

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, MARCH 4, 2014 – 7:00 P.M. – COUNCIL CHAMBERS

I. Call to Order.

- a.) PLEDGE OF ALLEGIANCE.
- b.) ROLL CALL.

II. Public Hearings.

III. Citizen Comments on Agenda Related Items.

IV. Consent Agenda. All agenda items marked with an asterisk (*) are on the consent agenda and considered by the City Manager to be routine matters. Prior to approval of the Consent Agenda, any member of Council may have an item from the Consent Agenda removed and taken up during the regular portion of the meeting. Consent agenda items include:

- V. Approval of Minutes.
- VI. a.) Approval of Payroll.
b.) Cash Balances Report.
- XI. b.) Notification Regarding Next Work Session.

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

***V. Approval of Minutes.** Approval of the minutes of the February 18, 2014 regular meeting as attached.

VI. Financial Report.

- *a.) APPROVAL OF PAYROLL.
- *b.) CASH BALANCES REPORT.

VII. Unfinished Business.

VIII. New Business.

- a.) CONSIDERATION OF CITY COUNCIL REVIEW AND APPROVAL OF 2014-2015 CITY OF MANISTEE STRATEGIC PLAN.

In January 2014 City Council, Staff and the Alliance for Economic Success began updating the City of Manistee Strategic Plan for Fiscal Year 2014-2015. Numerous items were removed from the 2013-2014 Strategic Plan that reflected accomplishments over the past year. In addition, several new goals were added to the 2014-2015 Strategic Plan; along with staff identified strategies to address these new goals.

Council is being requested to review and approve the 2014-2015 Strategic Plan for the City of Manistee.

At this time Council could take action to approve the 2014-2015 City of Manistee Strategic Plan.

- b.) CONSIDERATION OF LOCAL REVENUE SHARING BOARD GRANT APPLICATIONS.

The Local Revenue Sharing Board (LRSB) distributes 2% money from the Little River Casino. The deadline for 2014 Cycle I applications is Friday, March 7, 2014. City Staff has prepared grant applications for submission to the LRSB.

At this time Council could take action to authorize the submission of grant applications to the Local Revenue Sharing Board for the first cycle in 2014.

- c.) CONSIDERATION OF A RESOLUTION DECLARING CITY INTENTIONS REGARDING CHARGES FOR CITY WATER SERVICES IN MANISTEE TOWNSHIP.

The City has been jointly working with the Little River Band of Ottawa Indians (LRBOI) and Manistee Township to upgrade sewer utilities north of M-55 on US-31 and at the request of Manistee Township, renegotiate the current agreement allowing the City of Manistee to provide water to Manistee Township customers.

At this time Council could take action to approve a Resolution Declaring City Intentions Regarding Charges for City Water Services to be Provided to Users in a Proposed Service Area in Manistee Township.

d.) CONSIDERATION OF ESTABLISHING COMPENSATION FOR THE BOARD OF REVIEW.

The Board of Review is unique among the various City boards and commissions. The Board of Review is established by Charter Section 8-3. That provision of the Charter includes language noting “Their compensation shall be fixed by Council.” The Board of Review regularly meets in full day increments rather than evening meetings. Boards of Review are traditionally compensated while other boards and commissions are not.

The City Board of Review currently receives compensation at the rate of \$80 per day for members, \$90 per day for the Chairperson. This rate has not changed for fifteen years. It has become increasingly more difficult to fill Board of Review vacancies and retain Board of Review members. The responsibilities of the Board of Review have increased, as the legislature continues with various types of exemptions, many of which are finally decided by the Board of Review.

The recommended compensation is in the amount of \$100 per day for members and \$120 per day for the Chairperson. If the Board were to meet for less than three hours, the rate would be for one-half of that amount; \$50 and \$60 respectively. The Board of Review consists of three members who are taxpaying electors of the City and neither elected nor appointed officials.

At this time Council could take action to adjust the compensation rate for Board of Review members to \$100 per day for members, \$120 per day for the Chairperson; with one-half of that amount paid for meetings of less than three hours.

e.) CONSIDERATION OF REVISING COUNCIL POLICY CP-24, RULES OF PROCEDURE FOR BOARD OF REVIEW.

The Board of Review Rules of Procedure have not been revised since November of 2007. The areas of revision generally pertain to the following: 1. Since signed original letters or petitions are required, emailed or faxed appeals are not accepted. 2.) One parcel number per petition, if petitions are submitted. 3.) Appellants must supply one copy of written evidence to the Board of Review, City Staff cannot make multiple copies for appeals, during the Board sessions. 4.) Update of contact information.

At this time Council could take action to approve the revised Council Policy CP-24, Rules of Procedure for the Board of Review; effective March 5, 2014.

IX. Notices, Communications, Announcements.

a.) A REPORT FROM THE MANISTEE RECREATION ASSOCIATION.

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

At this time Ms. Vicki Sheffield will report on the activities of the Manistee Recreation Association 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, March 11, 2014 at 7 p.m. A discussion will be conducted on Fireworks Ordinance, Street Funding and Twelfth and Oak Street; and such business as may come before the Council. No action is required on this item.

X. Concerns and Comments.

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

b.) OFFICIALS AND STAFF.

c.) COUNCILMEMBERS.

XI. Adjourn.

MDD:cl

COUNCIL AGENDA ATTACHMENTS:

Council Meeting Minutes – February 18, 2014
Cash Balances Report
City Strategic Plan
Local Revenue Sharing Board Applications
Resolution of Intent – Manistee Township
Board of Review Pay Increase Request
Revised CP-24 Board of Review Rules of Procedure

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – FEBRUARY 18, 2014

A regular meeting of the Manistee City Council was called to order by her Honor, Mayor Colleen Kenny on Tuesday, February 18, 2014 at 7:00 p.m. in the City of Manistee Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

PRESENT: Colleen Kenny, Edward Cote, Robert Hornkohl, Chip Goodspeed, and Catherine Zaring.

ABSENT: Mark Wittlief and Eric Gustad.

ALSO PRESENT: City Manager – Mitch Deisch, City Attorney – George Saylor, City Deputy Clerk – Mary Bachman, Director of Public Safety – Dave Bachman, and City Engineer – Shawn Middleton.

Citizen Comments on Agenda Related Items.

None received

Consent Agenda

Minutes	-	February 4, 2014	-	Regular Meeting
		February 11, 2014	-	Work Session
Payroll		February 3-16, 2014	-	\$111,510.84

Monthly Bills

Notification Regarding Next Work Session.

A Council work session has been scheduled for Tuesday, March 11, 2014 at 7 p.m.

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

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Hornkohl, Goodspeed, and Zaring

NAYES: None

CONSIDERATION OF A REQUEST FROM MR. ED SENG TO AMEND 2008 DEVELOPMENT AGREEMENT.

Following their February 11, 2014 work session discussion, Staff requested that City Council take formal action on Mr. Seng's request. Therefore, this item was placed on a tonight's agenda to take formal action on a request by Mr. Ed Seng to amend the 2008 Development Agreement regarding his property at 200 River Street, Parcel #51-448-735-01.

MOTION by Cote, second by Goodspeed to take action to direct the City Manager and City Attorney to negotiate the terms of an Amendment to the January 25, 2008 Development Agreement between the City of Manistee, Seng Land Company, LLC and Seng Dock & Trucking, Inc. allowing industrial and commercial use; including shipping on Parcel #51-448-735-01, subject to final approval of Council. Discussion followed.

With a roll call vote this motion failed 2-3.

AYES: Kenny and Cote
NAYES: Hornkohl, Goodspeed, and Zaring

CONSIDERATION OF PEG COMMISSION BYLAW AMENDMENTS.

