5,536.61	18.57		
101-215-711.000	COSTS - MEDICARE	1,589.00	295.24	177.78	1,293.76	18.58		
101-215-712.000	COSTS - IN LIEU OF BC/BS	4,800.00	800.00	400.00	4,000.00	16.67		
101-215-717.000	COSTS - MERS CONTRIBUTION	14,474.00	2,756.37	1,670.13	11,717.63	19.04		
101-215-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	500.00	250.00	2,500.00	16.67		
101-215-725.000	COSTS - LIFE INSURANCE	294.00	56.84	28.42	237.16	19.33		
101-215-726.000	COSTS - WORKERS COMPENSATION	470.00	82.29	49.87	387.71	17.51		
101-215-752.000	SUPPLIES - OPERATING	3,150.00	551.40	376.06	2,598.60	17.50		
101-215-791.000	SUBSCRIPTIONS & PUBLICATIONS	170.00	0.00	0.00	170.00	0.00		
101-215-900.000	PRINTING & PUBLISHING	5,000.00	624.39	67.50	4,375.61	12.49		
101-215-913.000	TRAVEL & TRAINING	4,525.00	320.00	320.00	4,205.00	7.07		
101-215-915.000	MEMBERSHIPS & DUES	580.00	100.00	0.00	480.00	17.24		
101-215-931.000	REPAIRS/MAINT - EQUIPMENT	500.00	0.00	0.00	500.00	0.00		
101-215-933.000	SOFTWARE AGREE / COPIER MAINT	9,420.00	7,417.31	125.76	2,002.69	78.74		
101-215-983.000	LEASE PURCHASE	3,000.00	0.00	0.00	3,000.00	0.00		
Total Dept 215 - CLERK		162,748.00	30,821.45	16,267.11	131,926.55	18.94		
Dept 247 - BOARD OF REVIEW								
101-247-704.000	WAGES - PART-TIME	750.00	160.00	160.00	590.00	21.33		
101-247-709.000	COSTS - SOCIAL SECURITY	75.00	9.92	9.92	65.08	13.23		
101-247-711.000	COSTS - MEDICARE	20.00	2.32	2.32	17.68	11.60		

PERIOD ENDING 08/31/2018

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	08/31/2018 (NORMAL (ABNORMAL))	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-247-726.000	COSTS - WORKERS COMPENSATION	5.00	0.67	0.67	4.33	13.40
101-247-900.000	PRINTING & PUBLISHING	500.00	30.63	0.00	469.37	6.13
101-247-913.000	TRAVEL & TRAINING	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 247 - BOARD OF REVIEW</b>		<b>1,850.00</b>	<b>203.54</b>	<b>172.91</b>	<b>1,646.46</b>	<b>11.00</b>
Dept 253 - FINANCE / TREASURER						
101-253-702.000	WAGES - FULL TIME	202,327.00	31,127.24	23,345.43	171,199.76	15.38
101-253-708.000	COSTS - SUTA	927.00	0.00	0.00	927.00	0.00
101-253-709.000	COSTS - SOCIAL SECURITY	12,941.00	2,347.72	1,423.67	10,593.28	18.14
101-253-711.000	COSTS - MEDICARE	3,026.00	549.08	332.96	2,476.92	18.15
101-253-712.000	COSTS - IN LIEU OF BC/BS	4,800.00	800.00	400.00	4,000.00	16.67
101-253-713.000	WAGES - OVERTIME	100.00	0.00	0.00	100.00	0.00
101-253-717.000	COSTS - MERS CONTRIBUTION	28,077.00	5,345.25	3,238.02	22,731.75	19.04
101-253-718.000	COSTS - BLUE CROSS INSURANCE	26,093.00	3,918.14	2,213.74	22,174.86	15.02
101-253-718.001	COSTS - HSA CONTRIBUTION	6,000.00	6,000.00	0.00	0.00	100.00
101-253-718.002	COSTS - DENTAL INSURANCE	1,615.00	271.28	135.64	1,343.72	16.80
101-253-718.003	COSTS - VISION / ANCILLIARY	418.00	69.52	34.76	348.48	16.63
101-253-723.000	COSTS - RETIREE HEALTH CARE	0.00	662.16	0.00	(662.16)	100.00
101-253-725.000	COSTS - LIFE INSURANCE	474.00	91.48	45.74	382.52	19.30
101-253-726.000	COSTS - WORKERS COMPENSATION	912.00	159.56	96.65	752.44	17.50
101-253-752.000	SUPPLIES - OPERATING	5,000.00	909.00	641.20	4,091.00	18.18
101-253-791.000	SUBSCRIPTIONS & PUBLICATIONS	870.00	0.00	0.00	870.00	0.00
101-253-801.000	PROFESSIONAL & CONSULTING SER	28,750.00	8,586.80	7,000.00	20,163.20	29.87
101-253-900.000	PRINTING & PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00
101-253-913.000	TRAVEL & TRAINING	4,280.00	2,715.00	1,930.00	1,565.00	63.43
101-253-915.000	MEMBERSHIPS & DUES	940.00	270.00	270.00	670.00	28.72
101-253-931.000	REPAIRS/MAINT - EQUIPMENT	500.00	0.00	0.00	500.00	0.00
101-253-933.000	SOFTWARE AGREE / COPIER MAINT	10,670.00	1,554.20	220.87	9,115.80	14.57
101-253-985.000	CAPITAL OUTLAY	1,000.00	528.08	528.08	471.92	52.81
<b>Total Dept 253 - FINANCE / TREASURER</b>		<b>340,720.00</b>	<b>65,904.51</b>	<b>41,856.76</b>	<b>274,815.49</b>	<b>19.34</b>
Dept 257 - ASSESSOR						
101-257-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	702.29	250.00	2,297.71	23.41
101-257-752.000	SUPPLIES - OPERATING	400.00	0.00	0.00	400.00	0.00
101-257-801.000	PROFESSIONAL & CONSULTING SER	81,348.00	13,058.00	6,529.00	68,290.00	16.05
101-257-933.000	SOFTWARE AGREE / COPIER MAINT	2,650.00	1,952.67	1,211.00	697.33	73.69
101-257-985.000	CAPITAL OUTLAY	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 257 - ASSESSOR</b>		<b>88,398.00</b>	<b>15,712.96</b>	<b>7,990.00</b>	<b>72,685.04</b>	<b>17.78</b>
Dept 262 - ELECTIONS						
101-262-704.000	WAGES - PART-TIME	8,650.00	2,841.25	2,841.25	5,808.75	32.85
101-262-709.000	COSTS - SOCIAL SECURITY	536.00	0.00	0.00	536.00	0.00
101-262-711.000	COSTS - MEDICARE	125.00	0.00	0.00	125.00	0.00
101-262-726.000	COSTS - WORKERS COMPENSATION	39.00	11.78	11.78	27.22	30.21
101-262-752.000	SUPPLIES - OPERATING	3,250.00	1,383.77	96.62	1,866.23	42.58
101-262-801.000	PROFESSIONAL & CONSULTING SER	2,100.00	0.00	0.00	2,100.00	0.00
101-262-900.000	PRINTING & PUBLISHING	1,700.00	0.00	0.00	1,700.00	0.00

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	08/31/2018 (NORMAL (ABNORMAL))	MONTH 08/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 262 - ELECTIONS		16,400.00	4,236.80	2,949.65	12,163.20	25.83
Dept 265 - CITY HALL BUILDINGS & GROUNDS						
101-265-702.000	WAGES - FULL TIME	51,306.00	8,193.23	6,169.92	43,112.77	15.97
101-265-708.000	COSTS - SUTA	309.00	0.00	0.00	309.00	0.00
101-265-709.000	COSTS - SOCIAL SECURITY	3,379.00	586.99	355.13	2,792.01	17.37
101-265-711.000	COSTS - MEDICARE	790.00	137.29	83.06	652.71	17.38
101-265-713.000	WAGES - OVERTIME	200.00	0.00	0.00	200.00	0.00
101-265-717.000	COSTS - MERS CONTRIBUTION	7,144.00	1,424.90	855.77	5,719.10	19.95
101-265-718.000	COSTS - BLUE CROSS INSURANCE	10,358.00	1,553.26	878.50	8,804.74	15.00
101-265-718.001	COSTS - HSA CONTRIBUTION	3,000.00	3,000.00	0.00	0.00	100.00
101-265-718.002	COSTS - DENTAL INSURANCE	646.00	108.56	54.28	537.44	16.80
101-265-718.003	COSTS - VISION / ANCILLIARY	116.00	19.38	9.69	96.62	16.71
101-265-724.000	COSTS - VEHICLE ALLOWANCE	3,000.00	0.00	0.00	3,000.00	0.00
101-265-725.000	COSTS - LIFE INSURANCE	72.00	13.86	6.93	58.14	19.25
101-265-726.000	COSTS - WORKERS COMPENSATION	2,246.00	355.07	237.45	1,890.93	15.81
101-265-752.000	SUPPLIES - OPERATING	7,000.00	1,512.18	940.09	5,487.82	21.60
101-265-801.000	PROFESSIONAL & CONSULTING SER	2,500.00	0.00	0.00	2,500.00	0.00
101-265-850.000	COMMUNICATIONS - PHONE	6,000.00	1,280.72	641.45	4,719.28	21.35
101-265-913.000	TRAVEL & TRAINING	500.00	0.00	0.00	500.00	0.00
101-265-915.000	MEMBERSHIPS & DUES	0.00	150.00	0.00	(150.00)	100.00
101-265-918.000	UTILITIES - WATER	2,400.00	666.21	366.39	1,733.79	27.76
101-265-920.000	UTILITIES - ELECTRIC	22,500.00	4,911.76	2,471.22	17,588.24	21.83
101-265-921.000	UTILITIES - NATURAL GAS	5,000.00	77.59	39.05	4,922.41	1.55
101-265-930.000	REPAIRS/MAINT - BUILDINGS/LAN	20,000.00	4,194.60	615.74	15,805.40	20.97
101-265-931.000	REPAIRS/MAINT - EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00
101-265-933.000	SOFTWARE AGREE / COPIER MAINT	50.00	0.00	0.00	50.00	0.00
101-265-985.000	CAPITAL OUTLAY	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 265 - CITY HALL BUILDINGS & GROUNDS		150,516.00	28,185.60	13,724.67	122,330.40	18.73
Dept 275 - GENERAL						
101-275-752.000	SUPPLIES - OPERATING	500.00	100.00	0.00	400.00	20.00
101-275-801.000	PROFESSIONAL & CONSULTING SER	31,550.00	13,802.57	182.24	17,747.43	43.75
101-275-802.000	ATTORNEY	55,000.00	8,505.00	4,455.00	46,495.00	15.46
101-275-804.000	ATTORNEY - LABOR	15,000.00	5,316.00	2,241.00	9,684.00	35.44
101-275-805.000	ATTORNEY - TAX APPEALS	7,000.00	0.00	0.00	7,000.00	0.00
101-275-806.000	ATTORNEY - PROSECUTING ATTY	8,000.00	4,300.00	1,720.00	3,700.00	53.75
101-275-807.000	ATTORNEY - LITIGATION\PROJECTS	10,000.00	0.00	0.00	10,000.00	0.00
101-275-851.000	POSTAGE	28,000.00	5,418.96	1,206.66	22,581.04	19.35
101-275-852.000	COMMUNICATIONS - DATA\INTERNE	5,000.00	4,194.00	0.00	806.00	83.88
101-275-853.000	COMMUNICATIONS - CELL PHONES	12,000.00	1,791.86	872.95	10,208.14	14.93
101-275-920.001	UTILITIES - ELECTRIC STR LIGH	109,000.00	19,986.18	9,975.18	89,013.82	18.34
101-275-935.000	INSURANCE	92,000.00	83,452.66	(6,895.92)	8,547.34	90.71
101-275-940.000	RENT	1,700.00	996.79	0.00	703.21	58.63
101-275-946.000	ENGINEERING SERVICES	12,000.00	2,000.00	1,000.00	10,000.00	16.67
101-275-959.000	BAD DEBT	500.00	0.00	0.00	500.00	0.00
101-275-960.000	BANK CHARGES	7,500.00	2,579.66	1,336.82	4,920.34	34.40
101-275-964.000	REFUNDS	500.00	0.00	0.00	500.00	0.00
101-275-984.000	COMPUTER HARDWARE & SOFTWARE	27,677.00	22,586.35	6,877.85	5,090.65	81.61
101-275-995.000	TRANSFERS OUT	75,616.00	0.00	0.00	75,616.00	0.00

PERIOD ENDING 08/31/2018

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2018 (NORMAL (ABNORMAL))	MONTH 08/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 275 - GENERAL		498,543.00	175,030.03	22,971.78	323,512.97	35.11
Dept 301 - POLICE						
101-301-702.000	WAGES - FULL TIME	674,421.00	99,824.58	75,736.21	574,596.42	14.80
101-301-704.000	WAGES - PART-TIME	17,225.00	2,676.50	2,014.00	14,548.50	15.54
101-301-708.000	COSTS - SUTA	4,167.00	36.37	0.00	4,130.63	0.87
101-301-709.000	COSTS - SOCIAL SECURITY	1,068.00	205.93	124.87	862.07	19.28
101-301-711.000	COSTS - MEDICARE	11,245.00	2,024.90	1,191.98	9,220.10	18.01
101-301-712.000	COSTS - IN LIEU OF BC/BS	16,356.00	2,817.77	1,401.51	13,538.23	17.23
101-301-713.000	WAGES - OVERTIME	32,000.00	10,298.35	4,600.17	21,701.65	32.18
101-301-713.002	WAGES - OT UNDERAGE DRINKING GRANT	3,000.00	0.00	0.00	3,000.00	0.00
101-301-717.000	COSTS - MERS CONTRIBUTION	147,445.00	25,959.69	13,212.28	121,485.31	17.61
101-301-718.000	COSTS - BLUE CROSS INSURANCE	97,162.00	14,583.06	8,242.30	82,578.94	15.01
101-301-718.001	COSTS - HSA CONTRIBUTION	24,000.00	24,000.00	0.00	0.00	100.00
101-301-718.002	COSTS - DENTAL INSURANCE	6,351.00	1,107.75	550.49	5,243.25	17.44
101-301-718.003	COSTS - VISION / ANCILLIARY	1,636.00	277.68	137.97	1,358.32	16.97
101-301-721.000	COSTS - UNIFORM/CLEANING ALLO	11,000.00	718.00	0.00	10,282.00	6.53
101-301-723.000	COSTS - RETIREE HEALTH CARE	6,000.00	1,000.00	500.00	5,000.00	16.67
101-301-725.000	COSTS - LIFE INSURANCE	1,878.00	373.39	185.24	1,504.61	19.88
101-301-726.000	COSTS - WORKERS COMPENSATION	20,334.00	3,564.57	2,111.59	16,769.43	17.53
101-301-727.000	WAGES - HOL/VAC/SICK SELBACK	25,000.00	1,209.60	1,209.60	23,790.40	4.84
101-301-752.000	SUPPLIES - OPERATING	18,440.00	1,755.06	1,348.32	16,684.94	9.52
101-301-770.000	VEHICLE GAS / DIESEL	16,800.00	2,837.26	1,529.09	13,962.74	16.89
101-301-791.000	SUBSCRIPTIONS & PUBLICATIONS	100.00	0.00	0.00	100.00	0.00
101-301-801.000	PROFESSIONAL & CONSULTING SER	1,250.00	60.00	30.00	1,190.00	4.80
101-301-873.000	EDUCATION/TUITION REIMBURSE.	5,000.00	0.00	0.00	5,000.00	0.00
101-301-900.000	PRINTING & PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00
101-301-913.000	TRAVEL & TRAINING	11,500.00	300.00	0.00	11,200.00	2.61
101-301-915.000	MEMBERSHIPS & DUES	400.00	0.00	0.00	400.00	0.00
101-301-931.000	REPAIRS/MAINT - EQUIPMENT	4,000.00	0.00	0.00	4,000.00	0.00
101-301-932.000	REPAIRS/MAINT - VEHICLES	9,000.00	368.13	368.13	8,631.87	4.09
101-301-933.000	SOFTWARE AGREE / COPIER MAINT	5,550.00	2,271.53	24.55	3,278.47	40.93
101-301-957.000	MOTOR POOL	32,409.00	5,401.50	2,700.75	27,007.50	16.67
101-301-983.000	LEASE PURCHASE	1,420.00	117.98	0.00	1,302.02	8.31
101-301-985.000	CAPITAL OUTLAY	24,000.00	0.00	0.00	24,000.00	0.00
Total Dept 301 - POLICE		1,231,157.00	203,789.60	117,219.05	1,027,367.40	16.55
Dept 336 - FIRE						
101-336-702.000	WAGES - FULL TIME	465,163.00	52,200.81	46,316.60	412,962.19	11.22
101-336-704.000	WAGES - PART-TIME	3,000.00	0.00	0.00	3,000.00	0.00
101-336-708.000	COSTS - SUTA	2,727.00	7.97	0.00	2,719.03	0.29
101-336-709.000	COSTS - SOCIAL SECURITY	186.00	14.41	0.00	171.59	7.75
101-336-711.000	COSTS - MEDICARE	6,702.00	1,122.22	626.67	5,579.78	16.74
101-336-712.000	COSTS - IN LIEU OF BC/BS	1,956.00	228.23	133.79	1,727.77	11.67
101-336-713.000	WAGES - OVERTIME	38,000.00	8,472.38	4,621.53	29,527.62	22.30
101-336-713.005	WAGES - OT FF PA 604	4,000.00	888.26	570.46	3,111.74	22.21
101-336-717.000	COSTS - MERS CONTRIBUTION	134,264.00	22,972.57	13,786.11	111,291.43	17.11
101-336-718.000	COSTS - BLUE CROSS INSURANCE	104,373.00	13,713.49	7,748.09	90,659.51	13.14
101-336-718.001	COSTS - HSA CONTRIBUTION	24,000.00	21,000.00	0.00	3,000.00	87.50
101-336-718.002	COSTS - DENTAL INSURANCE	6,782.00	990.17	498.47	5,791.83	14.60

