

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, APRIL 2, 2019 – 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 & Expenses.

IX. b.) Notification Regarding Next Work Session.

c.) Consideration of Annual Tight Lines for Troops Event.

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

***V. Approval of Minutes.** Approval of the minutes of the March 19, 2019 regular meeting as attached.

VI. Financial Report.

*a.) CASH BALANCES.

*b.) REVENUE & EXPENSES.

VII. Unfinished Business.

VIII. New Business.

a.) CONSIDERATION OF COMPENSATION COMMISSION RECOMMENDATIONS FOR COUNCIL SALARIES.

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

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

The Council may accept or reject the Compensation Commission's recommendations, they may not be modified. If the Council rejects the recommendation, they are returned to the Compensation Commission for further consideration. Rejection can only occur if a majority of Council, five (5) members, votes to reject the recommendations. If the recommendations are accepted, they will be implemented at the beginning of the year 2021, after all current Council terms have expired.

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

At this time Council could take action to accept or reject the Compensation Commission's recommendations.

b.) CONSIDERATION OF RECOGNIZING THE MANISTEE SAINTS BASEBALL CLUB AS A NONPROFIT ORGANIZATION.

The Manistee Saints Baseball Club is a 501c3 Nonprofit Organization. They are applying for a raffle license through the Michigan Lottery Charitable Gaming Division for a raffle as part of their 85th Birthday celebration at Reitz Park this summer. Prior to the State of Michigan issuing the license, the Manistee Saints Baseball Club must qualify as a local nonprofit organization through recognition by the Manistee City Council.

At this time Council could take action to recognize the Manistee Saints Baseball Club as a local nonprofit organization for the purpose of applying for a Charitable Gaming License through the State of Michigan.

c.) CONSIDERATION OF SPECIAL EVENTS POLICY CP-39.

Special Events Policy CP-39 stipulates the fees for City services used to support parades and special events sponsored by for-profit and non-profit organizations.

At this time Council could take action to approve Council Policy 39, Special Events.

d.) CONSIDERATION OF CHIEF EXECUTIVE OFFICER APPOINTMENT TO THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD.

Part 2 of Public Act 57, Recodified Tax Increment Financing Act, defines the Chief Executive Officer as the Mayor or City Manager. Also, the Act stipulates that the Chief Executive Officer is a member of the Downtown Development Authority (DDA) Board.

At this time Council could take action to continue to have the Mayor serve on the Downtown Development Authority Board or appoint the City Manager instead of the Mayor.

e.) CONSIDERATION OF A GRANT APPLICATION FOR THE MANISTEE NORTH PIERHEAD LIGHT DECKS AND HATCHES INTERIOR RESTORATION PROJECT.

The Manistee County Historical Museum wishes to submit a grant request in the amount of \$27,200; \$16,300 from grant funds and \$10,900 from the Museum. The grant stipulates that the City must be a joint applicant. However, no City funds are requested for the project. In addition, the grant requires the City to approve a resolution of support and attest that no Federal or State Historic Preservation Tax Incentives have been or will be taken for the proposed work.

At this time Council could take action to authorize the City Manager to sign the grant application on behalf of the City, authorize the Mayor to sign the required resolution and the Tax Incentive Certification form.

IX. Notices, Communications, Announcements.

a.) A REPORT FROM THE HOUSING COMMISSION.

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

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

No action is required on this item.

*b.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for Tuesday, April 9, 2019 at 7:00 p.m. A discussion will be conducted on 2019-2020 Budget and Capital Improvement Plan; and such business as may come before Council.

No action is required on this item.

*c.) CONSIDERATION OF ANNUAL TIGHT LINES FOR TROOPS EVENT.

The annual Tight Lines for Troops charity veterans' event is scheduled for Friday, May 17 and Saturday, May 18, 2019. The event will take place at the public boat launch on First Street and utilize the parking lots, the ball diamond parking lot on Cherry Street, as well as the City parking lot at the Armory. This event will begin on Friday, May 17 at 4:00 p.m. and all areas will be cleared by Saturday, May 18 at 8:00 p.m.

At this time Council could take action to support and approve the request to use City services, parks, and streets for Tight Lines for Troops on Friday and Saturday, May 17-18, 2019; subject to appropriate department approvals.

d.) INTRODUCTION OF THE FISCAL YEAR 2019-2020 BUDGET.

Administration has prepared the proposed 2019-2020 Fiscal Year Budget. The Finance Director will give a brief introduction of the City Manager's budget recommendations to City Council and the Community. The public hearing to review these budget recommendations and receive public input has been scheduled for Tuesday, April 16. Various work sessions have been established: a regular work session on April 9; following the regular meeting on April 16; April 23 and April 30, 2019.

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 – March 19, 2019
2. Cash Balances Report
3. Revenue & Expense Report
4. Compensation Commission Recommendations
5. Saints Nonprofit Recognition
6. Special Events Policy CP-39
7. CEO Appointment to the DDA Board
8. Museum Lighthouse Grant Application
9. Tight Lines for Troops Request

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – MARCH 19, 2019

A regular meeting of the Manistee City Council was called to order by his honor, Mayor Roger Zielinski on Tuesday, March 19, 2019 at 7:00 pm in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

PRESENT: Dale Cooper, Lynda Beaton, Roger Zielinski, Robert Goodspeed, Michael Szymanski, James Grabowski and Erin Pontiac

ABSENT: None

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, Deputy Clerk – Lora Laurain, DPW Director – Jeff Mikula, Finance Director – Edward Bradford, Planning and Zoning Administrator – Rob Carson, Public Safety Director – Timothy Kozal and City Engineer – Shawn Middleton

CITIZEN COMMENTS ON AGENDA RELATED ITEMS

Mike Herbert, 306 Hancock St. – asked City Council to change the proposed Ordinance 19-05 penalty from a misdemeanor to a civil infraction.

Don Wahr, Wahr Hardware, 87 Division St. – disagreed with implementing a criminal misdemeanor penalty with proposed Ordinance 19-05 due to tourism being affected negatively.

Shawn Herbert, 306 Hancock St. – spoke against the proposed Ordinance 19-05 misdemeanor penalty.

Danielle Simo, 12115 Lynn St., Bear Lake – spoke against passing proposed Ordinance 19-05 penalty being treated as a criminal act.

Thomas Dame, 635 Piney Rd. – stated there should not be any penalties imposed for recreational use of marihuana.

Barry Lind, 532 – 4th St. – spoke as a PEG Commission member and pointed out a discrepancy in the Charter Communications franchise renewal cover letter and the proposed contract. Mr. Lind also spoke as a citizen stating that the proposed Chamber of Commerce contract for Economic Development is nonspecific.

Shelly Doyen, Ideal Kitchen, 421 River St. – spoke regarding the proposed Chamber of Commerce contract for Economic Development and asked for approval of her request for a food truck to be located on River Street on April 13, 2019 in celebration of her business anniversary.

Allison Anderson, 609 Davis St. – urged Council not to adopt proposed Ordinance 19-08 Chapter 1024 Sidewalks and Riverwalk.

Gabriel Mattice, 319 ½ River St. – stated that proposed Ordinance 19-05 will hurt children's futures if adopted.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – MARCH 19, 2019

CONSENT AGENDA

- Minutes
 - March 5, 2019
 - March 12, 2019
 - Regular Meeting
 - Work Session

- Financial Reports
 - Payroll February 2019
 - Invoices February 2019

- Notification Regarding Next Work Session – April 9, 2019, 7:00 pm

A discussion will be conducted on the 2019-2020 Budget and Capital Improvement Plan; and such business as may come before Council.

- CONSIDERATION OF ORDINANCE 19-04 CHAPTER 663 FIREWORKS

There are two proposed changes to Chapter 663. The Michigan Fireworks Safety Act was amended at the end of 2018 to allow greater periods of time for cities to bar the use of consumer fireworks. The City's current ordinance bars the use of consumer fireworks in the City, except for those periods of time that Michigan law did not permit a city to regulate. The proposed modification to the ordinance bars the use of consumer fireworks except for those days and times that the 2018 amendment to the Michigan Fireworks Safety Act does not permit the City to regulate. The penalty section for the ordinance is also changed to follow the change to state law.

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was introduced at the March 5, 2019 meeting and could be adopted at this time.

- CONSIDERATION OF ORDINANCE 19-05 CHAPTER 662 PEACE DISTURBANCES

Two changes were made to Chapter 662. First, Section 662.01 B.1. provides that being intoxicated in a public place, standing alone, is not a violation, but the individual must also be acting in a way that endangers the safety of someone, endangers property, or is causing a public disturbance. This change was to conform to the requirements of Michigan law.

Section 662.01 B.15. was added to provide that consumption of marihuana in a public place, other than an area identified by a private property owner, is prohibited. The Michigan Regulation and Taxation of Marihuana Act (Recreational Marihuana) allows municipalities to authorize consumption in a public place and the ordinance is intended to make clear that it is not authorized in Manistee. The Act is silent as to what penalty, if any, is imposed for violating the restriction against consumption in a public place. The ordinance makes it a misdemeanor to consume in a public place.

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was introduced at the March 5, 2019 meeting and could be adopted at this time.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – MARCH 19, 2019

- **CONSIDERATION OF ORDINANCE 19-06 CHAPTER 606 ANIMALS**

The proposed modifications to Chapter 606 are to incorporate, with respect to dogs and cats, state law. By incorporating state law, City Police Officers are able to charge what is described as a state offense as a City ordinance violation.

Section 606.5 D. was added to prohibit dogs on City beaches, except between the piers at First Street Beach and from the north end of Man-Made Lake to the north end of the City beach. While the City has posted the prohibition of dogs on the beaches, without an ordinance City Police Officers were unable to ticket violators.

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was introduced at the March 5, 2019 meeting and could be adopted at this time.

- **CONSIDERATION OF ORDINANCE 19-07 CHAPTER 1482 RESIDENTIAL RENTAL PROPERTIES**

The ordinance to amend parts of Chapter 1482 is primarily intended to address confusion as to whether short-term rentals and bed and breakfasts are exempt from the rental inspection requirements. The ordinance refers to hotels, motels, and overnight rooms intended for transient use as being exempt. Pursuant to Michigan law hotels, motels, and overnight rooms designed for transient use are subject to inspection by the State of Michigan. Bed and breakfasts, Airbnb, etc. are not subject to inspection by the State, consequently they are subject to inspection by the City pursuant to the rental inspection program. The amendment clarifies which rentals must comply with the inspection requirement. It also clarifies that the Certificate of Compliance issued after inspection terminates after three years, but is assignable to a new owner. The remaining changes were to correct or clarify language in the ordinance.

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was introduced at the March 5, 2019 meeting and could be adopted at this time.

- **CONSIDERATION OF ORDINANCE 19-08 CHAPTER 1024 SIDEWALKS AND RIVERWALK**

The proposed change to Chapter 1024 prohibits walking dogs along the Riverwalk from the west end of the City Marina to the west end of the Riverwalk. Bicycles, skateboarding, and rollerblading are prohibited along all portions of the Riverwalk. Just like Chapter 606, by providing these restrictions in the ordinance, City police officers are able to ticket violators. The proposed change makes clear that a violation of Chapter 1024 is a civil infraction.

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was introduced at the March 5, 2019 meeting and could be adopted at this time.

- **CONSIDERATION OF ORDINANCE 19-09 CHAPTER 292 EMPLOYEE SAVINGS PLAN AND CHAPTER 294 EMPLOYEES RETIREMENT SYSTEM**

The City has two ordinances regarding employee retirement that have been superseded by City Council adopting the Michigan Employees Retirement System (MERS) in 2005 and recent City Council action to set up a defined contribution plan for new nonunion hires. The ordinances are no longer needed and should be repealed.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – MARCH 19, 2019

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was introduced at the March 5, 2019 meeting and could be adopted at this time.

Szymanski requested the removal of Item VII. b.) Consideration of Ordinance 19-05 Chapter 662 Peace Disturbances from the Consent Agenda.

Beaton requested the removal of Item VII. e.) Consideration of Ordinance 19-08 Chapter 1024 Sidewalks and Riverwalk from the Consent Agenda.

MOTION by Cooper, second by Grabowski to approve the Consent Agenda as presented with the removal of Item VII. b.) Consideration of Ordinance 19-05 Chapter 662 Peace Disturbances, and Item VII. e.) Consideration of Ordinance 19-08 Chapter 1024 Sidewalks and Riverwalk.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF ORDINANCE 19-05 CHAPTER 662 PEACE DISTURBANCES

Two changes were made to Chapter 662. First, Section 662.01 B.1. provides that being intoxicated in a public place, standing alone, is not a violation, but the individual must also be acting in a way that endangers the safety of someone, endangers property, or is causing a public disturbance. This change was to conform to the requirements of Michigan law.

Section 662.01 B.15. was added to provide that consumption of marihuana in a public place, other than an area identified by a private property owner, is prohibited. The Michigan Regulation and Taxation of Marihuana Act (Recreational Marihuana) allows municipalities to authorize consumption in a public place and the ordinance is intended to make clear that it is not authorized in Manistee. The Act is silent as to what penalty, if any, is imposed for violating the restriction against consumption in a public place. The ordinance makes it a misdemeanor to consume in a public place.

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was introduced at the March 5, 2019 meeting and could be adopted at this time.

MOTION by Szymanski, second by Pontiac to adopt Ordinance 19-05 amending Chapter 662 Peace Disturbances with only the change made to Section 662.01 B.1. and withdrawing the proposed change to Section 662.01 B.15.

With a roll call vote this motion passed unanimously.

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

NAYS: None

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – MARCH 19, 2019

CONSIDERATION OF ORDINANCE 19-08 CHAPTER 1024 SIDEWALKS AND RIVERWALK

The proposed change to Chapter 1024 prohibits walking dogs along the Riverwalk from the west end of the City Marina to the west end of the Riverwalk. Bicycles, skateboarding, and rollerblading are prohibited along all portions of the Riverwalk. Just like Chapter 606, by providing these restrictions in the ordinance, City police officers are able to ticket violators. The proposed change makes clear that a violation of Chapter 1024 is a civil infraction.

This ordinance has been reviewed by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was introduced at the March 5, 2019 meeting and could be adopted at this time.

MOTION by Szymanski, second by Goodspeed to adopt Ordinance 19-08 Chapter 1024 Sidewalks and Riverwalk.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac
NAYS: None

CONSIDERATION OF AN OLGA STREET VACATION REQUEST

The Little River Band of Ottawa Indians, Gary Niesen and Donald Pachesny request to vacate the southern portion of Olga Street from midway block between Eighth Street and continuing to the remaining portion of the entire block of Olga Street between Ninth Street and Tenth Street. The Planning Commission took action at their March 7, 2019 meeting to recommend approval.

MOTION by Beaton, second by Goodspeed to approve the request to vacate the southern portion of Olga Street.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac
NAYS: None

CONSIDERATION OF RENEWING CHARTER COMMUNICATIONS LOCAL FRANCHISE AGREEMENT

Charter Communications is requesting a ten-year renewal of the Local Franchise Agreement. The current franchise fee of 5% and the PEG fee of \$0.22 will remain the same in the renewal agreement.

MOTION by Cooper, second by Beaton to authorize a ten-year renewal of the Local Franchise Agreement with Charter Communications.

With a roll call vote this motion passed unanimously.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – MARCH 19, 2019

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac
NAYS: None

CONSIDERATION OF ACTING AS A FIDUCIARY FOR BLOSSOM BOULEVARD

Blossom Boulevard has been part of the Manistee Community for decades. A new committee has formed to once again plant flowers along US-31 beginning this spring. Until the Blossom Boulevard Corporation can be reinstated with the State of Michigan, the committee is requesting the City of Manistee act as a fiduciary to process payments to vendors. The City would be reimbursed from existing funds and new donations being managed by the Manistee Community Foundation.

MOTION by Beaton, second by Pontiac to approve acting as a fiduciary to Blossom Boulevard until such time as the Corporation can be reinstated with the State of Michigan.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac
NAYS: None

CONSIDERATION OF A 2019 CATEGORY B GRANT APPLICATION

The Michigan Department of Transportation notified the City that a new grant program had been created to assist with paving streets for communities with populations less than 10,000. The maximum grant amount is \$250,000 with a 50/50 match. The City has identified eligible street segments adjacent to planned construction and will utilize these projects as match money. This application is for 2019 construction.

MOTION by Beaton, second by Goodspeed to adopt a resolution authorizing Jeffrey W. Mikula to act as agent on behalf of the City and sign the project agreement; commits the City to one-half of the construction costs; and commits the City to a maintenance program for design life of the facilities constructed.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac
NAYS: None

CONSIDERATION OF A 2020 CATEGORY B GRANT APPLICATION

The Michigan Department of Transportation notified the City that a new grant program had been created to assist with paving streets for communities with populations less than 10,000. The maximum grant amount is \$250,000 with a 50/50 match. The City has identified eligible street segments adjacent to planned construction and will utilize these projects as match money. This application is for 2020 construction.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – MARCH 19, 2019

MOTION by Goodspeed, second by Beaton to adopt a resolution authorizing Jeffrey W. Mikula to act as agent on behalf of the City and sign the project agreement; commits the City to one-half of the construction costs; and commits the City to a maintenance program for design life of the facilities constructed.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac
NAYS: None

CONSIDERATION OF ECONOMIC DEVELOPMENT SERVICES AGREEMENT WITH THE MANISTEE AREA CHAMBER OF COMMERCE

On February 5, 2019 City Council voted unanimously in support of the concept for the Manistee Area Chamber of Commerce to provide economic development services for the City and directed the City Attorney and staff to draft an agreement.