The PEG Commission took action at their February 10, 2014 meeting to review and approve changes to their bylaws. A copy of the bylaws showing proposed amendments has been attached. Amendments include changing to monthly meetings from bi-monthly meetings.

MOTION by Hornkohl, second by Zaring to take action to approve amendments to the bylaws of the Manistee PEG Commission and authorize the Mayor to execute the document.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Hornkohl, Goodspeed, and Zaring
NAYES: None

CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.

The City Clerk has taken action to advertise vacancies on the Historic District Commission, Non-Motorized Transportation Committee, Parks & Beautification Commission, Ramsdell Theatre Governing Authority, Tree Commission and the Zoning Board of Appeals.

HISTORIC DISTRICT COMMISSION Two vacancies, one unexpired term ending 02/28/15 and one three-year term ending 02/28/17, applicants must be a City resident; Council appointment.

None received

NON-MOTORIZED TRANSPORTATION COMMITTEE Five vacancies, one unexpired term ending 03/31/15, and four two-year terms ending 03/31/16; Mayoral appointment.

Ken Blakey-Shell, 411 Birchwood Drive
Mark Tomaszewski, 106 Tamarack Street

Mayor Kenny appointed Ken Blakey-Shell to the Non-Motorized Transportation Committee - a two-year term ending 3/31/16, Cote supported.

With a roll call vote this appointment was passed unanimously.

AYES: Kenny, Cote, Hornkohl, Goodspeed, and Zaring
NAYES: None

Mayor Kenny appointed Mark Tomaszewski to the Non-Motorized Transportation Committee - a two-year term ending 3/31/16, Hornkohl supported.

With a roll call vote this appointment was passed unanimously.

AYES: Kenny, Cote, Hornkohl, Goodspeed, and Zaring
NAYES: None

PARKS & BEAUTIFICATION COMMISSION Two unexpired terms ending 06/30/14 and 06/30/16; Mayoral appointment.

Erin M. Pontiac, 1003 Engelman Street

Mayor Kenny appointed Erin M. Pontiac to the Parks & Beautification Commission – an unexpired term ending 06/30/16, Cote supported.

With a roll call vote this appointment was passed unanimously.

AYES: Kenny, Cote, Hornkohl, Goodspeed, and Zaring
NAYES: None

RAMSDELL THEATRE GOVERNING AUTHORITY Two unexpired terms ending 06/30/15 and 06/30/16; Mayoral appointment.

None received

TREE COMMISSION One vacancy, three-year term ending 12/31/16; Mayoral appointment.

None received

ZONING BOARD OF APPEALS *Alternate Member*, one unexpired term ending 05/31/15; Mayoral appointment.

Thomas R. Smith, 703 Hopkins Street

Mayor Kenny appointed Thomas R. Smith to the Zoning Board of Appeals – Alternate Member, unexpired term ending 05/31/15, Hornkohl supported.

With a roll call vote this appointment was passed unanimously.

AYES: Kenny, Cote, Hornkohl, Goodspeed, and Zaring

NAYES: None

A REPORT FROM THE DEPARTMENT OF PUBLIC SAFETY.

Chief David Bachman reported on the activities of the Public Safety Department and responded to questions the Council had regarding their activities.

CITIZEN COMMENT.

Mike Willett, Business owner at 36 East Street; Requested to know what the financial process is going to be for those with water line freeze ups; Kenny stated that each case is different; Deisch stated that information will be brought to the Council for review and will move forward from there.

Bruce Schaub, 343 4th Street; submitted an application for the Tree Commission.

OFFICIALS AND STAFF.

Deisch stated that Mikula has reported 95 Water line freeze ups in the City so far; all of the occupied structures have been cleared and the unoccupied structures will be worked on next; the freeze line is at 78 inches; rain is predicted on Thursday with warmer temperatures which could cause some flooding especially in the French drain areas of the Northside; residents are taking heed to run water; Strategic Plan was given to Council, please review as it will be on the March 4th Agenda.

COUNCILMEMBERS.

Cote thanked the Police Department and the Fire Department for a job well done.

Hornkohl extended well wishes to Officer Tom Bruce and his family who are dealing with a medical issue.

Kenny asked residents to please continue to run water until further notice.

ADJOURN.

MOTION to adjourn was made by Cote, second by Hornkohl. Meeting adjourned at 7:42 p.m.

Mary Bachman CMC/MMC, LIA
Deputy City Clerk/Payroll & Benefits

CASH TRANSACTIONS REPORT

DRAFT

MONTH: JANUARY
City of Manistee

Page: 1
2/26/2014
2:25 pm

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 101 - GENERAL FUND				
Dept: 000				
001.000 Cash	1,925,336.15	144,031.75	406,365.98	1,663,001.92
001.002 Cash - Escrow	102,492.44	15,344.44	38,412.64	79,424.24
004.000 Cash - Petty	800.00	0.00	0.00	800.00
017.000 MBIA Mi Class Inv	57,124.38	3.91	0.00	57,128.29
Total Dept: 000	2,085,752.97	159,380.10	444,778.62	1,800,354.45
Fund: 101	2,085,752.97	159,380.10	444,778.62	1,800,354.45
Fund: 202 - MAJOR STREET FUND				
Dept: 000				
001.000 Cash	53,531.29	84,036.56	49,298.22	88,269.63
Total Dept: 000	53,531.29	84,036.56	49,298.22	88,269.63
Fund: 202	53,531.29	84,036.56	49,298.22	88,269.63
Fund: 203 - LOCAL STREET FUND				
Dept: 000				
001.000 Cash	4,717.36	10,327.49	6,416.67	8,628.18
Total Dept: 000	4,717.36	10,327.49	6,416.67	8,628.18
Fund: 203	4,717.36	10,327.49	6,416.67	8,628.18
Fund: 204 - STREET IMPROVEMENT FUND				
Dept: 000				
001.000 Cash	83,852.34	1,688.92	626.08	84,915.18
Total Dept: 000	83,852.34	1,688.92	626.08	84,915.18
Fund: 204	83,852.34	1,688.92	626.08	84,915.18
Fund: 226 - CITY REFUSE FUND				
Dept: 000				
001.000 Cash	53,090.95	18,835.42	32,864.97	39,061.40
001.030 Cash Mgt Chk	223,822.43	9.50	0.00	223,831.93
Total Dept: 000	276,913.38	18,844.92	32,864.97	262,893.33
Fund: 226	276,913.38	18,844.92	32,864.97	262,893.33
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO				
Dept: 000				
001.000 Cash	10,910.27	0.00	248.75	10,661.52
Total Dept: 000	10,910.27	0.00	248.75	10,661.52
Fund: 243	10,910.27	0.00	248.75	10,661.52
Fund: 245 - OIL & GAS FUND				
Dept: 000				
001.000 Cash	650,961.73	9,018.94	365,548.00	294,432.67
001.020 Money Market	254,947.12	104,834.57	0.00	359,781.69
003.000 CD	500,000.00	0.00	0.00	500,000.00
Total Dept: 000	1,405,908.85	113,853.51	365,548.00	1,154,214.36
Fund: 245	1,405,908.85	113,853.51	365,548.00	1,154,214.36
Fund: 249 - BUILDING INSPECTOR				
Dept: 000				
001.000 Cash	14,555.29	549.59	2,514.37	12,590.51
Total Dept: 000	14,555.29	549.59	2,514.37	12,590.51