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DB: Manistee

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	08/31/2018 (NORMAL (ABNORMAL))	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>						
<b>Expenditures</b>						
101-336-718.003	COSTS - VISION / ANCILLIARY	1,785.00	253.74	127.74	1,531.26	14.22
101-336-721.000	COSTS - UNIFORM/CLEANING ALLO	7,280.00	3,557.94	2,437.94	3,722.06	48.87
101-336-722.000	COSTS - FOOD ALLOWANCE	6,560.00	5,193.33	0.00	1,366.67	79.17
101-336-723.000	COSTS - RETIREE HEALTH CARE	11,250.00	2,000.00	1,000.00	9,250.00	17.78
101-336-725.000	COSTS - LIFE INSURANCE	1,302.00	211.51	107.21	1,090.49	16.25
101-336-726.000	COSTS - WORKERS COMPENSATION	21,670.00	3,271.39	1,973.83	18,398.61	15.10
101-336-727.000	WAGES - HOL/VAC/SICK SELBACK	35,000.00	600.32	600.32	34,399.68	1.72
101-336-752.000	SUPPLIES - OPERATING	12,500.00	2,491.58	1,020.33	10,008.42	19.93
101-336-770.000	VEHICLE GAS / DIESEL	6,730.00	1,348.01	503.21	5,381.99	20.03
101-336-777.000	SUPPLIES - MEDICAL	18,400.00	2,735.77	1,111.82	15,664.23	14.87
101-336-780.000	FIRE PREVENTION	1,900.00	0.00	0.00	1,900.00	0.00
101-336-791.000	SUBSCRIPTIONS & PUBLICATIONS	350.00	0.00	0.00	350.00	0.00
101-336-801.000	PROFESSIONAL & CONSULTING SER	27,875.00	2,913.45	1,193.67	24,961.55	10.45
101-336-873.000	EDUCATION/TUITION REIMBURSE.	5,000.00	0.00	0.00	5,000.00	0.00
101-336-900.000	PRINTING & PUBLISHING	750.00	93.75	93.75	656.25	12.50
101-336-913.000	TRAVEL & TRAINING	7,300.00	438.45	438.45	6,861.55	6.01
101-336-915.000	MEMBERSHIPS & DUES	710.00	0.00	0.00	710.00	0.00
101-336-918.000	UTILITIES - WATER	1,600.00	287.40	166.38	1,312.60	17.96
101-336-920.000	UTILITIES - ELECTRIC	5,700.00	892.04	420.65	4,807.96	15.65
101-336-921.000	UTILITIES - NATURAL GAS	3,300.00	97.47	46.78	3,202.53	2.95
101-336-930.000	REPAIRS/MAINT - BUILDINGS/LAN	2,800.00	743.32	159.99	2,056.68	26.55
101-336-931.000	REPAIRS/MAINT - EQUIPMENT	6,836.00	552.53	0.00	6,283.47	8.08
101-336-932.000	REPAIRS/MAINT - VEHICLES	7,700.00	61.94	48.95	7,638.06	0.80
101-336-933.000	SOFTWARE AGREE / COPIER MAINT	3,700.00	1,197.48	30.00	2,502.52	32.36
101-336-942.000	HYDRANT RENTAL	21,600.00	5,400.00	0.00	16,200.00	25.00
101-336-957.000	MOTOR POOL	64,818.00	10,803.00	5,401.50	54,015.00	16.67
101-336-983.000	LEASE PURCHASE	480.00	39.32	0.00	440.68	8.19
101-336-985.000	CAPITAL OUTLAY	11,600.00	0.00	0.00	11,600.00	0.00
<b>Total Dept 336 - FIRE</b>		<b>1,087,649.00</b>	<b>166,794.25</b>	<b>91,184.24</b>	<b>920,854.75</b>	<b>15.34</b>
<b>Dept 441 - PUBLIC WORKS</b>						
101-441-702.000	WAGES - FULL TIME	647,439.00	100,018.50	74,944.48	547,420.50	15.45
101-441-704.000	WAGES - PART-TIME	18,000.00	6,943.88	4,931.25	11,056.12	38.58
101-441-708.000	COSTS - SUTA	4,939.00	314.41	169.14	4,624.59	6.37
101-441-709.000	COSTS - SOCIAL SECURITY	44,143.00	8,352.36	4,993.53	35,790.64	18.92
101-441-711.000	COSTS - MEDICARE	10,324.00	1,953.36	1,167.81	8,370.64	18.92
101-441-712.000	COSTS - IN LIEU OF BC/BS	4,800.00	1,600.00	800.00	3,200.00	33.33
101-441-713.000	WAGES - OVERTIME	29,000.00	4,258.00	2,426.17	24,742.00	14.68
101-441-713.001	WAGES - 2E STANDBY PAY	16,540.00	2,852.58	1,590.40	13,687.42	17.25
101-441-716.000	COSTS - ICMA CONTRIBUTION	2,638.00	515.45	305.36	2,122.55	19.54
101-441-717.000	COSTS - MERS CONTRIBUTION	42,688.00	7,643.63	4,189.82	35,044.37	17.91
101-441-718.000	COSTS - BLUE CROSS INSURANCE	150,066.00	20,158.43	11,395.01	129,907.57	13.43
101-441-718.001	COSTS - HSA CONTRIBUTION	37,500.00	34,500.00	0.00	3,000.00	92.00
101-441-718.002	COSTS - DENTAL INSURANCE	9,312.00	1,379.42	700.92	7,932.58	14.81
101-441-718.003	COSTS - VISION / ANCILLIARY	2,210.00	318.16	159.08	1,891.84	14.40
101-441-721.000	COSTS - UNIFORM/CLEANING ALLO	6,320.00	1,240.77	641.40	5,079.23	19.63
101-441-723.000	COSTS - RETIREE HEALTH CARE	6,000.00	1,404.58	500.00	4,595.42	23.41
101-441-725.000	COSTS - LIFE INSURANCE	1,562.00	300.78	150.39	1,261.22	19.26
101-441-726.000	COSTS - WORKERS COMPENSATION	41,858.00	7,614.72	4,510.15	34,243.28	18.19
101-441-727.000	WAGES - HOL/VAC/SICK SELBACK	13,000.00	0.00	0.00	13,000.00	0.00
101-441-752.000	SUPPLIES - OPERATING	18,000.00	3,640.16	2,680.11	14,359.84	20.22
101-441-770.000	VEHICLE GAS / DIESEL	49,500.00	6,605.02	2,996.49	42,894.98	13.34

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2018 (NORMAL (ABNORMAL))	MONTH 08/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
<b>Fund 101 - GENERAL FUND</b>						
<b>Expenditures</b>						
101-441-791.000	SUBSCRIPTIONS & PUBLICATIONS	150.00	0.00	0.00	150.00	0.00
101-441-801.000	PROFESSIONAL & CONSULTING SER	11,500.00	0.00	0.00	11,500.00	0.00
101-441-850.000	COMMUNICATIONS - PHONE	480.00	79.98	39.99	400.02	16.66
101-441-888.000	TREE COMMISSION	500.00	0.00	0.00	500.00	0.00
101-441-900.000	PRINTING & PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00
101-441-913.000	TRAVEL & TRAINING	2,000.00	1,208.50	1,208.50	791.50	60.43
101-441-915.000	MEMBERSHIPS & DUES	300.00	0.00	0.00	300.00	0.00
101-441-918.000	UTILITIES - WATER	2,500.00	127.98	69.66	2,372.02	5.12
101-441-920.000	UTILITIES - ELECTRIC	14,500.00	1,673.26	790.73	12,826.74	11.54
101-441-921.000	UTILITIES - NATURAL GAS	18,000.00	84.25	39.05	17,915.75	0.47
101-441-930.000	REPAIRS/MAINT - BUILDINGS/LAN	10,000.00	364.08	60.00	9,635.92	3.64
101-441-931.000	REPAIRS/MAINT - EQUIPMENT	10,000.00	3,754.55	2,626.05	6,245.45	37.55
101-441-932.000	REPAIRS/MAINT - VEHICLES	55,000.00	1,810.98	1,412.05	53,189.02	3.29
101-441-933.000	SOFTWARE AGREE / COPIER MAINT	1,850.00	694.50	432.00	1,155.50	37.54
101-441-954.000	CHRISTMAS DECORATIONS	5,000.00	0.00	0.00	5,000.00	0.00
101-441-957.000	MOTOR POOL	75,000.00	12,500.00	6,250.00	62,500.00	16.67
101-441-985.000	CAPITAL OUTLAY	15,000.00	1,401.30	1,401.30	13,598.70	9.34
<b>Total Dept 441 - PUBLIC WORKS</b>		<b>1,378,619.00</b>	<b>235,313.59</b>	<b>133,580.84</b>	<b>1,143,305.41</b>	<b>17.07</b>
<b>Dept 701 - PLANNING &amp; ZONING</b>						
101-701-702.000	WAGES - FULL TIME	64,074.00	9,707.52	7,393.14	54,366.48	15.15
101-701-708.000	COSTS - SUTA	309.00	0.00	0.00	309.00	0.00
101-701-709.000	COSTS - SOCIAL SECURITY	4,084.00	742.68	456.17	3,341.32	18.19
101-701-711.000	COSTS - MEDICARE	955.00	173.69	106.68	781.31	18.19
101-701-717.000	COSTS - MERS CONTRIBUTION	8,887.00	1,733.05	1,046.23	7,153.95	19.50
101-701-718.000	COSTS - BLUE CROSS INSURANCE	10,358.00	674.76	0.00	9,683.24	6.51
101-701-718.001	COSTS - HSA CONTRIBUTION	3,000.00	3,000.00	0.00	0.00	100.00
101-701-718.002	COSTS - DENTAL INSURANCE	646.00	54.28	0.00	591.72	8.40
101-701-718.003	COSTS - VISION / ANCILLIARY	116.00	9.69	0.00	106.31	8.35
101-701-723.000	COSTS - RETIREE HEALTH CARE	0.00	(202.29)	(202.29)	202.29	100.00
101-701-724.000	COSTS - VEHICLE ALLOWANCE	1,800.00	300.00	150.00	1,500.00	16.67
101-701-725.000	COSTS - LIFE INSURANCE	72.00	22.41	0.00	49.59	31.13
101-701-726.000	COSTS - WORKERS COMPENSATION	617.00	99.85	60.54	517.15	16.18
101-701-752.000	SUPPLIES - OPERATING	2,700.00	573.42	226.12	2,126.58	21.24
101-701-791.000	SUBSCRIPTIONS & PUBLICATIONS	205.00	32.00	0.00	173.00	15.61
101-701-884.000	HISTORIC DISTRICT COMMISSION	1,090.00	0.00	0.00	1,090.00	0.00
101-701-887.000	PLANNING COMMISSION	3,260.00	222.00	0.00	3,038.00	6.81
101-701-889.000	ZONING BOARD OF APPEALS	840.00	96.00	0.00	744.00	11.43
101-701-913.000	TRAVEL & TRAINING	1,400.00	0.00	0.00	1,400.00	0.00
101-701-915.000	MEMBERSHIPS & DUES	60.00	0.00	0.00	60.00	0.00
101-701-931.000	REPAIRS/MAINT - EQUIPMENT	200.00	0.00	0.00	200.00	0.00
101-701-933.000	SOFTWARE AGREE / COPIER MAINT	3,280.00	1,795.34	1,337.40	1,484.66	54.74
<b>Total Dept 701 - PLANNING &amp; ZONING</b>		<b>107,953.00</b>	<b>19,034.40</b>	<b>10,573.99</b>	<b>88,918.60</b>	<b>17.63</b>
<b>Dept 751 - PARKS &amp; RECREATION</b>						
101-751-702.000	WAGES - FULL TIME	90,413.00	13,587.71	10,564.32	76,825.29	15.03
101-751-704.000	WAGES - PART-TIME	56,000.00	12,544.71	8,664.94	43,455.29	22.40
101-751-708.000	COSTS - SUTA	2,538.00	599.16	297.22	1,938.84	23.61
101-751-709.000	COSTS - SOCIAL SECURITY	9,667.00	2,333.74	1,277.52	7,333.26	24.14

User: ebradford

PERIOD ENDING 08/31/2018

DB: Manistee

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	08/31/2018 (ABNORMAL)	MONTH 08/31/2018 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
101-751-711.000	COSTS - MEDICARE	2,261.00		545.79	298.79		1,715.21	24.14
101-751-713.000	WAGES - OVERTIME	8,500.00		3,443.75	1,832.91		5,056.25	40.51
101-751-713.001	WAGES - 2E STANDBY PAY	500.00		0.00	0.00		500.00	0.00
101-751-717.000	COSTS - MERS CONTRIBUTION	5,834.00		1,149.12	574.56		4,684.88	19.70
101-751-718.000	COSTS - BLUE CROSS INSURANCE	23,405.00		3,512.34	1,985.37		19,892.66	15.01
101-751-718.001	COSTS - HSA CONTRIBUTION	6,000.00		6,000.00	0.00		0.00	100.00
101-751-718.002	COSTS - DENTAL INSURANCE	1,453.00		244.20	122.10		1,208.80	16.81
101-751-718.003	COSTS - VISION / ANCILLIARY	325.00		54.14	27.07		270.86	16.66
101-751-721.000	COSTS - UNIFORM/CLEANING ALLO	1,161.00		160.00	160.00		1,001.00	13.78
101-751-723.000	COSTS - RETIREE HEALTH CARE	3,000.00		702.29	250.00		2,297.71	23.41
101-751-725.000	COSTS - LIFE INSURANCE	192.00		36.96	18.48		155.04	19.25
101-751-726.000	COSTS - WORKERS COMPENSATION	4,709.00		1,050.48	572.21		3,658.52	22.31
101-751-727.000	WAGES - HOL/VAC/SICK SELLBACK	1,000.00		0.00	0.00		1,000.00	0.00
101-751-752.000	SUPPLIES - OPERATING	23,000.00		5,362.35	3,529.92		17,637.65	23.31
101-751-770.000	VEHICLE GAS / DIESEL	8,400.00		2,451.49	986.64		5,948.51	29.18
101-751-801.000	PROFESSIONAL & CONSULTING SER	1,000.00		0.00	0.00		1,000.00	0.00
101-751-850.000	COMMUNICATIONS - PHONE	1,000.00		159.96	79.98		840.04	16.00
101-751-883.000	HARBOR COMMISSION	100.00		0.00	0.00		100.00	0.00
101-751-886.000	PARKS COMMISSION	800.00		167.74	167.74		632.26	20.97
101-751-900.000	PRINTING & PUBLISHING	1,050.00		313.10	178.10		736.90	29.82
101-751-913.000	TRAVEL & TRAINING	1,200.00		0.00	0.00		1,200.00	0.00
101-751-918.000	UTILITIES - WATER	23,000.00		6,276.24	3,726.93		16,723.76	27.29
101-751-920.000	UTILITIES - ELECTRIC	21,000.00		5,027.28	2,406.08		15,972.72	23.94
101-751-921.000	UTILITIES - NATURAL GAS	1,000.00		75.78	37.86		924.22	7.58
101-751-930.000	REPAIRS/MAINT - BUILDINGS/LAN	34,800.00		13,603.89	6,830.28		21,196.11	39.09
101-751-931.000	REPAIRS/MAINT - EQUIPMENT	25,000.00		2,228.10	1,228.48		22,771.90	8.91
101-751-932.000	REPAIRS/MAINT - VEHICLES	2,500.00		131.69	94.99		2,368.31	5.27
101-751-957.000	MOTOR POOL	37,636.00		6,272.66	3,136.33		31,363.34	16.67
101-751-985.000	CAPITAL OUTLAY	8,500.00		0.00	0.00		8,500.00	0.00
Total Dept 751 - PARKS & RECREATION		406,944.00		88,034.67	49,048.82		318,909.33	21.63
Dept 801 - APPROPRIATIONS								
101-801-890.000	ALTERNATIVES FOR AREA YOUTH	13,000.00		6,500.00	0.00		6,500.00	50.00
101-801-892.000	ECONOMIC DEVELOPMENT	25,000.00		0.00	0.00		25,000.00	0.00
101-801-893.500	MAPS PAINE POOL	40,000.00		10,000.00	0.00		30,000.00	25.00
101-801-894.000	MANISTEE RECREATION ASSOC.	27,000.00		13,500.00	0.00		13,500.00	50.00
101-801-894.500	MANISTEE SAINTS	2,000.00		2,000.00	0.00		0.00	100.00
101-801-895.000	MAN. CO. HISTORICAL MUSEUM	10,000.00		5,000.00	0.00		5,000.00	50.00
101-801-897.000	RAMSDELL REGIONAL CENTER FOR	55,000.00		13,750.00	0.00		41,250.00	25.00
Total Dept 801 - APPROPRIATIONS		172,000.00		50,750.00	0.00		121,250.00	29.51
Dept 905 - DEBT SERVICE								
101-905-991.006	2010 DDA REFUNDING - PRINCIPA	130,000.00		130,000.00	0.00		0.00	100.00
101-905-991.008	2013 CI REFUNDING - PRINCIPAL	200,000.00		200,000.00	200,000.00		0.00	100.00
101-905-992.106	2010 DDA REFUNDING - INTEREST	8,000.00		5,300.00	0.00		2,700.00	66.25
101-905-992.108	2013 CI REFUNDING - INTEREST	29,700.00		15,850.00	15,850.00		13,850.00	53.37
Total Dept 905 - DEBT SERVICE		367,700.00		351,150.00	215,850.00		16,550.00	95.50

REVENUE AND EXPENDITURE REPORT FOR MANISTEE CITY

PERIOD ENDING 08/31/2018

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		6,279,409.00	1,482,869.31	751,126.24	4,796,539.69	23.61
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,279,409.00	1,236,199.05	619,271.93	5,043,209.95	19.69
TOTAL EXPENDITURES		6,279,409.00	1,482,869.31	751,126.24	4,796,539.69	23.61
NET OF REVENUES & EXPENDITURES		0.00	(246,670.26)	(131,854.31)	246,670.26	100.00

PERIOD ENDING 08/31/2018

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-540.000	STATE GRANT - OTHER	187,500.00	0.00	0.00	187,500.00	0.00
202-000-546.001	STATE GRANT - ACT 51 REVENUE	576,708.00	0.00	0.00	576,708.00	0.00
202-000-548.000	SNOW REMOVAL	10,000.00	0.00	0.00	10,000.00	0.00
202-000-626.000	CHARGE FOR SERVICE	180,000.00	0.00	0.00	180,000.00	0.00
202-000-665.000	INVESTMENT - INTEREST	1,000.00	569.55	285.27	430.45	56.96
202-000-676.000	REIMBURSEMENT	113,500.00	10,602.41	0.00	102,897.59	9.34
202-000-699.000	TRANSFERS IN	85,000.00	0.00	0.00	85,000.00	0.00
Total Dept 000		1,153,708.00	11,171.96	285.27	1,142,536.04	0.97
TOTAL REVENUES		1,153,708.00	11,171.96	285.27	1,142,536.04	0.97
Expenditures						
Dept 000						
202-000-752.000	SUPPLIES - OPERATING	500.00	0.00	0.00	500.00	0.00
202-000-863.000	TRAFFIC SERVICES	19,500.00	72.52	0.00	19,427.48	0.37
202-000-864.000	PRESERVATION STREETS	110,000.00	18,707.13	7,744.67	91,292.87	17.01
202-000-864.001	PRESERVATION STREETS -PROJECT	432,050.00	9,834.25	9,242.00	422,215.75	2.28
202-000-865.000	ROUTINE MAINTENANCE BRIDGES	20,000.00	0.00	0.00	20,000.00	0.00
202-000-865.001	OPERATIONS - BRIDGE	106,000.00	17,666.66	8,833.33	88,333.34	16.67
202-000-866.000	WINTER MAINTENANCE STREETS	160,500.00	22,500.00	11,250.00	138,000.00	14.02
202-000-870.000	SIDEWALKS	12,500.00	0.00	0.00	12,500.00	0.00
202-000-918.000	UTILITIES - WATER	1,200.00	173.30	80.98	1,026.70	14.44
202-000-920.000	UTILITIES - ELECTRIC	4,500.00	363.68	167.82	4,136.32	8.08
202-000-921.000	UTILITIES - NATURAL GAS	2,000.00	74.54	37.25	1,925.46	3.73
202-000-995.000	TRANSFERS OUT	180,776.00	0.00	0.00	180,776.00	0.00
Total Dept 000		1,049,526.00	69,392.08	37,356.05	980,133.92	6.61
TOTAL EXPENDITURES		1,049,526.00	69,392.08	37,356.05	980,133.92	6.61
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		1,153,708.00	11,171.96	285.27	1,142,536.04	0.97
TOTAL EXPENDITURES		1,049,526.00	69,392.08	37,356.05	980,133.92	6.61
NET OF REVENUES & EXPENDITURES		104,182.00	(58,220.12)	(37,070.78)	162,402.12	55.88

PERIOD ENDING 08/31/2018

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-546.001	STATE GRANT - ACT 51 REVENUE	198,988.00	0.00	0.00	198,988.00	0.00
203-000-548.000	SNOW REMOVAL	500.00	0.00	0.00	500.00	0.00
203-000-665.000	INVESTMENT - INTEREST	50.00	0.00	0.00	50.00	0.00
203-000-699.000	TRANSFERS IN	524,776.00	0.00	0.00	524,776.00	0.00
Total Dept 000		724,314.00	0.00	0.00	724,314.00	0.00
TOTAL REVENUES		724,314.00	0.00	0.00	724,314.00	0.00
Expenditures						
Dept 000						
203-000-752.000	SUPPLIES - OPERATING	500.00	0.00	0.00	500.00	0.00
203-000-863.000	TRAFFIC SERVICES	6,000.00	123.87	51.35	5,876.13	2.06
203-000-864.000	PRESERVATION STREETS	90,000.00	15,373.82	6,078.03	74,626.18	17.08
203-000-864.001	PRESERVATION STREETS -PROJECTS	451,100.00	0.00	0.00	451,100.00	0.00
203-000-866.000	WINTER MAINTENANCE STREETS	92,500.00	11,666.66	5,833.33	80,833.34	12.61
203-000-870.000	SIDEWALKS	12,500.00	0.00	0.00	12,500.00	0.00
Total Dept 000		652,600.00	27,164.35	11,962.71	625,435.65	4.16
Dept 905 - DEBT SERVICE						
203-905-991.000	PRINCIPLE PORTION OF PAYMENTS	47,414.00	47,413.79	47,413.79	0.21	100.00
203-905-992.012	2010 CAPITAL IMP BOND INTEREST	33,362.00	17,125.63	17,125.63	16,236.37	51.33
Total Dept 905 - DEBT SERVICE		80,776.00	64,539.42	64,539.42	16,236.58	79.90
TOTAL EXPENDITURES		733,376.00	91,703.77	76,502.13	641,672.23	12.50
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		724,314.00	0.00	0.00	724,314.00	0.00
TOTAL EXPENDITURES		733,376.00	91,703.77	76,502.13	641,672.23	12.50
NET OF REVENUES & EXPENDITURES		(9,062.00)	(91,703.77)	(76,502.13)	82,641.77	1,011.96

PERIOD ENDING 08/31/2018

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 204 - MUNICIPAL STREET FUND						
Revenues						
Dept 000						
204-000-546.002	STATE GRANT - ROW FEE	27,000.00	0.00	0.00	27,000.00	0.00
Total Dept 000		27,000.00	0.00	0.00	27,000.00	0.00
TOTAL REVENUES		27,000.00	0.00	0.00	27,000.00	0.00
Expenditures						
Dept 000						
204-000-801.000	PROFESSIONAL & CONSULTING SER	1,500.00	0.00	0.00	1,500.00	0.00
204-000-950.000	TREES	8,000.00	0.00	0.00	8,000.00	0.00
204-000-995.000	TRANSFERS OUT	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000		29,500.00	0.00	0.00	29,500.00	0.00
TOTAL EXPENDITURES		29,500.00	0.00	0.00	29,500.00	0.00
Fund 204 - MUNICIPAL STREET FUND:						
TOTAL REVENUES		27,000.00	0.00	0.00	27,000.00	0.00
TOTAL EXPENDITURES		29,500.00	0.00	0.00	29,500.00	0.00
NET OF REVENUES & EXPENDITURES		(2,500.00)	0.00	0.00	(2,500.00)	0.00