A three-year agreement has been drafted with an effective date of July 1, 2019 that includes the following: an annual payment of \$20,000, scope of services, and requires quarterly reports to the City Council on their activities.

MOTION by Goodspeed, second by Szymanski to authorize the Mayor and City Clerk to execute the Economic Development Services Agreement with the Manistee Area Chamber of Commerce.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski and Pontiac
NAYS: None

A REPORT FROM THE PUBLIC SAFETY DEPARTMENT

Chief Tim Kozal reported on the activities of the Public Safety Departments and responded to questions the Council had regarding their activities.

CITIZEN COMMENT

David Holmer, 909 High St. – invited councilmembers and the public to attend an event hosted by the Manistee Tea Party on 3/21/19 at the Bungalow Inn.

Thomas Dame, 635 Piney Rd. – stated that he is proud of councilmembers and proud to be a member of the Manistee community.

Allison Anderson, 609 Davis St. – asked that repairs be done on Sixth Street in the St. Joseph Church area.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – MARCH 19, 2019

OFFICIALS AND STAFF

Mikula reported that second and third work shifts for DPW workers have been discontinued. Mikula also updated Council on erosion issues at First Street beach and Riverwalk areas. The marina docks repair contractor has requested a 2 week extension of their contract for completion of work. Tightlines for Troops event will again be held at Seng's Marina this year. A grant application to the Waterways Fund for six docks needing repairs not related to the 2018 Seiche event will be submitted.

Lisette Reyes of Project Rising Tide stated that consultant Joe Borgstrom will meet with the DDA Board regarding Economic Development.

COUNCILMEMBERS

Pontiac and Goodspeed will be absent from the April 2, 2019 City Council meeting.

Grabowski thanked the DPW for their hard work with snow removal this year.

Szymanski noted that the City DPW workers did a great job getting through the winter and thanked the citizens for their comments regarding the Peace Disturbances Ordinance.

Beaton thanked Mikula for his work on the Grant Applications and hopes they are approved.

Zielinski expressed his appreciation for those citizens in attendance and comments provided.

ADJOURN

MOTION to adjourn was made by Goodspeed. Meeting adjourned at 8:35 pm.

Lora Y Laurain
City Deputy Clerk

FROM 02/01/2019 TO 02/28/2019

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 02/01/2019	Total Debits	Total Credits	Ending Balance 02/28/2019
Fund 101	GENERAL FUND				
001.000	CASH - CHECKING	135,793.71	375,953.36	428,932.69	82,814.38
001.001	CASH - RESTRICTED	27,102.00	0.00	0.00	27,102.00
001.002	CASH - ESCROW	100,169.99	0.00	2,000.00	98,169.99
003.000	CASH - CERTIFICATES OF DEPOSIT	200,000.00	0.00	0.00	200,000.00
004.000	CASH - PETTY	820.18	187.82	154.22	853.78
017.000	INV - MI CLASS	1,685,738.15	3,322.33	0.00	1,689,060.48
	GENERAL FUND	2,149,624.03	379,463.51	431,086.91	2,098,000.63
Fund 202	MAJOR STREET FUND				
001.000	CASH - CHECKING	167,488.54	35,867.50	71,740.54	131,615.50
017.000	INV - MI CLASS	558,943.38	1,101.60	0.00	560,044.98
	MAJOR STREET FUND	726,431.92	36,969.10	71,740.54	691,660.48
Fund 203	LOCAL STREET FUND				
001.000	CASH - CHECKING	76,665.71	12,462.77	31,775.92	57,352.56
017.000	INV - MI CLASS	50,339.74	99.18	0.00	50,438.92
	LOCAL STREET FUND	127,005.45	12,561.95	31,775.92	107,791.48
Fund 204	MUNICIPAL STREET FUND				
001.000	CASH - CHECKING	50,371.82	0.00	0.00	50,371.82
Fund 226	CITY REFUSE FUND				
001.000	CASH - CHECKING	(13,935.21)	34,086.71	41,231.62	(21,080.12)
004.000	CASH - PETTY	(15.00)	0.00	0.00	(15.00)
017.000	INV - MI CLASS	100,679.50	198.42	0.00	100,877.92
	CITY REFUSE FUND	86,729.29	34,285.13	41,231.62	79,782.80
Fund 245	OIL & GAS FUND				
001.000	CASH - CHECKING	169,371.17	3,848.10	0.00	173,219.27
001.020	CASH - MONEY MARKET	464,630.28	0.00	0.00	464,630.28
	OIL & GAS FUND	634,001.45	3,848.10	0.00	637,849.55
Fund 272	PEG COMMISSION				
001.000	CASH - CHECKING	11,376.03	1,251.36	0.00	12,627.39
Fund 275	GRANT MANAGEMENT FUND				
001.000	CASH - CHECKING	25,198.86	17,053.10	41,833.99	417.97
Fund 430	CAPITAL IMPROVEMENT FUND				
001.000	CASH - CHECKING	63,938.72	0.00	0.00	63,938.72
Fund 496	RENAISSANCE PARK				
001.000	CASH - CHECKING	57.27	0.00	0.00	57.27
Fund 501	BOAT LAUNCH FUND				
001.000	CASH - CHECKING	26,462.67	0.00	456.85	26,005.82
Fund 592	WATER & SEWER UTILITY				
001.000	CASH - CHECKING	371,241.11	552,596.43	264,365.96	659,471.58
001.002	CASH - ESCROW	50,000.00	2,100.00	300.00	51,800.00
017.000	INV - MI CLASS	554,655.30	13.51	554,655.30	13.51
017.002	INV - MI CLASS 2017 W&S RVBD	522,093.96	803.82	213,951.50	308,946.28
017.004	INV - MI CLASS W&S RESTRICTED	437,415.84	862.08	0.00	438,277.92
017.005	INV - MI CLASS BOND DEBT RESERVE	0.00	555,734.92	0.00	555,734.92
	WATER & SEWER UTILITY	1,935,406.21	1,112,110.76	1,033,272.76	2,014,244.21
Fund 594	MARINA FUND				
001.000	CASH - CHECKING	24,848.56	404,836.04	11,515.60	418,169.00
001.001	CASH - RESTRICTED	86,944.81	0.00	0.00	86,944.81
001.002	CASH - ESCROW	930.00	200.00	230.00	900.00

CASH SUMMARY BY ACCOUNT FOR MANISTEE CITY

FROM 02/01/2019 TO 02/28/2019

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 02/01/2019	Total Debits	Total Credits	Ending Balance 02/28/2019
	MARINA FUND	112,723.37	405,036.04	11,745.60	506,013.81
Fund 661	MOTOR POOL FUND				
001.000	CASH - CHECKING	13,198.40	29,988.59	0.00	43,186.99
017.000	INV - MI CLASS	362,494.97	714.41	0.00	363,209.38
	MOTOR POOL FUND	375,693.37	30,703.00	0.00	406,396.37
Fund 703	CURRENT TAX COLLECTION				
001.000	CASH - CHECKING	333,242.28	1,003,891.70	339,785.41	997,348.57
Fund 705	DELINQUENT TAX COLLECTION				
001.000	CASH - CHECKING	810.01	0.00	0.00	810.01
	TOTAL - ALL FUNDS	6,659,072.75	3,037,173.75	2,002,929.60	7,693,316.90

User: ebradford

PERIOD ENDING 02/28/2019

DB: Manistee

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDY USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	TAXES - REAL/PERSONAL PROPRT	2,976,032.00	2,979,174.33	5,683.42	(3,142.33)	100.11
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	78,586.32	0.00	97,930.68	44.52
101-000-445.000	TAXES - PENALTIES & INTEREST	17,365.00	16,026.35	620.15	1,338.65	92.29
101-000-447.000	TAXES - ADMINISTRATION FEE	86,749.00	84,448.63	3,340.18	2,300.37	97.35
101-000-476.000	PERMIT - BUSINESS REGISTRATIO	27,000.00	5,800.00	75.00	21,200.00	21.48
101-000-477.000	PERMIT - FRANCHISE FEES	122,000.00	59,657.67	59,657.67	62,342.33	48.90
101-000-490.000	PERMIT - NON-BUSINESS	8,500.00	4,280.00	1,300.00	4,220.00	50.35
101-000-540.000	STATE GRANT - OTHER	0.00	4,415.05	0.00	(4,415.05)	100.00
101-000-543.000	STATE GRANT - PUBLIC SAFETY (SSCENT)	8,600.00	1,758.61	0.00	6,841.39	20.45
101-000-543.001	STATE GRANT - UNDERAGE DRINKING	3,000.00	1,234.00	0.00	1,766.00	41.13
101-000-543.002	STATE GRANT - CRIMINAL JUSTIC	2,500.00	1,115.28	0.00	1,384.72	44.61
101-000-573.000	STATE GRANT - LOCAL COMM STAB	175,000.00	113,201.97	0.00	61,798.03	64.69
101-000-574.000	STATE GRANT - REVENUE SHARING	525,969.00	280,183.00	88,556.00	245,786.00	53.27
101-000-574.001	STATE GRANT - CVTRS	165,337.00	83,499.00	28,394.00	81,838.00	50.50
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	7,651.60	0.00	848.40	90.02
101-000-626.000	CHARGE FOR SERVICE	60,000.00	44,047.65	391.32	15,952.35	73.41
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	89,999.99	11,250.00	45,000.01	66.67
101-000-631.000	CHARGE FOR SERVICE - MAJOR ST	326,000.00	217,333.28	27,166.66	108,666.72	66.67
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	97,519.61	8,374.42	43,672.39	69.07
101-000-635.000	CHARGE FOR SERVICE - W&S	371,843.00	247,535.02	30,986.92	124,307.98	66.57
101-000-636.000	CHARGE FOR SERVICE - TRANSPOR	300,000.00	172,212.87	21,184.24	127,787.13	57.40
101-000-637.000	UTILITY OWNERSHIP FEE	194,122.00	129,884.48	16,176.83	64,237.52	66.91
101-000-642.000	SALES	8,000.00	34,927.29	24,904.85	(26,927.29)	436.59
101-000-655.000	FINES & FORFEITS	25,000.00	12,707.10	1,380.00	12,292.90	50.83
101-000-665.000	INVESTMENT - INTEREST	20,000.00	20,323.48	3,397.37	(323.48)	101.62
101-000-667.000	RENTAL INCOME	6,850.00	3,550.00	0.00	3,300.00	51.82
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	1,511.49	0.00	(1,011.49)	302.30
101-000-674.000	CONTRIBUTIONS / DONATIONS	2,000.00	2,050.00	2,000.00	(50.00)	102.50
101-000-676.000	REIMBURSEMENT	145,500.00	141,330.58	0.00	4,169.42	97.13
101-000-687.000	REFUNDS	17,000.00	14,923.00	0.00	2,077.00	87.78
101-000-688.000	REFUNDS - WORK/COMP PREMIUM	0.00	2,593.00	0.00	(2,593.00)	100.00
101-000-698.000	INSURANCE SETTLEMENT	1,000.00	21,167.01	0.00	(20,167.01)	2,116.70
Total Dept 000		6,279,409.00	4,983,174.16	334,839.03	1,296,234.84	79.36
TOTAL REVENUES		6,279,409.00	4,983,174.16	334,839.03	1,296,234.84	79.36
Expenditures						
Dept 101 - LEGISLATIVE						
101-101-702.000	WAGES - FULL TIME	27,052.00	18,034.81	2,254.35	9,017.19	66.67
101-101-709.000	COSTS - SOCIAL SECURITY	1,677.00	1,118.20	139.80	558.80	66.68
101-101-711.000	COSTS - MEDICARE	392.00	261.49	32.65	130.51	66.71
101-101-726.000	COSTS - WORKERS COMPENSATION	87.00	39.68	4.96	47.32	45.61
101-101-752.000	SUPPLIES - OPERATING	2,250.00	957.18	0.00	1,292.82	42.54
101-101-913.000	TRAVEL & TRAINING	3,400.00	2,829.93	0.00	570.07	83.23
101-101-915.000	MEMBERSHIPS & DUES	5,350.00	5,317.00	0.00	33.00	99.38

PERIOD ENDING 02/28/2019

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GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGDY USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 101 - LEGISLATIVE		40,208.00	28,558.29	2,431.76	11,649.71	71.03
Dept 172 - MANAGER						
101-172-702.000	WAGES - FULL TIME	159,049.00	95,632.72	12,214.78	63,416.28	60.13
101-172-708.000	COSTS - SUTA	618.00	43.46	11.92	574.54	7.03
101-172-709.000	COSTS - SOCIAL SECURITY	10,433.00	6,483.01	781.75	3,949.99	62.14
101-172-711.000	COSTS - MEDICARE	2,439.00	1,516.19	182.83	922.81	62.16
101-172-712.000	COSTS - IN LIEU OF BC/BS	3,912.00	2,688.32	336.04	1,223.68	68.72
101-172-717.000	COSTS - MERS CONTRIBUTION	22,060.00	14,328.18	1,678.38	7,731.82	64.95
101-172-718.000	COSTS - HEALTH INSURANCE	10,358.00	6,824.26	878.50	3,533.74	65.88
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	863.08	107.66	428.92	66.80
101-172-718.003	COSTS - VISION / ANCILLIARY	233.00	155.04	19.38	77.96	66.54
101-172-724.000	COSTS - VEHICLE ALLOWANCE	4,800.00	2,800.00	400.00	2,000.00	58.33
101-172-725.000	COSTS - LIFE INSURANCE	449.00	345.60	43.20	103.40	76.97
101-172-726.000	COSTS - WORKERS COMPENSATION	716.00	420.32	50.58	295.68	58.70
101-172-752.000	SUPPLIES - OPERATING	2,000.00	1,656.22	855.63	343.78	82.81
101-172-791.000	SUBSCRIPTIONS & PUBLICATIONS	175.00	186.00	0.00	(11.00)	106.29
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	1,373.01	5.00	876.99	61.02
101-172-915.000	MEMBERSHIPS & DUES	420.00	445.00	150.00	(25.00)	105.95
101-172-933.000	SOFTWARE AGREE / COPIER MAINT	1,300.00	983.65	185.25	316.35	75.67
101-172-983.000	LEASE PURCHASE	2,000.00	991.56	0.00	1,008.44	49.58
Total Dept 172 - MANAGER		228,004.00	140,735.62	17,900.90	87,268.38	61.73
Dept 215 - CLERK						
101-215-702.000	WAGES - FULL TIME	104,359.00	64,220.91	8,027.61	40,138.09	61.54
101-215-708.000	COSTS - SUTA	618.00	38.98	18.90	579.02	6.31
101-215-709.000	COSTS - SOCIAL SECURITY	6,799.00	4,417.20	536.15	2,381.80	64.97
101-215-711.000	COSTS - MEDICARE	1,589.00	1,033.05	125.39	555.95	65.01
101-215-712.000	COSTS - IN LIEU OF BC/BS	8,000.00	4,800.00	800.00	3,200.00	60.00
101-215-717.000	COSTS - MERS CONTRIBUTION	14,474.00	11,696.57	1,678.36	2,777.43	80.81
101-215-718.000	COSTS - HEALTH INSURANCE	1,150.00	1,106.87	0.00	43.13	96.25
101-215-718.002	COSTS - DENTAL INSURANCE	0.00	67.28	0.00	(67.28)	100.00
101-215-718.003	COSTS - VISION / ANCILLIARY	0.00	17.38	0.00	(17.38)	100.00
101-215-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	2,250.00	500.00	750.00	75.00
101-215-725.000	COSTS - LIFE INSURANCE	294.00	227.36	28.42	66.64	77.33
101-215-726.000	COSTS - WORKERS COMPENSATION	470.00	281.67	33.24	188.33	59.93
101-215-752.000	SUPPLIES - OPERATING	3,150.00	2,042.16	492.98	1,107.84	64.83
101-215-791.000	SUBSCRIPTIONS & PUBLICATIONS	170.00	186.00	0.00	(16.00)	109.41
101-215-900.000	PRINTING & PUBLISHING	5,000.00	1,915.55	721.16	3,084.45	38.31
101-215-913.000	TRAVEL & TRAINING	4,525.00	1,270.45	0.00	3,254.55	28.08
101-215-915.000	MEMBERSHIPS & DUES	580.00	370.00	0.00	210.00	63.79
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	8,178.01	19.98	1,241.99	86.82
101-215-983.000	LEASE PURCHASE	3,000.00	2,336.40	845.28	663.60	77.88
101-215-985.000	CAPITAL OUTLAY	0.00	144.98	0.00	(144.98)	100.00
Total Dept 215 - CLERK		167,098.00	106,600.82	13,827.47	60,497.18	63.80
Dept 247 - BOARD OF REVIEW						
101-247-704.000	WAGES - PART-TIME	750.00	320.00	0.00	430.00	42.67