CASH TRANSACTIONS REPORT

DRAFT

MONTH: JANUARY
City of ManisteePage: 2
2/26/2014
2:25 pm

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 249	14,555.29	549.59	2,514.37	12,590.51
Fund: 251 - EPA GRANT - PETROLEUM				
Dept: 000				
001.000 Cash	-868.91	0.00	16,583.33	-17,452.24
Total Dept: 000	-868.91	0.00	16,583.33	-17,452.24
Fund: 251	-868.91	0.00	16,583.33	-17,452.24
Fund: 252 - EPA GRANT - HAZARDOUS				
Dept: 000				
001.000 Cash	19,498.97	0.00	11,926.20	7,572.77
Total Dept: 000	19,498.97	0.00	11,926.20	7,572.77
Fund: 252	19,498.97	0.00	11,926.20	7,572.77
Fund: 275 - GRANT MANAGEMENT FUND				
Dept: 000				
001.000 Cash	308,922.49	34,023.00	11,831.36	331,114.13
Total Dept: 000	308,922.49	34,023.00	11,831.36	331,114.13
Fund: 275	308,922.49	34,023.00	11,831.36	331,114.13
Fund: 290 - PEG COMMISSION				
Dept: 000				
001.000 Cash	9,475.41	900.33	3,333.33	7,042.41
Total Dept: 000	9,475.41	900.33	3,333.33	7,042.41
Fund: 290	9,475.41	900.33	3,333.33	7,042.41
Fund: 296 - RAMSDELL THEATRE				
Dept: 000				
001.000 Cash	18,266.44	13,128.88	13,199.63	18,195.69
001.020 Money Market	0.71	0.00	0.00	0.71
004.000 Cash - Petty	500.00	0.00	0.00	500.00
Total Dept: 000	18,767.15	13,128.88	13,199.63	18,696.40
Fund: 296	18,767.15	13,128.88	13,199.63	18,696.40
Fund: 297 - FRIENDS OF THE RAMSDELL				
Dept: 000				
001.000 Cash	1,515.73	0.07	0.00	1,515.80
Total Dept: 000	1,515.73	0.07	0.00	1,515.80
Fund: 297	1,515.73	0.07	0.00	1,515.80
Fund: 401 - 2010 CAPITAL IMPROVEMENT BONDS				
Dept: 000				
001.000 Cash	6,837.88	0.32	0.00	6,838.20
Total Dept: 000	6,837.88	0.32	0.00	6,838.20
Fund: 401	6,837.88	0.32	0.00	6,838.20
Fund: 430 - CAPITAL IMPROVEMENT FUND				
Dept: 000				
001.000 Cash	12,272.65	365,563.74	39,151.78	338,684.61
Total Dept: 000	12,272.65	365,563.74	39,151.78	338,684.61
Fund: 430	12,272.65	365,563.74	39,151.78	338,684.61
Fund: 490 - RENAISSANCE PARK				

CASH TRANSACTIONS REPORT

DRAFT

MONTH: JANUARY
City of Manistee

Page: 3
2/26/2014
2:25 pm

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Dept: 000				
001.000 Cash	10,455.10	0.40	1,871.96	8,583.54
Total Dept: 000	10,455.10	0.40	1,871.96	8,583.54
Fund: 490	10,455.10	0.40	1,871.96	8,583.54
Fund: 508 - BOAT RAMP FUND				
Dept: 000				
001.000 Cash	10,824.77	0.50	132.07	10,693.20
004.000 Cash - Petty	1.00	0.00	0.00	1.00
Total Dept: 000	10,825.77	0.50	132.07	10,694.20
Fund: 508	10,825.77	0.50	132.07	10,694.20
Fund: 573 - WATER & SEWER UTILITY				
Dept: 000				
001.000 Cash	32,932.35	354,026.32	156,624.71	230,333.96
001.002 Cash - Escrow	30,000.00	800.00	1,200.00	29,600.00
004.000 Cash - Petty	300.00	0.00	0.00	300.00
017.000 MBIA Mi Class Inv	488,448.29	32.93	0.00	488,481.22
Total Dept: 000	551,680.64	354,859.25	157,824.71	748,715.18
Fund: 573	551,680.64	354,859.25	157,824.71	748,715.18
Fund: 594 - MARINA FUND				
Dept: 000				
001.000 Cash	26,528.79	32,387.38	41,841.14	17,075.03
Total Dept: 000	26,528.79	32,387.38	41,841.14	17,075.03
Fund: 594	26,528.79	32,387.38	41,841.14	17,075.03
Fund: 661 - MOTOR POOL FUND				
Dept: 000				
001.000 Cash	387,243.05	23,805.35	26,954.73	384,093.67
Total Dept: 000	387,243.05	23,805.35	26,954.73	384,093.67
Fund: 661	387,243.05	23,805.35	26,954.73	384,093.67
Fund: 703 - CURRENT TAX COLLECTION				
Dept: 000				
001.000 Cash	225,975.81	999,110.38	995,059.91	230,026.28
Total Dept: 000	225,975.81	999,110.38	995,059.91	230,026.28
Fund: 703	225,975.81	999,110.38	995,059.91	230,026.28
Fund: 704 - PAYROLL CLEARING FUND				
Dept: 000				
001.000 Cash	40,626.75	445,934.34	435,126.08	51,435.01
001.005 Cash - NEW Flex \ HRA	9,294.07	15,094.12	15,566.18	8,822.01
001.007 Cash - Federal & State Taxes	1.52	53,514.36	53,514.21	1.67
Total Dept: 000	49,922.34	514,542.82	504,206.47	60,258.69
Fund: 704	49,922.34	514,542.82	504,206.47	60,258.69
Fund: 705 - DELINQUENT TAX COLLECTION				
Dept: 000				
001.000 Cash	6.01	1,529.46	302.05	1,233.42
Total Dept: 000	6.01	1,529.46	302.05	1,233.42
Fund: 705	6.01	1,529.46	302.05	1,233.42

CASH TRANSACTIONS REPORT
DRAFT

MONTH: JANUARY
City of Manistee

Page: 4
2/26/2014
2:25 pm

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Grand Totals:	5,575,200.63	2,728,532.97	2,726,514.35	5,577,219.25

MEMO TO: Mayor Colleen Kenny
Members of City Council

FROM: Mitch Deisch, City Manager



DATE: February 19, 2014

SUBJECT: 2014-2015 Strategic Plan

City Manager's Office
231-398-2801

Earlier this year, City Council and Staff began working with the Alliance for Economic Success to update the City of Manistee Strategic Plan.

Based upon the amendments made by Council and Staff, a final version (showing changes) of the 2014-2015 Strategic Plan is being presented to City Council for your review and final approval.

Staff will be making a brief presentation at the March 4, 2014 Council meeting to review each amendment to the Strategic Plan.

MDD:cl

Draft Plan Attached



*“...the community of choice and destination for families,
businesses, industry, and tourists...”*

CITY OF MANISTEE

Strategic Plan Update 2014-15 through 2016-2017

February, 2014

Cover Photos: The new fish cleaning station at the City's 1st Street Beach, the continued dredging of Manistee's river channel for commercial and recreational navigation and the opening of the historic Vogue Theatre of Manistee were all singled out as sources of pride by the City Council in updating their Strategic Plan. All are examples of achievements stemming from successful community engagement around shared community priorities.

Preface

In 2007, Manistee's City Council developed a Strategic Plan and has updated it each year. For this plan update, covering the period 2014-15 to 2016-17, City Council began with a simple discussion about "what are we proud of?" Their answers reflect the considerable progress of the City to implement their plan, demonstrating the convictions of Council in the strategic planning process and their collective will to turn plans into community realities.