PERIOD ENDING 08/31/2018

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 226 - CITY REFUSE FUND						
Revenues						
Dept 000						
226-000-402.000	TAXES - REAL/PERSONAL PROPERT	218,685.00	50,123.04	34,959.04	168,561.96	22.92
226-000-411.000	TAXES - DELINQ REAL PROPERTY	12,396.00	0.00	0.00	12,396.00	0.00
226-000-412.000	TAXES - DELINQ PERSONAL PROP	200.00	0.00	0.00	200.00	0.00
226-000-613.000	PENALTIES	4,000.00	1,430.47	785.32	2,569.53	35.76
226-000-626.000	CHARGE FOR SERVICE	335,145.00	48,214.05	31,393.95	286,930.95	14.39
226-000-643.000	SALES - YARD BAGS	10,000.00	1,777.50	756.00	8,222.50	17.78
226-000-644.000	SALES - TRASH BAGS	800.00	387.25	210.00	412.75	48.41
226-000-644.001	SALES - COMPOST	0.00	360.00	0.00	(360.00)	100.00
226-000-665.000	INVESTMENT - INTEREST	200.00	0.00	0.00	200.00	0.00
Total Dept 000		581,426.00	102,292.31	68,104.31	479,133.69	17.59
TOTAL REVENUES		581,426.00	102,292.31	68,104.31	479,133.69	17.59
Expenditures						
Dept 000						
226-000-752.000	SUPPLIES - OPERATING	2,500.00	1,573.45	854.22	926.55	62.94
226-000-755.000	SUPPLIES - YARD BAGS	12,000.00	0.00	0.00	12,000.00	0.00
226-000-803.000	ADMINISTRATION	40,699.00	10,174.75	0.00	30,524.25	25.00
226-000-826.000	RESIDENTIAL CONTRACT FEES	388,433.00	33,826.58	33,826.58	354,606.42	8.71
226-000-827.000	MUNICIPAL CONTRACT FEES	18,500.00	5,755.84	5,755.84	12,744.16	31.11
226-000-830.000	YARD WASTE CONTRACT FEES	3,000.00	0.00	0.00	3,000.00	0.00
226-000-830.001	YARD WASTE CITY	100,493.00	15,268.00	6,893.58	85,225.00	15.19
226-000-920.000	UTILITIES - ELECTRIC	480.00	62.69	31.47	417.31	13.06
Total Dept 000		566,105.00	66,661.31	47,361.69	499,443.69	11.78
TOTAL EXPENDITURES		566,105.00	66,661.31	47,361.69	499,443.69	11.78
Fund 226 - CITY REFUSE FUND:						
TOTAL REVENUES		581,426.00	102,292.31	68,104.31	479,133.69	17.59
TOTAL EXPENDITURES		566,105.00	66,661.31	47,361.69	499,443.69	11.78
NET OF REVENUES & EXPENDITURES		15,321.00	35,631.00	20,742.62	(20,310.00)	232.56

PERIOD ENDING 08/31/2018

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 245 - OIL & GAS FUND						
Revenues						
Dept 000						
245-000-665.000	INVESTMENT - INTEREST	225,000.00	0.00	0.00	225,000.00	0.00
245-000-668.000	INVESTMENT - OIL ROYALTIES	40,000.00	10,401.49	5,608.04	29,598.51	26.00
245-000-669.000	INVESTMENT - GAINS & LOSSES	400,000.00	0.00	0.00	400,000.00	0.00
Total Dept 000		665,000.00	10,401.49	5,608.04	654,598.51	1.56
TOTAL REVENUES		665,000.00	10,401.49	5,608.04	654,598.51	1.56
Expenditures						
Dept 000						
245-000-801.000	PROFESSIONAL & CONSULTING SER	55,000.00	0.00	0.00	55,000.00	0.00
245-000-995.000	TRANSFERS OUT	591,042.00	300,000.00	300,000.00	291,042.00	50.76
Total Dept 000		646,042.00	300,000.00	300,000.00	346,042.00	46.44
TOTAL EXPENDITURES		646,042.00	300,000.00	300,000.00	346,042.00	46.44
Fund 245 - OIL & GAS FUND:						
TOTAL REVENUES		665,000.00	10,401.49	5,608.04	654,598.51	1.56
TOTAL EXPENDITURES		646,042.00	300,000.00	300,000.00	346,042.00	46.44
NET OF REVENUES & EXPENDITURES		18,958.00	(289,598.51)	(294,391.96)	308,556.51	1,527.58

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	08/31/2018 (NORMAL (ABNORMAL))	MONTH 08/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 272 - PEG COMMISSION						
Revenues						
Dept 000						
272-000-581.000	CONTRIBUTION FROM LOCAL UNITS	8,800.00	0.00	0.00	8,800.00	0.00
272-000-679.000	CABLE GRANT	6,600.00	0.00	0.00	6,600.00	0.00
Total Dept 000		15,400.00	0.00	0.00	15,400.00	0.00
TOTAL REVENUES		15,400.00	0.00	0.00	15,400.00	0.00
Expenditures						
Dept 000						
272-000-752.000	SUPPLIES - OPERATING	1,345.00	0.00	0.00	1,345.00	0.00
272-000-801.000	PROFESSIONAL & CONSULTING SER	10,000.00	0.00	0.00	10,000.00	0.00
272-000-880.000	MARKETING & PROMOTION	3,000.00	0.00	0.00	3,000.00	0.00
272-000-931.000	REPAIRS/MAINT - EQUIPMENT	2,655.00	0.00	0.00	2,655.00	0.00
272-000-985.000	CAPITAL OUTLAY	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 000		19,000.00	0.00	0.00	19,000.00	0.00
TOTAL EXPENDITURES		19,000.00	0.00	0.00	19,000.00	0.00
Fund 272 - PEG COMMISSION:						
TOTAL REVENUES		15,400.00	0.00	0.00	15,400.00	0.00
TOTAL EXPENDITURES		19,000.00	0.00	0.00	19,000.00	0.00
NET OF REVENUES & EXPENDITURES		(3,600.00)	0.00	0.00	(3,600.00)	0.00

PERIOD ENDING 08/31/2018

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 275 - GRANT MANAGEMENT FUND						
Revenues						
Dept 000						
275-000-582.000	LOCAL GRANTS	50,000.00	0.00	0.00	50,000.00	0.00
275-000-585.049	2011 CYCLE 2 SAFE ROUTE2SCHOO	0.00	(10,602.41)	0.00	10,602.41	100.00
Total Dept 000		50,000.00	(10,602.41)	0.00	60,602.41	(21.20)
TOTAL REVENUES		50,000.00	(10,602.41)	0.00	60,602.41	(21.20)
Expenditures						
Dept 901 - LOCAL REVENUE SHARING GRANTS						
275-901-965.001	LRSB GRANT EXPENSE	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 901 - LOCAL REVENUE SHARING GRANTS		50,000.00	0.00	0.00	50,000.00	0.00
TOTAL EXPENDITURES		50,000.00	0.00	0.00	50,000.00	0.00
Fund 275 - GRANT MANAGEMENT FUND:						
TOTAL REVENUES		50,000.00	(10,602.41)	0.00	60,602.41	21.20
TOTAL EXPENDITURES		50,000.00	0.00	0.00	50,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	(10,602.41)	0.00	10,602.41	100.00

PERIOD ENDING 08/31/2018

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	08/31/2018 (NORMAL (ABNORMAL))	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 430 - CAPITAL IMPROVEMENT FUND						
Revenues						
Dept 000						
430-000-699.000	TRANSFERS IN	591,042.00	300,000.00	300,000.00	291,042.00	50.76
Total Dept 000		591,042.00	300,000.00	300,000.00	291,042.00	50.76
TOTAL REVENUES		591,042.00	300,000.00	300,000.00	291,042.00	50.76
Expenditures						
Dept 000						
430-000-986.004	RAMSDELL - HVAC NOTE	0.00	54,475.00	0.00	(54,475.00)	100.00
430-000-986.019	MARINA BLDG NOTE SUPPORT	65,000.00	0.00	0.00	65,000.00	0.00
430-000-986.029	LOCAL STREETS	254,000.00	0.00	0.00	254,000.00	0.00
430-000-986.035	ACCOUNTING SOFTWARE FY17,18,1	15,500.00	15,500.00	0.00	0.00	100.00
430-000-986.036	MAJOR STREETS	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 000		384,500.00	69,975.00	0.00	314,525.00	18.20
Dept 905 - DEBT SERVICE						
430-905-986.004	RAMSDELL - HVAC NOTE	80,850.00	0.00	0.00	80,850.00	0.00
430-905-991.000	PRINCIPLE PORTION OF PAYMENTS	42,328.00	42,327.59	42,327.59	0.41	100.00
430-905-992.012	2010 CAPITAL IMP BOND INTEREST	29,783.00	15,288.51	15,288.51	14,494.49	51.33
430-905-992.202	RAMSDELL THEATRE HVAC - INTERE	28,100.00	0.00	0.00	28,100.00	0.00
Total Dept 905 - DEBT SERVICE		181,061.00	57,616.10	57,616.10	123,444.90	31.82
TOTAL EXPENDITURES		565,561.00	127,591.10	57,616.10	437,969.90	22.56
Fund 430 - CAPITAL IMPROVEMENT FUND:						
TOTAL REVENUES		591,042.00	300,000.00	300,000.00	291,042.00	50.76
TOTAL EXPENDITURES		565,561.00	127,591.10	57,616.10	437,969.90	22.56
NET OF REVENUES & EXPENDITURES		25,481.00	172,408.90	242,383.90	(146,927.90)	676.62

PERIOD ENDING 08/31/2018

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 496 - RENAISSANCE PARK						
Revenues						
Dept 000						
496-000-699.000	TRANSFERS IN	5,620.00	0.00	0.00	5,620.00	0.00
Total Dept 000		5,620.00	0.00	0.00	5,620.00	0.00
TOTAL REVENUES		5,620.00	0.00	0.00	5,620.00	0.00
Expenditures						
Dept 000						
496-000-991.002	RENAISSANCE PARK - PRINCIPAL	5,620.00	5,616.00	0.00	4.00	99.93
Total Dept 000		5,620.00	5,616.00	0.00	4.00	99.93
TOTAL EXPENDITURES		5,620.00	5,616.00	0.00	4.00	99.93
Fund 496 - RENAISSANCE PARK:						
TOTAL REVENUES		5,620.00	0.00	0.00	5,620.00	0.00
TOTAL EXPENDITURES		5,620.00	5,616.00	0.00	4.00	99.93
NET OF REVENUES & EXPENDITURES		0.00	(5,616.00)	0.00	5,616.00	100.00

PERIOD ENDING 08/31/2018

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 501 - BOAT LAUNCH FUND						
Revenues						
Dept 000						
501-000-642.000	SALES	37,000.00	17,777.00	12,015.00	19,223.00	48.05
501-000-665.000	INVESTMENT - INTEREST	50.00	0.00	0.00	50.00	0.00
Total Dept 000		37,050.00	17,777.00	12,015.00	19,273.00	47.98
TOTAL REVENUES		37,050.00	17,777.00	12,015.00	19,273.00	47.98
Expenditures						
Dept 000						
501-000-752.000	SUPPLIES - OPERATING	2,800.00	455.00	0.00	2,345.00	16.25
501-000-801.000	PROFESSIONAL & CONSULTING SER	500.00	0.00	0.00	500.00	0.00
501-000-803.000	ADMINISTRATION	2,600.00	2,600.00	0.00	0.00	100.00
501-000-850.000	COMMUNICATIONS - PHONE	480.00	119.97	39.99	360.03	24.99
501-000-880.000	MARKETING & PROMOTION	500.00	0.00	0.00	500.00	0.00
501-000-918.000	UTILITIES - WATER	2,500.00	424.58	217.96	2,075.42	16.98
501-000-920.000	UTILITIES - ELECTRIC	3,800.00	904.71	442.27	2,895.29	23.81
501-000-930.000	REPAIRS/MAINT - BUILDINGS/LAN	3,000.00	382.39	0.00	2,617.61	12.75
501-000-931.000	REPAIRS/MAINT - EQUIPMENT	500.00	0.00	0.00	500.00	0.00
501-000-960.000	BANK CHARGES	700.00	180.25	108.94	519.75	25.75
Total Dept 000		17,380.00	5,066.90	809.16	12,313.10	29.15
Dept 905 - DEBT SERVICE						
501-905-991.203	PRINCIPAL - INTERNAL LOAN	13,419.00	0.00	0.00	13,419.00	0.00
501-905-992.203	INTEREST - INTERNAL LOAN	1,117.00	0.00	0.00	1,117.00	0.00
Total Dept 905 - DEBT SERVICE		14,536.00	0.00	0.00	14,536.00	0.00
TOTAL EXPENDITURES		31,916.00	5,066.90	809.16	26,849.10	15.88
Fund 501 - BOAT LAUNCH FUND:						
TOTAL REVENUES		37,050.00	17,777.00	12,015.00	19,273.00	47.98
TOTAL EXPENDITURES		31,916.00	5,066.90	809.16	26,849.10	15.88
NET OF REVENUES & EXPENDITURES		5,134.00	12,710.10	11,205.84	(7,576.10)	247.57

PERIOD ENDING 08/31/2018

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 592 - WATER & SEWER UTILITY						
Revenues						
Dept 000						
592-000-540.000	STATE GRANT - OTHER	205,000.00	(53,236.00)	0.00	258,236.00	(25.97)
592-000-613.000	PENALTIES	44,006.00	8,243.30	4,673.17	35,762.70	18.73
592-000-614.000	WATER READY TO SERVE	221,403.00	28,860.69	18,787.63	192,542.31	13.04
592-000-615.000	SEWER READY TO SERVE	628,927.00	81,682.56	53,181.28	547,244.44	12.99
592-000-616.000	NEW SERVICE	20,000.00	0.00	0.00	20,000.00	0.00
592-000-626.000	CHARGE FOR SERVICE	500.00	800.00	200.00	(300.00)	160.00
592-000-648.000	SALES - WATER	1,005,139.00	130,445.63	81,223.56	874,693.37	12.98
592-000-648.001	SALES - WATER SPRINKLERS	0.00	66,077.38	66,077.38	(66,077.38)	100.00
592-000-649.000	SALES - SEWER	2,145,098.00	292,921.93	203,453.61	1,852,176.07	13.66
592-000-650.000	SALES - METERS	6,500.00	360.47	73.00	6,139.53	5.55
592-000-665.000	INVESTMENT - INTEREST	12,000.00	8,503.07	4,259.03	3,496.93	70.86
592-000-667.000	RENTAL INCOME	106,971.00	0.00	0.00	106,971.00	0.00
592-000-667.020	RENTAL - HYDRANT & TUNNEL	21,600.00	5,400.00	0.00	16,200.00	25.00
592-000-672.000	OTHER REVENUE	9,000.00	985.44	500.00	8,014.56	10.95
592-000-676.000	REIMBURSEMENT	8,000.00	(905.00)	(905.00)	8,905.00	(11.31)
592-000-680.000	CAPITAL COST RECOVERY	23,855.00	3,048.18	1,987.95	20,806.82	12.78
592-000-687.000	REFUNDS	4,000.00	0.00	0.00	4,000.00	0.00
592-000-696.001	BOND PROCEEDS USED	2,245,000.00	0.00	0.00	2,245,000.00	0.00
592-000-699.000	TRANSFERS IN	391,042.00	0.00	0.00	391,042.00	0.00
Total Dept 000		7,098,041.00	573,187.65	433,511.61	6,524,853.35	8.08
TOTAL REVENUES		7,098,041.00	573,187.65	433,511.61	6,524,853.35	8.08
Expenditures						
Dept 275 - GENERAL						
592-275-961.000	UTILITY OWNERSHIP FEE	190,000.00	32,823.50	16,176.83	157,176.50	17.28
592-275-995.000	TRANSFERS OUT	391,042.00	0.00	0.00	391,042.00	0.00
Total Dept 275 - GENERAL		581,042.00	32,823.50	16,176.83	548,218.50	5.65
Dept 541 - ADMINISTRATION						
592-541-702.000	WAGES - FULL TIME	122,503.00	18,846.61	14,134.96	103,656.39	15.38
592-541-708.000	COSTS - SUTA	617.00	0.00	0.00	617.00	0.00
592-541-709.000	COSTS - SOCIAL SECURITY	7,657.00	1,364.48	831.16	6,292.52	17.82
592-541-711.000	COSTS - MEDICARE	1,791.00	319.12	194.38	1,471.88	17.82
592-541-713.000	WAGES - OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
592-541-717.000	COSTS - MERS CONTRIBUTION	17,130.00	3,244.57	1,960.53	13,885.43	18.94
592-541-718.000	COSTS - BLUE CROSS INSURANCE	23,405.00	3,512.34	1,985.37	19,892.66	15.01
592-541-718.001	COSTS - HSA CONTRIBUTION	6,000.00	6,000.00	0.00	0.00	100.00
592-541-718.002	COSTS - DENTAL INSURANCE	1,453.00	244.20	122.10	1,208.80	16.81
592-541-718.003	COSTS - VISION / ANCILLIARY	325.00	54.14	27.07	270.86	16.66
592-541-725.000	COSTS - LIFE INSURANCE	168.00	32.34	16.17	135.66	19.25
592-541-726.000	COSTS - WORKERS COMPENSATION	556.00	311.48	188.49	244.52	56.02
592-541-752.000	SUPPLIES - OPERATING	10,980.00	460.67	245.97	10,519.33	4.20
592-541-801.000	PROFESSIONAL & CONSULTING SER	5,000.00	0.00	0.00	5,000.00	0.00
592-541-802.000	ATTORNEY	5,000.00	0.00	0.00	5,000.00	0.00
592-541-803.000	ADMINISTRATION	375,000.00	61,613.50	30,986.92	313,386.50	16.43
592-541-850.000	COMMUNICATIONS - PHONE	10,800.00	1,152.60	588.08	9,647.40	10.67
592-541-900.000	PRINTING & PUBLISHING	7,100.00	0.00	0.00	7,100.00	0.00

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\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2018 (NORMAL (ABNORMAL))	MONTH 08/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
<b>Fund 592 - WATER &amp; SEWER UTILITY</b>						
<b>Expenditures</b>						
592-541-913.000	TRAVEL & TRAINING	2,000.00	0.00	0.00	2,000.00	0.00
592-541-915.000	MEMBERSHIPS & DUES	150.00	(83.00)	(83.00)	233.00	(55.33)
592-541-933.000	SOFTWARE AGREE / COPIER MAINT	3,950.00	252.20	176.70	3,697.80	6.38
592-541-960.000	BANK CHARGES	4,000.00	160.25	0.00	3,839.75	4.01
592-541-985.000	CAPITAL OUTLAY	7,000.00	6,000.00	0.00	1,000.00	85.71
<b>Total Dept 541 - ADMINISTRATION</b>		<b>613,585.00</b>	<b>103,485.50</b>	<b>51,374.90</b>	<b>510,099.50</b>	<b>16.87</b>
<b>Dept 542 - WATER OPERATION</b>						
592-542-702.000	WAGES - FULL TIME	139,250.00	20,889.36	16,149.60	118,360.64	15.00
592-542-708.000	COSTS - SUTA	926.00	0.00	0.00	926.00	0.00
592-542-709.000	COSTS - SOCIAL SECURITY	10,387.00	1,766.09	1,056.77	8,620.91	17.00
592-542-711.000	COSTS - MEDICARE	2,429.00	413.04	247.15	2,015.96	17.00
592-542-713.000	WAGES - OVERTIME	9,000.00	826.18	536.80	8,173.82	9.18
592-542-713.001	WAGES - 2E STANDBY PAY	17,363.00	2,801.07	1,383.85	14,561.93	16.13
592-542-717.000	COSTS - MERS CONTRIBUTION	7,436.00	1,270.10	701.23	6,165.90	17.08
592-542-718.000	COSTS - BLUE CROSS INSURANCE	46,415.00	5,877.23	3,320.61	40,537.77	12.66
592-542-718.001	COSTS - HSA CONTRIBUTION	3,000.00	9,000.00	0.00	(6,000.00)	300.00
592-542-718.002	COSTS - DENTAL INSURANCE	2,422.00	406.92	203.46	2,015.08	16.80
592-542-718.003	COSTS - VISION / ANCILLIARY	626.00	104.28	52.14	521.72	16.66
592-542-721.000	COSTS - UNIFORM/CLEANING ALLO	3,330.00	203.19	135.24	3,126.81	6.10
592-542-723.000	COSTS - RETIREE HEALTH CARE	0.00	452.29	0.00	(452.29)	100.00
592-542-725.000	COSTS - LIFE INSURANCE	288.00	55.44	27.72	232.56	19.25
592-542-726.000	COSTS - WORKERS COMPENSATION	6,227.00	1,052.29	625.09	5,174.71	16.90
592-542-727.000	WAGES - HOL/VAC/SICK SELBACK	1,500.00	0.00	0.00	1,500.00	0.00
592-542-752.000	SUPPLIES - OPERATING	5,500.00	207.13	182.40	5,292.87	3.77
592-542-753.000	SUPPLIES - CHEMICALS	25,500.00	3,155.00	3,155.00	22,345.00	12.37
592-542-754.000	SUPPLIES - METERS	50,000.00	468.73	468.73	49,531.27	0.94
592-542-770.000	VEHICLE GAS / DIESEL	7,200.00	1,043.98	428.23	6,156.02	14.50
592-542-801.000	PROFESSIONAL & CONSULTING SER	21,500.00	1,000.00	500.00	20,500.00	4.65
592-542-824.000	LAB TESTING	13,500.00	310.24	131.16	13,189.76	2.30
592-542-913.000	TRAVEL & TRAINING	4,000.00	0.00	0.00	4,000.00	0.00
592-542-915.000	MEMBERSHIPS & DUES	600.00	0.00	0.00	600.00	0.00
592-542-920.000	UTILITIES - ELECTRIC	72,000.00	12,924.63	6,194.55	59,075.37	17.95
592-542-930.000	REPAIRS/MAINT - BUILDINGS/LAN	5,000.00	575.25	575.25	4,424.75	11.51
592-542-931.000	REPAIRS/MAINT - EQUIPMENT	101,500.00	98.14	90.00	101,401.86	0.10
592-542-932.000	REPAIRS/MAINT - VEHICLES	1,500.00	92.00	92.00	1,408.00	6.13
592-542-933.000	SOFTWARE AGREE / COPIER MAINT	5,000.00	1,312.50	0.00	3,687.50	26.25
592-542-935.000	INSURANCE	6,000.00	4,582.33	(384.67)	1,417.67	76.37
592-542-957.000	MOTOR POOL	50,000.00	8,333.34	4,166.67	41,666.66	16.67
592-542-985.000	CAPITAL OUTLAY	9,400.00	0.00	0.00	9,400.00	0.00
<b>Total Dept 542 - WATER OPERATION</b>		<b>628,799.00</b>	<b>79,220.75</b>	<b>40,038.98</b>	<b>549,578.25</b>	<b>12.60</b>
<b>Dept 543 - SEWER - WWTP</b>						
592-543-702.000	WAGES - FULL TIME	128,454.00	19,525.76	14,832.00	108,928.24	15.20
592-543-708.000	COSTS - SUTA	926.00	0.00	0.00	926.00	0.00
592-543-709.000	COSTS - SOCIAL SECURITY	8,814.00	1,512.52	906.35	7,301.48	17.16
592-543-711.000	COSTS - MEDICARE	2,061.00	353.72	211.96	1,707.28	17.16
592-543-713.000	WAGES - OVERTIME	12,000.00	1,069.77	664.17	10,930.23	8.91
592-543-713.001	WAGES - 2E STANDBY PAY	1,200.00	413.28	0.00	786.72	34.44