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PERIOD ENDING 02/28/2019

DB: Manistee

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Fund 101 - GENERAL FUND						
Expenditures						
101-247-709.000	COSTS - SOCIAL SECURITY	75.00	19.84	0.00	55.16	26.45
101-247-711.000	COSTS - MEDICARE	20.00	4.63	0.00	15.37	23.15
101-247-726.000	COSTS - WORKERS COMPENSATION	5.00	1.34	0.00	3.66	26.80
101-247-900.000	PRINTING & PUBLISHING	500.00	137.46	76.20	362.54	27.49
101-247-913.000	TRAVEL & TRAINING	500.00	0.00	0.00	500.00	0.00
Total Dept 247 - BOARD OF REVIEW		1,850.00	483.27	76.20	1,366.73	26.12
Dept 253 - FINANCE / TREASURER						
101-253-702.000	WAGES - FULL TIME	202,327.00	124,508.97	15,563.62	77,818.03	61.54
101-253-708.000	COSTS - SUTA	927.00	60.40	21.48	866.60	6.52
101-253-709.000	COSTS - SOCIAL SECURITY	12,941.00	8,030.94	947.49	4,910.06	62.06
101-253-711.000	COSTS - MEDICARE	3,026.00	1,878.22	221.60	1,147.78	62.07
101-253-712.000	COSTS - IN LIEU OF BC/BS	4,800.00	3,200.00	400.00	1,600.00	66.67
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	19,732.65	2,517.54	8,344.35	70.28
101-253-718.000	COSTS - HEALTH INSURANCE	26,093.00	17,200.58	2,213.74	8,892.42	65.92
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	1,078.64	134.56	536.36	66.79
101-253-718.003	COSTS - VISION / ANCILLIARY	418.00	278.08	34.76	139.92	66.53
101-253-723.000	COSTS - RETIREE HEALTH CARE	0.00	661.72	(1,324.74)	(661.72)	100.00
101-253-725.000	COSTS - LIFE INSURANCE	474.00	365.92	45.74	108.08	77.20
101-253-726.000	COSTS - WORKERS COMPENSATION	912.00	546.16	64.44	365.84	59.89
101-253-752.000	SUPPLIES - OPERATING	4,480.00	2,703.48	478.48	1,776.52	60.35
101-253-791.000	SUBSCRIPTIONS & PUBLICATIONS	870.00	711.00	0.00	159.00	81.72
101-253-801.000	PROFESSIONAL & CONSULTING SER	28,750.00	29,018.70	15,818.70	(268.70)	100.93
101-253-900.000	PRINTING & PUBLISHING	1,000.00	240.16	0.00	759.84	24.02
101-253-913.000	TRAVEL & TRAINING	6,000.00	5,989.15	296.92	10.85	99.82
101-253-915.000	MEMBERSHIPS & DUES	940.00	615.00	50.00	325.00	65.43
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	9,085.15	52.99	1,584.85	85.15
101-253-985.000	CAPITAL OUTLAY	1,000.00	528.08	0.00	471.92	52.81
Total Dept 253 - FINANCE / TREASURER		341,920.00	232,433.00	37,537.32	109,487.00	67.98
Dept 257 - ASSESSOR						
101-257-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	2,184.11	250.00	815.89	72.80
101-257-752.000	SUPPLIES - OPERATING	400.00	94.00	0.00	306.00	23.50
101-257-801.000	PROFESSIONAL & CONSULTING SER	81,348.00	58,801.00	13,058.00	22,547.00	72.28
101-257-933.000	SOFTWARE AGREE / COPIER MAINT	2,650.00	1,899.75	0.00	750.25	71.69
101-257-985.000	CAPITAL OUTLAY	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 257 - ASSESSOR		88,398.00	62,978.86	13,308.00	25,419.14	71.24
Dept 262 - ELECTIONS						
101-262-704.000	WAGES - PART-TIME	8,650.00	6,254.00	0.00	2,396.00	72.30
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	25.92	0.00	13.08	66.46
101-262-752.000	SUPPLIES - OPERATING	3,750.00	1,635.23	(1,970.00)	2,114.77	43.61
101-262-801.000	PROFESSIONAL & CONSULTING SER	2,100.00	1,970.00	1,970.00	130.00	93.81
101-262-900.000	PRINTING & PUBLISHING	1,200.00	130.87	0.00	1,069.13	10.91

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GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 262 - ELECTIONS		16,400.00	10,016.02	0.00	6,383.98	61.07
Dept 265 - CITY HALL BUILDINGS & GROUNDS						
101-265-702.000	WAGES - FULL TIME	51,306.00	31,372.90	3,946.60	19,933.10	61.15
101-265-708.000	COSTS - SUTA	309.00	21.72	11.05	287.28	7.03
101-265-709.000	COSTS - SOCIAL SECURITY	3,379.00	2,040.39	251.41	1,338.61	60.38
101-265-711.000	COSTS - MEDICARE	790.00	477.19	58.80	312.81	60.40
101-265-713.000	WAGES - OVERTIME	500.00	444.00	222.00	56.00	88.80
101-265-717.000	COSTS - MERS CONTRIBUTION	7,144.00	5,945.72	839.18	1,198.28	83.23
101-265-718.000	COSTS - HEALTH INSURANCE	10,358.00	6,824.26	878.50	3,533.74	65.88
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	431.54	53.83	214.46	66.80
101-265-718.003	COSTS - VISION / ANCILLIARY	116.00	77.52	9.69	38.48	66.83
101-265-724.000	COSTS - VEHICLE ALLOWANCE	3,000.00	2,000.00	250.00	1,000.00	66.67
101-265-725.000	COSTS - LIFE INSURANCE	72.00	55.44	6.93	16.56	77.00
101-265-726.000	COSTS - WORKERS COMPENSATION	2,246.00	1,316.80	164.26	929.20	58.63
101-265-752.000	SUPPLIES - OPERATING	6,500.00	5,235.81	516.80	1,264.19	80.55
101-265-801.000	PROFESSIONAL & CONSULTING SER	2,500.00	190.00	0.00	2,310.00	7.60
101-265-850.000	COMMUNICATIONS - PHONE	6,000.00	5,593.36	516.67	406.64	93.22
101-265-913.000	TRAVEL & TRAINING	500.00	0.00	0.00	500.00	0.00
101-265-915.000	MEMBERSHIPS & DUES	200.00	150.00	0.00	50.00	75.00
101-265-918.000	UTILITIES - WATER	2,400.00	2,032.35	201.30	367.65	84.68
101-265-920.000	UTILITIES - ELECTRIC	22,500.00	14,332.68	1,798.12	8,167.32	63.70
101-265-921.000	UTILITIES - NATURAL GAS	5,000.00	2,002.45	649.17	2,997.55	40.05
101-265-930.000	REPAIRS/MAINT - BUILDINGS/LAN	20,000.00	13,870.43	2,807.62	6,129.57	69.35
101-265-931.000	REPAIRS/MAINT - EQUIPMENT	1,000.00	1,193.45	415.45	(193.45)	119.35
101-265-933.000	SOFTWARE AGREE / COPIER MAINT	50.00	48.00	0.00	2.00	96.00
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	98,656.01	13,597.38	51,859.99	65.55
Dept 275 - GENERAL						
101-275-752.000	SUPPLIES - OPERATING	1,000.00	850.00	(592.98)	150.00	85.00
101-275-801.000	PROFESSIONAL & CONSULTING SER	31,550.00	25,042.05	182.24	6,507.95	79.37
101-275-802.000	ATTORNEY	55,000.00	35,975.47	4,455.00	19,024.53	65.41
101-275-804.000	ATTORNEY - LABOR	50,000.00	43,051.24	18,933.17	6,948.76	86.10
101-275-805.000	ATTORNEY - TAX APPEALS	3,000.00	0.00	0.00	3,000.00	0.00
101-275-806.000	ATTORNEY - PROSECUTING ATTY	12,000.00	11,333.75	2,590.75	666.25	94.45
101-275-807.000	ATTORNEY - LITIGATION\PROJECTS	10,000.00	1,541.00	1,541.00	8,459.00	15.41
101-275-851.000	POSTAGE	28,000.00	18,881.36	3,240.13	9,118.64	67.43
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	7,540.60	930.84	4,459.40	62.84
101-275-920.001	UTILITIES - ELECTRIC STR LIGH	109,000.00	80,110.93	18,866.74	28,889.07	73.50
101-275-933.000	SOFTWARE AGREE / COPIER MAINT	200.00	192.00	0.00	8.00	96.00
101-275-935.000	INSURANCE	92,000.00	83,681.80	0.00	8,318.20	90.96
101-275-940.000	RENT	1,700.00	1,650.49	0.00	49.51	97.09
101-275-946.000	ENGINEERING SERVICES	12,000.00	7,600.00	0.00	4,400.00	63.33
101-275-955.000	MISCELLANEOUS EXPENSE	0.00	163.74	0.00	(163.74)	100.00
101-275-959.000	BAD DEBT	500.00	0.00	0.00	500.00	0.00
101-275-960.000	BANK CHARGES	6,800.00	3,322.00	47.75	3,478.00	48.85
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	23,255.33	100.00	4,421.67	84.02
101-275-995.000	TRANSFERS OUT	75,616.00	195.95	0.00	75,420.05	0.26

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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	% BGDY USED
		AMENDED BUDGET	NORMAL (ABNORMAL) 02/28/2019	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 275 - GENERAL		533,543.00	348,581.71	50,294.64	184,961.29	65.33
Dept 301 - POLICE						
101-301-702.000	WAGES - FULL TIME	674,421.00	378,264.42	39,880.56	296,156.58	56.09
101-301-704.000	WAGES - PART-TIME	17,225.00	10,600.00	1,325.00	6,625.00	61.54
101-301-708.000	COSTS - SUTA	4,167.00	287.40	99.54	3,879.60	6.90
101-301-709.000	COSTS - SOCIAL SECURITY	1,068.00	697.19	82.15	370.81	65.28
101-301-711.000	COSTS - MEDICARE	11,245.00	6,937.30	759.01	4,307.70	61.69
101-301-712.000	COSTS - IN LIEU OF BC/BS	16,356.00	11,029.06	1,353.30	5,326.94	67.43
101-301-713.000	WAGES - OVERTIME	41,000.00	35,322.04	5,171.81	5,677.96	86.15
101-301-713.002	WAGES - OT UNDERAGE DRINKING GRANT	3,000.00	970.22	0.00	2,029.78	32.34
101-301-715.000	WAGES - PHYSICAL FITNESS	6,500.00	500.00	500.00	6,000.00	7.69
101-301-717.000	COSTS - MERS CONTRIBUTION	147,445.00	102,661.48	12,628.54	44,783.52	69.63
101-301-718.000	COSTS - HEALTH INSURANCE	97,162.00	57,395.64	7,135.43	39,766.36	59.07
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	3,933.47	468.71	2,417.53	61.93
101-301-718.003	COSTS - VISION / ANCILLIARY	1,636.00	989.04	117.98	646.96	60.45
101-301-721.000	COSTS - UNIFORM/CLEANING ALLO	9,000.00	6,162.63	1,471.69	2,837.37	68.47
101-301-723.000	COSTS - RETIREE HEALTH CARE	6,000.00	4,500.00	1,000.00	1,500.00	75.00
101-301-725.000	COSTS - LIFE INSURANCE	1,878.00	1,562.28	347.97	315.72	83.19
101-301-726.000	COSTS - WORKERS COMPENSATION	20,334.00	12,231.87	1,329.90	8,102.13	60.15
101-301-727.000	WAGES - HOL/VAC/SICK SELLBACK	30,000.00	30,342.73	3,215.52	(342.73)	101.14
101-301-752.000	SUPPLIES - OPERATING	9,940.00	5,417.27	(175.35)	4,522.73	54.50
101-301-770.000	VEHICLE GAS / DIESEL	16,800.00	11,505.48	1,425.01	5,294.52	68.49
101-301-791.000	SUBSCRIPTIONS & PUBLICATIONS	220.00	213.00	0.00	7.00	96.82
101-301-801.000	PROFESSIONAL & CONSULTING SER	1,130.00	306.00	120.00	824.00	27.08
101-301-900.000	PRINTING & PUBLISHING	1,000.00	229.02	114.00	770.98	22.90
101-301-913.000	TRAVEL & TRAINING	11,280.00	2,276.49	297.34	9,003.51	20.18
101-301-915.000	MEMBERSHIPS & DUES	400.00	305.00	115.00	95.00	76.25
101-301-930.000	REPAIRS/MAINT - BUILDINGS/LAN	220.00	216.47	216.47	3.53	98.40
101-301-931.000	REPAIRS/MAINT - EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00
101-301-932.000	REPAIRS/MAINT - VEHICLES	7,000.00	2,318.33	115.50	4,681.67	33.12
101-301-933.000	SOFTWARE AGREE / COPIER MAINT	5,550.00	6,564.74	3,053.00	(1,014.74)	118.28
101-301-957.000	MOTOR POOL	32,409.00	21,606.00	2,700.75	10,803.00	66.67
101-301-983.000	LEASE PURCHASE	1,420.00	983.16	275.28	436.84	69.24
101-301-985.000	CAPITAL OUTLAY	24,000.00	22,612.56	0.00	1,387.44	94.22
Total Dept 301 - POLICE		1,231,157.00	762,940.29	85,144.11	468,216.71	61.97
Dept 336 - FIRE						
101-336-702.000	WAGES - FULL TIME	465,163.00	252,829.86	35,701.63	212,333.14	54.35
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	189.13	70.64	2,537.87	6.94
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	4,382.04	465.74	2,319.96	65.38
101-336-712.000	COSTS - IN LIEU OF BC/BS	1,956.00	1,881.14	557.40	74.86	96.17
101-336-713.000	WAGES - OVERTIME	38,000.00	36,470.40	5,965.05	1,529.60	95.97
101-336-713.005	WAGES - OT FF PA 604	4,000.00	3,018.89	227.16	981.11	75.47
101-336-715.000	WAGES - PHYSICAL FITNESS	4,000.00	0.00	0.00	4,000.00	0.00
101-336-717.000	COSTS - MERS CONTRIBUTION	134,264.00	95,801.37	12,665.07	38,462.63	71.35
101-336-718.000	COSTS - HEALTH INSURANCE	104,373.00	56,881.42	6,641.22	47,491.58	54.50
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	3,802.47	437.32	2,979.53	56.07
101-336-718.003	COSTS - VISION / ANCILLIARY	1,785.00	997.60	112.97	787.40	55.89