Within the context of the City's vision "To be a community of choice on the northwest Michigan coastline," Council said that they were proud of:

- The new First Street Beach Pavilion, Fish Cleaning Station and the Playground (to be built in 2015), supported with funding through the Natural Resources Trust Fund, the Great Lakes Fishery Trust and the Land and Water Conservation Fund. These facilities reflect the tangible results of an intense planning process that engaged all segments of the City's population.
- The opening of the historic Vogue Theatre of Manistee and the Blue Fish Kitchen. The Vogue Theatre is the largest community-driven, volunteer-led initiative in the history of Manistee, reflecting donations and grants from over 600 sources. The Theatre and the Blue Fish Kitchen will positively influence the market conditions of the City's downtown development district.
- The completion of the City's Municipal Marina and sustaining dredging for Manistee's commercial navigation channel.
- Street improvements on 8th and 12th Streets, respectively, near Manistee Area Public Schools.
- Other River Street improvements, including façade grants, an infiltration of businesses taking over vacant storefronts and the stamped concrete program.
- The continued commitment of the City to universal design and universal access so that people of all ages, needs and abilities can fully enjoy the City.
- Repairs, upgrades and new management at the historic Ramsdell Theatre.
- Consolidation of fire, police and safety services as a result of a detail evaluation of current conditions and options.
- Making continued progress without increasing the millage, supported by the fiscal responsibility of City staff.

We hope that all community interests will review this updated Strategic Plan, offer your suggestions and ideas on how our community can be improved, and unify with us in making Manistee the “community of choice.”

Sincerely,

Our Vision

Our vision reflects how we want the City to be recognized by its residents, businesses and visitors:

“Manistee will be the community of choice on the northwest Michigan coastline with a strong, diversified economy providing opportunities for all...a city whose prosperous past continues into the future.”

Our Mission

Our Strategic Mission defines what we must do to achieve our vision.

“To competitively position the City of Manistee as the community of choice and destination for residents and families, businesses, industry and tourists.”

Our Purpose

The purpose of City Council reflects how we will lead to attain the vision and strategic mission:

“The purpose of the Manistee City Council is to provide direction for the community on behalf of its citizens. The council will achieve this through exemplary leadership and by being accessible and approachable for all, upholding policy, ensuring financial stability, and providing citizens with safety, economic opportunity and a better quality of life.”

Our Values

A set of values guide decisions involving governance of the City:

- Fairness
- Integrity, honesty and the highest ethical standards
- Commitment to the community and to their respective offices
- Tolerance
- Accessibility and approachability
- Respect
- Listening and being responsive
- Responsiveness
- Leadership
- Trust
- Responsibility
- Universal Access for people of all abilities

Who We Serve and Impact

City Council and City government serve and impact a diverse group of individuals, groups, governments and organizations, including:

- City residents
- City government employees
- Businesses and Industry, including the Manistee Manufacturer's Council
- The Little River Band of Ottawa Indians
- Township, State and Federal Governments
- County residents
- Tourists
- Seasonal residents
- Schools
- West Shore Community College
- Nonprofit organizations
- Civic organizations
- Youth
- Police, Fire and Rescue personnel
- The Alliance for Economic Success
- The Manistee Downtown Development Authority
- Neighboring communities
- West Shore Medical Center
- Individuals, businesses and groups considering the City of Manistee as a place to live, work or simply enjoy

We strive to engage all interests toward our vision of being *"a community of choice."*

Accomplishments

A number of strategic goals were achieved during 2013 and/or incorporated as ongoing functions of City Government, including:

Goal 1.3.1 Have AES hold a multi-port meeting to assess needs and collaborative opportunities with regard to harbor dredging and maintenance.

Goal 1.5.1 Cooperatively assist with revitalization of the Vogue Theatre

Goal 2.2.1 Completed Ramsdell White Paper and hired new Ramsdell Director

Goal 2.5.1 Continue use of and improvements to e-agenda for City Council

Goal 4.2 Maintain a three-year financial forecast of revenue income, operating expenses and capital funding and identify potential trends that could negatively or positively impact achieving the Strategic Goals established by City Council (this is now done routinely)

Goal 4.3 To ensure that City Council and City Government have the capabilities to competitively position the City through a commitment to professional development, capacity building and leadership development

Strategy 4.4.1 Develop a white paper covering the City's Community Development functions

Issues and Opportunities

In updating their Strategic Plan, Council devoted time to identifying issues and opportunities that should be addressed in the Strategic Plan, including:

- Community blight
- Continued decline in State funding for City operations and programs
- Transportation/road funding that is now below the basic level to simply maintain the road network
- The strategy for the City's Peninsula District
- The condition of City streets with regard to the management process, declining financing, conditions on the north side of the City and the cost of repairs
- The need to identify assess options for new revenue streams, including opportunities presented by the recently announced \$1 billion State surplus
- Opening River Street to more opportunities as an economic driver for the community
- Maintaining jobs and creating an environment conducive to job creation
- Maintaining all City Parks, including consideration of the proposed "Adopt a Park" concept
- Improvements to the Fifth Avenue beach such as picnic areas and sidewalks
- Concepts for regional economic development
- Status of public safety programs in view of declining funding
- Maintaining the millage rate in a time of declining revenues

Three Year Strategic Goals

City Council has six areas of focus for their strategic goals:

1. Economic Development and Jobs
2. City Infrastructure
3. Beaches, Parks and Recreational Areas
4. Financial Stability and Continuous Improvement
5. Intergovernmental Relationships
6. Housing, Homelessness & Senior Citizens

Council uses the following criteria to identify where strategic goals should be modified:

- Are the strategic goals accomplished or still relevant and reflective of strategic priorities?
- Are the strategic goals reflective of true strategic goals or more tactical, day-to-day functions?
- Do the strategic goals reflect evolving needs and priorities of the community?

Following are Council's Strategic goals for this Strategic Plan update.

1. Economic Development and Jobs

1.1 Goal To provide leadership for completing a comprehensive Manistee County Economic Development Plan and Strategy, coordinated by the Alliance for Economic Success (AES) that identifies and recognizes the roles and relationships of all entities involved with retaining, expanding and attracting businesses and jobs, including marketing, promotion, and maintaining updated resources for businesses and developers.

1.2 Goal To achieve 100 percent occupancy in the industrial park and the Renaissance Park and other industrial properties.

Strategy 1.2.1 Prioritize the existing Renaissance Zone to determine its best future use. Consult with Manistee Township and the State of Michigan as part of that process.

1.3 Goal To collaborate with the AES and others to ensure that the Manistee harbor and port and related infrastructure and channel are maintained and developed to enable full and safe commercial navigation to support the retention, expansion and attraction of industry, business and jobs to the city, county and region. **One action step related to this goal is to have the AES work with staff to map port assets and assess options, including creation of a Port Authority (such as Burns Harbor).**

Strategy 1.3.1 Work cooperatively with the AES, and other municipalities around Manistee Lake to map out deep water port assets and assess options for managing these assets, including researching the creation of the Port Authority.

Strategy 1.3.2 Identify Industrially Zoned deep water port assets and work with the AES and property owners to ensure the ports are useable. If not useable, identify opportunities to assist with upgrading ports.

1.4 Goal To engage the AES **and the Chamber of Commerce** to continue to work with local businesses and industry to identify training and education needs and then to work with the K-12 schools and other educational institutions to address those needs.

1.5 Goal To focus on the revitalization of downtown, partnering with the Main Street/ Downtown Development Authority, the Chamber and the Alliance for Economic Success to achieve an energized, thriving downtown and community.

Strategy 1.5.1 Support plans and new ideas to deliver small businesses services and bring people to Manistee's downtown.

1.6 Goal To work with the AES and the Michigan Economic Development Corporation (MEDC) to apply for MEDC's Redevelopment Ready Communities program.

2. City Infrastructure and Facilities

2.1 Goal To evaluate, develop and oversee an asset management plan for restoration, preservation and maintenance of city owned assets.

Strategy 2.1.1 Complete Building Asset Management Plan.

Strategy 2.1.2 Maintain full compliance with NPDES fixed date Combined Sewer Separation schedule.

Strategy 2.1.3 Develop a plan that will increase revenue toward addressing necessary upgrades to both local and major streets. The plan will look at options for increasing revenue, potentially identify which streets need to be upgraded and will include both Staff, City Council and resident input.