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	08/31/2018 (NORMAL (ABNORMAL))	MONTH 08/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
<b>Fund 592 - WATER &amp; SEWER UTILITY</b>						
<b>Expenditures</b>						
592-543-717.000	COSTS - MERS CONTRIBUTION	6,072.00	1,117.67	611.72	4,954.33	18.41
592-543-718.000	COSTS - BLUE CROSS INSURANCE	27,666.00	4,150.04	2,346.66	23,515.96	15.00
592-543-718.001	COSTS - HSA CONTRIBUTION	7,500.00	7,500.00	0.00	0.00	100.00
592-543-718.002	COSTS - DENTAL INSURANCE	1,722.00	289.40	144.70	1,432.60	16.81
592-543-718.003	COSTS - VISION / ANCILLIARY	401.00	66.84	33.42	334.16	16.67
592-543-721.000	COSTS - UNIFORM/CLEANING ALLO	2,920.00	409.39	342.81	2,510.61	14.02
592-543-723.000	COSTS - RETIREE HEALTH CARE	2,500.00	702.29	250.00	1,797.71	28.09
592-543-725.000	COSTS - LIFE INSURANCE	288.00	55.44	27.72	232.56	19.25
592-543-726.000	COSTS - WORKERS COMPENSATION	2,876.00	480.20	284.74	2,395.80	16.70
592-543-727.000	WAGES - HOL/VAC/SICK SELLBACK	2,000.00	0.00	0.00	2,000.00	0.00
592-543-752.000	SUPPLIES - OPERATING	28,700.00	3,760.73	2,070.51	24,939.27	13.10
592-543-753.000	SUPPLIES - CHEMICALS	26,500.00	17.99	0.00	26,482.01	0.07
592-543-770.000	VEHICLE GAS / DIESEL	3,600.00	448.48	218.74	3,151.52	12.46
592-543-801.000	PROFESSIONAL & CONSULTING SER	12,000.00	7,180.25	5,390.25	4,819.75	59.84
592-543-824.000	LAB TESTING	5,000.00	758.92	113.92	4,241.08	15.18
592-543-913.000	TRAVEL & TRAINING	4,000.00	413.50	413.50	3,586.50	10.34
592-543-915.000	MEMBERSHIPS & DUES	400.00	0.00	0.00	400.00	0.00
592-543-920.000	UTILITIES - ELECTRIC	130,000.00	23,626.30	11,796.42	106,373.70	18.17
592-543-921.000	UTILITIES - NATURAL GAS	16,000.00	1,277.41	707.86	14,722.59	7.98
592-543-930.000	REPAIRS/MAINT - BUILDINGS/LAN	35,000.00	65.87	65.87	34,934.13	0.19
592-543-931.000	REPAIRS/MAINT - EQUIPMENT	173,500.00	91,587.84	67,441.63	81,912.16	52.79
592-543-932.000	REPAIRS/MAINT - VEHICLES	2,000.00	0.00	0.00	2,000.00	0.00
592-543-933.000	SOFTWARE AGREE / COPIER MAINT	950.00	340.00	0.00	610.00	35.79
592-543-935.000	INSURANCE	21,000.00	12,809.16	(1,055.42)	8,190.84	61.00
592-543-957.000	MOTOR POOL	50,000.00	8,333.34	4,166.67	41,666.66	16.67
<b>Total Dept 543 - SEWER - WWTP</b>		<b>716,050.00</b>	<b>188,266.11</b>	<b>111,986.20</b>	<b>527,783.89</b>	<b>26.29</b>
<b>Dept 544 - SEWER COLLECTION (STREETS)</b>						
592-544-702.000	WAGES - FULL TIME	84,822.00	12,867.38	9,787.20	71,954.62	15.17
592-544-708.000	COSTS - SUTA	617.00	0.00	0.00	617.00	0.00
592-544-709.000	COSTS - SOCIAL SECURITY	5,600.00	975.39	584.73	4,624.61	17.42
592-544-711.000	COSTS - MEDICARE	1,310.00	228.12	136.75	1,081.88	17.41
592-544-713.000	WAGES - OVERTIME	5,000.00	264.79	0.00	4,735.21	5.30
592-544-717.000	COSTS - MERS CONTRIBUTION	3,045.00	512.89	305.37	2,532.11	16.84
592-544-718.000	COSTS - BLUE CROSS INSURANCE	17,308.00	2,596.77	1,468.16	14,711.23	15.00
592-544-718.001	COSTS - HSA CONTRIBUTION	4,500.00	4,500.00	0.00	0.00	100.00
592-544-718.002	COSTS - DENTAL INSURANCE	1,076.00	180.84	90.42	895.16	16.81
592-544-718.003	COSTS - VISION / ANCILLIARY	285.00	47.46	23.73	237.54	16.65
592-544-721.000	COSTS - UNIFORM/CLEANING ALLO	1,620.00	271.74	230.40	1,348.26	16.77
592-544-725.000	COSTS - LIFE INSURANCE	192.00	36.96	18.48	155.04	19.25
592-544-726.000	COSTS - WORKERS COMPENSATION	1,823.00	305.84	182.76	1,517.16	16.78
592-544-727.000	WAGES - HOL/VAC/SICK SELLBACK	2,000.00	0.00	0.00	2,000.00	0.00
592-544-752.000	SUPPLIES - OPERATING	3,500.00	208.82	208.82	3,291.18	5.97
592-544-753.000	SUPPLIES - CHEMICALS	1,000.00	0.00	0.00	1,000.00	0.00
592-544-801.000	PROFESSIONAL & CONSULTING SER	35,000.00	0.00	0.00	35,000.00	0.00
592-544-913.000	TRAVEL & TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
592-544-931.000	REPAIRS/MAINT - EQUIPMENT	35,500.00	0.00	0.00	35,500.00	0.00
592-544-932.000	REPAIRS/MAINT - VEHICLES	2,000.00	88.43	0.00	1,911.57	4.42
592-544-957.000	MOTOR POOL	50,000.00	8,333.34	4,166.67	41,666.66	16.67
592-544-985.000	CAPITAL OUTLAY	7,500.00	0.00	0.00	7,500.00	0.00

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		AMENDED BUDGET	08/31/2018 (NORMAL (ABNORMAL))	MONTH 08/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 592 - WATER & SEWER UTILITY						
Expenditures						
Total Dept 544 - SEWER COLLECTION (STREETS)		264,698.00	31,418.77	17,203.49	233,279.23	11.87
Dept 902 - OTHER GRANTS						
592-902-947.000	SAW GRANT EXPENSE	230,000.00	14,773.75	8,501.75	215,226.25	6.42
592-902-947.001	2018 WATER PILOT GRANT	331,000.00	8,272.00	2,277.50	322,728.00	2.50
Total Dept 902 - OTHER GRANTS		561,000.00	23,045.75	10,779.25	537,954.25	4.11
Dept 903 - CAPITAL OUTLAY - OVER \$5,000						
592-903-985.000	CAPITAL OUTLAY	2,005,000.00	0.00	0.00	2,005,000.00	0.00
592-903-987.016	2018 TWELFTH ST SEWER MAIN	0.00	2,556.41	0.00	(2,556.41)	100.00
592-903-987.017	2018 CAP BASIS OF DESIGN PROJECT	305,000.00	202,825.40	28,347.25	102,174.60	66.50
592-903-987.018	2018 COLLECTION SYSTEM REHAB PILOT PROJ	365,000.00	13,048.45	10,006.50	351,951.55	3.57
592-903-987.020	2018 WATER PILOT GRANT	0.00	1,970.50	1,970.50	(1,970.50)	100.00
Total Dept 903 - CAPITAL OUTLAY - OVER \$5,000		2,675,000.00	220,400.76	40,324.25	2,454,599.24	8.24
Dept 905 - DEBT SERVICE						
592-905-960.000	BANK CHARGES	2,500.00	0.00	0.00	2,500.00	0.00
592-905-991.000	PRINCIPLE PORTION OF PAYMENTS	1,375,259.00	0.00	0.00	1,375,259.00	0.00
592-905-992.005	1998 B SRF BOND INTEREST	1,856.00	1,856.25	1,856.25	(0.25)	100.01
592-905-992.007	1999 B SRF BOND INTEREST	8,813.00	5,250.00	5,250.00	3,563.00	59.57
592-905-992.009	2006 SRF BOND INTEREST	21,649.00	10,824.69	10,824.69	10,824.31	50.00
592-905-992.010	2010 SRF BOND INTEREST	11,152.00	5,763.44	5,763.44	5,388.56	51.68
592-905-992.011	2010 DWRFBOND INTEREST	7,875.00	4,062.50	4,062.50	3,812.50	51.59
592-905-992.012	2010 CAPITAL IMP BOND INTERES	112,764.00	57,884.61	57,884.61	54,879.39	51.33
592-905-992.013	2011 SRF BOND INTEREST	23,269.00	11,634.68	11,634.68	11,634.32	50.00
592-905-992.014	2011 DWRFBOND INTEREST	7,814.00	3,906.94	3,906.94	3,907.06	50.00
592-905-992.015	2015 W/S REVENUE BOND - INT	86,750.00	0.00	0.00	86,750.00	0.00
592-905-992.016	2017 W/S REVENUE & REFUNDING - INTEREST	95,872.00	0.00	0.00	95,872.00	0.00
Total Dept 905 - DEBT SERVICE		1,755,573.00	101,183.11	101,183.11	1,654,389.89	5.76
TOTAL EXPENDITURES		7,795,747.00	779,844.25	389,067.01	7,015,902.75	10.00
Fund 592 - WATER & SEWER UTILITY:						
TOTAL REVENUES		7,098,041.00	573,187.65	433,511.61	6,524,853.35	8.08
TOTAL EXPENDITURES		7,795,747.00	779,844.25	389,067.01	7,015,902.75	10.00
NET OF REVENUES & EXPENDITURES		(697,706.00)	(206,656.60)	44,444.60	(491,049.40)	29.62

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2018 (NORMAL (ABNORMAL))	MONTH 08/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 594 - MARINA FUND						
Revenues						
Dept 000						
594-000-642.000	SALES	2,500.00	1,204.00	671.00	1,296.00	48.16
594-000-645.000	SALES - FUEL	90,000.00	60,266.77	34,254.30	29,733.23	66.96
594-000-646.000	SALES - DOCKAGE	73,000.00	22,214.00	11,871.00	50,786.00	30.43
594-000-665.000	INVESTMENT - INTEREST	50.00	0.00	0.00	50.00	0.00
594-000-667.000	RENTAL INCOME	7,500.00	2,010.00	1,740.00	5,490.00	26.80
594-000-672.000	OTHER REVENUE	0.00	80.00	80.00	(80.00)	100.00
594-000-699.000	TRANSFERS IN	65,000.00	0.00	0.00	65,000.00	0.00
Total Dept 000		238,050.00	85,774.77	48,616.30	152,275.23	36.03
TOTAL REVENUES		238,050.00	85,774.77	48,616.30	152,275.23	36.03
Expenditures						
Dept 000						
594-000-704.000	WAGES - PART-TIME	25,000.00	10,257.43	7,735.58	14,742.57	41.03
594-000-708.000	COSTS - SUTA	864.00	423.18	265.32	440.82	48.98
594-000-709.000	COSTS - SOCIAL SECURITY	1,562.00	764.97	479.62	797.03	48.97
594-000-711.000	COSTS - MEDICARE	365.00	178.92	112.19	186.08	49.02
594-000-713.000	WAGES - OVERTIME	200.00	0.00	0.00	200.00	0.00
594-000-726.000	COSTS - WORKERS COMPENSATION	859.00	382.48	238.24	476.52	44.53
594-000-752.000	SUPPLIES - OPERATING	5,500.00	1,243.83	737.60	4,256.17	22.62
594-000-760.000	SUPPLIES - GASOLINE	60,000.00	27,908.72	14,766.74	32,091.28	46.51
594-000-761.000	SUPPLIES - DIESEL FUEL	20,000.00	17,331.94	7,085.59	2,668.06	86.66
594-000-801.000	PROFESSIONAL & CONSULTING SER	1,000.00	0.00	0.00	1,000.00	0.00
594-000-803.000	ADMINISTRATION	11,753.00	5,926.50	0.00	5,826.50	50.43
594-000-880.000	MARKETING & PROMOTION	4,000.00	0.00	0.00	4,000.00	0.00
594-000-918.000	UTILITIES - WATER	7,200.00	5,287.47	2,904.66	1,912.53	73.44
594-000-920.000	UTILITIES - ELECTRIC	11,000.00	2,452.09	1,251.48	8,547.91	22.29
594-000-921.000	UTILITIES - NATURAL GAS	4,000.00	117.33	59.08	3,882.67	2.93
594-000-930.000	REPAIRS/MAINT - BUILDINGS/LAN	12,500.00	4,174.69	0.00	8,325.31	33.40
594-000-930.001	REPAIRS/MAINT - SEICHE DAMAGE	0.00	7,417.19	1,009.05	(7,417.19)	100.00
594-000-931.000	REPAIRS/MAINT - EQUIPMENT	1,500.00	1,086.83	106.83	413.17	72.46
594-000-935.000	INSURANCE	1,750.00	765.25	(64.33)	984.75	43.73
594-000-958.000	SALES TAX	6,000.00	151.96	0.00	5,848.04	2.53
594-000-960.000	BANK CHARGES	6,000.00	2,935.20	1,826.92	3,064.80	48.92
Total Dept 000		181,053.00	88,805.98	38,514.57	92,247.02	49.05
Dept 905 - DEBT SERVICE						
594-905-991.201	MARINA BLDG - PRINCIPAL	25,095.00	0.00	0.00	25,095.00	0.00
594-905-991.203	PRINCIPAL - INTERNAL LOAN	26,594.00	0.00	0.00	26,594.00	0.00
594-905-992.201	MARINA BLDG - INTEREST	7,292.00	0.00	0.00	7,292.00	0.00
594-905-992.203	INTEREST - INTERNAL LOAN	3,993.00	0.00	0.00	3,993.00	0.00
Total Dept 905 - DEBT SERVICE		62,974.00	0.00	0.00	62,974.00	0.00
TOTAL EXPENDITURES		244,027.00	88,805.98	38,514.57	155,221.02	36.39

PERIOD ENDING 08/31/2018

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	08/31/2018 NORMAL (ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 594 - MARINA FUND						
Fund 594 - MARINA FUND:						
	TOTAL REVENUES	238,050.00	85,774.77	48,616.30	152,275.23	36.03
	TOTAL EXPENDITURES	244,027.00	88,805.98	38,514.57	155,221.02	36.39
	NET OF REVENUES & EXPENDITURES	(5,977.00)	(3,031.21)	10,101.73	(2,945.79)	50.71

PERIOD ENDING 08/31/2018

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
			NORMAL	(ABNORMAL)	MONTH 08/31/2018 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 661 - MOTOR POOL FUND									
Revenues									
Dept 000									
661-000-665.000	INVESTMENT - INTEREST	3,000.00	1,321.55		661.95		1,678.45		44.05
661-000-670.003	EQUIPMENT RENTAL - FIRE	64,818.00	10,802.24		5,401.12		54,015.76		16.67
661-000-670.004	EQUIPMENT RENTAL - PARKS	37,636.00	6,273.32		3,136.66		31,362.68		16.67
661-000-670.005	EQUIPMENT RENTAL - POLICE	32,409.00	5,401.66		2,700.83		27,007.34		16.67
661-000-670.006	EQUIPMENT RENTAL - PUBLIC WOR	75,000.00	12,500.00		6,250.00		62,500.00		16.67
661-000-670.007	EQUIPMENT RENTAL - STREETSEWE	50,000.00	8,333.32		4,166.66		41,666.68		16.67
661-000-670.008	EQUIPMENT RENTAL - WATER	50,000.00	8,333.32		4,166.66		41,666.68		16.67
661-000-670.009	EQUIPMENT RENTAL - WWTP	50,000.00	8,333.32		4,166.66		41,666.68		16.67
661-000-675.000	SALE OF ASSET	5,000.00	0.00		0.00		5,000.00		0.00
Total Dept 000		367,863.00	61,298.73		30,650.54		306,564.27		16.66
TOTAL REVENUES		367,863.00	61,298.73		30,650.54		306,564.27		16.66
Expenditures									
Dept 000									
661-000-935.000	INSURANCE	35,000.00	42,038.50		0.00		(7,038.50)		120.11
661-000-981.101	DPW - PLOW TRUCKS	115,641.00	112,138.00		112,138.00		3,503.00		96.97
661-000-981.106	DPW - LOADER	143,622.00	0.00		0.00		143,622.00		0.00
661-000-981.201	PARKS - MOWERS	12,000.00	0.00		0.00		12,000.00		0.00
661-000-981.301	POLICE - PATROL CAR	48,000.00	1,401.02		0.00		46,598.98		2.92
661-000-981.402	FIRE - RESCUE AMBULANCE	29,000.00	29,000.00		0.00		0.00		100.00
661-000-981.501	WATER - PICKUP	0.00	42,861.00		42,861.00		(42,861.00)		100.00
661-000-981.503	WWTP - PICKUP	30,600.00	0.00		0.00		30,600.00		0.00
661-000-981.504	WS - VACTOR	67,881.00	0.00		0.00		67,881.00		0.00
Total Dept 000		481,744.00	227,438.52		154,999.00		254,305.48		47.21
TOTAL EXPENDITURES		481,744.00	227,438.52		154,999.00		254,305.48		47.21
Fund 661 - MOTOR POOL FUND:									
TOTAL REVENUES		367,863.00	61,298.73		30,650.54		306,564.27		16.66
TOTAL EXPENDITURES		481,744.00	227,438.52		154,999.00		254,305.48		47.21
NET OF REVENUES & EXPENDITURES		(113,881.00)	(166,139.79)		(124,348.46)		52,258.79		145.89
TOTAL REVENUES - ALL FUNDS		17,833,923.00	2,387,500.55		1,518,063.00		15,446,422.45		13.39
TOTAL EXPENDITURES - ALL FUNDS		18,497,573.00	3,244,989.22		1,853,351.95		15,252,583.78		17.54
NET OF REVENUES & EXPENDITURES		(663,650.00)	(857,488.67)		(335,288.95)		193,838.67		129.21

**ORDINANCE 18-09**

**AN ORDINANCE TO AMEND CHAPTER 1024-SIDEWALKS, BY ADDING SECTION 1024.06 – PROHIBITION AGAINST DOGS, BYCYCLES, SKATEBOARDS AND ROLLERBLADES ALONG RIVERWALK, MODIFYING THE CHAPTER HEADING AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH**

**THE CITY OF MANISTEE ORDAINS:**

**Section 1.**

**Chapter 1024 is amended by adding the following underlined words:**

**Chapter 1024  
Sidewalks and Riverwalk**

1024.01	Maintenance and repair by owners; notice by City	1024.05	Maintenance of area between gutter line and line of lots abutting streets; injury to vegetation.
1024.02	Failure of owners to construct or repair; action by City	<u>1024.06</u>	<u>Prohibition against dogs, bicycles, skateboarding and rollerblading on Riverwalk</u>
1024.03	Service of notices		
1024.04	Liability of owners for defects	1024.99	Penalty

CROSS REFERENCES
Failure of property owner to keep sidewalks free of obstructions - see M.C.L.A. Sec. 103.4
Liability of City re sidewalks - see M.C.L.A. Secs. 691.1401 et seq.
Animals on sidewalks - see GEN. OFF. 606.08
Obstruction of sidewalks by building materials and firewood - see GEN. OFF. 674.05
Snow and ice removal from sidewalks - see GEN. OFF. 674.07, 674.08
Restoration of pavement upon completion of excavations - see S.U. & P.S. 1022.02, 1022.04

.....