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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	% BGDY USED
		AMENDED BUDGET	02/28/2019 (NORMAL (ABNORMAL))	MONTH 02/28/2019 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 101 - GENERAL FUND						
Expenditures						
101-336-721.000	COSTS - UNIFORM/CLEANING ALLO	7,780.00	6,986.90	507.40	793.10	89.81
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	7,250.00	1,500.00	4,000.00	64.44
101-336-725.000	COSTS - LIFE INSURANCE	1,302.00	902.83	139.29	399.17	69.34
101-336-726.000	COSTS - WORKERS COMPENSATION	21,670.00	13,131.91	1,365.02	8,538.09	60.60
101-336-727.000	WAGES - HOL/VAC/SICK SELLBACK	35,000.00	35,811.94	0.00	(811.94)	102.32
101-336-752.000	SUPPLIES - OPERATING	8,000.00	4,946.29	306.07	3,053.71	61.83
101-336-770.000	VEHICLE GAS / DIESEL	6,730.00	4,772.13	420.81	1,957.87	70.91
101-336-777.000	SUPPLIES - MEDICAL	18,400.00	8,836.28	231.12	9,563.72	48.02
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	17,090.86	1,487.81	10,784.14	61.31
101-336-873.000	EDUCATION/TUITION REIMBURSE.	4,500.00	0.00	0.00	4,500.00	0.00
101-336-900.000	PRINTING & PUBLISHING	1,250.00	979.22	300.00	270.78	78.34
101-336-913.000	TRAVEL & TRAINING	5,300.00	4,815.59	0.00	484.41	90.86
101-336-915.000	MEMBERSHIPS & DUES	710.00	710.00	0.00	0.00	100.00
101-336-918.000	UTILITIES - WATER	1,600.00	1,058.88	177.72	541.12	66.18
101-336-920.000	UTILITIES - ELECTRIC	5,700.00	2,926.15	478.99	2,773.85	51.34
101-336-921.000	UTILITIES - NATURAL GAS	3,300.00	1,998.52	611.58	1,301.48	60.56
101-336-930.000	REPAIRS/MAINT - BUILDINGS/LAN	2,800.00	1,742.29	79.98	1,057.71	62.22
101-336-931.000	REPAIRS/MAINT - EQUIPMENT	4,836.00	3,798.80	25.54	1,037.20	78.55
101-336-932.000	REPAIRS/MAINT - VEHICLES	9,700.00	8,150.28	1,227.79	1,549.72	84.02
101-336-933.000	SOFTWARE AGREE / COPIER MAINT	5,700.00	4,972.48	0.00	727.52	87.24
101-336-942.000	HYDRANT RENTAL	21,600.00	16,200.00	0.00	5,400.00	75.00
101-336-957.000	MOTOR POOL	64,818.00	43,212.00	5,401.50	21,606.00	66.67
101-336-983.000	LEASE PURCHASE	480.00	275.24	39.32	204.76	57.34
101-336-985.000	CAPITAL OUTLAY	11,600.00	7,120.48	543.13	4,479.52	61.38
Total Dept 336 - FIRE		1,087,649.00	680,151.13	77,687.27	407,497.87	62.53
Dept 441 - PUBLIC WORKS						
101-441-702.000	WAGES - FULL TIME	647,439.00	400,118.67	49,962.98	247,320.33	61.80
101-441-704.000	WAGES - PART-TIME	18,000.00	6,943.88	0.00	11,056.12	38.58
101-441-708.000	COSTS - SUTA	4,939.00	573.76	126.53	4,365.24	11.62
101-441-709.000	COSTS - SOCIAL SECURITY	44,143.00	27,785.32	3,338.25	16,357.68	62.94
101-441-711.000	COSTS - MEDICARE	10,324.00	6,498.20	780.73	3,825.80	62.94
101-441-712.000	COSTS - IN LIEU OF BC/BS	14,400.00	8,400.00	1,200.00	6,000.00	58.33
101-441-713.000	WAGES - OVERTIME	29,000.00	16,452.61	4,642.70	12,547.39	56.73
101-441-713.001	WAGES - 2E STANDBY PAY	16,540.00	10,486.50	1,272.32	6,053.50	63.40
101-441-716.000	COSTS - ICMA CONTRIBUTION	2,638.00	1,945.09	244.16	692.91	73.73
101-441-717.000	COSTS - MERS CONTRIBUTION	42,688.00	28,016.48	3,381.37	14,671.52	65.63
101-441-718.000	COSTS - HEALTH INSURANCE	140,466.00	77,749.59	9,770.93	62,716.41	55.35
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	4,895.45	596.56	4,416.55	52.57
101-441-718.003	COSTS - VISION / ANCILLIARY	2,210.00	1,148.32	138.36	1,061.68	51.96
101-441-721.000	COSTS - UNIFORM/CLEANING ALLO	6,320.00	4,740.81	58.75	1,579.19	75.01
101-441-723.000	COSTS - RETIREE HEALTH CARE	6,000.00	4,404.58	500.00	1,595.42	73.41
101-441-725.000	COSTS - LIFE INSURANCE	1,562.00	1,203.12	150.39	358.88	77.02
101-441-726.000	COSTS - WORKERS COMPENSATION	41,858.00	26,247.91	3,181.17	15,610.09	62.71
101-441-727.000	WAGES - HOL/VAC/SICK SELLBACK	13,000.00	5,195.77	0.00	7,804.23	39.97
101-441-752.000	SUPPLIES - OPERATING	18,000.00	13,966.49	540.20	4,033.51	77.59
101-441-770.000	VEHICLE GAS / DIESEL	49,500.00	29,529.13	6,946.86	19,970.87	59.65
101-441-791.000	SUBSCRIPTIONS & PUBLICATIONS	150.00	186.00	0.00	(36.00)	124.00
101-441-801.000	PROFESSIONAL & CONSULTING SER	11,500.00	3,273.00	0.00	8,227.00	28.46
101-441-850.000	COMMUNICATIONS - PHONE	480.00	319.92	39.99	160.08	66.65

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GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
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	472.50	0.00	527.50	47.25
101-441-913.000	TRAVEL & TRAINING	2,000.00	1,498.64	110.79	501.36	74.93
101-441-915.000	MEMBERSHIPS & DUES	300.00	227.00	0.00	73.00	75.67
101-441-918.000	UTILITIES - WATER	2,500.00	534.60	69.66	1,965.40	21.38
101-441-920.000	UTILITIES - ELECTRIC	14,500.00	7,541.54	0.00	6,958.46	52.01
101-441-921.000	UTILITIES - NATURAL GAS	18,000.00	9,391.98	3,635.26	8,608.02	52.18
101-441-930.000	REPAIRS/MAINT - BUILDINGS/LAN	10,000.00	7,144.84	1,146.85	2,855.16	71.45
101-441-931.000	REPAIRS/MAINT - EQUIPMENT	20,000.00	13,315.77	2,240.77	6,684.23	66.58
101-441-932.000	REPAIRS/MAINT - VEHICLES	45,000.00	25,715.59	4,217.76	19,284.41	57.15
101-441-933.000	SOFTWARE AGREE / COPIER MAINT	1,850.00	1,366.50	0.00	483.50	73.86
101-441-954.000	CHRISTMAS DECORATIONS	5,000.00	5,632.00	0.00	(632.00)	112.64
101-441-957.000	MOTOR POOL	75,000.00	50,000.00	6,250.00	25,000.00	66.67
101-441-985.000	CAPITAL OUTLAY	15,000.00	1,401.30	0.00	13,598.70	9.34
Total Dept 441 - PUBLIC WORKS		1,378,619.00	838,822.86	104,543.34	539,796.14	60.85
Dept 701 - PLANNING & ZONING						
101-701-702.000	WAGES - FULL TIME	12,184.00	12,171.90	0.00	12.10	99.90
101-701-708.000	COSTS - SUTA	309.00	0.00	0.00	309.00	0.00
101-701-709.000	COSTS - SOCIAL SECURITY	3,844.00	1,522.44	0.00	2,321.56	39.61
101-701-711.000	COSTS - MEDICARE	955.00	356.05	0.00	598.95	37.28
101-701-717.000	COSTS - MERS CONTRIBUTION	8,887.00	3,143.02	0.00	5,743.98	35.37
101-701-718.000	COSTS - HEALTH INSURANCE	678.00	674.76	0.00	3.24	99.52
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	56.00	54.28	0.00	1.72	96.93
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	2,500.00	1,750.00	250.00	750.00	70.00
101-701-724.000	COSTS - VEHICLE ALLOWANCE	300.00	300.00	0.00	0.00	100.00
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	202.75	0.00	414.25	32.86
101-701-727.000	WAGES - HOL/VAC/SICK SELLBACK	10,200.00	10,103.97	0.00	96.03	99.06
101-701-752.000	SUPPLIES - OPERATING	2,700.00	719.38	0.00	1,980.62	26.64
101-701-791.000	SUBSCRIPTIONS & PUBLICATIONS	205.00	32.00	0.00	173.00	15.61
101-701-801.000	PROFESSIONAL & CONSULTING SERV	52,500.00	17,500.00	0.00	35,000.00	33.33
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
101-701-900.000	PRINTING & PUBLISHING	100.00	288.45	194.70	(188.45)	288.45
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	2,422.64	19.99	857.36	73.86
Total Dept 701 - PLANNING & ZONING		107,953.00	54,591.74	464.69	53,361.26	50.57
Dept 751 - PARKS & RECREATION						
101-751-702.000	WAGES - FULL TIME	90,413.00	55,693.32	7,017.60	34,719.68	61.60
101-751-704.000	WAGES - PART-TIME	56,000.00	21,453.09	0.00	34,546.91	38.31
101-751-708.000	COSTS - SUTA	2,538.00	905.75	20.27	1,632.25	35.69
101-751-709.000	COSTS - SOCIAL SECURITY	9,667.00	5,591.71	474.42	4,075.29	57.84
101-751-711.000	COSTS - MEDICARE	2,261.00	1,307.74	110.95	953.26	57.84
101-751-713.000	WAGES - OVERTIME	8,500.00	7,719.73	1,091.23	780.27	90.82
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	4,596.38	574.56	1,237.62	78.79

PERIOD ENDING 02/28/2019

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE	
Fund 101 - GENERAL FUND						
Expenditures						
101-751-718.000	COSTS - HEALTH INSURANCE	23,405.00	15,424.56	1,985.37	7,980.44	65.90
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	970.86	121.11	482.14	66.82
101-751-718.003	COSTS - VISION / ANCILLIARY	325.00	216.56	27.07	108.44	66.63
101-751-721.000	COSTS - UNIFORM/CLEANING ALLO	1,161.00	399.50	0.00	761.50	34.41
101-751-723.000	COSTS - RETIREE HEALTH CARE	3,000.00	2,202.11	250.00	797.89	73.40
101-751-725.000	COSTS - LIFE INSURANCE	192.00	147.84	18.48	44.16	77.00
101-751-726.000	COSTS - WORKERS COMPENSATION	4,709.00	2,428.40	216.74	2,280.60	51.57
101-751-727.000	WAGES - HOL/VAC/SICK SELBACK	1,000.00	0.00	0.00	1,000.00	0.00
101-751-752.000	SUPPLIES - OPERATING	23,000.00	10,636.18	582.97	12,363.82	46.24
101-751-770.000	VEHICLE GAS / DIESEL	8,400.00	5,861.46	403.17	2,538.54	69.78
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	599.85	39.99	400.15	59.99
101-751-883.000	HARBOR COMMISSION	100.00	0.00	0.00	100.00	0.00
101-751-886.000	PARKS COMMISSION	800.00	230.24	0.00	569.76	28.78
101-751-900.000	PRINTING & PUBLISHING	1,050.00	389.30	0.00	660.70	37.08
101-751-913.000	TRAVEL & TRAINING	1,200.00	50.00	0.00	1,150.00	4.17
101-751-918.000	UTILITIES - WATER	23,000.00	10,930.98	516.99	12,069.02	47.53
101-751-920.000	UTILITIES - ELECTRIC	21,000.00	14,400.56	1,847.30	6,599.44	68.57
101-751-921.000	UTILITIES - NATURAL GAS	1,000.00	544.67	137.41	455.33	54.47
101-751-930.000	REPAIRS/MAINT - BUILDINGS/LAN	34,800.00	29,500.45	389.78	5,299.55	84.77
101-751-931.000	REPAIRS/MAINT - EQUIPMENT	25,000.00	7,929.37	449.00	17,070.63	31.72
101-751-932.000	REPAIRS/MAINT - VEHICLES	2,500.00	1,169.49	0.00	1,330.51	46.78
101-751-957.000	MOTOR POOL	37,636.00	25,090.64	3,136.33	12,545.36	66.67
101-751-985.000	CAPITAL OUTLAY	8,500.00	915.92	0.00	7,584.08	10.78
Total Dept 751 - PARKS & RECREATION		406,944.00	233,306.66	19,410.74	173,637.34	57.33
Dept 801 - APPROPRIATIONS						
101-801-890.000	ALTERNATIVES FOR AREA YOUTH	13,000.00	13,000.00	0.00	0.00	100.00
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	30,000.00	0.00	10,000.00	75.00
101-801-894.000	MANISTEE RECREATION ASSOC.	27,000.00	27,000.00	0.00	0.00	100.00
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	10,000.00	0.00	0.00	100.00
101-801-897.000	RAMSDELL REGIONAL CENTER FOR	55,000.00	41,250.00	0.00	13,750.00	75.00
Total Dept 801 - APPROPRIATIONS		172,000.00	123,250.00	0.00	48,750.00	71.66
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	0.00	0.00	100.00
101-905-992.106	2010 DDA REFUNDING - INTEREST	8,000.00	8,000.00	0.00	0.00	100.00
101-905-992.108	2013 CI REFUNDING - INTEREST	29,700.00	15,850.00	0.00	13,850.00	53.37
Total Dept 905 - DEBT SERVICE		367,700.00	353,850.00	0.00	13,850.00	96.23
TOTAL EXPENDITURES		6,319,959.00	4,075,956.28	436,223.82	2,244,002.72	64.49
Fund 101 - GENERAL FUND:						

REVENUE AND EXPENDITURE REPORT FOR MANISTEE CITY

PERIOD ENDING 02/28/2019

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% B DGT USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND							
	TOTAL REVENUES	6,279,409.00	4,983,174.16	334,839.03	1,296,234.84		79.36
	TOTAL EXPENDITURES	6,319,959.00	4,075,956.28	436,223.82	2,244,002.72		64.49
	NET OF REVENUES & EXPENDITURES	(40,550.00)	907,217.88	(101,384.79)	(947,767.88)		2,237.28

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PERIOD ENDING 02/28/2019

DB: Manistee

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-540.000	STATE GRANT - OTHER	187,500.00	96,899.98	0.00	90,600.02	51.68
202-000-546.001	STATE GRANT - ACT 51 REVENUE	576,708.00	290,784.11	35,867.50	285,923.89	50.42
202-000-546.003	STATE GRANT - MOVABLE BRIDGES	113,500.00	50,974.68	0.00	62,525.32	44.91
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	59,517.92	0.00	120,482.08	33.07
202-000-665.000	INVESTMENT - INTEREST	1,000.00	5,919.76	1,101.60	(4,919.76)	591.98
202-000-676.000	REIMBURSEMENT	0.00	10,602.41	0.00	(10,602.41)	100.00
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	514,698.86	36,969.10	639,009.14	44.61
TOTAL REVENUES		1,153,708.00	514,698.86	36,969.10	639,009.14	44.61
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	20,735.14	0.00	(1,235.14)	106.33
202-000-864.000	PRESERVATION STREETS	110,000.00	61,569.00	7,083.33	48,431.00	55.97
202-000-864.001	PRESERVATION STREETS -PROJECT	432,050.00	93,201.04	24,755.50	338,848.96	21.57
202-000-865.000	ROUTINE MAINTENANCE BRIDGES	20,000.00	7,936.74	7,672.50	12,063.26	39.68
202-000-865.001	OPERATIONS - BRIDGE	106,000.00	70,666.64	8,833.33	35,333.36	66.67
202-000-866.000	WINTER MAINTENANCE STREETS	160,500.00	101,906.93	11,250.00	58,593.07	63.49
202-000-870.000	SIDEWALKS	12,500.00	2,246.30	0.00	10,253.70	17.97
202-000-918.000	UTILITIES - WATER	1,200.00	659.18	92.32	540.82	54.93
202-000-920.000	UTILITIES - ELECTRIC	4,500.00	2,263.55	0.00	2,236.45	50.30
202-000-921.000	UTILITIES - NATURAL GAS	2,000.00	652.71	157.97	1,347.29	32.64
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	361,837.23	59,844.95	687,688.77	34.48
TOTAL EXPENDITURES		1,049,526.00	361,837.23	59,844.95	687,688.77	34.48
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		1,153,708.00	514,698.86	36,969.10	639,009.14	44.61
TOTAL EXPENDITURES		1,049,526.00	361,837.23	59,844.95	687,688.77	34.48
NET OF REVENUES & EXPENDITURES		104,182.00	152,861.63	(22,875.85)	(48,679.63)	146.73

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PERIOD ENDING 02/28/2019

DB: Manistee

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 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	101,039.03	12,462.77	97,948.97	50.78
203-000-548.000	SNOW REMOVAL	500.00	0.00	0.00	500.00	0.00
203-000-665.000	INVESTMENT - INTEREST	50.00	438.92	99.18	(388.92)	877.84
203-000-699.000	TRANSFERS IN	524,776.00	0.00	0.00	524,776.00	0.00
Total Dept 000		724,314.00	101,477.95	12,561.95	622,836.05	14.01
TOTAL REVENUES		724,314.00	101,477.95	12,561.95	622,836.05	14.01
Expenditures						
Dept 000						
203-000-752.000	SUPPLIES - OPERATING	500.00	46.16	0.00	453.84	9.23
203-000-863.000	TRAFFIC SERVICES	6,000.00	1,033.42	0.00	4,966.58	17.22
203-000-864.000	PRESERVATION STREETS	90,000.00	50,883.38	5,416.67	39,116.62	56.54
203-000-864.001	PRESERVATION STREETS -PROJECTS	451,100.00	12,498.12	8,619.00	438,601.88	2.77
203-000-866.000	WINTER MAINTENANCE STREETS	92,500.00	58,573.56	5,833.33	33,926.44	63.32
203-000-870.000	SIDEWALKS	12,500.00	1,481.82	0.00	11,018.18	11.85
Total Dept 000		652,600.00	124,516.46	19,869.00	528,083.54	19.08
Dept 905 - DEBT SERVICE						
203-905-991.000	PRINCIPLE PORTION OF PAYMENTS	47,414.00	47,413.79	0.00	0.21	100.00
203-905-992.012	2010 CAPITAL IMP BOND INTEREST	33,362.00	17,125.63	0.00	16,236.37	51.33
Total Dept 905 - DEBT SERVICE		80,776.00	64,539.42	0.00	16,236.58	79.90
TOTAL EXPENDITURES		733,376.00	189,055.88	19,869.00	544,320.12	25.78
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		724,314.00	101,477.95	12,561.95	622,836.05	14.01
TOTAL EXPENDITURES		733,376.00	189,055.88	19,869.00	544,320.12	25.78
NET OF REVENUES & EXPENDITURES		(9,062.00)	(87,577.93)	(7,307.05)	78,515.93	966.43