2.2 Goal Develop a sustainable model for management of the Ramsdell Theatre to insure its long term operation.

2.3 Goal To explore and develop public/private partnerships to provide and develop infrastructure and acquire property at target areas within the City limits to facilitate and promote redevelopment and economic activity.

Strategy 2.3.1 Work to acquire property rights from Morton Salt and Consumers Energy to redevelop the Ninth Street Boat Launch.

2.4 Goal To continue to identify, invest and use appropriate technology city-wide to improve the efficiency, effectiveness and competitiveness of City operations and services.

Strategy 2.4.1 Continue implementation and enhancement of City GIS system and maintain partnership with Manistee County on GIS.

Strategy 2.4.2 **Continue to enhance** new website through continuous evaluation and use website and other social media to increase communications with residents and visitors.

2.5 Goal To encourage and support the use of energy efficient technologies and construction methods and promote conservation and sustainability by example and incentive. Include consideration of "green" in any decision process.

Strategy 2.5.1 **Continue to evaluate and implement energy efficiencies and cost savings on city facilities.**

3. City Beaches, Parks and Recreation Areas

3.1 Goal To have the cleanest Lake Michigan public beaches and parks in Michigan with universal access to all people of all abilities, including children. This includes asking the AES to develop financial resources toward the implementation of the Beach Conceptual Plan.

Strategy 3.1.1 Focus maintenance efforts for the improvements made to Fifth Avenue Beach before expanding improvements and adding additional responsibilities required under the Beach Conceptual Plan.

Strategy 3.1.2 Develop a Parks Maintenance Management Plan which prioritizes Parks based on usage and seasonality, including a cost analysis for maintenance options in-house vs. out sourced.

Strategy 3.1.3 Maintain signage and foot patrols as budget allows to ensure compliance and enforcement with laws and ordinances governing city beaches and provide necessary safety devices on both Lake Michigan beaches.

Strategy 3.1.4 Explore location and associated policies that would allow responsible dog owners to have access to Lake Michigan and other public places in the City with their dogs.

Strategy 3.1.5 To identify and seek funding for picnic/cabana facilities at the Fifth Avenue Beach, similar to those at the First Street Beach.

Strategy 3.1.6 Work cooperatively with the Teen Center Board and other interested groups to develop a plan to create a sustainable ice skating rink at Sands Park for the majority of the winter.

Strategy 3.1.7 Explore opportunities to upgrade the tennis courts at Sands Park.

3.2 Goal To have the best boating facilities on Lake Michigan's shoreline.

Strategy 3.2.1 Upgrade First Street Boat Launch in accordance with the First Street upgrade project.

Strategy 3.2.2 Work cooperatively with the Explore the Shores county-wide initiative, specifically identifying the Ninth Street Boat Launch upgrades as a high priority.

Strategy 3.2.3 Research upgrading the current First Street Beach auto-attendant that will include a backup plan if the auto-attendant is disabled.

3.3 Goal To develop and adopt a capital improvement plan for parks and recreation areas that recommends upgrades and costs and fully considers universal accessibility.

Strategy 3.3.1 Develop and implement Parks Asset Management Plan, prioritize needs and recommendations for annual budget for upgrades for parks, with emphasis on universal accessibility.

3.4 Goal To explore public/private partnerships to establish amenities and attractions and enhance recreational opportunities on beaches, parks and recreation areas for the City of Manistee.

Strategy 3.4.1 Identify and prioritize opportunities for public and private partnerships in the conceptual plan for the City's Lake Michigan beaches, including the Adopt-A-Park concept being developed by the City's Parks Commission.

4. Financial Stability and Continuous Improvement

Goal 4.1 To achieve the strategic three-year goals set by City Council without increasing the millage rate.

Strategy 4.1.1 Review current goal of not increasing millage rate to determine the long term feasibility of maintaining the same millage rate. This would also include the research of finding ways to increase revenue.

Goal 4.2 To have an ongoing process to assess and ensure the efficiency and effectiveness of City services, programs and operations, including review of best practices from other communities and the assessment and expansion, if needed, of the City's "Economic Vitality Improvement Program (EVIP) "dashboard" as a tool for measuring meaningful progress.

Strategy 4.4.1 Complete White Paper reports as appropriate to increase efficiencies, intergovernmental cooperation, privatization opportunities, in sourcing opportunities all looking toward establishing an acceptable service level and continuing to look for opportunities to reduce costs. Short term priorities involve: development of a white paper covering the Clerk/Treasurer functions.

5. Intergovernmental Relationships

Goal 5.1 To collaborate with other units of government to leverage technology and provide services to citizens, such as wastewater treatment plants collection in Filer Township and in Manistee Township with the Township and Little River Band of Ottawa Indians and joint economic development and safety services in the "Greater Manistee Area." We have asked the AES to re-energize "around the lake" discussions involving City Council and our government partners to define priorities and opportunities for improving communications and for collaboration and potential service sharing.

Strategy 5.1.1 Explore and carry out collaborative meetings with our neighboring Counties and Cities, including a potential collaborative meeting with the City of Ludington.

Strategy 5.1.2 Continue to explore intergovernmental service sharing opportunities identified in OSA report and in Departmental White Paper reports.

6. Housing, Homelessness and Senior Citizens

Goal 6.1 To focus on the long term housing needs of the entire population by partnering with the Manistee Housing Commission, Centra Wellness, Downtown Development Authority and other communities to develop a housing strategy that responds to current and projected housing issues, including those involving homelessness prevention, housing for low income individuals and families and senior housing.

Strategy 6.1.1 To work cooperatively with the Manistee Housing Commission supporting their efforts to address low to moderate housing needs, homelessness

as well as other projects to assist them in providing needed services for City and area residents.

Strategy 6.1.2 Support an emerging strategy involving the City and many diverse stakeholders to complete an action-focused housing strategy for Manistee County and, potentially, for Manistee-Benzie County.

Goal 6.2 Research opportunities to minimize blighted properties in the City.

Strategy 6.2.1 Work cooperatively with the Building Inspector, City Attorney and other code enforcement department to proactively address blighted properties with the intent on bringing each property into compliance with ordinance and neighborhood standards.

For More Information about the City of Manistee, go to www.manisteemi.gov

The update of the Strategic Plan was facilitated with the assistance of the Alliance for Economic Success, a 501 (c) (3) organization that has the primary role for economic development of Manistee County.

MEMO TO: Mayor Colleen Kenny
Members of City Council

FROM: Mitch Deisch, City Manager

DATE: February 27, 2014

SUBJECT: LRSB Cycle I Grant Applications



City Manager's Office
231-398-2801

Administration is recommending that the following Local Revenue Sharing Board grant applications be submitted for 2014 Cycle I grant funding. The deadline for grant submission is Friday, March 7, 2014; at 5:00 p.m. Copies of the applications are attached for your review and are as follows:

PUBLIC SAFETY GRANT REQUESTS	GRANT REQUEST
Fire – Match to FEMA Aid to Firefighters Grant	\$10,000
Fire – Paramedic Tuition	\$12,000
DPW – Traffic Control Devices	\$4,000

Administration is also recommending that Council approve the following other and/or pass-through grant applications:

OTHER GRANT REQUESTS	GRANT REQUEST
Sands Park Ice Skating Rink	\$6,000.00

Both the paramedic training and ice skating rink are included in the proposed 2014-2015 budget. If the paramedic grant is received, this line will be deleted from the proposed budget.

The ice skating rink incorporates \$6,000 in the 2014-2015 Capital Improvement Fund as matching funds to the Local Revenue Sharing Board grant. If you approve this grant application, you will also be approving the matching funds.