**1024.06 PROHIBITION AGAINST DOGS, BICYCLES, SKATEBOARDING AND ROLLERBLADING ON RIVERWALK**

**No dogs, bicycles, skateboarding or rollerblading shall be permitted on the City of Manistee Riverwalk, except that dogs shall be permitted on the Riverwalk from the West end of the City Marina to the East end of the Riverwalk.**

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**Section 2.**

Effective Date; Publication.

This Ordinance shall be effective ten (10) days after its enactment as provided in Section 4-3 of the City of Manistee Charter. The City Clerk shall cause a copy of this Ordinance to be published in a newspaper circulated in the city of Manistee, stating the date of the enactment and effective date of the Ordinance, a brief notice as to the subject matter of the Ordinance and such other facts as the City Clerk shall deem pertinent. A copy of the Ordinance shall be made available for public use and inspection at the office of the Manistee City Clerk.

**Section 3.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Voting for: \_\_\_\_\_

Voting against: \_\_\_\_\_

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018.

ENACTMENT DATE: \_\_\_\_\_

EFFECTIVE DATE (10 days after enactment): \_\_\_\_\_

**CERTIFICATION**

I, Heather Pefley, do hereby certify that I am the duly appointed and acting City Clerk of the City of Manistee and that the foregoing ordinance was adopted by the City Council of the City of Manistee on the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Heather Pefley, City Clerk

Published in Manistee News Advocate on \_\_\_\_\_, 2018.



## Administrative Services

Clerk | Finance | Treasury | IT | Assessing | Facilities | Ramsdell

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**Memo to:** Thad Taylor, City Manager  
**From:** Edward Bradford, CFO *EB*  
**Re:** IAFF MERS Division for New Hires  
**Date:** September 21, 2018

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Thad,

The recently ratified IAFF 2018-2022 contract included a provision that lowered the multiplier for the defined benefit plan for new hires from a 2.8 to 2.25 as shown below.

### **Section 16.9 Pension**

All employees within this collective bargaining unit are enrolled in the Municipal Employees Retirement System of Michigan. The plan has a non-standard 2.8% multiplier, 80 % Maximum with Riders FAC3 and F50 (25) and ten year vesting period. Employees contribute 4.00% of their gross compensation to the retirement plan. The specific terms and conditions governing the retirement plans are controlled by the Municipal Employees' Retirement System of Michigan Plan Document.

For new hires beginning July 1, 2018, a new IAFF Defined Benefit Division will be created and the multiplier will be reduced to 2.25%. The current Defined Benefit Division 05 – IAFF will be closed to new members. New employees will continue to contribute 4.00% of their gross compensation to the retirement plan.

The attached MERS Defined Benefit Plan Adoption Agreement must be approved by City Council to implement this change.

Once adopted, I will forward it to MERS for processing.

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# Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

**I. Employer Name** City of Manistee **Municipality #:** 5105

If new to MERS, please provide your municipality's fiscal year: \_\_\_\_\_ through \_\_\_\_\_.  
Month Month

## II. Effective Date

Check one:

A.  If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of July, 2018.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number 05 for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B.  If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number \_\_\_\_\_), the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C.  If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from \_\_\_/01/\_\_\_ through \_\_\_/\_\_\_/\_\_\_ for Defined Benefit division number \_\_\_\_\_.  
Last day of month

*Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D.  If this is to **separate employees from an existing Defined Benefit division** (existing division number(s) \_\_\_\_\_) into a new division, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.

E.  If this is to merge division(s) \_\_\_\_\_ into division(s) \_\_\_\_\_, the effective date shall be the first of \_\_\_\_\_, 20\_\_\_\_.

# Defined Benefit Plan Adoption Agreement

## III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

IAFF on/after 7/1/2018

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

Only retirees will be in this division.

**These employees are (check one or both):**

In a collective bargaining unit (attach cover page, retirement section, signature page)

Subject to the same personnel policy

**To receive one month of service credit (check one):**

An employee shall work 10 \_\_\_\_\_ hour days.

An employee shall work 104 hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

**Probationary Periods** are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be \_\_\_\_\_ month(s).

**Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be 12 month(s).

## IV. Provisions

Provided Normal Cost Calculation

Valuation Date: NA, 20\_\_\_\_

### 1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

Our MERS representative presented and explained the valuation results to the

\_\_\_\_\_ on \_\_\_\_\_.  
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

As an authorized representative of this municipality, I \_\_\_\_\_ (Name)

\_\_\_\_\_ waive the right for a presentation of the results.  
(Title)

# Defined Benefit Plan Adoption Agreement

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

2. Benefit Multiplier (1%-2.5%, increments of 0.05%) 2.25 % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

Termination Final Average Compensation (calculated over the members entire wage history)

Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. Final Average Compensation (Min 3 yr, increments of 1 yr) 3 years

4. Vesting (5 -10 yrs, increments of 1 yr) 10 years

5. Normal Retirement Age will be the later of: 60 (any age from 60-70), or the vesting provision selected above (#4).

6. Required employee contribution (Max 10%, increments of 0.01%) 4 %

7. Compensation for the Defined Benefit Plan means the salary or wages paid to an employee for personal services rendered while a member of MERS. Compensation and any applicable employee contributions must be reported to MERS on a monthly basis.

Employers shall define compensation using the following options (choose one):

- Compensation including all items as allowed in the MERS Plan Document (Section 14).

If anything varies, specify here:

Included: \_\_\_\_\_

Excluded: \_\_\_\_\_

- Base wages only.

If any items should be included, specify here:

Included: \_\_\_\_\_

- Medicare taxable wages as reported on W2.

- Wages plus amounts otherwise not reported as gross compensation, such as elected amounts for Section 125(a) or 457(b) deferrals.

# Defined Benefit Plan Adoption Agreement

## 8. Unreduced Early Retirement/Service Requirements:

<input checked="" type="checkbox"/> Age 50 – 54 <sup>50</sup> _____ Service of either <input checked="" type="checkbox"/> 25 or <input type="checkbox"/> 30 years
<input type="checkbox"/> Age 55 – 65 _____ Service between 15 and 30 years _____
<input type="checkbox"/> Service only (must be any number from 20 – 30 years accrued service): _____
<input type="checkbox"/> Age + Service Points (total must be from 70 – 90): _____ points

## 9. Other

- Surviving Spouse will receive \_\_\_\_\_% of Straight Life benefit without a reduction to the employee's benefit
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- Deferred Retirement Option Program (DROP)
- Annuity Withdrawal Program (AWP)
  - Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
    - Interest rate for employee contributions as determined by the Retirement Board, or
    - MERS' assumed rate of return as of the date of the distribution.

## 10. Cost-of-Living Adjustment

<input type="checkbox"/> All <b>current</b> retirees as of effective date	<input type="checkbox"/> <b>Future</b> retirees who retire after effective date
<input type="checkbox"/> Retirees who retire <b>between</b> _____/01/____ and _____/01/____	
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

## 11. Service Credit Purchase Estimates are:

- Not permitted
- Permitted

# Defined Benefit Plan Adoption Agreement

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## V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

## VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

## VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

# Defined Benefit Plan Adoption Agreement

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## VIII. Execution

### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by City of Manistee on  
the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. (Name of Approving Employer)

Authorized signature: \_\_\_\_\_

Title: \_\_\_\_\_

Witness signature: \_\_\_\_\_

### Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_  
(Authorized MERS Signatory)

AGREEMENT

between

CITY OF MANISTEE

and

LOCAL NO. 645, of the INTERNATIONAL  
ASSOCIATION OF FIRE FIGHTERS, AFL-CIO

Effective: July 1, 2018 – June 30, 2022

and deposits are normally available on Friday of the pay week. The City reserves the right to change the pay periods when considered appropriate.

**Section 16.2 Safety**

The City shall keep all equipment in a safe working condition, and all employees will operate all equipment in a safe and sensible manner at all times. Any and all defects in equipment will be reported immediately after they are discovered.

**Section 16.3 Absences**

Employees planning to be away from their jobs shall notify the Public Safety Director or officer in charge and make arrangements for another employee to take their place.

**Section 16.4 Uniforms and Equipment**

The City shall pay 100% of the cost of all uniforms and personal protective equipment that are required.

**Section 16.5 Residency**

Employees are required to maintain a bona fide residence and their primary domicile within twenty (20) miles of the Manistee City limits. The parties agree to identify the boundaries on a mapped area. This residency must be met within 18 months of date of hire by the City of Manistee. Failure to meet this requirement will result in immediate termination.

**Section 16.6 Captions**

The captions used in each Section of this Agreement are for identification purposes only and are not a substantive part of this Agreement.

**Section 16.7 Separability**

Any part of this Agreement which shall conflict with applicable State or Federal law, now or in the future, shall be null and void, but only to the extent of the conflict; all other parts shall continue in full force and effect for the duration of this Agreement. Should any part of this Agreement become null and void due to a conflict with applicable State or Federal law, now or in the future, the parties shall upon notice, meet at a mutually acceptable time and renegotiate the part or parts so affected.

**Section 16.8 Reemployment Following Active Military Service**

Employees who leave the employment of the City to enter active military service in any branch of the Armed Forces of the United States or the National Guard shall be entitled to reemployment rights in accordance with the Federal and State statutes governing such reemployment rights in effect at the time the individual seeks reemployment with the City. Notice of intent to enter into such active service and the scheduled date of departure shall be given to the City in writing as soon as the employee is notified of acceptance and departure dates. Individuals reemployed in accordance with such Federal and State statutes shall be entitled to the benefits set forth in this Agreement, provided they satisfy the eligibility requirements established under this Agreement.

**Section 16.9 Pension**

All employees within this collective bargaining unit are enrolled in the Municipal Employees Retirement System of Michigan. The plan has a non-standard 2.8% multiplier, 80 % Maximum with Riders FAC3 and F50 (25) and ten year vesting period. Employees contribute 4.00% of their gross compensation to the retirement plan. The specific terms

and conditions governing the retirement plans are controlled by the Municipal Employees' Retirement System of Michigan Plan Document.

For new hires beginning July 1, 2018, a new IAFF Defined Benefit Division will be created and the multiplier will be reduced to 2.25%. The current Defined Benefit Division 05 – IAFF will be closed to new members. New employees will continue to contribute 4.00% of their gross compensation to the retirement plan.

**Section 16.10 Drug Testing**

All fire fighters shall be required as a condition of their employment to participate in any unannounced random drug tests scheduled by the Public Safety Director. Random testing for all sworn fire fighters will not exceed twice in a 365 day period. No drug testing, random or otherwise shall occur until the Union and the City mutually agree on all aspects of drug testing.

**Section 16.11 Vaccinations**

The City of Manistee will pay for all state required vaccinations, including flu shots, not covered by insurance.

**Section 16.12 Eyeglasses**

The City agrees to replace prescription eyeglasses if such items are damaged while in the line of duty.

**Section 16.13 Education Reimbursement**

The City of Manistee shall reimburse employees for pre-approved, job related, continuing college education for up to three (3) employees per fiscal year. The maximum reimbursement shall be \$2,500 per person per year, or a maximum total education reimbursement of \$7,500 per fiscal year, subject to the provisions below:

Prior to taking classes or undertaking a degree program the employee must present to the Public Safety Director information relating to the classes or degree sought, the educational institution at which the program is being taken, and a schedule which anticipates completion of the classes or degree program within a reasonable time frame (recognizing that the education program cannot conflict with normal job duties). The Public Safety Director shall determine whether the classes qualify for possible reimbursement. Employees must provide notice of their intent to undertake the educational opportunity by December 31 for the following fiscal year.

The employee must maintain a grade equivalent of "C" or better in the courses. In the event that the employee does not maintain a grade equivalent of "C" or better; or fails to successfully pursue the degree in accordance with the schedule provided, the employee will not be eligible for City reimbursement.

In order to receive reimbursement, an employee must first pay necessary expenses and maintain appropriate evidence of payment. Upon submission of written evidence that the employee has obtained a grade equivalent of "C", the City will reimburse 100% of the tuition expenses paid by the employee (subtracting scholarships, tuition grants or other third-party payments).

Under no circumstances shall the City reimburse employees for meals, travel, lodging, books or miscellaneous expenses

100

Courses may be taken at community colleges, four-year colleges, universities, trade schools, vocational schools, technical schools and institutes licensed, authorized or approved by the State Department of Education.

**Section 16.14 Rejection, Modification, or Termination of Agreement After Appointment of Financial Manager**

The terms of this Agreement are subject to rejection, modification, or termination pursuant to the provisions of the Local Government and School District Fiscal Accountability Act, P.A. 9 of 2011. A financial manager appointed pursuant to that Act may reject, modify, or terminate one or more terms of this Agreement.

**TERMINATION**

**Section 17.0 Term of Agreement**

This agreement shall become effective on the date mutually ratified and shall remain in full force and effect through June 30, 2022, at 11:59 p.m. and thereafter for successive periods of one calendar year unless either party shall on or before the 90th calendar day prior to expiration deliver written notice to the other party of a desire to terminate, modify, alter, negotiate, change or amend this Agreement. A notice of desire to modify, alter, amend, negotiate or change or any combination thereof shall have the effect of terminating the entire Agreement on the expiration date in the same manner as notice of desire to terminate.

In the event negotiations/mediation extend beyond the stated expiration date of this Agreement, the terms and provisions of this Agreement shall remain in full force and effect pending agreement upon a new contract or issuance of an Act 312 award.

**Section 17.1 Medical Insurance Reopener**

The provisions of Section 17.0 notwithstanding, it is agreed that this Agreement may be opened during its term at the option of either party on April 1, 2019 and annually thereafter upon written notice to the other party served not later than March 1, 2019 and annually thereafter in accord with Section 15.4(c). If this Agreement is reopened the reopener negotiations shall be limited to the provisions regarding the medical insurance plan and the payments made towards that plan and the health savings account by the City and covered employees.

CITY OF MANISTEE

LOCAL 645, INTERNATIONAL  
ASSOCIATION OF FIREFIGHTERS AFL - CIO

 9/4/18  
\_\_\_\_\_  
Mayor James Smith

 9/15/18  
\_\_\_\_\_  
President Doug Dominick

 9/4/18  
\_\_\_\_\_  
City Clerk Heather Pefley

 9/15/18  
\_\_\_\_\_  
Vice President Mark Cameron

Thad N. Taylor 9/5/2018  
City Manager Thad N. Taylor

Brent Haskin 9/5/18  
Secretary/Treasurer Brent Haskin

Tim Kozal 9-5-18  
Public Safety Director Tim Kozal

MEMO TO: Mayor James Smith  
Members of City Council

FROM: Thad N. Taylor, City Manager 

DATE: September 26, 2018

SUBJECT: Engineer of Record Contract Extension



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

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The City's agreement with the Spicer Group to serve as our Engineer of Record expires on October 1, 2018. They have served admirably in that capacity for the past five (5) years. I see no reason to seek another Engineer of Record at this time and recommend to City Council that they enter into another five (5) year agreement with the Spicer Group to serve as our Engineer of Record.

My recommendation is based on several considerations. First, the Spicer Group is responsible for the development of the City's corrective action plan (CAP) and basis of design (BOD) to eliminate our remaining sanitary sewer overflow. To change our Engineer of Record at this time would be catastrophic; the City couldn't meet the sanitary sewer overflow elimination timelines established by the Department of Environmental Quality.

Second, since beginning as our Engineer of Record the Spicer Group has increased its presence in the City, adding personnel and expanding their office. Third, they are very familiar with our infrastructure and have acquired a significant level of institutional knowledge in the last five years. Finally, they provide outstanding internal and external customer service.

The agreement proposed by the Spicer Group has several requested changes, all of which I believe as reasonable. The changes are:

1. Added their local office address to the first paragraph.
2. Section II, General Engineering Compensation, increased their general engineering service rate by \$200 per month.
3. Section III, Project Specific Engineering, second paragraph, changed the billing methodology to bill at the rates on the attached schedule and updated the point when they can amend the schedule.
4. Section IV, Term, changed the commence date to October 1, 2018.

The City Attorney reviewed and approved the proposed agreement.

TNT:cl

September 14<sup>th</sup>, 2018

Thad Taylor, City Manager  
City of Manistee  
70 Maple Street  
Manistee, MI 49660

RE: City of Manistee  
Engineering Consultant Services Agreement

Mr. Taylor,

Spicer Group has appreciated its opportunity to work as the City of Manistee's Engineer of Record (EOR) for the past five years. We have become familiar with the intricacies of the City's infrastructure and processes, we have learned how the City operates and provides service to its residents, and most importantly, we have had the opportunity to work with and get to know the City's staff, management, and elected city officials.

Our five-year Engineering Consultant Agreement will end this October. We are requesting a renewal of this agreement to continue assisting the City with many of their ongoing projects. Please see attached proposed 2018 Engineering Consultant Services Agreement. We feel there are several reasons we can continue to be a valuable part of the City's team as the City's EOR and provide value for project and non-project related work. We have summarized some of these reasons below.

**Commitment to the Community, Established Local Office**

Working as the City's EOR has provided us an opportunity to open an office within the City and to steadily grow this office and our staff that work here. Spicer Group is an active member of the Manistee community, sponsoring local events, and hosting Chamber of Commerce after hour events. In 2013 we opened our office at 302 River Street with one engineering project manager, one surveyor and one-part time administrative employee. We currently have 7 people working out of this office supporting work for the City as well as the surrounding region. These employees consist of engineers, designers, surveyors and administrative staff. We have also expanded our office to include 304 River Street to accommodate our employees.

**Project Experience, Current Work, and Familiarity with City's Infrastructure**

Since coming on board in October of 2013 we have worked on a multitude of project related work for the City. Some of these projects include, but are not limited to; street projects, pump stations, force mains, sewer replacement and repairs, riverwalk repairs, park plans, sidewalks, and watermain projects. We are also in the process of working on or completing asset management-based studies, including; SAW work for the City's wastewater and stormwater facilities, TIP and Roadsoft work for the City's streets, and preliminary work on updating the City's water distribution asset management plan, including a Pilot project for the City's water service leads. These asset inventories will provide inventories and a condition assessment geospatially catalogued with GIS that will be used to plan projects well into the City's future. Spicer Group is also currently assisting the City with meeting the requirements of its NPDES permit, including the MDEQ's required Corrective Action Plan, related to the City's sanitary sewer overflows, and inflow and infiltration issues. We have attached a list of some of the projects that Spicer Group has undertaken for the City in the last five years.

**General Consulting Services and Staff Support**

In addition to the project work Spicer Group has completed for the City, we have also performed numerous tasks and provided consulting services under the General Engineering Compensation section of our contract. These services include attendance at weekly staff meetings, council meetings, council work sessions, general consulting, site reviews, researching funding sources, submitting small grant applications, preparing cost estimates for projects, general questions and answers and a variety of other tasks and small projects. We have attached a list of some of the tasks and projects completed under the General Engineering Compensation task of our Contract.

**Experienced and Qualified Staff**

Over the past five years we have leveraged our 200 employees to provide a full spectrum of services for the City. These services included, but are not limited to sewer improvements, water improvements, street improvements, stormwater management, asset management, surveying, mobile and drone mapping, hydrographic surveying, structural engineering, park improvements, electrical engineering, controls, technology integration, SCADA, GIS, Architecture, planning, landscape architecture, construction services, mechanical engineering, etc.

Spicer Group has almost 75 years of experience providing solutions for municipalities, industrial firms, public institutions, commercial developers, private organizations and local, state and federal governments. We're known and trusted for our honesty, integrity and professionalism. In 1944, Clifford Spicer began offering engineering services out of his home. Today, we are a team of professionals offering a full range of engineering, surveying, community planning, and architecture services throughout Michigan and the U.S.