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PERIOD ENDING 02/28/2019

DB: Manistee

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	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	5,417.35	0.00	2,582.65		67.72
204-000-995.000	TRANSFERS OUT	20,000.00	0.00	0.00	20,000.00		0.00
Total Dept 000		29,500.00	5,417.35	0.00	24,082.65		18.36
TOTAL EXPENDITURES		29,500.00	5,417.35	0.00	24,082.65		18.36
Fund 204 - MUNICIPAL STREET FUND:							
TOTAL REVENUES		27,000.00	0.00	0.00	27,000.00		0.00
TOTAL EXPENDITURES		29,500.00	5,417.35	0.00	24,082.65		18.36
NET OF REVENUES & EXPENDITURES		(2,500.00)	(5,417.35)	0.00	2,917.35		216.69

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PERIOD ENDING 02/28/2019

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 226 - CITY REFUSE FUND						
Revenues						
Dept 000						
226-000-402.000	TAXES - REAL/PERSONAL PROPERT	218,685.00	192,883.49	368.00	25,801.51	88.20
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	5,906.72	760.83	(1,906.72)	147.67
226-000-626.000	CHARGE FOR SERVICE	335,145.00	236,085.96	31,209.70	99,059.04	70.44
226-000-643.000	SALES - YARD BAGS	10,000.00	5,431.50	0.00	4,568.50	54.32
226-000-644.000	SALES - TRASH BAGS	800.00	802.25	0.00	(2.25)	100.28
226-000-644.001	SALES - COMPOST	0.00	360.00	0.00	(360.00)	100.00
226-000-665.000	INVESTMENT - INTEREST	200.00	877.92	198.42	(677.92)	438.96
226-000-672.000	OTHER REVENUE	0.00	73.10	0.00	(73.10)	100.00
Total Dept 000		581,426.00	442,420.94	32,536.95	139,005.06	76.09
TOTAL REVENUES		581,426.00	442,420.94	32,536.95	139,005.06	76.09
Expenditures						
Dept 000						
226-000-752.000	SUPPLIES - OPERATING	2,500.00	9,635.20	0.00	(7,135.20)	385.41
226-000-755.000	SUPPLIES - YARD BAGS	12,000.00	6,600.00	0.00	5,400.00	55.00
226-000-803.000	ADMINISTRATION	40,699.00	30,524.25	0.00	10,174.75	75.00
226-000-826.000	RESIDENTIAL CONTRACT FEES	388,433.00	262,081.90	30,656.27	126,351.10	67.47
226-000-827.000	MUNICIPAL CONTRACT FEES	18,500.00	17,084.86	297.11	1,415.14	92.35
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	66,995.36	8,374.42	33,497.64	66.67
226-000-920.000	UTILITIES - ELECTRIC	480.00	271.90	0.00	208.10	56.65
Total Dept 000		566,105.00	393,193.47	39,327.80	172,911.53	69.46
TOTAL EXPENDITURES		566,105.00	393,193.47	39,327.80	172,911.53	69.46
Fund 226 - CITY REFUSE FUND:						
TOTAL REVENUES		581,426.00	442,420.94	32,536.95	139,005.06	76.09
TOTAL EXPENDITURES		566,105.00	393,193.47	39,327.80	172,911.53	69.46
NET OF REVENUES & EXPENDITURES		15,321.00	49,227.47	(6,790.85)	(33,906.47)	321.31

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PERIOD ENDING 02/28/2019

DB: Manistee

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 245 - OIL & GAS FUND							
Revenues							
Dept 000							
245-000-665.000	INVESTMENT - INTEREST	225,000.00	134,600.85	0.00	90,399.15		59.82
245-000-668.000	INVESTMENT - OIL ROYALTIES	40,000.00	39,821.38	3,848.10	178.62		99.55
245-000-669.000	INVESTMENT - GAINS & LOSSES	400,000.00	52,614.43	0.00	347,385.57		13.15
Total Dept 000		665,000.00	227,036.66	3,848.10	437,963.34		34.14
TOTAL REVENUES		665,000.00	227,036.66	3,848.10	437,963.34		34.14
Expenditures							
Dept 000							
245-000-801.000	PROFESSIONAL & CONSULTING SER	55,000.00	41,207.16	0.00	13,792.84		74.92
245-000-995.000	TRANSFERS OUT	591,042.00	300,000.00	0.00	291,042.00		50.76
Total Dept 000		646,042.00	341,207.16	0.00	304,834.84		52.82
TOTAL EXPENDITURES		646,042.00	341,207.16	0.00	304,834.84		52.82
Fund 245 - OIL & GAS FUND:							
TOTAL REVENUES		665,000.00	227,036.66	3,848.10	437,963.34		34.14
TOTAL EXPENDITURES		646,042.00	341,207.16	0.00	304,834.84		52.82
NET OF REVENUES & EXPENDITURES		18,958.00	(114,170.50)	3,848.10	133,128.50		602.23

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PERIOD ENDING 02/28/2019

DB: Manistee

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 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	3,463.28	1,251.36	3,136.72	52.47
Total Dept 000		15,400.00	3,463.28	1,251.36	11,936.72	22.49
TOTAL REVENUES		15,400.00	3,463.28	1,251.36	11,936.72	22.49
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	3,463.28	1,251.36	11,936.72	22.49
TOTAL EXPENDITURES		19,000.00	0.00	0.00	19,000.00	0.00
NET OF REVENUES & EXPENDITURES		(3,600.00)	3,463.28	1,251.36	(7,063.28)	96.20

PERIOD ENDING 02/28/2019

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 275 - GRANT MANAGEMENT FUND						
Revenues						
Dept 000						
275-000-505.000	FEDERAL GRANT - PUBLIC SAFETY	0.00	100,718.00	0.00	(100,718.00)	100.00
275-000-582.000	LOCAL GRANTS	50,000.00	16,976.96	16,976.96	33,023.04	33.95
Total Dept 000		50,000.00	117,694.96	16,976.96	(67,694.96)	235.39
TOTAL REVENUES		50,000.00	117,694.96	16,976.96	(67,694.96)	235.39
Expenditures						
Dept 901 - LOCAL REVENUE SHARING GRANTS						
275-901-965.001	LRSB GRANT EXPENSE	6,447.00	0.00	0.00	6,447.00	0.00
275-901-965.049	2011 CYCLE 2 SAFE ROUTE2SCHOO	0.00	10,602.41	0.00	(10,602.41)	100.00
275-901-965.077	2018 CYCLE 1 - EVIDENCE LOCKER P.D.	15,110.00	7,555.00	500.00	7,555.00	50.00
275-901-965.078	2018 CYCLE 1 - FEMA MATCH MON/EXT TOOLS	11,466.00	11,466.00	756.00	0.00	100.00
275-901-986.079	2018 CYCLE2-FD STRETCHER, BACKBD, BASKET	0.00	4,937.99	4,937.99	(4,937.99)	100.00
275-901-986.080	2018 CYCLE2-PD TASERS, ACCESSORIES	0.00	11,621.00	11,621.00	(11,621.00)	100.00
Total Dept 901 - LOCAL REVENUE SHARING GRANTS		33,023.00	46,182.40	17,814.99	(13,159.40)	139.85
Dept 902 - OTHER GRANTS						
275-902-986.079	2018 CYCLE2-FD STRETCHER, BACKBD, BASKET	5,356.00	0.00	(4,937.99)	5,356.00	0.00
275-902-986.080	2018 CYCLE2-PD TASERS, ACCESSORIES	11,621.00	0.00	(11,621.00)	11,621.00	0.00
275-902-986.081	FEMA GRANT-FD HEART MON/EXTRICATION EQUI	0.00	0.00	(1,976.20)	0.00	0.00
275-902-986.106	FEMA HEART MONITOR\EXTRICATION EQUIP	104,500.00	100,718.00	41,400.06	3,782.00	96.38
Total Dept 902 - OTHER GRANTS		121,477.00	100,718.00	22,864.87	20,759.00	82.91
TOTAL EXPENDITURES		154,500.00	146,900.40	40,679.86	7,599.60	95.08
Fund 275 - GRANT MANAGEMENT FUND:						
TOTAL REVENUES		50,000.00	117,694.96	16,976.96	(67,694.96)	235.39
TOTAL EXPENDITURES		154,500.00	146,900.40	40,679.86	7,599.60	95.08
NET OF REVENUES & EXPENDITURES		(104,500.00)	(29,205.44)	(23,702.90)	(75,294.56)	27.95

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 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	0.00	291,042.00	50.76
Total Dept 000		591,042.00	300,000.00	0.00	291,042.00	50.76
TOTAL REVENUES		591,042.00	300,000.00	0.00	291,042.00	50.76
Expenditures						
Dept 000						
430-000-986.019	MARINA BLDG NOTE SUPPORT	65,000.00	65,000.00	0.00	0.00	100.00
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	80,500.00	0.00	304,000.00	20.94
Dept 905 - DEBT SERVICE						
430-905-986.004	RAMSDELL - HVAC NOTE	80,850.00	80,850.00	0.00	0.00	100.00
430-905-991.000	PRINCIPLE PORTION OF PAYMENTS	42,328.00	42,327.59	0.00	0.41	100.00
430-905-992.012	2010 CAPITAL IMP BOND INTEREST	29,783.00	15,288.51	0.00	14,494.49	51.33
430-905-992.202	RAMSDELL THEATRE HVAC - INTERE	28,100.00	28,100.00	0.00	0.00	100.00
Total Dept 905 - DEBT SERVICE		181,061.00	166,566.10	0.00	14,494.90	91.99
TOTAL EXPENDITURES		565,561.00	247,066.10	0.00	318,494.90	43.69
Fund 430 - CAPITAL IMPROVEMENT FUND:						
TOTAL REVENUES		591,042.00	300,000.00	0.00	291,042.00	50.76
TOTAL EXPENDITURES		565,561.00	247,066.10	0.00	318,494.90	43.69
NET OF REVENUES & EXPENDITURES		25,481.00	52,933.90	0.00	(27,452.90)	207.74

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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		% BGD USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	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		<u>5,620.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,620.00</u>		<u>0.00</u>
TOTAL REVENUES		<u>5,620.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,620.00</u>		<u>0.00</u>
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		<u>5,620.00</u>	<u>5,616.00</u>	<u>0.00</u>	<u>4.00</u>		<u>99.93</u>
TOTAL EXPENDITURES		<u>5,620.00</u>	<u>5,616.00</u>	<u>0.00</u>	<u>4.00</u>		<u>99.93</u>
<hr/>							
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

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 501 - BOAT LAUNCH FUND						
Revenues						
Dept 000						
501-000-642.000	SALES	37,000.00	20,973.00	0.00	16,027.00	56.68
501-000-665.000	INVESTMENT - INTEREST	50.00	0.00	0.00	50.00	0.00
Total Dept 000		37,050.00	20,973.00	0.00	16,077.00	56.61
TOTAL REVENUES		37,050.00	20,973.00	0.00	16,077.00	56.61
Expenditures						
Dept 000						
501-000-752.000	SUPPLIES - OPERATING	2,800.00	1,015.88	0.00	1,784.12	36.28
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	319.92	79.98	160.08	66.65
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	1,414.82	149.92	1,085.18	56.59
501-000-920.000	UTILITIES - ELECTRIC	3,800.00	2,329.06	221.95	1,470.94	61.29
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	386.60	5.00	313.40	55.23
Total Dept 000		17,380.00	8,448.67	456.85	8,931.33	48.61
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	1,382.15	0.00	(265.15)	123.74
Total Dept 905 - DEBT SERVICE		14,536.00	1,382.15	0.00	13,153.85	9.51
TOTAL EXPENDITURES		31,916.00	9,830.82	456.85	22,085.18	30.80
Fund 501 - BOAT LAUNCH FUND:						
TOTAL REVENUES		37,050.00	20,973.00	0.00	16,077.00	56.61
TOTAL EXPENDITURES		31,916.00	9,830.82	456.85	22,085.18	30.80
NET OF REVENUES & EXPENDITURES		5,134.00	11,142.18	(456.85)	(6,008.18)	217.03

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GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGDY USED
Fund 592 - WATER & SEWER UTILITY						
Revenues						
Dept 000						
592-000-540.000	STATE GRANT - OTHER	205,000.00	83,606.86	0.00	121,393.14	40.78
592-000-613.000	PENALTIES	44,006.00	34,468.65	5,127.28	9,537.35	78.33
592-000-614.000	WATER READY TO SERVE	221,403.00	141,900.97	18,909.11	79,502.03	64.09
592-000-615.000	SEWER READY TO SERVE	628,927.00	399,353.55	52,492.51	229,573.45	63.50
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	400.00	0.00	100.00	80.00
592-000-648.000	SALES - WATER	1,005,139.00	460,736.02	62,394.33	544,402.98	45.84
592-000-648.001	SALES - WATER SPRINKLERS	0.00	146,758.65	4,996.68	(146,758.65)	100.00
592-000-649.000	SALES - SEWER	2,145,098.00	1,380,848.53	165,373.57	764,249.47	64.37
592-000-650.000	SALES - METERS	6,500.00	3,258.47	379.00	3,241.53	50.13
592-000-665.000	INVESTMENT - INTEREST	12,000.00	30,211.41	2,759.03	(18,211.41)	251.76
592-000-667.000	RENTAL INCOME	106,971.00	69,482.89	0.00	37,488.11	64.95
592-000-667.020	RENTAL - HYDRANT & TUNNEL	21,600.00	16,200.00	0.00	5,400.00	75.00
592-000-672.000	OTHER REVENUE	9,000.00	4,134.07	410.00	4,865.93	45.93
592-000-676.000	REIMBURSEMENT	8,000.00	909.11	145.84	7,090.89	11.36
592-000-680.000	CAPITAL COST RECOVERY	23,855.00	14,975.88	1,987.95	8,879.12	62.78
592-000-687.000	REFUNDS	4,000.00	0.00	0.00	4,000.00	0.00
592-000-696.000	BOND/NOTE PROCEEDS	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	2,787,245.06	314,975.30	4,310,795.94	39.27
TOTAL REVENUES		7,098,041.00	2,787,245.06	314,975.30	4,310,795.94	39.27
Expenditures						
Dept 275 - GENERAL						
592-275-961.000	UTILITY OWNERSHIP FEE	190,000.00	129,884.48	16,176.83	60,115.52	68.36
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	129,884.48	16,176.83	451,157.52	22.35
Dept 541 - ADMINISTRATION						
592-541-702.000	WAGES - FULL TIME	122,503.00	75,386.46	9,423.32	47,116.54	61.54
592-541-708.000	COSTS - SUTA	617.00	39.82	16.26	577.18	6.45
592-541-709.000	COSTS - SOCIAL SECURITY	7,657.00	4,632.58	543.60	3,024.42	60.50
592-541-711.000	COSTS - MEDICARE	1,791.00	1,083.43	127.13	707.57	60.49
592-541-713.000	WAGES - OVERTIME	1,000.00	105.51	0.00	894.49	10.55
592-541-717.000	COSTS - MERS CONTRIBUTION	17,130.00	12,580.97	1,678.36	4,549.03	73.44
592-541-718.000	COSTS - HEALTH INSURANCE	23,405.00	15,424.56	1,985.37	7,980.44	65.90
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	970.86	121.11	482.14	66.82
592-541-718.003	COSTS - VISION / ANCILLIARY	325.00	216.56	27.07	108.44	66.63
592-541-725.000	COSTS - LIFE INSURANCE	168.00	129.36	16.17	38.64	77.00
592-541-726.000	COSTS - WORKERS COMPENSATION	1,656.00	983.35	43.33	672.65	59.38
592-541-752.000	SUPPLIES - OPERATING	10,980.00	6,642.19	638.86	4,337.81	60.49
592-541-801.000	PROFESSIONAL & CONSULTING SER	5,000.00	0.00	0.00	5,000.00	0.00
592-541-802.000	ATTORNEY	2,500.00	0.00	0.00	2,500.00	0.00
592-541-803.000	ADMINISTRATION	375,000.00	247,535.02	30,986.92	127,464.98	66.01
592-541-850.000	COMMUNICATIONS - PHONE	10,800.00	3,576.13	0.00	7,223.87	33.11
592-541-853.000	COMMUNICATIONS - CELL PHONES	1,400.00	1,351.01	508.13	48.99	96.50
592-541-900.000	PRINTING & PUBLISHING	7,100.00	5,211.90	2,653.00	1,888.10	73.41
592-541-913.000	TRAVEL & TRAINING	2,000.00	0.00	0.00	2,000.00	0.00