MDD:cl
Enclosures

**LOCAL REVENUE SHARING BOARD
FOR THE LITTLE RIVER BAND OF OTTAWA INDIANS/
STATE OF MICHIGAN GAMING COMPACT**

**2014-CYCLE I APPLICATION FORM FOR GRANT
OF COMPACT REVENUES
(Revised December 4, 2008)**

Requesting \$10,000 for:

Matching funds to a FEDERAL GRANT of \$107,000

1. Local unit of Government(s) filing the application (City, County, Township, Village, School District):

Name: **City of Manistee**

Mailing Address: **70 Maple Street
Manistee MI 49660**

Telephone: **231-398-2801**

Fax: **231-723-1546**

E-mail address: **mdeisch@manisteemi.gov**

Contact person: **Mitchell D. Deisch** Title: **City Manager**

2. Department/Agency making application through local unit of government (Fire Department, Planning Commission, Police Agency, etc.):

Name: **City of Manistee Fire Department**

Mailing Address: **281 First Street
Manistee, Michigan 49660**

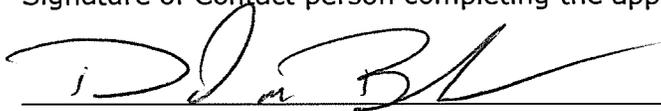
Telephone: **231-723-1549**

Fax: **231-398-2810**

E-mail address: **dbachman@manisteemi.gov**

Contact person: **Chief David M Bachman** Title: **Director of Public Safety**

Signature of Contact person completing the application:



3. Project Name: **FEMA Aid to Firefighters Grant Match**

4. Date of application: **January 15, 2014**

5. Please check the category of grant sought by applicant. If more than one category applies, file a separate application form for each category. Please refer to the Local Revenue Sharing Board's bylaws for a further description of the categories listed below, as well as the distribution formula mandated by the Compact:

XXXXXXXXXX Local Public Safety Organization ("Public Safety Grant").

_____ Payment in Lieu of Ad Valorem Property Taxes ("PILT Grant")

_____ Offset of actual Operating Costs Incurred as a Result of the Development of the Little River Band's Casino ("Offset Grant").

_____ Other Lawful Local Governmental Purpose ("Other Grant").

6. Amount requested for this Grant Cycle: **\$10,000**

7. The Bylaws of the Manistee Local Revenue Sharing Board define the Local Unit of Government and Local Public Safety Organization as follows:

Eligible Local Unit of Government. "Eligible Local Unit of Government" means a local unit of government which has a popularly elected governing body and which is in the geographic vicinity of the Band's casino.

Local Public Safety Organization. "Local public safety organization" includes but is not limited to law enforcement agencies maintained by political subdivisions of this State, fire and emergency medical service departments maintained by political subdivisions of this State, and 911 or central dispatch agencies maintained by political subdivisions of this State.

Local Unit of Government. "Local unit of government" means a political subdivision of this State, including a school district, a community college district, an intermediate school district, a city, a village, a township, a county, a road commission, and an authority, if the political subdivision has as its primary purpose the providing of local governmental services for residents in a geographically limited area of this State and has the power to act primarily on behalf of that area.

- A) Is the applicant an eligible local unit of government as defined above? Please explain.

Yes, the City of Manistee is an eligible local unit of government and a local public safety organization as defined in the bylaws.

- B) If the applicant is making application on behalf of a non-governmental entity, please explain the connection between the local unit of government and the non-governmental entity.

Not applicable.

8. **PUBLIC SAFETY GRANT ONLY.**

Public Safety Definition: "Public Safety involves the prevention of and protection from events that could endanger the safety of the general public from significant danger, injury/harm or damage, such as crimes or disasters, natural or man-made."

- A) Please explain how your application meets this definition of public safety.

Applicant is a public safety organization as defined by Section 1.7 of the Local Revenue Sharing Board bylaws: The City of Manistee Fire Department is a Public Safety Agency maintained by a political subdivision of this State (City of Manistee).

- B) What is the applicant's public safety purpose/function?

As a Fire/Ems organization we provide 24/7 firefighting and EMS service. In addition we provide education, inspection and emergency services to the community.

- C) Under what legal authority was the applicant formed and/or what local unit of government is it a part of?

The City of Manistee is a political subdivision of the State of Michigan, with a primary purpose of providing local governmental services for the residents of the City of Manistee and its visitors. The City of Manistee is empowered by Charter, most recently adopted April 1, 1968, and has the power to act on behalf of the citizenship of the City.

- D) What communities and/or local units of government does the applicant serve?

Applicant serves the City of Manistee, its citizens and visitors. In addition we have an automatic mutual aid agreement to provide fire protection to Filer Township. Our ALS service provides back up service to WSMC when they need an additional unit due to call volume. We have provided ALS service outside the city to Filer Township, Manistee Township and the Village of Eastlake.

- E) Is the funding application being made to purchase equipment or for a proposed local government project? Please explain. What are the projected start and completion dates?

FEMA AFG Grants are typically awarded in early April. If we are awarded a grant we would go out for proposals and award the project in June with a July start date and a September 30th completion date.

9. **PILT GRANT ONLY.** Not applicable.

10. **OFFSET GRANT ONLY.** Not applicable

11. **OTHER GRANT ONLY.** Not applicable.

12. Please provide a complete description of the project and/or equipment being requested for funding. In addition, please list the order of priority for spending grant funds in the event that the actual grant is less than the requested amount.

City Fire has applied for a grant from FEMA in the Aid to Firefighters Category. The grant request is for \$107,000 to fund two projects. The first is to buy and install an exhaust handling system for the fire department. It will capture and remove the exhaust from all five of our vehicles parked on the apparatus floor. Our current system is 20 plus years old and only handles exhaust from 3 of our 5 vehicles. The rest of the grant would allow us to purchase two lifepak 15 heart monitors. The heart monitors allow us to provide ALS care to patients. We have one used lifepak 12 that we would replace with the grant and add a lifepak to our second ambulance. The project cost is \$117,700 with \$107,000 of it coming from a federal grant. This LRSB Request is for matching funds required in accordance with the grant. FEMA requires us to pay a 5% match on their grant. Our professional grant writer also gets 5% of any grants received.

13. If funding is less than the requested amount, how will reduced funding affect the equipment purchase and/or project?

If we receive less than requested we will ask the city council to look for a funding source within our city budget. The current budget does not have any money allocated for this project. Any amount received would go toward this project and would be helpful.

14.

Total budget for project/equipment:	\$117,700.00	Other sources:	
Portion funded by applicant:	\$700.00	Organization:	Amount:
Total from other source:	\$107,000	FEMA Aid to Firefighters grant	\$107,000.00
	List Each →	_____	\$ _____
Revenue Sharing Board Grant funds requested:	\$10,000.00	_____	\$ _____
		_____	\$ _____
		Total:	\$107,000.00

15. Additional information (optional):

In the past 3 years City Fire has applied for three FEMA AFG projects. Two of them have been funded in the amount of \$150,000. With those funds we purchased 12 sets of SCBA gear, 15 sets of turnout gear, one air compressor for breathing air and a fill station for our SCBA. Our match was 10% of that amount. Those grants allowed us to donate 12 SCBA units to the Eastlake fire department and a cascade fill station to Filer Township.

16. Has the applicant received prior grants from the Local Revenue Sharing Board? If the answer is yes, have all funds been spent?

Yes and Yes. All of our LRSB Grants have been exhausted.

17. Project and application authorized by: **Manistee City Council on March 4, 2014.**

We understand that if all or a partial grant is awarded, we will be required to complete a Grant Award Expense Report and return it to the Local Revenue Sharing Board Office.