Some of the services we provide include the following:

- |  |                                     |
|--|-------------------------------------|
| Architectural                              | Mobile Mapping                      |
| Bathymetric Surveying                      | Municipal Engineering               |
| Community Planning & Development           | Rate Studies                        |
| Construction Engineering & Administration  | Recreation Design                   |
| Dam Inspections & Design                   | Road, Pavement & Bridge Design      |
| Drinking Water Treatment, Storage & Supply | Site Development                    |
| Electrical Engineering                     | Storm Drain Planning & Design       |
| Environmental Engineering                  | Structural & Industrial Engineering |
| Grant Writing & Development                | Surveying & Construction Staking    |
| Hydrologic/Hydraulic Modeling              | Transportation Engineering          |
| Landscape Architecture                     | UAV/Drone Services                  |
| Mapping/GIS/GPS                            | Wastewater Collection & Treatment   |
| Material Testing & Construction Inspection | Water Resources                     |
| Mechanical Engineering                     |                                     |

Please feel free to visit our website to obtain more information related to our company's history, background, experience, and employees. [www.spicergroup.com](http://www.spicergroup.com).

**Value and Project Management**

We understand that engineering and other consultant services are a significant investment and the City needs to be sure of its return on this investment. We are well aware of this investment and understand the importance of returning value to the City and working within the confines of established budgets. Over the past five years we have invested over 24,000 hours into City projects and general consulting engineering services. Of this we have billed the City for approximately 22,500 hours of this time to ensure we are only billing for work returning value to the City and keeping projects within their established budgets. We also make sure we are consistent with industry standards when it comes to our billing rates and our fees as they relate to construction costs. We utilize resources, such as the American Society of Civil Engineers (ASCE), USDA Rural Development, and the Michigan Department of Transportation (MDOT) to make sure our fees are consistent with industry standards.

We also understand the importance of meeting project schedules and timelines. We are committed to meeting established project deadlines. We will readily admit with the amount of work we have been performing for the City we have not met every deadline for every project. We take responsibility for our work. If we do not meet a deadline or exceed a budget, we accept responsibility when it is a result of our actions and work with the City to resolve any concerns. This is an area we will continue to focus on and improve on if we continue to serve as the Engineer of Record for the City.

**Long Term Commitment**

Our employees, including myself are invested in the City of Manistee and the surrounding area. I personally have owned a home in the City since 2011 and plan on moving to the City once my kids are done with school, regardless if we are the City's EOR. All our employees working out of the Manistee office are from the area, familiar with the City, and have worked on projects in the area for many years. Our employees want to be a part of the continued growth and development of the City and are proud to be a part of this growth, even if it is just a small part.

We are requesting the opportunity to work with the City of Manistee as the EOR and renew our Engineering Consultant Services Agreement. If you have any questions or require additional information, please contact me at any time.

Sincerely,



**Shawn P. Middleton, PE**  
**Principal/ Senior Project Manager**

**SPICER GROUP, INC.**

Cell/Text: 989-928-8027  
[www.spicergroup.com](http://www.spicergroup.com)

**SPICER GROUP PROJECTS WITH THE CITY OF MANISTEE  
2013-2018**

12092413-003 REVIEW AND ANALYSIS OF SLUDGE TRANS PUMP  
12092413-004 MIXING OPTIONS FOR SECONDARY DIGESTER  
12092413-005 CENTURY TERRACE APARTMENTS SANITARY  
12092413-006 12TH STREET - MAPLE STREET TO OAK STREET  
12092413-007 CYPRESS STREET SIDEWALK  
12092413-008 ASSIST WITH NPDES COMPLIANCE AND PAPERWO  
12092413-009 MANISTEE STREET FUNDING AND PLANNING  
12092413-010 RAMSDALL FIRE ESCAPE STAIRWAY INSPECTION  
12092413-011 SWEETNAM PUMP STATION DESIGN  
12092413-012 INDUSTRIAL PARK PUMP STATION  
12092413-013 ROTARY PARK SITE GRADING PLAN  
12092413-014 12TH STREET DESIGN-US31 TO MAPLE  
12092413-015 8TH STREET - US31 TO HOPKINS  
12092413-016 5TH AVENUE BEACH  
12092413-017 CSO #18 FLOW MEASUREMENT  
12092413-018 CITY OF MANISTEE WWTP RAS PUMPS  
12092413-019 MONROE STREET PARCEL SPLIT  
12092413-020 DETOUR PLAN FOR US 31 CLOSURE  
12092413-021 RIVERBANK SEWER REPLACEMENT  
12092413-022 6TH AVENUE LIFT STATION  
12092413-024 GENERAL WASTEWATER CONSULTING  
12092413-025 CITY OF MANISTEE SNOW PLOW EASEMENTS  
12092413-026 MANISTEE I&I FLOW MONITORING  
12092413-027 CITY OF MANISTEE LEGAL DESCRIPTION  
12092415-023 CITY OF MANISTEE MOBILE MAPPING  
12092415-028 TASK 028 SWEETNAM PUMP STATION BIDDING/C  
12092415-029 TASK 029 INDUSTRIAL PUMP STATION BID/C  
12092415-030 MANISTEE BRIDGE FILE AND INSPECTION WORK  
12092415-031 ARTHUR STREET PUMP STATION EVALUATION  
12092415-032 2015 MANISTEE STREET IMPROVEMENTS  
12092415-033 CITY OF MANISTEE SAW GRANT  
12092415-033 CITY OF MANISTEE SAW GRANT  
12092415-034 2016 SPRING STREET IMPROVEMENT PROJECT  
12092416-035 SHORT STREET RETAINING WALL  
12092416-036 2016 MICROSURFACE STREET PROJECT

12092416-037 WATER AND WW GENERAL SERVICES  
12092416-037 WATER AND WW GENERAL SERVICES  
12092416-038 CITY OF MANISTEE WATER ASSET MANAGEMENT  
12092416-039 RIVERWALK SIDEWALK REPAIR  
12092416-040 MAPLE AND RIVER STREET PEDESTRIAN CROSSI  
12092416-041 RIVER STREET ONE WAY SIGNING  
12092416-042 EDGEWATER WATERMAIN EXTENSION  
12092416-043 US 31 BRIDGE MAINTENANCE DETOUR  
12092416-044 INTERSECTION OF RIVER AND OAK, VALVE REP  
12092416-045 12th STREET SEWER PROJECT  
12092416-045 12th STREET SEWER PROJECT  
12092417-046 FY 2018 STREET IMPROVEMENT PROJECT  
12092417-047 NPDES CAP BASIS OF DESIGN AND RD APPLICA  
12092417-049 COLLECTION SYSTEM REHAB PILOT PROJECT  
12092417-050 JERUMBO PUMP STATION ODOR INVESTIGATION  
12092417-051 ARTHUR STREET BOAT LAUNCH RETAINING WALL  
12092417-052 WWTP DIGESTOR COVER PAINTING  
12092417-053 WWTP PRIMARY SLUDGE PUMP REPLACEMENT  
12092417-054 SCHOOL SIGNING AND CROSS WALKS  
12092417-057 2017 MAPLE STREET BRIDGE ROUTINE AND FC  
12092417-059 WATER ASSET MANAGEMENT PLAN OF THE PLAN  
12092418-038 CITY OF MANISTEE WATER ASSET MANAGEMENT  
12092418-064 2018 ACT 51 MAP UPDATES  
12092418-068 DPW GARAGE MONITORING WELLS  
12092418-069 RIVERWALK SEICHE DAMAGE ASSESSMENT  
12092418-070 General Wastewater Improvements Phase I  
12092418-071A General Wastewater Improvements Phase II - Conveyance  
12092418-071B General Wastewater Improvements Phase II - Treatment  
12092418-071C General Wastewater Improvements Phase II - M-55 Forcemain  
12092418-072 8th Street, Cedar to Locust San. Sewer Investigation  
12092418-073 Magill Street Alley  
12092418-075 Riverwalk Seiche Repairs  
12092418-076 Maple Street Underwater Inspection  
120924SG2013 2013-18 CITY OF MANISTEE ENG. OF RECORD

**SPICER GROUP GENERAL ENGINEERING PROJECTS WITH THE CITY OF MANISTEE**

**2013-2018**

GEC-000 General - Dept Mtgs\_Council Mtgs\_Etc  
GEC-001\_Ramsdell Alley Plan Review  
GEC-002\_Street Asset Management  
GEC-003\_PD\_City Hall Generator  
GEC-004\_ Provide estimates for tennis court repairs  
GEC-005\_ Investigate mixing options and costs for the new sludge storage tank  
GEC-006\_ Investigate cleaning and mixing options for WWTP ferric storage tank  
GEC-007\_ Golf Course Lake Shore Property Sale  
GEC-008\_ Research Grant Options for Fire Station  
GEC-009\_Maple Street Brick Pavers  
GEC-010\_Peninsula District Seng Road Impacts  
GEC-011\_Assist with Mercury Minimization Plan  
GEC-012\_Water\_Wastewater Rate Study RFP Review  
GEC-013\_Playground LWCF Grant Assistance  
GEC-014\_Meijer Thrifty Acres Site Review  
GEC-015 Ramsdell 2014 Improvements  
GEC-017 General Engineering Questions  
GEC-018 Spalling of Colored Concrete at City Hall  
GEC-019 Firestation Evaluation  
GEC-020 Riverwalk - Sidewalk at Riverside Motel  
GEC-021 Edgewater PUD - Site Plan Review  
GEC-022 NMT Drive approach  
GEC-023 Flagpole Projects  
GEC-024 1st Street Restroom PS and FM  
GEC-025 Best Drug Rehab.900 Vine St. - Site Plan Review  
GEC-026 Filer Township Wastewater Agreement Review  
GEC-027 Lakeshore Beach Lions Club Flagpoles  
GEC-028 High School Track  
GEC-029 Ramsdell SubLevel Improvements  
GEC-030 Ninth Street Boat Launch

GEC-031 First Street Boat Launch Fishing Platform  
GEC-032 12th Street\_Tamarack to Oak  
GEC-033 Memorial Drive Improvements  
GEC-034 WWTP Blowers  
GEC-035 - Morton Park  
GEC-036 Ramsdell Cost Estimate\_Grant  
GEC-037 Green Acres Phase II Site Plan Review  
GEC-038 Pine Street PUD Site Review  
GEC-039 North Channel Outlet Site Review  
GEC-040 First Street Beach Concert Stage  
GEC-041 DPW Water Lab  
GEC-042 Manistee Self Storage Mini Storage Review  
GEC-043 12th Street Sand Mining Site Review  
GEC-044 Douglas Park  
GEC-045 Arthur Street Boat Launch Retaining Wall  
GEC-046 Maple and River Traffic signals\_signs  
GEC-047 Kenndy School Signing  
GEC-048 2017-18 Sidewalk Program\_Planning  
GEC-049 6th Ave Property\_Easement 51-211-105-01  
GEC-050 Manistee Marina Patio  
GEC-051 Manistee Bandshell  
GEC-052 DFIRM Preliminary Review  
GEC-053\_WalnutStreetDensityTesting  
GEC-054\_5th Ave Beach Parking Lot Improvements  
GEC-055 Tabernacle Church Review  
GEC-056 2018 DDA Streetscape Assistance  
GEC-057 2018 Act 51 Map Certifications  
GEC-058 - Five CAP Review  
GEC-059 - 160 10th St Marijuana Grow Facility  
GEC-060 Manistee Township Sewer Agreement  
GEC-061 Voting District Map

## **ENGINEERING CONSULTANT SERVICES AGREEMENT**

THIS AGREEMENT entered into by and between the City of Manistee, a Michigan municipal corporation, with principal office located at 70 Maple Street, Manistee, Michigan 49660 (CITY), acting by its duly authorized officials, hereinafter referred to as the CITY, and being the party of the first part of this Contract, and Spicer Group, Inc. a Michigan corporation, with its office located at 302 River Street, Manistee, 49660 and its principal service office located at 230 S. Washington Ave., Saginaw, MI 48607, acting through its duly authorized officer, hereinafter referred to as ENGINEER, and being the party of the second part of this Contract;

WITNESSETH:

WHEREAS, the CITY from time to time will require various engineering, planning, GIS and electronic control services and surveying services for CITY projects; and

WHEREAS, the person with authority to authorize Engineering work for the CITY is the City Council through the City Manager or his/her designee; and

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

### **Section I. Engineering Services Provided**

A. The preparation of preliminary plans, estimates of cost, reasonable revisions, and assistance in final description of scope of work for CITY projects;

B. Final field surveys, development of construction plans and preparation of construction estimates; draft specifications and contract documents, including bidding forms;

C. Assist the CITY in receipt and analysis of bids, award of contracts, selection of materials, construction testing, construction project staking; establishing plan reference lines and benchmarks for construction and general engineering; review of shop drawings submitted by contractors; consultation and advice during construction including such items as review quantities of work completed; issue periodic certificates of payment; preparation of bulletins and change orders and, upon completion of construction, make final inspection of all work before final acceptance to reasonably determine that construction has been completed in substantial compliance with the contract documents; make final measurements, issue final certificates, and furnish the CITY with revised/recorded drawings;

D. Review plans for general development and site plans for commercial and industrial projects, site grading and paving plans, including review of available water supply, storm drainage and sanitary sewers, road improvements, cable, electrical, telephone, gas and/or other utilities for any public or private development, establish and review stake reference lines and generally observe construction of same and advise the CITY of any substantial noncompliance with CITY standards. ;

E. Write or review descriptions for easements and land acquisitions, land exchanges and land sales, required for various private and CITY projects, and such other herein unclassified surveying and engineering services as the CITY may from time to time require;

F. The ENGINEER shall attend any City Council meetings, or any other meetings, as requested by officials of the CITY;

G. Where requested, furnish day-to-day field inspection of construction of CITY or private projects including sanitary sewer, water main, and storm sewer and paving projects and generally observe construction and advise the CITY of any substantial noncompliance with the contract documents.

H. Assist the CITY in continuation of developing GIS system, which will include working with other contractors that the CITY has contracted with for GIS Services.

I. Assist the City with Programmable Logic Controls within the Utilities Department, which will include working with other contractors that the CITY has contracted with for Programmable Logic Controls Services.

## **Section II. General Engineering Compensation**

The CITY employs the ENGINEER as Consulting Engineer to handle routine day-to-day engineering services. The CITY will compensate the ENGINEER for general engineering services at the rate of \$1,200 per month, which will include the following activities:

1. Attendance at weekly staff meetings and other meetings as requested by CITY.
2. Attendance at CITY Council meeting as requested by CITY.
3. General Consulting/communications (phone calls, emails, etc).
4. Assistance in preparing small grant applications (assuming less than 8 hours of work).
5. Prepare preliminary estimates of engineering and construction cost for projects.
6. Review site plans for site grading, storm water collection, building elevations, etc, as requested by the CITY.
7. Simple staking projects (in connection with CITY related construction projects), i.e. marking of property lines or specific points of interest.

ENGINEER shall submit invoices to the CITY monthly and will be paid in a timely manner in accordance with the CITY accounts payable schedule.

Invoices for work other than that described in this Section II shall be on a per project basis and include supporting documentation as determined by CITY in consultation with ENGINEER. The ENGINEER will provide sufficient detail in invoices as requested by the CITY.

During the CITY's annual budget process the CITY and the ENGINEER may review the annual retainer amount to determine its reasonableness based on anticipated workloads.

### **Section III. Project Specific Engineering**

The ENGINEER shall provide the CITY with an Engineer Project Report (EPR) for all projects that are not covered under the retainer identified in Section II. General Engineering Compensation. The ENGINEER shall use the CITY EPR form, which may be revised from time to time.

The ENGINEER will bill the CITY at the attached hourly rate schedule. The attached ENGINEER billable hour sheet will not be amended until after the second year of the contract (after 9/30/20) and then can be adjusted annual by not more than 2%. The ENGINEER shall not exceed the specified EPR compensation unless the EPR is amended and signed by the CITY and ENGINEER.

### **Section IV. Term**

The term of this Contract shall commence October 1, 2018 and shall continue for a period of five years. Contract shall be terminable by either party at any time during the five year term upon thirty (30) days written notice.

### **Section V. Duty / Responsibility of Engineer**

The duties and responsibilities of the ENGINEER shall be as set forth in Section I, II and III of this Contract. The ENGINEER shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with any project. The Engineer shall only be responsible for its work and not the work of contractors, subcontractors or third parties. However, the ENGINEER shall notify the CITY in writing of any discovered material deviations from the plans and specifications, which may adversely affect the final construction product.

### **Section VI. Insurance**

The ENGINEER shall carry professional liability, general liability, automobile and workmen's compensation insurance, which insure ENGINEER in the amount of \$5,000,000. The CITY shall carry automobile, workmen's compensation and premises insurance, which insures CITY. ENGINEER shall indemnify the CITY and hold the CITY harmless for any damages to third parties arising out of negligent or intentional acts of the ENGINEER.

### **Section VII. Non-Exclusive Agreement**

This is a non-exclusive agreement and the CITY has the right to contract with other engineering firms for any work that the CITY deems to be in the best interest of the CITY.

## **Section VIII. Private Development / Conflict of Interest**

The ENGINEER recognizes that the City is their primary client within the City of Manistee corporate boundaries. Prior to the ENGINEER providing any private development engineering services within the City corporate boundaries the ENGINEER must obtain written permission from the CITY.

Any engineering related services for neighboring townships (Filer and Manistee) that border the City or parcels that utilize City utilities or any private development in these townships that utilizes or anticipates utilizing City infrastructure or utilities shall also require written permission from the City of Manistee.

The ENGINEER will inform the CITY of any relationship with private developers doing business within the City corporate limits, within neighboring townships (Filer and Manistee) where development parcels are adjacent to the City corporate limits and in neighboring townships (Filer and Manistee) where development parcels may utilize City infrastructure or utilities.

The process for informing the City of a potential conflict shall include verbal and written communication with City Manager regarding potential conflict, City Manager or his/her designee determination of conflict and City Manager or his/her designee providing a written response to ENGINEER. The CITY and ENGINEER will draft a mutually agreeable conflict of interest form that will be used to document these matters.

If the CITY determines there is a Conflict of Interest the ENGINEER will not perform the requested services from the neighboring township or private development.

## **Section IX. Integration**

This instrument contains the entire Agreement of the parties relating to the matters herein; any representation, promise, or condition not incorporated herein shall not be binding upon the parties. Any modification of this Agreement or waiver of any provision herein contained shall not be binding unless in writing and signed.

## **Section XI. Ownership of Documents**

Final plans and specifications prepared in connection with the above services and in conjunction with all prior service contracts between the ENGINEER and the CITY belong and remain the property of the ENGINEER. The ENGINEER shall furnish to the CITY reproducible set of final plans and specifications to the CITY after ENGINEER receives full compensation for their preparation. The ENGINEER shall furnish to the CITY As-Built/recorded Drawings for all completed projects, in both hard copy and electronic versions. The ENGINEER shall be compensated for reproduction cost in accordance with the ENGINEER's current Classified Hourly Rate Schedule for material costs only.

Electronic copies of all data generated on behalf of the CITY whether job specific or not, shall be

delivered to the CITY immediately after the project has been closed out, or more frequently per CITY request. These electronic files shall include all relevant files, including but not limited to plans, specifications, bid documents, data sets, correspondence, reports, applications and renderings. All files shall be in PDF format, except for CAD drawings shall be in PDF format and their native CAD format, complete with all associated data. The CITY shall have the right to use all plans/documents as determined by the CITY, without approval from the ENGINEER.

All documents, including data stored in electronic format are not intended or represented to be suitable for reuse by OWNER or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purposes intended will be at OWNERs sole risk and without liability or legal exposure to ENGINEER; and OWNER shall indemnify and hold harmless ENGINEER for all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle ENGINEER to reasonable compensation at rates to be agreed upon by OWNER and ENGINEER.

#### **Section XI. Dispute Resolution**

Any dispute between the parties regarding the language in this Agreement, enforcement of this Agreement or their respective rights and obligations associated with the work or payment relating to this Agreement, shall be resolved in the courts of Manistee County, Michigan.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed this \_\_\_\_\_ day of \_\_\_\_\_, 2018, and the signatories warrant their authority to bind their principals.

WITNESS:

Spicer Group, Inc.