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GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGDY USED
Fund 592 - WATER & SEWER UTILITY						
Expenditures						
592-541-915.000	MEMBERSHIPS & DUES	150.00	(83.00)	0.00	233.00	(55.33)
592-541-933.000	SOFTWARE AGREE / COPIER MAINT	3,950.00	949.93	115.02	3,000.07	24.05
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
Total Dept 541 - ADMINISTRATION		613,585.00	388,896.89	48,883.65	224,688.11	63.38
Dept 542 - WATER OPERATION						
592-542-702.000	WAGES - FULL TIME	139,250.00	81,383.54	10,766.40	57,866.46	58.44
592-542-708.000	COSTS - SUTA	926.00	61.58	31.56	864.42	6.65
592-542-709.000	COSTS - SOCIAL SECURITY	10,387.00	5,858.89	727.80	4,528.11	56.41
592-542-711.000	COSTS - MEDICARE	2,429.00	1,370.24	170.21	1,058.76	56.41
592-542-713.000	WAGES - OVERTIME	9,000.00	4,745.23	1,003.62	4,254.77	52.72
592-542-713.001	WAGES - 2E STANDBY PAY	17,363.00	9,735.13	1,043.02	7,627.87	56.07
592-542-717.000	COSTS - MERS CONTRIBUTION	7,436.00	4,759.59	585.36	2,676.41	64.01
592-542-718.000	COSTS - HEALTH INSURANCE	46,415.00	25,800.89	3,320.61	20,614.11	55.59
592-542-718.001	COSTS - HSA CONTRIBUTION	9,000.00	9,000.00	0.00	0.00	100.00
592-542-718.002	COSTS - DENTAL INSURANCE	2,422.00	1,617.96	201.84	804.04	66.80
592-542-718.003	COSTS - VISION / ANCILLIARY	626.00	417.12	52.14	208.88	66.63
592-542-721.000	COSTS - UNIFORM/CLEANING ALLO	3,330.00	1,166.29	71.40	2,163.71	35.02
592-542-723.000	COSTS - RETIREE HEALTH CARE	0.00	452.11	0.00	(452.11)	100.00
592-542-725.000	COSTS - LIFE INSURANCE	288.00	221.76	27.72	66.24	77.00
592-542-726.000	COSTS - WORKERS COMPENSATION	6,227.00	3,526.59	437.76	2,700.41	56.63
592-542-727.000	WAGES - HOL/VAC/SICK SELLBACK	1,500.00	458.06	0.00	1,041.94	30.54
592-542-752.000	SUPPLIES - OPERATING	5,500.00	4,103.24	175.89	1,396.76	74.60
592-542-753.000	SUPPLIES - CHEMICALS	25,500.00	8,114.10	2,091.70	17,385.90	31.82
592-542-754.000	SUPPLIES - METERS	47,000.00	2,763.73	0.00	44,236.27	5.88
592-542-770.000	VEHICLE GAS / DIESEL	7,200.00	2,695.41	293.61	4,504.59	37.44
592-542-801.000	PROFESSIONAL & CONSULTING SER	21,500.00	3,000.00	1,000.00	18,500.00	13.95
592-542-824.000	LAB TESTING	13,500.00	2,305.78	15.48	11,194.22	17.08
592-542-913.000	TRAVEL & TRAINING	4,000.00	540.00	0.00	3,460.00	13.50
592-542-915.000	MEMBERSHIPS & DUES	600.00	178.00	0.00	422.00	29.67
592-542-920.000	UTILITIES - ELECTRIC	72,000.00	47,059.27	7,396.40	24,940.73	65.36
592-542-930.000	REPAIRS/MAINT - BUILDINGS/LAN	5,000.00	1,596.29	124.01	3,403.71	31.93
592-542-931.000	REPAIRS/MAINT - EQUIPMENT	98,500.00	13,064.57	0.00	85,435.43	13.26
592-542-932.000	REPAIRS/MAINT - VEHICLES	1,500.00	721.70	(31.50)	778.30	48.11
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	0.00	1,417.67	76.37
592-542-957.000	MOTOR POOL	50,000.00	33,333.36	4,166.67	16,666.64	66.67
592-542-985.000	CAPITAL OUTLAY	9,400.00	0.00	0.00	9,400.00	0.00
Total Dept 542 - WATER OPERATION		628,799.00	275,945.26	33,671.70	352,853.74	43.88
Dept 543 - SEWER - WWTP						
592-543-702.000	WAGES - FULL TIME	128,454.00	71,558.03	6,643.20	56,895.97	55.71
592-543-708.000	COSTS - SUTA	926.00	40.96	19.32	885.04	4.42
592-543-709.000	COSTS - SOCIAL SECURITY	8,814.00	4,887.03	449.82	3,926.97	55.45
592-543-711.000	COSTS - MEDICARE	2,061.00	1,142.92	105.20	918.08	55.45
592-543-713.000	WAGES - OVERTIME	12,000.00	6,161.87	919.20	5,838.13	51.35
592-543-713.001	WAGES - 2E STANDBY PAY	1,200.00	909.60	164.16	290.40	75.80
592-543-717.000	COSTS - MERS CONTRIBUTION	6,072.00	3,834.70	402.44	2,237.30	63.15
592-543-718.000	COSTS - HEALTH INSURANCE	27,666.00	13,802.52	1,239.79	13,863.48	49.89
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	881.46	76.25	840.54	51.19

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GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGDY USED
Fund 592 - WATER & SEWER UTILITY						
Expenditures						
592-543-718.003	COSTS - VISION / ANCILLIARY	401.00	215.22	16.04	185.78	53.67
592-543-721.000	COSTS - UNIFORM/CLEANING ALLO	2,920.00	1,468.67	124.51	1,451.33	50.30
592-543-723.000	COSTS - RETIREE HEALTH CARE	2,500.00	2,221.35	250.00	278.65	88.85
592-543-725.000	COSTS - LIFE INSURANCE	288.00	194.04	18.48	93.96	67.38
592-543-726.000	COSTS - WORKERS COMPENSATION	2,876.00	1,548.41	144.30	1,327.59	53.84
592-543-727.000	WAGES - HOL/VAC/SICK SELLBACK	2,000.00	324.48	0.00	1,675.52	16.22
592-543-752.000	SUPPLIES - OPERATING	28,700.00	26,110.82	1,673.44	2,589.18	90.98
592-543-753.000	SUPPLIES - CHEMICALS	26,500.00	10,373.85	0.00	16,126.15	39.15
592-543-770.000	VEHICLE GAS / DIESEL	3,600.00	1,807.55	158.21	1,792.45	50.21
592-543-801.000	PROFESSIONAL & CONSULTING SER	24,700.00	28,831.00	7,463.75	(4,131.00)	116.72
592-543-824.000	LAB TESTING	5,000.00	3,789.27	300.00	1,210.73	75.79
592-543-913.000	TRAVEL & TRAINING	4,000.00	3,311.17	637.50	688.83	82.78
592-543-915.000	MEMBERSHIPS & DUES	400.00	355.00	0.00	45.00	88.75
592-543-920.000	UTILITIES - ELECTRIC	130,000.00	90,363.03	10,929.20	39,636.97	69.51
592-543-921.000	UTILITIES - NATURAL GAS	16,000.00	9,216.57	1,830.21	6,783.43	57.60
592-543-930.000	REPAIRS/MAINT - BUILDINGS/LAN	35,000.00	16,757.90	1,440.00	18,242.10	47.88
592-543-931.000	REPAIRS/MAINT - EQUIPMENT	173,500.00	71,913.48	(85,472.35)	101,586.52	41.45
592-543-932.000	REPAIRS/MAINT - VEHICLES	2,000.00	1,189.87	0.00	810.13	59.49
592-543-933.000	SOFTWARE AGREE / COPIER MAINT	950.00	340.00	(115.02)	610.00	35.79
592-543-935.000	INSURANCE	21,000.00	12,809.16	0.00	8,190.84	61.00
592-543-957.000	MOTOR POOL	50,000.00	33,333.36	4,166.67	16,666.64	66.67
592-543-985.000	CAPITAL OUTLAY	7,300.00	7,218.60	0.00	81.40	98.88
Total Dept 543 - SEWER - WWTP		736,050.00	434,411.89	(46,415.68)	301,638.11	59.02
Dept 544 - SEWER COLLECTION (STREETS)						
592-544-702.000	WAGES - FULL TIME	84,822.00	52,016.20	6,524.80	32,805.80	61.32
592-544-708.000	COSTS - SUTA	617.00	34.67	17.00	582.33	5.62
592-544-709.000	COSTS - SOCIAL SECURITY	5,600.00	3,361.40	399.88	2,238.60	60.03
592-544-711.000	COSTS - MEDICARE	1,310.00	786.13	93.51	523.87	60.01
592-544-713.000	WAGES - OVERTIME	5,000.00	1,705.98	275.89	3,294.02	34.12
592-544-717.000	COSTS - MERS CONTRIBUTION	3,045.00	1,779.29	212.19	1,265.71	58.43
592-544-718.000	COSTS - HEALTH INSURANCE	17,308.00	11,405.73	1,468.16	5,902.27	65.90
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	719.04	89.70	356.96	66.83
592-544-718.003	COSTS - VISION / ANCILLIARY	285.00	189.84	23.73	95.16	66.61
592-544-721.000	COSTS - UNIFORM/CLEANING ALLO	1,620.00	620.38	43.41	999.62	38.30
592-544-725.000	COSTS - LIFE INSURANCE	192.00	147.84	18.48	44.16	77.00
592-544-726.000	COSTS - WORKERS COMPENSATION	1,823.00	1,056.27	125.26	766.73	57.94
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	1,695.58	250.21	1,804.42	48.45
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	302.50	302.50	34,697.50	0.86
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	1,185.55	0.00	34,314.45	3.34
592-544-932.000	REPAIRS/MAINT - VEHICLES	2,000.00	335.20	0.00	1,664.80	16.76
592-544-957.000	MOTOR POOL	50,000.00	33,333.36	4,166.67	16,666.64	66.67
592-544-985.000	CAPITAL OUTLAY	7,500.00	0.00	0.00	7,500.00	0.00
Total Dept 544 - SEWER COLLECTION (STREETS)		264,698.00	115,174.96	14,011.39	149,523.04	43.51
Dept 902 - OTHER GRANTS						
592-902-947.000	SAW GRANT EXPENSE	230,000.00	112,507.81	0.00	117,492.19	48.92
592-902-947.001	2018 WATER PILOT GRANT	331,000.00	67,279.36	30,041.50	263,720.64	20.33

User: ebradford

PERIOD ENDING 02/28/2019

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	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 592 - WATER & SEWER UTILITY						
Expenditures						
Total Dept 902 - OTHER GRANTS		561,000.00	179,787.17	30,041.50	381,212.83	32.05
Dept 903 - CAPITAL OUTLAY WATER - OVER \$5,000						
592-903-985.000	CAPITAL OUTLAY	1,360,000.00	0.00	0.00	1,360,000.00	0.00
592-903-987.014	2018 STORAGE DIGESTER LID REF	0.00	56,602.56	56,602.56	(56,602.56)	100.00
592-903-987.015	2018 CHERRY ST PUMP STATION	0.00	35,560.00	35,560.00	(35,560.00)	100.00
592-903-987.016	2018 TWELFTH ST SEWER MAIN	232,000.00	107,905.98	0.00	124,094.02	46.51
592-903-987.017	2018 CAP BASIS OF DESIGN PROJECT 047	305,000.00	233,128.90	0.00	71,871.10	76.44
592-903-987.018	2018 COLLECT SYSTEM REHAB PILOT PROJ 049	500,000.00	451,846.86	11,666.00	48,153.14	90.37
592-903-987.019	WASTEWATER IMPROVEMENTS PHASE I 070	200,000.00	87,088.00	28,261.00	112,912.00	43.54
592-903-987.020	2018 WATER PILOT GRANT 065	331,000.00	0.00	0.00	331,000.00	0.00
592-903-987.021	WASTEWATER IMPROVEMENTS PHASE II 071	200,000.00	55,703.25	25,008.50	144,296.75	27.85
Total Dept 903 - CAPITAL OUTLAY WATER - OVER \$5,000		3,128,000.00	1,027,835.55	157,098.06	2,100,164.45	32.86
Dept 905 - DEBT SERVICE						
592-905-960.000	BANK CHARGES	2,500.00	1,750.00	250.00	750.00	70.00
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	0.00	(0.25)	100.01
592-905-992.007	1999 B SRF BOND INTEREST	8,813.00	8,812.50	3,562.50	0.50	99.99
592-905-992.009	2006 SRF BOND INTEREST	21,649.00	21,649.38	10,824.69	(0.38)	100.00
592-905-992.010	2010 SRF BOND INTEREST	11,152.00	11,151.88	5,388.44	0.12	100.00
592-905-992.011	2010 DWRP BOND INTEREST	7,875.00	7,875.00	3,812.50	0.00	100.00
592-905-992.012	2010 CAPITAL IMP BOND INTERES	112,764.00	57,884.61	0.00	54,879.39	51.33
592-905-992.013	2011 SRF BOND INTEREST	23,269.00	23,269.36	11,634.68	(0.36)	100.00
592-905-992.014	2011 DWRP BOND INTEREST	7,814.00	7,813.88	3,906.94	0.12	100.00
592-905-992.015	2015 W/S REVENUE BOND - INT	86,750.00	43,375.00	0.00	43,375.00	50.00
592-905-992.016	2017 W/S REVENUE & REFUNDING - INTEREST	95,872.00	51,136.00	0.00	44,736.00	53.34
Total Dept 905 - DEBT SERVICE		1,755,573.00	236,573.86	39,379.75	1,518,999.14	13.48
TOTAL EXPENDITURES		8,268,747.00	2,788,510.06	292,847.20	5,480,236.94	33.72
Fund 592 - WATER & SEWER UTILITY:						
TOTAL REVENUES		7,098,041.00	2,787,245.06	314,975.30	4,310,795.94	39.27
TOTAL EXPENDITURES		8,268,747.00	2,788,510.06	292,847.20	5,480,236.94	33.72
NET OF REVENUES & EXPENDITURES		(1,170,706.00)	(1,265.00)	22,128.10	(1,169,441.00)	0.11

PERIOD ENDING 02/28/2019

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

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 594 - MARINA FUND						
Revenues						
Dept 000						
594-000-642.000	SALES	2,500.00	1,360.00	0.00	1,140.00	54.40
594-000-645.000	SALES - FUEL	90,000.00	70,307.33	0.00	19,692.67	78.12
594-000-646.000	SALES - DOCKAGE	73,000.00	31,866.00	1,288.00	41,134.00	43.65
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	8,080.00	1,880.00	(580.00)	107.73
594-000-687.000	REFUNDS	0.00	1,255.08	0.00	(1,255.08)	100.00
594-000-698.000	INSURANCE SETTLEMENT	0.00	425,876.64	401,628.80	(425,876.64)	100.00
594-000-699.000	TRANSFERS IN	65,000.00	65,000.00	0.00	0.00	100.00
Total Dept 000		238,050.00	603,745.05	404,796.80	(365,695.05)	253.62
TOTAL REVENUES		238,050.00	603,745.05	404,796.80	(365,695.05)	253.62
Expenditures						
Dept 000						
594-000-704.000	WAGES - PART-TIME	25,000.00	13,265.13	0.00	11,734.87	53.06
594-000-708.000	COSTS - SUTA	864.00	526.34	0.00	337.66	60.92
594-000-709.000	COSTS - SOCIAL SECURITY	1,562.00	951.44	0.00	610.56	60.91
594-000-711.000	COSTS - MEDICARE	365.00	222.52	0.00	142.48	60.96
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	476.84	0.00	382.16	55.51
594-000-752.000	SUPPLIES - OPERATING	5,500.00	2,293.48	81.45	3,206.52	41.70
594-000-760.000	SUPPLIES - GASOLINE	60,000.00	37,382.41	0.00	22,617.59	62.30
594-000-761.000	SUPPLIES - DIESEL FUEL	30,000.00	25,934.42	0.00	4,065.58	86.45
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	425.00	0.00	3,575.00	10.63
594-000-918.000	UTILITIES - WATER	7,200.00	9,202.80	155.94	(2,002.80)	127.82
594-000-920.000	UTILITIES - ELECTRIC	11,000.00	6,199.51	560.40	4,800.49	56.36
594-000-921.000	UTILITIES - NATURAL GAS	4,000.00	1,772.15	434.63	2,227.85	44.30
594-000-930.000	REPAIRS/MAINT - BUILDINGS/LAN	12,500.00	1,178.14	355.14	11,321.86	9.43
594-000-930.001	REPAIRS/MAINT - SEICHE DAMAGE	400,000.00	26,305.18	9,075.30	373,694.82	6.58
594-000-931.000	REPAIRS/MAINT - EQUIPMENT	1,500.00	2,560.73	0.00	(1,060.73)	170.72
594-000-935.000	INSURANCE	1,750.00	765.25	0.00	984.75	43.73
594-000-958.000	SALES TAX	6,000.00	5,255.54	193.38	744.46	87.59
594-000-960.000	BANK CHARGES	6,000.00	3,777.72	190.76	2,222.28	62.96
Total Dept 000		591,053.00	144,421.10	11,047.00	446,631.90	24.43
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	8,079.44	0.00	(787.44)	110.80
594-905-992.203	INTEREST - INTERNAL LOAN	3,993.00	4,518.94	0.00	(525.94)	113.17
Total Dept 905 - DEBT SERVICE		62,974.00	12,598.38	0.00	50,375.62	20.01
TOTAL EXPENDITURES		654,027.00	157,019.48	11,047.00	497,007.52	24.01

User: ebradford

PERIOD ENDING 02/28/2019

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	02/28/2019	MONTH 02/28/2019	NORMAL	(ABNORMAL)	
Fund 594 - MARINA FUND							
Fund 594 - MARINA FUND:							
TOTAL REVENUES		238,050.00	603,745.05	404,796.80	(365,695.05)		253.62
TOTAL EXPENDITURES		654,027.00	157,019.48	11,047.00	497,007.52		24.01
NET OF REVENUES & EXPENDITURES		(415,977.00)	446,725.57	393,749.80	(862,702.57)		107.39