(Signature of Governing Board Official)

March 4, 2014

Colleen Kenny
Mayor, City of Manistee

**LOCAL REVENUE SHARING BOARD
FOR THE LITTLE RIVER BAND OF OTTAWA INDIANS/
STATE OF MICHIGAN GAMING COMPACT**

**2014-CYCLE I APPLICATION FORM FOR GRANT
OF COMPACT REVENUES
(Revised December 4, 2008)**

Requesting \$12,000 for Paramedic Tuition to Baker College

1. Local unit of Government(s) filing the application (City, County, Township, Village, School District):

Name: **City of Manistee**

Mailing Address: **70 Maple Street
Manistee, MI 49660**

Telephone: **231-398-2801**

Fax: **231-723-1546**

E-mail address: **mdeisch@manisteemi.gov**

Contact person: **Mitchell D. Deisch** Title: **City Manager**

2. Department/Agency making application through local unit of government (Fire Department, Planning Commission, Police Agency, etc.):

Name: **City of Manistee Fire Department**

Mailing Address: **281 First Street
Manistee, Michigan 49660**

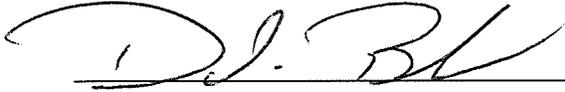
Telephone: **231-723-1549**

Fax: **231-398-2012**

E-mail address: **dbachman@manisteemi.gov**

Contact person: **Chief David M Bachman** Title: **Director of Public Safety**

Signature of Contact person completing the application:



3. Project Name: **Paramedic Tuition to Baker College**
4. Date of application: **January 15, 2014**
5. Please check the category of grant sought by applicant. If more than one category applies, file a separate application form for each category. Please refer to the Local Revenue Sharing Board's bylaws for a further description of the categories listed below, as well as the distribution formula mandated by the Compact:

XXXXXXXXX Local Public Safety Organization ("Public Safety Grant").

_____ Payment in Lieu of Ad Valorem Property Taxes ("PILT Grant")

_____ Offset of actual Operating Costs Incurred as a Result of the Development of the Little River Band's Casino ("Offset Grant").

_____ Other Lawful Local Governmental Purpose ("Other Grant").

6. Amount requested for this Grant Cycle: **\$12,000**
7. The Bylaws of the Manistee Local Revenue Sharing Board define the Local Unit of Government and Local Public Safety Organization as follows:

Eligible Local Unit of Government. "Eligible Local Unit of Government" means a local unit of government which has a popularly elected governing body and which is in the geographic vicinity of the Band's casino.

Local Public Safety Organization. "Local public safety organization" includes but is not limited to law enforcement agencies maintained by political subdivisions of this State, fire and emergency medical service departments maintained by political subdivisions of this State, and 911 or central dispatch agencies maintained by political subdivisions of this State.

Local Unit of Government. "Local unit of government" means a political subdivision of this State, including a school district, a community college district, an intermediate school district, a city, a village, a township, a county, a road commission, and an authority, if the political subdivision has as its primary purpose the providing of local governmental services for residents in a geographically limited area of this State and has the power to act primarily on behalf of that area.

- A) Is the applicant an eligible local unit of government as defined above? Please explain.

Yes, the City of Manistee is an eligible local unit of government and a local public safety organization as defined in the bylaws.

- B) If the applicant is making application on behalf of a non-governmental entity, please explain the connection between the local unit of government and the non-governmental entity.

Not applicable.

8. **PUBLIC SAFETY GRANT ONLY.**

Public Safety Definition: "Public Safety involves the prevention of and protection from events that could endanger the safety of the general public from significant danger, injury/harm or damage, such as crimes or disasters, natural or man-made."

- A) Please explain how your application meets this definition of public safety.

Applicant is a public safety organization as defined by Section 1.7 of the Local Revenue Sharing Board bylaws: The City of Manistee Fire Department is a Public Safety Agency maintained by a political subdivision of this State (City of Manistee

- B) What is the applicant's public safety purpose/function?

As a Fire/Ems organization we provide 24/7 firefighting and EMS service. In addition we provide education, inspection and emergency services to the community.

- C) Under what legal authority was the applicant formed and/or what local unit of government is it a part of?

The City of Manistee is a political subdivision of the State of Michigan, with a primary purpose of providing local governmental services for the residents of the City of Manistee and its visitors. The City of Manistee is empowered by Charter, most recently adopted April 1, 1968, and has the power to act on behalf of the citizenship of the City.

- D) What communities and/or local units of government does the applicant serve?

Applicant serves the City of Manistee, its citizens and visitors. In addition we have an automatic mutual aid agreement to provide fire protection to Filer Township. Our ALS service provides back up service to WSMC when they need an additional unit due to call volume. We have provided ALS service outside the city to Filer Township, Manistee Township and Eastlake village

- E) Is the funding application being made to purchase equipment or for a proposed local government project? Please explain. What are the projected start and completion dates?

No equipment is being purchased with this grant.

Classes in the paramedic program began with the fall semester at Baker College in Cadillac. The program starts with anatomy and physiology class, followed by beginning paramedic, paramedic, internships and clinical time and finishes on December 30, 2014 after 300 hours on an ambulance as a student paramedic.

9. **PILT GRANT ONLY. Not applicable.**
10. **OFFSET GRANT ONLY. Not applicable**
11. **OTHER GRANT ONLY. Not applicable.**
12. Please provide a complete description of the project and/or equipment being requested for funding. In addition, please list the order of priority for spending grant funds in the event that the actual grant is less than the requested amount.

Paramedic Classes started January 2014. We get billed by semesters of which there are 6 in this program. Our original grant will cover the first half.

The purpose of this grant is to pay tuition for Captains Doug Dominick and John Peddie to finish the paramedic program at Baker College. Tuition at Baker is \$12,000 per student which is twice as much as students at WSCC.

Currently our staff includes 5 EMT/Paramedics, and four EMT/Basic level employees. In the spring of 2013 we transitioned our license level from a basic to an advanced life support transport agency. As an ALST agency we are required by law to have paramedics on duty 24/7 to respond to calls for service. With this grant we will train two additional members of our fulltime staff to the paramedic level. In two years we will send the last fulltime employee to school to take the paramedic classes. At that time all of our fulltime employees will be licensed paramedics and the director will be an EMT/B. Training these two additional members will increase the availability of paramedics in our schedule and help to guarantee that we will always have paramedics on duty and available 24/7. Additional paramedics are critical to sharing the load and providing service to our community.

As an ALS agency we anticipate treating and transporting over 1,100 patients annually. Most of them are in the city but there are times when we run out-county on mutual aid. We run about a dozen out of the city rescues a year when other units are unavailable. As an ALS service we will treat and transport every patient that requires it. There will be no more dispatching of WSMC and City fire to rescue runs.

Our EMS service accounts for about 85% of the runs we make from our station annually. Rescue services are held as a very high priority by our citizens who are accustomed to a high degree of services from our EMT's. An evaluation of the runs we make and the services we provide indicated a shortcoming in our ability to provide the essential services to all of our citizens. Our ability to provide advanced life support will save lives, save travel time to the hospital and provide access to critical care for the patient in need. As an organization we are committed to providing the best possible care to our taxpayers and visitors. Paramedic and advanced life support care is the next level of professionalism that we are committed to taking our services. The paramedic program takes one year to complete through local colleges. Your grant will have a ripple effect throughout the community. It will help fund salaries at the college, improve essential lifesaving skills to all citizens we come in contact with, enhance our value as a mutual aid partner with county departments, and will save lives for years to come. The initial upfront investment in education and training will stay with us for years as our employees continue in their careers.

The two students selected to attend the paramedic program starting January 2014 are Captains Doug Dominick and John Peddie, both are licensed EMT/B. These men are dedicated career firefighter/EMS professionals. These two Captains are committed to the program and are prepared to attend many classes and clinical hours on their own time outside of work hours. They will be in the classroom, the hospital, and on an ambulance outside of our community for hundreds of hours on their own time. After finishing classes they will put in an additional 300 hours on an ambulance as a student paramedic responsible to be the lead paramedic on a minimum of 30 advanced cases before they will be eligible to test for a state license. This is no small commitment to the success of this program. I know of no other department in the state with employees who make this level of commitment.