\_\_\_\_\_

\_\_\_\_\_

By:\_\_\_\_\_

By: Robert E. Eggers, President

\_\_\_\_\_

\_\_\_\_\_

By:\_\_\_\_\_

By: Shawn P. Middleton, Principal

WITNESS:

CITY OF MANISTEE

\_\_\_\_\_

\_\_\_\_\_

By:\_\_\_\_\_

By: James Smith, Mayor

\_\_\_\_\_

\_\_\_\_\_

By:\_\_\_\_\_

By: Heather Pefley, City Clerk

**SPICER GROUP, INC.**  
**STANDARD HOURLY RATES**  
*Effective January 2018*

Administrative Assistant.....	\$68.00	Technician IV .....	\$100.00
Project Assistant .....	\$83.00	Technician V.....	\$106.00
Construction Services Technician.....	\$103.00	Technician VI.....	\$114.00
Senior Construction Services Technician .....	\$124.00	Project Architect I.....	\$109.00
Construction Manager.....	\$140.00	Project Architect II .....	\$155.00
Senior Construction Manager .....	\$195.00	Landscape Architect .....	\$131.00
Survey Technician I .....	\$80.00	Planner I.....	\$101.00
Crew Chief.....	\$116.00	Planner II .....	\$111.00
Staff Surveyor I.....	\$123.00	Senior Project Planner I.....	\$145.00
Staff Surveyor II.....	\$134.00	Senior Project Planner II.....	\$195.00
Staff Surveyor III.....	\$141.00	Design Engineer I .....	\$115.00
Survey Project Manager.....	\$150.00	Design Engineer II.....	\$119.00
Project Surveyor I .....	\$160.00	Design Engineer III .....	\$125.00
Project Surveyor II.....	\$182.00	Project Engineer I .....	\$136.00
Senior Project Surveyor .....	\$195.00	Project Engineer II.....	\$140.00
Designer I.....	\$110.00	Project Manager I .....	\$150.00
Designer II .....	\$121.00	Project Manager II.....	\$162.00
Designer III .....	\$128.00	Project Manager III.....	\$168.00
Senior Designer.....	\$132.00	Project Manager IV .....	\$176.00
Technician I .....	\$68.00	Senior Project Manager I.....	\$185.00
Technician II .....	\$85.00	Senior Project Manager II.....	\$195.00
Technician III.....	\$93.00	Senior Project Manager III .....	\$215.00



*Overtime rates for hourly workers will be charged at 1-1/2 times the above rates.*

MEMO TO: Mayor James Smith  
Members of City Council

FROM: Thad N. Taylor, City Manager 

DATE: September 27, 2018

SUBJECT: The Dunes at Lake Michigan



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

---

Ryan Kieszkowski owns vacant property in Manistee Township that abuts the City's northern boundary at Washington Street. Ryan is interested in developing the property and building seventy-two (72) residential units. A critical component of the development is providing for water and wastewater services. Ryan has requested, per the attached letter, permission to connect to the City's water and wastewater services.

Ryan's plan, as part of the development, is to construct the appropriate infrastructure to City specifications, connect to the City's water and wastewater systems and then convey the infrastructure to the City. City staff believes there is sufficient capacity to serve the needs of the proposed development; however, that would need to be verified by the developer's engineering firm.

If Council is interested in accepting the development's water and wastewater infrastructure, DPW Director Jeff Mikula recommends that approval should be conditioned on the developer meeting the following points:

- Obtaining a Part 41 permit from the Department of Environmental Quality (DEQ) that is required for extension of sanitary sewer systems.
- Obtaining a Part 399 permit from DEQ that is required for water mains.
- Design of infrastructure to the City of Manistee design standards.
- City to review and approve the design of the infrastructure, testing of the infrastructure, and ensuring construction compliance.
- Developer is responsible for all design and construction costs.
- Developer is required to provide all inspection reports, engineer certifications, testing reports, as-built drawings, and easements.

I recommend Council approve, in concept, the request from the developer and withhold final approval until such time as the developer meets the foregoing conditions. When staff is satisfied that the conditions are met, the matter will be placed on a Council agenda for final approval.

TNT:cl



September 24, 2018

City of Manistee  
Attn: Thad Taylor  
70 Maple Street  
Manistee, MI 49660

**Re: Request To Connect To City Of Manistee Water And Sewer**

Dear Mr. Taylor

As a representative of The Dunes At Lake Michigan, I am writing to you in regards to City of Manistee Water and Sewer Services. The Dunes is a proposed 72 unit development along the shores of Lake Michigan, right where the City limits end and Township property starts. The easiest description for this property is right at the very end of Washington Street (Currently an address doesn't exist yet).

This development will consist of 15 lots along Lake Michigan for custom built homes, 10 cottages, 26 duplexes and a commons area with an outdoor pool. I have included some pictures of the proposed layout of the site and proposed cottages and duplexes as well.

All of the proposed infrastructure will be put in by the Developer, installed to City specifications and inspected by The Spicer Group before being turned over to the City of Manistee.

The key element of this project will be whether or not we are able to hook up to City water and sewer. Obviously each individual unit will have a contract with the City of Manistee for Water and Sewer.

At this time, The Dunes is currently seeking an agreement with the City of Manistee to provide Water and Sewer services. Thank you for your time and consideration, should you have any questions please feel free to call me at (231) 723-2727 or (231) 510-7733.

Thank you

Ryan Kieszowski  
The Dunes At Lake Michigan



**VISBEEN**  
architects  
www.visbeen.com  
616-285-9901  
©VISBEEN ARCHITECTS, LP

PROJECT NO. 171.03

STAFF CREDITS  
DESIGN Jason Westhouse  
PROJECT MANAGER Jeff Bogard

BUILDER:

PROJECT  
The  
DUNES at  
LAKE  
MICHIGAN  
MANISTEE  
Township  
Michigan

SHEET TITLE

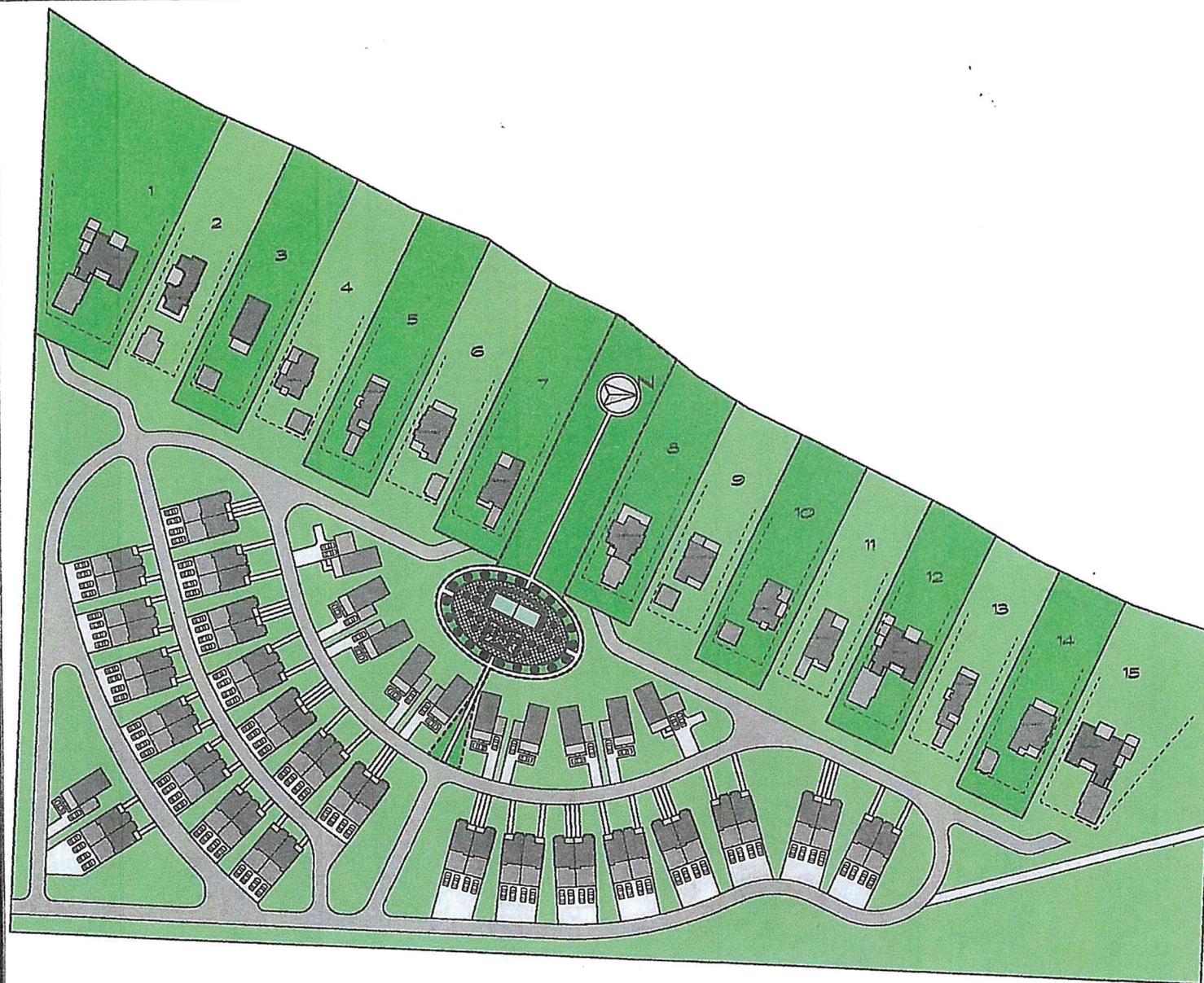
SITE  
PLAN

DATE 3/13/18

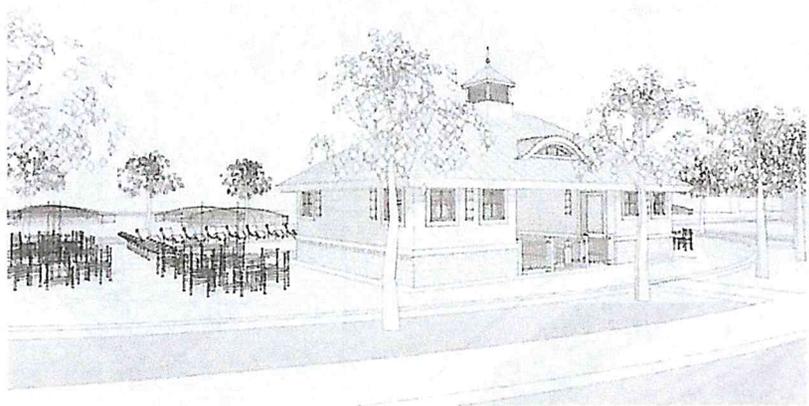
SCALE ENGR. PRON FOR REVIEW

SHEET NO.

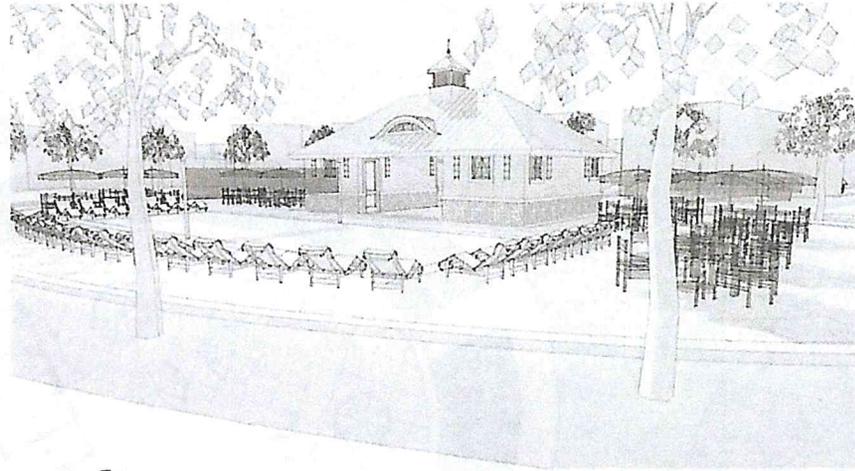
A0.1



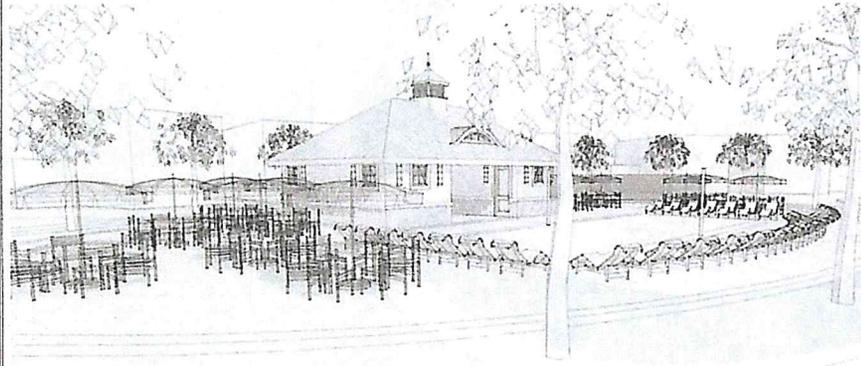
1 SITE PLAN  
SCALE: 1/8" = 1'-0"



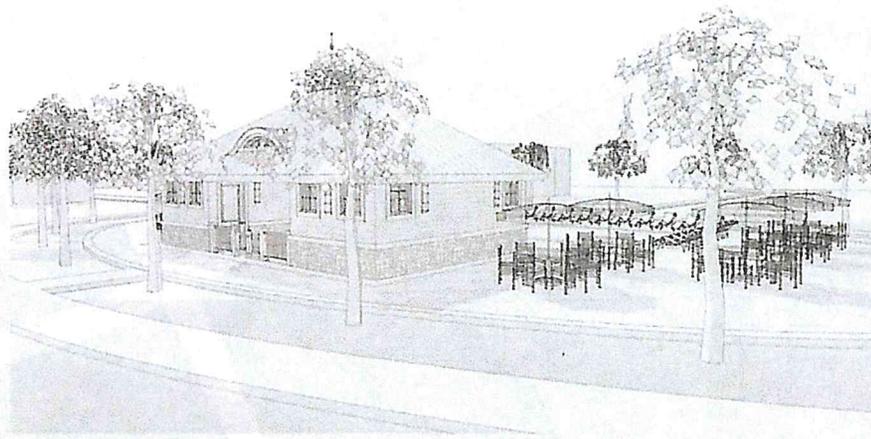
1 Camera



2 Camera



3 Camera



4 Camera



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architects  
www.visbeen.com  
616-285-9901  
@VISBEENARCHITECTS, INC

PROJECT NO.  
**171.03**

STAFF CREDITS  
DRAWN  
**Jason Westhouse**  
PROJECT MANAGEMENT  
**Jeff Segard**

BUILDER:

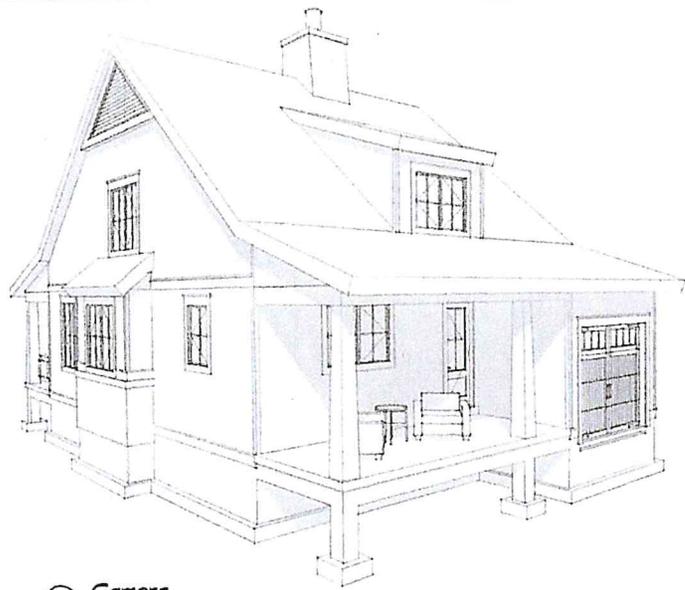
PROJECT  
**The  
DUNES at  
LAKE  
MICHIGAN**  
MANISTEE  
Township  
Michigan

SHEET TITLE  
**POOL  
CADD  
MODEL  
VIEWS**

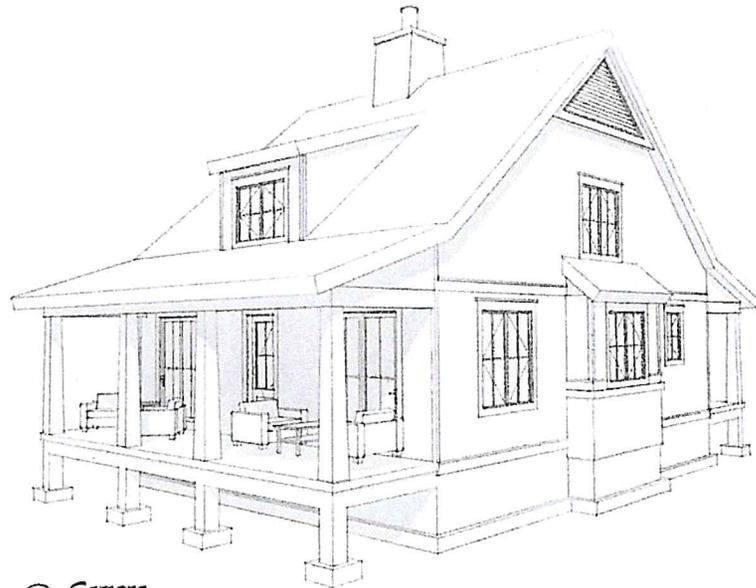
DATE  
**3/13/18**

SAVE DESIGN PLOTT  
**FOR  
REVIEW**

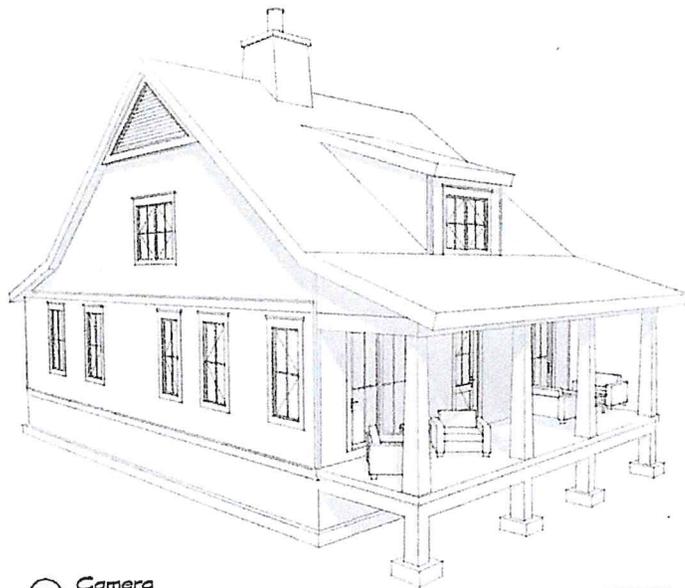
SHEET NO.  
**A0.2**



1 Camera



2 Camera



3 Camera



4 Camera

NOT FOR  
CONSTRUCTION



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616-285-9901  
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PROJECT No.  
**171.03**

SKYD GRIDS  
DRAWN  
Jason Westhouse  
PROJECT MANAGEMENT  
Jeff Segard

SHEET:

PROJECT

The DUNES  
at LAKE  
MICHIGAN

MANISTEE  
Township  
Michigan

SHEET TITLE

CADD  
MODEL  
VIEWS

DATE

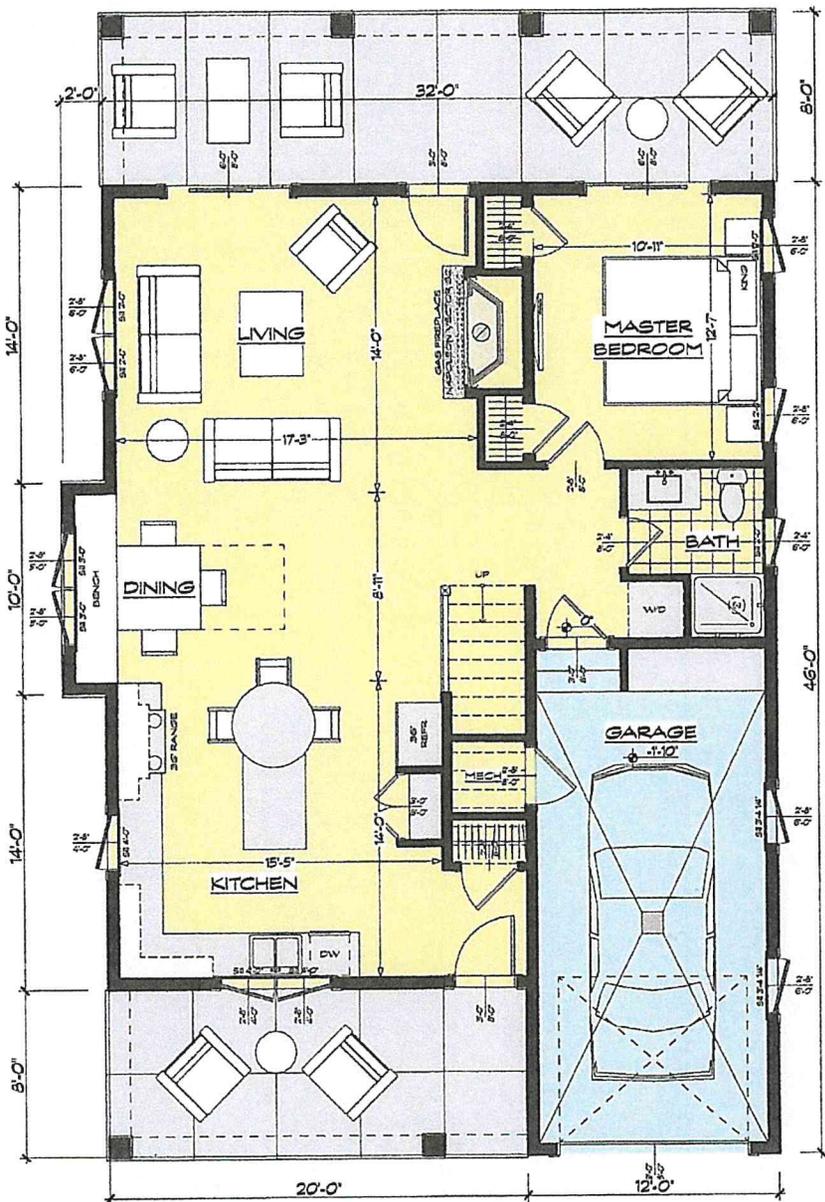
8/18

SCALE DESCRIPTION

DESIGN  
DEVELOPMENT

SHEET No.