User: ebradford

PERIOD ENDING 02/28/2019

DB: Manistee

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% B DGT USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 661 - MOTOR POOL FUND						
Revenues						
Dept 000						
661-000-642.000	SALES	0.00	15,000.00	0.00	(15,000.00)	100.00
661-000-665.000	INVESTMENT - INTEREST	3,000.00	5,587.30	714.41	(2,587.30)	186.24
661-000-670.003	EQUIPMENT RENTAL - FIRE	64,818.00	43,210.86	5,401.50	21,607.14	66.66
661-000-670.004	EQUIPMENT RENTAL - PARKS	37,636.00	25,091.63	3,136.33	12,544.37	66.67
661-000-670.005	EQUIPMENT RENTAL - POLICE	32,409.00	21,606.24	2,700.75	10,802.76	66.67
661-000-670.006	EQUIPMENT RENTAL - PUBLIC WOR	75,000.00	50,000.00	6,250.00	25,000.00	66.67
661-000-670.007	EQUIPMENT RENTAL - STREETSEWE	50,000.00	33,333.33	4,166.67	16,666.67	66.67
661-000-670.008	EQUIPMENT RENTAL - WATER	50,000.00	33,333.33	4,166.67	16,666.67	66.67
661-000-670.009	EQUIPMENT RENTAL - WWTP	50,000.00	33,333.33	4,166.67	16,666.67	66.67
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	260,496.02	30,703.00	107,366.98	70.81
TOTAL REVENUES		367,863.00	260,496.02	30,703.00	107,366.98	70.81
Expenditures						
Dept 000						
661-000-935.000	INSURANCE	35,000.00	38,765.50	0.00	(3,765.50)	110.76
661-000-981.101	DPW - PLOW TRUCKS	115,641.00	0.00	0.00	115,641.00	0.00
661-000-981.106	DPW - LOADER	143,622.00	36,538.30	0.00	107,083.70	25.44
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	42,861.00	0.00	0.00	42,861.00	0.00
661-000-981.503	WWTP - PICKUP	30,600.00	30,728.00	0.00	(128.00)	100.42
661-000-981.504	WS - VACTOR	67,881.00	0.00	0.00	67,881.00	0.00
Total Dept 000		524,605.00	136,432.82	0.00	388,172.18	26.01
TOTAL EXPENDITURES		524,605.00	136,432.82	0.00	388,172.18	26.01
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		367,863.00	260,496.02	30,703.00	107,366.98	70.81
TOTAL EXPENDITURES		524,605.00	136,432.82	0.00	388,172.18	26.01
NET OF REVENUES & EXPENDITURES		(156,742.00)	124,063.20	30,703.00	(280,805.20)	79.15
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		17,833,923.00	10,362,425.94	1,189,458.55	7,471,497.06	58.11
TOTAL EXPENDITURES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		19,568,484.00	8,858,043.05	900,296.48	10,710,440.95	45.27
NET OF REVENUES & EXPENDITURES		(1,734,561.00)	1,504,382.89	289,162.07	(3,238,943.89)	86.73



MEMO



CITY CLERK'S OFFICE

To: Thad Taylor, City Manager
From: Heather Pefley, City Clerk
Subject: Agenda Request
Date: March 18, 2019

Thad,

The Compensation Commission met on Monday, March 18, 2019. They have made their recommendation for an increase in the salaries for members of the City Council and Mayor which would go into effect January 1, 2021.

Please place this request on the April 2, 2019 City Council agenda.

Thank you.



COMPENSATION COMMISSION NOTES
March 18, 2019

A meeting of the City of Manistee Compensation Commission was held on Monday, March 18, 2019 at 4:00 p.m. in the first floor break room at City Hall, Maple Street, Manistee, Michigan.

PRESENT: Oscar Carlson, Tom Swedenborg, and Ronald Kipp Pomranky

ABSENT: Mary Wrzesinski and Ron Wilson

ALSO PRESENT: Heather Pefley - City Clerk

Meeting was called to order by Heather Pefley, City Clerk. She stated the first order of business was to elect a chair.

Swedenborg nominated Carlson as chair, second by Ponranky. All voted in favor.

Members received a copy of the City of Manistee Ordinance 272 establishing the Compensation Commission, Section 117.5c of the Home Rule City Act (ref. compensation commission), and an excerpt from the 2018/2019 Pay & Benefits Survey from the Michigan Municipal League comparing wages of Mayors and Councils from other communities.

The current salaries of the Mayor and City Council are \$4,774 and \$3,713 per year respectively. These rates have been in effect since January 1, 2009. The last recommendations from the Compensation Commission for an increase in wages was turned down by City Council.

Discussion was held on dedication and time required of the Mayor and City Council.

After discussing how to come up with a recommended amount, a MOTION by Swedenborg, second by Pomranky to recommend an increase in compensation for the Mayor and City Council, starting January 1, 2021, to the following: Mayor - \$5000 and Council - \$3875. All in favor.

Pefley will submit the Compensation Commission's recommendation to the Council for their consideration at the April 2, 2019 City Council meeting. If Council should turn down the recommendation, another meeting of the Compensation Commission can be called.

Motion to adjourn was made by Pomranky, second by Swedenborg. Meeting adjourned at 4:20p.m.

Respectfully Submitted,

Heather Pefley CMC / CMMC, MiCPT
City Clerk



MEMO



CITY CLERK'S OFFICE

To: Thad Taylor, City Manager
From: Heather Pefley, City Clerk *HP*
Subject: Agenda Request
Date: March 18, 2019

Thad,

I have received a request from the Manistee Saints Baseball Club to be recognized by Council as a local non-profit organization for purpose of applying for a Charitable Gaming License through the State of Michigan.

Please place this request on the April 2, 2019 City Council agenda. An agenda request form is attached.

Thank you.



March 16, 2019

Heather Pefley
City of Manistee
70 Maple St
Manistee MI 49660

Re: Local Governing Body Resolution

Dear Heather:

The Manistee Saints are planning a raffle as part of our 85th birthday celebration at Rietz Park this summer and the State Gaming Commission requires us to have the City Council approve this resolution.

Would you please include this in a future council meeting so we can turn the paper work into the state.

Thank you.

Yours in baseball,

A handwritten signature in black ink, appearing to read "Phil Kliber".

Phil Kliber
VP/GM,
Saints Board of Directors

MANISTEE SAINTS
PO Box 4
Manistee MI 49660
231-723-5135
www.manisteesaints.com

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 14 2014

MANISTEE SAINTS BASEBALL CLUB INC
PO BOX 4
MANISTEE, MI 49660-0004

Employer Identification Number:
38-2901108
DLN:
26053693003394
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
September 30
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
October 21, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL.432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____,
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
 adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL
 meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)

MEMO TO: Mayor Roger Zielinski
Members of City Council

FROM: Thad N. Taylor, City Manager *mt*

DATE: March 25, 2019

SUBJECT: Special Events Policy CP-39



City Manager's Office
231-398-2801

At the March 12, 2019 work session, staff presented Council with a recommended fee structure for City services provided to support special events and parades sponsored by for-profit and non-profit organizations. The fee structure allows the City to comply with the legal expenditure of public funds and does not overly burden non-profit organizations that provide events and parades for the community.

At the end of the presentation and discussion, Council asked staff to put the recommended fee structure in a Council Policy for their consideration at a future meeting. To that end, Council Policy 39, Special Events, is attached for Council action. I recommend that Council adopt CP-39.

TNT:cl



SPECIAL EVENTS POLICY CP-39

Adopted: April 2, 2019, Amended:

Special Event Organizers will be charged for services provided by the City of Manistee for special events as follows:

Parades – Sponsored by a Non-Profit Organization:

- A. Homecoming parades – no cost.
- B. Parades that occur on days that allow for legal expenditure of public funds – no cost.
- C. Parades that occur on days that do not allow for legal expenditures of public funds – \$100.

Parades – Sponsored by a For-profit Organization:

- A. True cost of services provided by the City.

Events – Sponsored by a Non-profit Organization:

- A. Events that occur on days that allow for legal expenditures of public funds – no cost.
- B. Events that occur on days that do not allow for legal expenditures of public funds – \$100.

Events – Sponsored by a For-profit Organization:

- A. True cost of services provided by the City.

Special Event Request forms are attached.



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

EVENT DETAILS		
Name Event:		
Person(s)/Organization(s) making request:		
<input type="checkbox"/> Non Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> Free to Attend
Contact Person:	Phone Number:	
Date(s) of Event:	Time of Event:	
EVENT LOCATION		
City Park(s):		
Parking Lot(s):		
City Street(s) Closure:		
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 filed at the time this Special Event Request form is filed. 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 the Manistee City Police Department, phone: 231-723-2533, fax: 231-398-2012.</p>		
Signature: _____		Date: _____
YOU ARE REQUESTED TO SUBMIT A LETTER THAT DETAILS YOUR SPECIAL EVENT		
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: _____

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	
Garbage Bags (case)	\$62.00	Each	
Barricades, horses	\$4.00	Each	
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	
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		
SUB TOTAL			
Apply Discount Rate			
	0%	25%	50%
	100%	X	%
TOTAL			

MEMO TO: Mayor Roger Zielinski
Members of City Council

FROM: Thad N. Taylor, City Manager *tn*

DATE: March 25, 2019

SUBJECT: DDA Appointment – Chief Executive Officer



City Manager's Office
231-398-2801

Public Act 57 of 2018, Recodified Tax Increment Financing Act, became effective January 1, 2019. Included in the Act was Part 2, Downtown Development Authorities (DDA). One of the changes in Part 2 was the definition of "Chief Executive Officer." Previously a Mayor was considered as the Chief Executive Officer. Now the definition is "Mayor or city manager of a city."

The new Act stipulates that the Chief Executive Officer of the municipality is a member of the DDA Board. With the new definition of Chief Executive Officer, either the Mayor or City Manager is eligible for appointment to the DDA Board. Currently Mayor Zielinski is on the DDA Board.

I've had several discussions with Mayor Zielinski regarding who should be on the DDA Board; the Mayor or City Manager. He is of the opinion that it's most appropriate for the City Manager to be on the Board. He asked that this matter be placed on a Council agenda for discussion and to determine if Council wants the Mayor or City Manager on the DDA Board.

TNT:cl

MEMO TO: Mayor Roger Zielinski
Members of City Council

FROM: Thad N. Taylor, City Manager 

DATE: March 27, 2019

SUBJECT: Manistee North Pierhead Light Grant Application



City Manager's Office
231-398-2801

The Manistee County Historical Museum wishes to submit a grant application through the Michigan Historic Preservation Certified Local Government Grant Program. The grant application is for the Manistee North Pierhead Light (Lighthouse) Decks and Hatches Interior Restoration Project. The grant request is for \$16,300 and the Manistee County Historical Museum will provide a match of \$10,900, for a total project cost of \$27,200.

The grant program guidelines require that the grant be filed jointly by the City of Manistee and the Manistee County Historical Museum. The City's sole responsibility is as a joint applicant; no City funds will be used for the project. Attached is a memo, grant application, resolution of support and tax incentive certification from Steve Harold, Museum Curator, for your review.

The Manistee County Historical Museum is asking for three actions from the City. First, authorize the City Manager to sign the grant request on behalf of the City. Second, authorize the Mayor to sign the attached Resolution of Support for the project and finally, for the Mayor to sign the attached Tax Incentive Certification document attesting that no Federal or State Historic Preservation Tax Incentives have or will be taken for the project.

It is my recommendation that City Council approve the three actions requested by the Manistee County Historical Museum. Steve Harold will be at the April 2, 2019 City Council meeting to provide additional information if requested by Council.

TNT:cl

MANISTEE COUNTY HISTORICAL MUSEUM

425 River Street
Manistee, Michigan 49660
(231) 723-5531



March 21, 2019

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

RE: Manistee North Pierhead Light

Dear Mr. Taylor:

The Manistee County Historical Museum is continuing efforts to restore the Manistee North Pierhead Light. While the exterior painting has been completed restoration to the interior of the structure remains.

There is an opportunity for funding through the Michigan Historic Preservation Certified Local Government (CLG) Grant Program. We have begun drafting the application for the Decks and Hatches Interior Restoration Project. The CLG grant deadline is May 1, 2019 and we are working towards getting all the necessary documents together for the request.

The CLG grant has to be a joint request from the City and the Museum for the project and we have provided the necessary documents needed from the city along with a Resolution and Tax Certification that need to be authorized from City Council.

We are asking that the Resolution of Support and Tax Certification be placed on the April 2, 2019 agenda for City Councils consideration. We have included a copy of the grant application along with copies of the necessary documents.

Please call me if you need any additional information.

Sincerely,

MANISTEE COUNTY HISTORICAL MUSEUM

A handwritten signature in blue ink that reads "Steve Harold".

Steve Harold
Museum Curator

**Michigan Historic Preservation Certified Local Government
Grant Application May 1, 2019
For Rehabilitation and Rehabilitation Planning Projects**

**Manistee North Pierhead Light Decks and Hatches
Interior Restoration Project**

1. PROJECT NAME AND ADDRESS

Manistee North Pierhead Light Decks and Hatches Interior Restoration Project
Located at the end of the north pier at the Manistee River entrance to Lake Michigan in the City of Manistee, Manistee County, Michigan, 49660
Latitude/Longitude: 44* 15' 6.45" N / 86* 24' 48.98" W

2. PROJECT COORDINATOR CONTACT INFORMATION

Steve Harold, Museum Curator	Daytime Phone:	231.723.5531
Manistee County Historical Museum	Fax:	231.723.1546 – City Hall
425 River Street	Email:	svhckg65@gmail.com
Manistee, MI 49660		

3. GRANT RECIPEINT CONTACT INFORMATION

Thad Taylor, City Manager	Daytime Phone:	231.398.2801
City of Manistee	Fax:	231.723.1546
70 Maple Street	Email:	ttaylor@manisteemi.gov
Manistee, MI 49660		

4. CLG SPONSORSHIP FOR A NON-PROFIT ORGANIZATION OR OTHER PUBLIC ENTITY

The City of Manistee is sponsoring this grant application for the Manistee County Historical Society. The City of Manistee entered into a Concession Agreement with the Manistee County Historical Museum on February 23, 2011. The Museum is in charge of fundraising and restoration projects for the Manistee North Pierhead Light. **attachment #1**

5. PROPERTY OWNER CONTACT INFORMATION

City of Manistee (Thad Taylor, City Manager)	Daytime Phone:	231.398.2801
70 Maple Street	Fax:	231.723.1546
Manistee, MI 49660	Email:	ttaylor@manisteemi.gov

6. CONGRESSIONAL DISTRICTS

US Senators: Senator Debbie Stabenow
Gary Peters
2nd Congressional District: Bill Huizenga
35th State Senate District: Curt VanderWall
101st State House Rep: Jack O’Malley

7. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

10-348-3145

8. W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

W-9 executed by City of Manistee **attachment #2**

9. DEED AND OWNERSHIP INFORMATION

Copy of Deed – **attachment #3**
Copy of Attorney legal opinion from the local unit of government – **attachment #4**

10. FEDERAL REQUEST AND MATCH

Matching Share

Donor Organization – Manistee County Historical Museum	Amount
Source - Donated Funds	\$10,900

11. BUDGET

Budget for Rehabilitation and Rehabilitation Planning Projects - Manistee North Pierhead Light Interior Decks and Hatches Restoration Project is as follows:

Detail of work	Amount
Remove Equipment Support Brackets	\$ 2,500
Restore Metal Floor	\$ 6,000
Restore floor in lantern and lantern deck	\$ 8,000
Restore concrete floors at level 1 and level 2	\$ 3,600
Bid and construction management	\$ 5,150
Contingency	<u>\$ 1,950</u>
TOTAL	\$27,200

12. MATCH CERTIFICATION

Certification of the availability of funds – statement from banker – **attachment #5**

13. WORK SCHEDULE

Because the lighthouse is located a quarter of a mile out in Lake Michigan, the work cannot be practically done between October 1, 2019 and May 1, 2020. All work will be completed between May 1 and July 1, 2020.

Execute Grant Agreement	04/01/2020
Submit Quarterly Progress Report	04/15/2020
Submit draft Request for Proposal (RFP for construction to the SHPO for approval	04/15/2020
Submit draft solicitation letter and advertisement to the SHPO for approval	04/30/2020
The SHPO approves RFP, solicitation letter, and advertisement (allow 30 days)	05/30/2020
Advertise for bids	05/30/2020
Bids due (allow 30 days)	06/01/2020
Submit bids to the SHPO with rationale for bidder selection	06/01/2020
The SHPO approves bidder selection (allow 30 days)	07/01/2020
Submit Quarterly Progress Report	07/15/2020
The SHPO approves construction subcontract (allow 30 days)	08/01/2020
Execute construction subcontract	08/01/2020
Submit copy of executed subcontract to the SHPO	08/01/2020
Install project sign	08/15/2020
Submit photographic documentation of the project sign to the SHPO	08/15/2020
The SHPO prepares historic preservation easement (allow 90 days)	08/15/2020
Begin construction	08/15/2020
Submit Quarterly Progress Report	09/15/2020
Finish construction	09/30/2020
Project close-out	09/30/2020
Sign easement and record at Register of Deeds	11/15/2020
Submit recorded easement to the SHPO	12/01/2020
SHPO staff conducts final on-site inspection	10/15/2020
Submit final completion report	11/01/2020
Submit final reimbursement requests with final documentation to the SHPO	10/31/2020

14. ELIGIBILITY

The Manistee North Pierhead Light is listed on the National Register of Historic Places – Reference #90000718 – **attachment #6**

15. SCOPE OF WORK/PROJECT NARRATIVE

Using the recommendations from the Historic Structures Report that was completed in 2013 the following excerpts were taken from pages 58, 59 and 60 as follows:

C.5) RESTORE CONCRETE SLAB AT MAIN LEVEL

Remove damaged and deteriorated concrete and patch with concrete patch material. Patch all holes in the floor. Remove all deteriorated paint. Clean, properly prepare and paint the concrete surface with a non-slip concrete paint for floor use.

C.6) RESTORE METAL FLOOR HATCHES

Restore the metal floor hatches that provide access to the crawl space at the tower base and at Levels L-2, L-3, L-4 and the lantern. Remove all paint and lightly blast all surfaces to white metal. Clean, properly prepare and paint all metal surfaces including the metal angle frame embedded in concrete slab.

C.9) RESTORE CONCRETE FLOORS

Remove damaged and deteriorated concrete from the concrete floor slabs at Levels L-2 and L-3 and patch with concrete patch material. Patch all holes in the floor. Remove all deteriorated paint. Clean, properly prepare and paint the concrete surface with a non-slip concrete paint for floor use.

C.19) REMOVE EQUIPMENT SUPPORTS

Remove unused equipment support brackets from the Lantern Deck to eliminate trip hazards. Plug all holes in the Lantern Deck.

16. PLANS AND SPECIFICATIONS

In 2013 a grant was obtained from the Lighthouse Assistance Program for Historic Structures Report, Plans and Specifications – North Pierhead Light and Elevated Walkway. The final report dated September 1, 2016 was reviewed and approved by the Michigan State Historic Preservation Office and the National Park Service. **attachment #7 (specifications page 58, 59 60, and 65 highlighted)**

17. CONSULTATION PROFESSIONAL QUALIFICATIONS

The Historic Structures Report, Plans and Specifications – North Pierhead Light and Elevated Walkway was completed with review and approval by the Michigan State Historic Preservation Office and the National Park Service. The Historic Structures Report, Plans and Specifications for the North Pierhead Light and Elevated Walkway was prepared by Ken Czapski, AIA Architect/Principal from Sanders & Czapski Associates 109 South Front Street, Suite, 210, Marquette, Michigan 49855. Mr. Czapski meets the requirements for Professional Qualifications for Historical Architect (36 CFR 61).

18. PRODUCTS/DELIVERABLES

In 2013 a grant was obtained from the Lighthouse Assistance Program for Historic Structures Report, Plans and Specifications – North Pierhead Light and Elevated Walkway. The final report dated September 1, 2016 was reviewed and approved by SHPO and the National Park Services. Excerpt from report specifying decks and hatches. **attachment #7 (specifications page 58, 59 60, and 65 highlighted)**

19. CONDITION/USE

The major purpose of the acquisition of the lighthouse was to maintain the visual image of the light for the public from both land and water. Restoration of the lighthouse has begun with obtaining the Historic Structures Report, Plans and Specifications – North Pierhead Light and Elevated Walkway followed by the restoration and painting of the exterior of the building, there were not sufficient funds

to complete the interior of the structure. These resources are vital to maintain the maritime heritage of the community.

The lighthouse is enjoyed by locals and visitors alike and is a destination. Manistee has seen a reduction in industry over the past 30 years and an increase in tourism. The City of Manistee has embraced its history and continues to work to preserve the beautiful architecture of the community which has nine sites listed on the National Register of Historic Places including Manistee Commercial Historic District that boasts 63 contributing buildings and structures. The lighthouse is a beautiful reminder of the past and one of the most photographed elements of the community today.

While the exterior of the lighthouse has been restored, interior restoration of the building is needed to complete the restoration project. This is planned to be completed in four phases. The first phase is the decks and hatches. The remaining three phases will be completed as funding is available. At that point the structure will be safe for visitors to view the interior of the structure in addition to a virtual tour that will be available so that it can be enjoyed with people who are physically unable to access the structure.

Once the lighthouse is safe for the public to view, the museum will schedule a minimum of twelve tours a year of the structure in addition to the virtual tour of the structure that will be posted on line.

20. HISTORIC DISTRICT COMMISSION SUPPORT LETTER

Letter of support signed by the City of Manistee Historic District Commission Chairman Lee Trucks after unanimous support of the Commission at their regularly scheduled meeting on April 4, 2019.

attachment #8

21. FEDERAL FUND ADMINISTRATION

The City of Manistee has experience in administrating federal funds on the following projects

- EPA Brownfield Pilot Grant – for Assessments
- EPA Brownfield #2 – for Inventory
- 2012 FEMA – for turnout gear
- 2013 FEMA – for Air Station & SCBA
- 2015 FEMA – for Exhaust Handling
- Also numerous State grants for various projects

Manistee County Historical Museum – Project Coordinator Steve Harold and the museum have managed a number of grants from the State of Michigan including the following:

- Michigan Department of Commerce, 1987 – that created a new Sesquicentennial gallery with an exhibit recreating a local scene for 1837 including a log cabin.
- Michigan Council for the Arts, 1987 – to write and present a Sesquicentennial play on 1837 life in Manistee.
- Manistee Arts Council, 1987 – a portable exhibit on the life of Walter Burridge (illustrator of Wizard of Oz) and his 1903 work in Manistee at the Ramsdell Theatre.
- Michigan Department of Commerce, 1898 – to restore half of the façade windows (1885) while providing energy efficiency and ultraviolet light filtering on the A. H. Lyman Building (Museum).

- Department of Environmental Quality, Coastal Zone Management, 2000 – for interpretive exhibits along the Manistee Riverwalk (historical markers and recreated commercial fishing building).
- Ameritec, 2000 – for publicity on the opening of the Riverwalk exhibits.
- Michigan Lighthouse Assistance Program 2013 – Historic Structures Report, Plans and Specifications (North Pierhead Light and Elevated Walkway).

Project Coordinator Steve Harold has overseen the completion and final reports for several Michigan Council for the Humanities Grants to the Grand Traverse Heritage Center.

Museum Director Mark Fedder managed a grant from the Little River Band of Ottawa Indians for technology upgrades in 2012.

22. FINANCIAL CERTIFICATION

Financial Certification from Edward Bradford, Finance Director/City Treasurer for the City of Manistee – ***attachment #9***

Financial Certification from Thomas G. Stege, Chair, Manistee County Historical Museum – ***attachment #10 Certification***

23. RESOLUTION AND BYLAWS OF GOVERNING BODY

City Council Resolution of Support – ***attachment #11***

City Council Guidelines Policy – ***attachment #12***

Manistee County Historical Museum Resolution – ***attachment#13***

Manistee County Historical Museum – Articles of Incorporation and Bylaws – ***attachment #14***

24. CIVIL RIGHTS COMPLIANCE AND EEO

Civil Rights Compliance and EEO for the City of Manistee - ***attachment #15***

Civil Rights Compliance and EEO for the Manistee County Historical Museum - ***attachment #16***

25. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for the City of Manistee - ***attachment #17***

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for the Manistee County Historical Museum - ***attachment #18***

26. CERTIFICATE VERIFYING KEY PERSONS OF THE CONTACTOR/SUBGRANEE

Certificate Verifying Key Persons of the Contactor/Subgrantee for the City of Manistee - ***attachment #19***

Certificate Verifying Key Persons of the Contactor/Subgrantee for the Manistee County Historical Museum - ***attachment #20***

27. OFFICER COMPENSATION REPORTING UNDER THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

Officer Compensation Reporting Under The Federal Funding Accountability and Transparency Act for the City of Manistee - **attachment #21**

28. TAX INCENTIVE CERTIFICATION

Tax Incentive Certification for the City of Manistee - **attachment #22**

29. PHOTOGRAPHS

Detailed photos - **attachment #23**

30. FLOOD PLAIN CERTIFICATION

Flood Plain Certification from County Planner Rob Carson - **attachment #24**

RESPECTFULLY SUBMITTED BY:

_____ this ____ day of _____, 2019

Thad Taylor, City Manager
City of Manistee
70 Maple Street
Manistee, MI 49660
231.398.2801

_____ this ____ day of _____, 2019

Thomas G. Stege, Chair
Manistee County Historical Museum
425 River Street
Manistee, MI 49660
231.723.5531

CITY OF MANISTEE
TAX INCENTIVE CERTIFICATION

The City of Manistee Certifies that neither Federal nor State Historic Preservation Tax Incentives have been or will be taken for the work proposed under the 2019 Michigan Historic Preservation Certified Local Government Grant Application for Rehabilitation and Rehabilitation Planning Projects for the Manistee North Pierhead Light Manistee North Pierhead Light Decks and Hatches Interior Restoration Project.

Roger Zielinski, Mayor

Dated

ATTESTED:

Heather Pefley, City Clerk

Dated

SEAL

City of Manistee Police Department



70 Maple Street, Manistee, MI 49660-0358

www.manisteemi.gov



TO: Thad Taylor, City Manager

DATE: March 18, 2019

FROM: Chief Timothy Kozal

RE: Special Event Request/Consideration for City Council

Tight Lines for Troops is requesting consideration to hold the annual charity veteran's event at the 3-acre lot across from the public boat launch at First Street. Use of the ball diamond parking lots on Cherry Street as well as use of the city parking lot at the Armory is also requested. Use of city marina facilities will not be required as boats will be launching at Seng's Marina. This event will occur over the following dates:

Friday, May 17 – Saturday, May 18, 2019 (May 17, 4 p.m. – May 18, 8 p.m.)

Event setup will take place on Thursday, May 16, 2019 in the afternoon to allow for tent setup along with chairs, tables, trash dumpster and porta potties being delivered and set up at that time also.

Please see attached document for proposed requested assistance, along with the time tables for that proposed assistance.

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

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Timothy E. Kozal".

Timothy E. Kozal



Tim Kozal, Director of Public Safety
 Police Department
 70 Maple Street
 Manistee, MI 49660
 231.723-2533 (phone)
 231-398-2012 (Fax)
 tkozal@manisteemi.gov

SPECIAL EVENT REQUEST

Please Print

<p>The City <u>must</u> receive this form at least ninety (90) days prior to the date of the event. Forms received less than ninety (90) days prior to the date of the event may result in denial of the request. You are requested to <u>submit a letter</u> with this form that details your Special Event.</p>		
Name of Event: <u>Tight Lines for Troops</u>		
Person(s)/Organization(s) making request: <u>Eric Gustad</u>		
<input checked="" type="checkbox"/> Non Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> Free to Attend
Contact Person: <u>Eric Gustad</u>	Phone Number: <u>231-920-6012</u>	
Address: <u>1923 Blossom Trail</u>	Email Address: <u>eric.gustad@cmsenergy.com</u>	
Date(s) of Event: <u>May 17 + 18</u>	Time of Event: <u>All day</u>	
EVENT LOCATION		
City Park(s): <u>First Street Beach Boat Parking Lot</u>		
Parking Lot(s): <u>First Street Beach Boat Parking Lot</u>		
City Street(s) Closure:		
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 CERTIFICATE		
<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 filed at the time this Special Event Request form is filed. The minimum amount that our insurance company will accept is \$1 million dollars of Liability Insurance. The Insurance Certificate, this form, and related correspondence should be sent to the attention of the Manistee City Police Department.</p>		
Signature: <u>[Signature]</u>		Date: <u>3-4-19</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: _____

Tight Lines for Troops

This Section Completed by the Event Organizer				OFFICE USE ONLY	
Item	Unit Price	Quantity		Total Cost	
Picnic Tables	\$4.00 Each	20		80	
90 Gal Tote	\$12.00 Each	12		144	
Trash Can	\$5.00 Each				
Garbage Bags (case)	\$62.00 Each				
Barricades, horses	\$4.00 Each				
Traffic Cones	\$3.00 Each	10		30	
HC Signs	\$1.00 Each				
No Parking Signs	\$1.00 Each				
Standard Cones	\$1.00 Each	20		20	
Fence, Plastic	\$70.00 Per 50 feet	24		1680	
Fence, Wood	\$90.00 Per 50 feet				
Grand Stand	\$80.00 Each				
Plywood	\$3.00 Each				
Grill	\$15.00 Each	1		15	
Festival Street Banners	\$10.00 Each				
Hang Banner	\$60.00 Each				
Relocate Bleachers	\$60.00 Each				
Other: ELECTRICAL	1 TBD 2 SUM			\$30	
Other: CONCRETE BARRICADES	TBD # 26	8		200	
Other: WOODEN BARRIERS	TBD #10	20		200	
Staff Charges (Office Use Only) Hours will be logged and billed after event				OFFICE USE ONLY Subtotal: \$2,399 (organizer)	
DPW/Parks Department Services	Cost				
Restroom Cleaning	\$45.00 Per hour				
Restroom Cleaning (overtime rate)	\$60.00 Per hour	4		240 Subtotal \$240 (DPW Sec)	
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				
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				
SUB TOTAL (Police)				\$542	
Apply Discount Rate 0% 25% 50% 100% X %					
TOTAL				\$3,181.00	

* USE ON DUTY CREW *
 (2 HRS 1 OFFICER FIRE BARRELS \$78.00
 6 HRS EACH 2 OFFICERS - SECURITY, FOOT BEATS
 4 LOAD AND UNLOAD VETS = \$464.00
 TOTAL = \$542.00 FOR 2 DAYS

Tight Lines for Troops May 17 - 18, 2019

Honorable Mayor Smith and City Council:

The Tight Lines for Troops (a 501c3) host committee requests permission from the City of Manistee to host the annual charity veteran's event at the 3 acre lot across from the public boat launch on First Street, as we did last year. We also request use of the ball diamond parking lots on Cherry Street for volunteer parking, as well as use of the city parking lot at the Armory for potential overflow parking. We will be loading and unloading boats at Seng's Marina, so we will not be needing the marina facilities this year.

We would humbly request the following assistance from the City of Manistee:

- Placement of large banner for the event at River Street entrance. We would also want to place a banner at the roundabout on First St, and Permission for the electronic directional sign from Amor to be placed on US 31 and First St.
- Use of part of the fish cleaning station for cleaning and packing of the day's catch for the participants. We understand that this is public space and adequate parking will be established for the public boats and trailers as directed by DPW. We believe this activity and location allow public access to watch the weigh in of the tournament fish and also the cleaning activities.
- Electrical supply at the launch parking area for the refrigerated truck for food, and for other power needs.
- Support from the City's Public Works department for trash receptacles, 20 picnic tables, installation of approximately 1200' of snow fencing to contain event and provide secured access for those invited participants, volunteers and boat Captains/mates.
- Assistance filling water barrels to secure tents. Additionally, we request availability of 8 cement barricades to secure event tent in case of high winds.
- Support from the City's Police, Fire and EMS first responders for Friday and Saturday events. If possible, required number of fire extinguishers, as directed by the fire marshal.
- Use of available staff for policing the event Friday and Saturday for safety.
- Additional security police patrol of First St. area. Any necessary overtime will be paid by Tight Lines for Troops.

Tents will be set up within the fenced area for the event, delivered by GJ's Rental from Traverse City. Tents will be raised on Thursday, other chairs tables, trash dumpster and porta potties delivered and set up on Thursday afternoon.

The event begins approximately 4pm on Friday and will be clear by 8pm on Saturday. Tables and chairs, and tents will be removed Monday morning. We will provide volunteers to help clean up the area on Saturday evening and Sunday if necessary.

The City of Manistee is named on the Waiver which will be signed by all participants and on file with the host committee. The City of Manistee is also named on the General Liability Insurance Policy.

Please let me know if any other information is required.

Thank you for your assistance.

Judy Ball
Administrator, Tight Lines for Troops Host Committee



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/14/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Elite Insurance Agency, LLC. 4324 E Grand River Howell, MI 48843	CONTACT NAME: Matt Ikle	FAX (A/C, No): (517) 545-9326	
	PHONE (A/C, No, Ext): (517) 545-9325	E-MAIL ADDRESS: eliteins@comcast.net	
INSURED: Tight Lines for Troops 324 Fourth Avenue PO BOX 274 Manistee, MI 49660	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: SECURA INS A MUTUAL CO		22543
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		CP3237661	05/01/2018	05/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Directors and Officers			CP3237662	05/01/2018	05/01/2019	Aggregate Limit \$ 1,000,000 Each Claim Limit \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured: City of Manistee, Manistee City Marina, Douglas Park

Event Dates: May 15, 2019 through May 20, 2019

Contact Person: Eric Gustad, 231-233-5830

CERTIFICATE HOLDER

City of Manistee
70 Maple Street
Manistee, MI 49660

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