**AO.1**



**Square Footage:**  
 INTERIOR 1,052 sq ft  
 GARAGE 280 sq ft

NOT FOR CONSTRUCTION



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 616-285-9901  
 VISBEEN ARCHITECTS, INC.

PROJECT NO.  
**171.03**

STAFF CREDITS  
 DRAWN  
**Jason Westhouse**  
 PROJECT MANAGEMENT  
**Jeff Segard**

BLADER:

PROJECT

The DUNES  
 at LAKE  
 MICHIGAN

MANISTEE  
 Township  
 Michigan

SHEET TITLE

MAIN  
 LEVEL  
 DESIGN  
 FLOOR  
 PLAN

DATE  
**8/1/18**

ISSUE DESCRIPTION  
 DESIGN  
 DEVELOPMENT

SHEET NO.

**A2.1**

**1 MAIN LEVEL DESIGN FLOOR PLAN**  
 SCALE: 3/8" = 1'-0"



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architects  
www.visbeen.com  
616-285-9901  
VISBEEN ARCHITECTS, INC.

PROJECT NO.  
**171.03**  
STAFF CREDIT  
DESIGN  
Jason Westhouse  
PROJECT MANAGER  
Jeff Segard

BLADER:

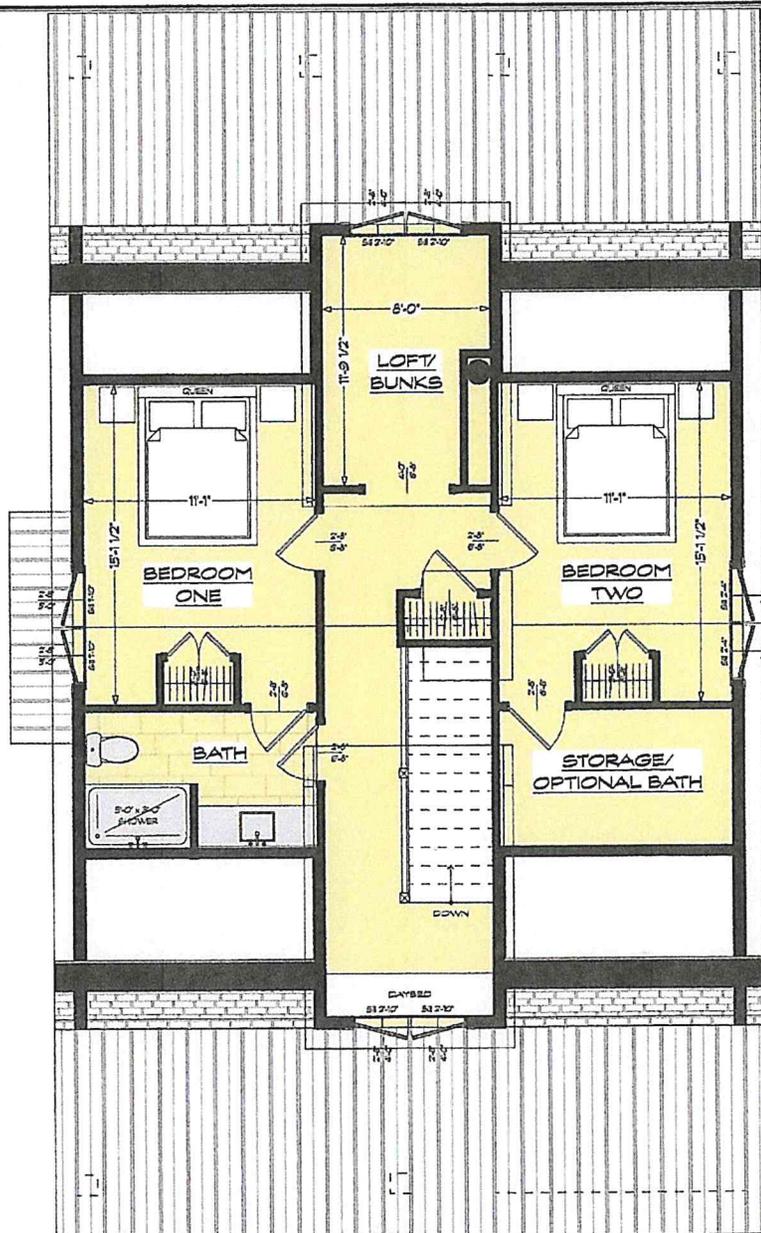
PROJECT  
The DUNES  
at LAKE  
MICHIGAN  
MANISTEE  
Township  
Michigan

SHEET TITLE  
UPPER  
DESIGN  
FLOOR  
PLAN

DATE  
8/1/18

SCALE DESCRIPTION  
DESIGN  
DEVELOPMENT

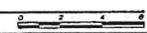
SHEET NO.  
**A2.2**



Square Footage:  
INTERIOR 821 sq ft

**NOT FOR  
CONSTRUCTION**

1 UPPER LEVEL DESIGN FLOOR PLAN  
SCALE: 3/8" = 1'-0"





REAR ELEVATION



WATERFRONT ELEVATION



RIGHT ELEVATION



LEFT ELEVATION



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architects  
www.visbeen.com  
616-285-9901  
A VISBEEN ARCHITECTS, LLC

PROJECT No. #Pln

CLIENTS  
Jovan Westhouse  
PROJECT MANAGERS  
Jeff Segard

DATE

REVISION

PROJECT  
**SUNSET BLUFF**

MANISTEE Township, Michigan

PROJECT NO.  
**DUPLEX CONCEPT**

DATE  
3/15/18

DATE SUBMITTED FOR REVIEW

PROJECT NO.  
**02**



## APPLICANTS NEEDED BOARDS and COMMISSIONS VACANCIES

**COMPENSATION COMMISSION.** One vacancy – term ending 9/30/23. *Applicants must be registered voters in the City.* Purpose: Establish compensation for City Council Members.

**HARBOR COMMISSION.** Three vacancies – (3) terms ending 10/31/21. *Two members can be non-residents but must own real estate or a business or profession having a licensed business location in the city.* Purpose: Advisory on Marina, Harbor Development Issues.

**HISTORIC DISTRICT COMMISSION.** One vacancy – term ending 2/28/21. *One member is desired who meets professional qualification standards for archaeologist, architect, architectural historian, historian, or historic architect.* *Applicants must be City residents.* Purpose: Historic preservation.

**OIL & GAS INVESTMENT BOARD.** One vacancy – term ending 6/30/22. Purpose: Oversees Investment of Oil & Gas Trust Fund.

**PEG COMMISSION.** Three vacancies – (1) term ending 12/31/18, (1) term ending 12/31/19 and (1) term ending 12/31/20. *Applicants must be Manistee County residents.* Purpose: Oversees operation of Manistee Public Access Television.

**PLANNING COMMISSION.** One vacancy – term ending 10/31/21. *Applicants must be City residents.* Purpose: Reviews Master Plan, Zoning, Site Plans, Development Issues.

**ZONING BOARD OF APPEALS.** One vacancy – term ending 5/31/19. Purpose: Hears Appeals to Zoning, Building Issues.

Application forms are available at the City Clerk's office, 70 Maple Street or on the City website at <http://www.manisteemi.gov>. Applications must be returned by Tuesday, September 25, 2018 to be considered for appointment at the October 2, 2018 City Council meeting.



RECEIVED

SEP 25 2018

CITY OF MANISTEE  
CLERK-TREASURER

APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: Compensation Commission

NAME: Ron Wilson

ADDRESS: 216 1st Ave  
Manistee, MI 49660

PHONE: (Home) 231 510-2775 (Work) \_\_\_\_\_

E-MAIL: wilsonronaldj@gmail.com  personal or  work

I want to volunteer for this position because:

I am retired and am interested in public service.  
Classification and compensation was my work for over 20  
years. (1999 President - Central States Compensation Assoc -  
Association is Compensation Managers of 25 State govts -)

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

1993-2004 Administered State of Montana employee compensation systems.  
Researched, designed and implemented new occupational and hierarchical  
classification systems, and new broadband pay systems  
1988-1993 Supervised Classification Operations, State of Montana.

Feel free to attach any additional information.

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

[Signature]  
Signature

9/25/18  
Dated

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



RECEIVED

SEP 25 2018

CITY OF MANISTEE  
APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: Harbor Commission

NAME: Fritz Boehm

ADDRESS: P.O. Box 634 1200 CUTTER RIDGE Dr.  
MANISTEE MICHIGAN 49660

PHONE: (Home) 231-510-5339 (Work) N/A

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

I want to volunteer for this position because:  
I would like to FINISH WHAT WE STATED

Please add any particular education, experience or background you think appropriate to include:  
PAST 2 YRS ON THE COMMISSION

Feel free to attach any additional information.

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

Fritz R Boehm D.C. 9/24/18  
Signature Dated

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RECEIVED

SEP 18 2018

CITY OF MANISTEE  
CLERK, TREASURER

APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: Harbor Commission

NAME: Glenn C. Joring

ADDRESS: 321 5TH ST.  
Manistee, MI 49660

PHONE: (Home) 231.510.5283 (Work) \_\_\_\_\_

E-MAIL: gjoring@gmail.com ( personal or  work)

I want to volunteer for this position because:

Having served this commission for some time, we have some important work coming soon and I would like to help bring it to pass.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Feel free to attach any additional information.

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

Glenn C. Joring Sept. 18, 2018  
Signature Dated

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



## APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: Historic

NAME: William R. Connor

ADDRESS: 732 Harbor Dr  
Manistee, MI 49660

PHONE: (Home) 248-821-4075 (Work) \_\_\_\_\_

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

**RECEIVED**

**AUG 29 2018**

CITY OF MANISTEE  
CLERK - TREASURER

I want to volunteer for this position because:

I'd like to contribute to the community to help  
make Manistee a great place to live!

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

I try to stay well informed about all matters  
at all levels. I think I can bring a good perspective  
to consider those things that come before the commission

Feel free to attach any additional information.

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

Depends on  
what day +  
what meeting.

William R. Connor  
Signature

8/29/18  
Dated

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



RECEIVED

SEP 25 2018

APPLICATION FOR APPOINTMENT

CITY OF MANISTEE  
CITY TREASURER

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

BOARD OR COMMISSION APPLIED FOR: Historic District Commission

NAME: Ron Wilson

ADDRESS: 216 1st Ave  
Manistee, MI

PHONE: (Home) 231 510-2775 (Work) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ ( ) personal or ( ) work

I want to volunteer for this position because:  
I am retired and interested in public service. I picked Manistee as a retirement location in good part because of its wealth of Victorian Age buildings.

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

BA History Lake Superior State College (now University)  
12 credits graduate level Northern Michigan University  
197? Historic American Engineering Record, Dept of Int (US)  
Historian on special project recording history of Power Canal  
Feel free to attach any additional information. = Powerhouse - South Ste. Manistee

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

[Signature]  
Signature

9/25/18  
Dated

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



## APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: Oil and Gas Board

NAME: Jeffery T Reau  
ADDRESS: 294 River St, Manistee MI 49660

PHONE: (Home) 231-878-0540 (Work) 231-723-3533

E-MAIL: jreaufa@gmail.com  personal or  work

I want to volunteer for this position because:

I have a sincere interest in helping give direction to the Oil & Gas investments. These investments play a vital role in Manistee's financial viability. My goal is to lend my educational background and industry experience to keep the fund growing and viable for generations to come.

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

I have a degree in Economics from University of Michigan, and I am currently in my 15th year as Financial Advisor with Edward Jones. When I was serving Cadillac, MI I was an Advisor to Cadillac Rotary Charities fund for the 2.5yrs I was in that community. In addition, I hold

Feel free to attach any additional information.

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

[Signature] 9/24/18  
Signature Dated

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

Jeffery T Reau

Oil & Gas Board

2<sup>nd</sup> Page

Additional experience:

the AAMS Designation (Accredited Asset Management Specialist). It is designation that requires ongoing CE every 2yrs to maintain the designation. I believe I will be able to add an additional perspective to the board and council.

Attending the Council Meeting:

Unfortunately, I will not be in attendance at the meeting. My wife and I have travel plans that take us out of the area during the Council Meeting. Thank you in advance for the consideration.



RECEIVED

SEP 24 2018

CITY OF MANISTEE  
CLERK - TREASURER

APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: Oil & Gas Investment Board

NAME: George Vitta

ADDRESS: 6 Anchor-Rode Dr.  
Manistee 49660

PHONE: (Home) 586-942-8056 (Work) \_\_\_\_\_

E-MAIL: golflover3@yahoo.com  personal or  work

I want to volunteer for this position because: a) would like to contribute to my community;  
b) extensive experience advising and managing public  
funds, c) extensive experience as a fiduciary and  
trustee, d) extensive experience serving as an  
officer and director of community boards.

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

To Be Facilitator Clerk - personal background info.  
The only social media contact I have is linked In.

Feel free to attach any additional information.

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

George Vitta  
Signature

9/24/18  
Dated

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



### APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: Oil & Gas

NAME: Glenn C. Zaring

ADDRESS: 321 5th St.  
Manistee, MI 49660

PHONE: (Home) 231.510.5283 (Work) \_\_\_\_\_

E-MAIL: gzaring@gmail.com  personal or  work

I want to volunteer for this position because:

Having set up The Hospital Endowment Fund, I am familiar with the need for proper oversight & maintain an active, profitable fund

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

(see above) Also, I have served on numerous city & county boards so I am familiar with proper governance

Feel free to attach any additional information.

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

Glenn C. Zaring  
Signature

Sept. 21, 2018  
Dated

**RECEIVED**

SEP 21 2018

CITY OF MANISTEE  
CLERK - TREASURER

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## APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: PLANNING COMMISSION

NAME: ROCHELLE (SHELLY) THOMAS

ADDRESS: 367 LIGHTHOUSE WAY S.  
MANISTEE, MI 49660

PHONE: (Home) 231-887-5029 (Work) ---

E-MAIL: shellyt481@gmail.com  personal or  work

I want to volunteer for this position because:

I'd like to continue assisting our city leaders in  
shaping the future growth of Manistee by adhering  
to our Master Plan through our local Zoning Ordinance.

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

I've completed the Citizen Planner course  
offered by MSU Extension since joining the PC  
this spring. I hope to become certified as a Master  
Citizen Planner during the next year.

Feel free to attach any additional information.

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

Rochelle Thomas

Signature

9/17/18

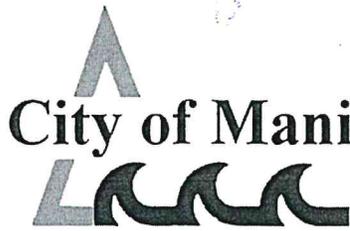
Dated

**RECEIVED**

SEP 18 2018

CITY OF MANISTEE  
CLERK - TREASURER

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# City of Manistee Police Department

70 Maple Street, Manistee, MI 49660-0358 · [www.manisteemi.gov](http://www.manisteemi.gov)



TO: Thad Taylor, City Manager

DATE: September 20, 2018

FROM: Chief Timothy Kozal

RE: Special Event Request/Consideration for City Council

Manistee Elks Lodge #250 is requesting consideration to hold a Boos, Brews & Brats special event. The event is requesting the closure of River Street, from Oak Street to Pine Street. The event will take place on:

Saturday, October 27, 2018 from 12:00 p.m. – 12:00 a.m.

There are no objections to this event and present no special problems for the City.

Respectfully Submitted,

Timothy E. Kozal  
Manistee Director of Public Safety  
70 Maple Street  
Manistee, Michigan 49660  
Office: 231-398-2810



Tim Kozal, Director of Public Safety  
 Police Department  
 70 Maple Street  
 Manistee, MI 49660  
 231.723-2533 (phone)  
 tkozal@manisteemi.gov

## SPECIAL EVENT REQUEST

Please Print

NARRATIVE		
<b>You are requested to submit a letter that details your Special Event</b>		
Name Event: <u>Boos, Brews &amp; Brats</u>		
Person(s)/Organization(s) making request: <u>Manistee EIKS Lodge #250</u>		
Non Profit	For Profit	Free to Attend
Contact Person: <u>Amy Loftis</u>	Phone Number: <u>231-425-0453</u>	
Date(s) of Event: <u>10/27/18</u>	Time of Event: <u>12pm - 12am</u>	
EVENT LOCATION		
City Park(s):		
Parking Lot(s):		
City Street(s) Closure: <u>River St. from Oak to Pine</u>		
NUMBER OF UNITS PARTICIPATING		
For Parades		
Marching/Walking:	Driven:	Other:
Assembly Starting Location:		
Destination/Finishing Point:		
Route that the special event will follow (attach map)		
INSURANCE		
<p>The City of Manistee has been advised by our insurance carrier that when an event is held on City Properties we need to require an insurance certificate naming the City of Manistee as co-insured. An insurance certificate must be on file prior to your event. The minimum amount that our insurance company will accept is \$1 million dollars of Liability Insurance. The Insurance Certificate should be sent to the attention of Kelly McColl. Ms. McColl can be reached at 231.723-2559 her fax # is 231.723.5410.</p> <p><b>Insurance Certificates must be received within 7 days of Council Approval or prior to event whichever comes first.</b></p>		
Signature: <u>Amy Loftis</u>		Date: <u>9-18-18</u>
Office Use Only		
<input type="checkbox"/> Recommendation/Forward to City Council for Approval		
Notes:		
<input type="checkbox"/> Event does not utilize City Services/Property – Does not require Council Approval		
Notes:		
Signature: _____		Date: _____

# Boos + Brets

Example of Fees to To be determined by City Departments				OFFICE USE ONLY
Item	Unit Price		Quantity	Total Cost
Picnic Tables	\$4.00	Each		
90 Gal Tote	\$12.00	Each		
Trash Can	\$5.00	Each	15	\$75
Garbage Bags (case)	\$62.00	Each		
Barricades, horses	\$4.00	Each	6	\$12
Traffic Cones	\$3.00	Each		
HC Signs	\$1.00	Each		
No Parking Signs	\$1.00	Each		
Standard Cones	\$1.00	Each		
Fence, Plastic	\$70.00	Per 50 feet		
Fence, Wood	\$90.00	Per 50 feet		
Grand Stand	\$80.00	Each		
Plywood	\$3.00	Each		
Grill	\$15.00	Each		
Festival Street Banners	\$10.00	Each		
Hang Banner	\$60.00	Each		
Relocate Bleachers	\$60.00	Each		
Other:	TBD			
Other:	TBD			
Other	TBD			
Staff Charges Hours will be logged and billed after event				OFFICE USE ONLY
DPW/Parks Department Services			Cost	
Restroom Cleaning	\$45.00	Per hour		
Restroom Cleaning (overtime rate)	\$60.00	Per hour		
Street Sweeping	\$25.00	Per Block		
Street Sweeping (overtime rate)	\$35.00	Per Block		
Safety Perimeter installation	\$10.00	Per 50 feet		
Beach Cleaning (overtime rate)	\$95.00	Per hour		
Other:	TBD			
Other:	TBD			
Police Department Services			Cost	
Per Officer	\$38.64	Per hour	x 4 hrs	154.56
Per Officer (overtime rate)	\$50.61	Per hour		
Other:	TBD			
Fire Department Services			Cost	
Ambulance/Pumper	\$22.62	Per Hour		
Ambulance/Pumper (overtime rate)	\$29.07	Per Hour		
Other	TBD			
<b>SUB TOTAL</b>				
<i>Apply Discount Rate</i> 0% 25% 50% 100%				X %
<b>TOTAL</b>				\$241.56

## Bridget Guillen

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**From:** Loftis Amy <csmamyloftis@gmail.com>  
**Sent:** Thursday, September 27, 2018 2:04 PM  
**To:** Bridget Guillen  
**Subject:** Fwd: BPOE Manistee Lodge #250

Boos, Brews and Brats

This is what I received from our insurance agent regarding the event coverage.....She states that the certificate will be sent next week. Will this be adequate to still get us on board for the agenga?

Amy

----- Forwarded message -----

**From:** Racine Applegate <[racine.applegate@kandkinsurance.com](mailto:racine.applegate@kandkinsurance.com)>  
**Date:** Thu, Sep 27, 2018 at 2:02 PM  
**Subject:** BPOE Manistee Lodge #250  
**To:** [csmamyloftis@gmail.com](mailto:csmamyloftis@gmail.com) <[csmamyloftis@gmail.com](mailto:csmamyloftis@gmail.com)>

Hi Amy,

A \$1 million per occurrence general liability policy naming The City of Manistee as an additional insured has been approved for your event occurring 10/27/18 at 432 River St. Manistee, MI 49660. Coverage effective dates will be 10/26/18 – 10/29/18. We will send you policy documentation as soon as it is available.

Kind regards,

**Racine Applegate, CISR | Underwriting Specialist II**

**K&K Insurance Group, Inc.**

1712 Magnavox Way | Fort Wayne, IN 46804  
p: 260 459 5654 | f: 260 459 5105

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*Amy Loftis*

Custom Sheet Metal & Heating, Inc.

231-464-5436 (office)

231-464-5920 (fax)