One final note, while classes started in January 2014, the process started much earlier. These Captains had to take a prerequisite anatomy and physiology course before they could be accepted into the program.

In order of priority: Each student costs \$12,000 for tuition. The LRSB funded \$12,000 for these two students to attend classes at WSCC. At the last moment WSCC lost the program and will not be offering it again in the foreseeable future. Anticipated WSCC costs were \$6,000 each. We did not have funding to cover two students at \$12,000 each. Having said that, any amount less than \$12,000 will go toward tuition for these two students.

13. If funding is less than the requested amount, how will reduced funding affect the equipment purchase and/or project?

Tuition costs \$12,000 per student with two students attending. If funding is reduced I will work with the City Manager to locate additional funding. Any financial help will go toward tuition.

Tuition costs are only part of the costs associated with sending people to

school. In addition to tuition there are employee costs, transportation and equipment fees that are covered by the department. These back office expenses are very hard to calculate on the front end. The firefighters will be allowed to attend classes if classes are scheduled during their shifts. We will backfill their positions as best we can with on duty staff. However, there will be overtime costs from time to time. If classes are scheduled during the employee's off time, they go to classes on their own without compensation. This partnership with the employee was essential to making this project a go.

14.

Total budget for project/equipment:	\$ 24,000	Other sources:	
Portion funded by applicant:	\$, 0	Organization:	Amount:
Total from other source:	\$12,000	Previous LRSB Grant	\$12,000
	List Each →	_____	\$ _____
Revenue Sharing Board Grant funds requested:	\$ 12,000	_____	\$ _____
		_____	\$ _____
		TOTAL	\$12,000

15. Additional information:

This grant is unique in the sense that we originally planned to send the guys to WSCC at \$6,000 each. Then WSCC lost the program. By way of explanation, Life EMS ran the program at WSCC as an extension of Life EMS and not a college program. Students did not receive college credits at WSCC but do at Baker College. The program at WSCC was not accredited through the college where Baker's program is. That explains the fundamental difference in the costs of the program.

The LRSB has been critical in helping City Fire make the transition from a basic to an advanced service. Without the LRSB Grants it would have been a difficult hurdle for us to overcome with a dwindling budget. Because of your grants we will not only be providing a much higher level of service, we will be ensuring the long term sustainability of the City Fire Department. Your grant funding saves lives and contributes to the economic stability of City Fire and essential jobs in the community. We are eternally grateful for past grants for education and supplies to support our ALS service. After these two employees finish we will have only one more EMT to train to the paramedic level. Future employees will have to be certified prior to hiring.

16. Has the applicant received prior grants from the Local Revenue Sharing Board? If the answer is yes, have all funds been spent?

Yes and Yes. All of our LRSB Grants have been exhausted.

17. Project and application authorized by: **Manistee City Council On March 4, 2014.**

We understand that if all or a partial grant is awarded, we will be required to complete a Grant Award Expense Report and return it to the Local Revenue Sharing Board Office.

(Signature of Governing Board Official)

March 4, 2014

Colleen Kenny
Mayor, City of Manistee

**LOCAL REVENUE SHARING BOARD
FOR THE LITTLE RIVER BAND OF OTTAWA INDIANS/
STATE OF MICHIGAN GAMING COMPACT**

**2014-CYCLE I APPLICATION FORM FOR GRANT
OF COMPACT REVENUES
(Revised December 4, 2008)**

Requesting \$4,000 for Traffic Control Devices

1. Local unit of Government(s) filing the application (City, County, Township, Village, School District):

Name: **City of Manistee**
Mailing Address: **70 Maple Street
Manistee, MI 49660**

Telephone: **231-398-2801**

Fax: **231-723-1546**

E-mail address: **mdeisch@manisteemi.gov**

Contact person: **Mitchell D. Deisch** Title: **City Manager**

2. Department/Agency making application through local unit of government (Fire Department, Planning Commission, Police Agency, etc.):

Name: **City of Manistee Department of Public Works**
Mailing Address: **280 Washington Street
Manistee MI 49660**

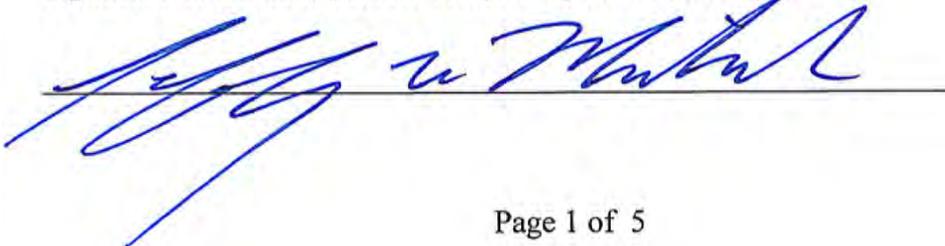
Telephone: **231-723-7132**

Fax: **231-723-1803**

E-mail address: **jmikula@manisteemi.gov**

Contact person: **Jeffrey W. Mikula** Title: **Director, Public Works Dept.**

Signature of Contact person completing the application:



A handwritten signature in blue ink, appearing to read "Jeffrey W. Mikula", is written over a horizontal line.

3. Project Name: **Traffic Control Devices**
4. Date of application: **February 27, 2014**
5. Please check the category of grant sought by applicant. If more than one category applies, file a separate application form for each category. Please refer to the Local Revenue Sharing Board's bylaws for a further description of the categories listed below, as well as the distribution formula mandated by the Compact:

- Local Public Safety Organization ("Public Safety Grant").
- Payment in Lieu of Ad Valorem Property Taxes ("PILT Grant")
- Offset of actual Operating Costs Incurred as a Result of the Development of the Little River Band's Casino ("Offset Grant").
- Other Lawful Local Governmental Purpose ("Other Grant").

6. Amount requested for this Grant Cycle: **\$4,000**
7. The Bylaws of the Manistee Local Revenue Sharing Board define the Local Unit of Government and Local Public Safety Organization as follows:

Eligible Local Unit of Government. "Eligible Local Unit of Government" means a local unit of government which has a popularly elected governing body and which is in the geographic vicinity of the Band's casino.

Local Public Safety Organization. "Local public safety organization" includes but is not limited to law enforcement agencies maintained by political subdivisions of this State, fire and emergency medical service departments maintained by political subdivisions of this State, and 911 or central dispatch agencies maintained by political subdivisions of this State.

Local Unit of Government. "Local unit of government" means a political subdivision of this State, including a school district, a community college district, an intermediate school district, a city, a village, a township, a county, a road commission, and an authority, if the political subdivision has as its primary purpose the providing of local governmental services for residents in a geographically limited area of this State and has the power to act primarily on behalf of that area.

- A) Is the applicant an eligible local unit of government as defined above? Please explain.

Yes, the City of Manistee is an eligible local unit of government and a local public safety organization as defined in the bylaws.

- B) If the applicant is making application on behalf of a non-governmental entity, please explain the connection between the local unit of government and the non-governmental entity.

Not applicable.

8. **PUBLIC SAFETY GRANT ONLY.**

Public Safety Definition: "Public Safety involves the prevention of and protection from events that could endanger the safety of the general public from significant danger, injury/harm or damage, such as crimes or disasters, natural or man-made."

A) Please explain how your application meets this definition of public safety.

The City of Manistee is a public safety organization as defined by Section 1.7 of the Local Revenue Sharing Board bylaws.

B) What is the applicant's public safety purpose/function?

The Department of Public Works controls and maintains the public roads and rights-of-way for the safety of the public and is contracted by the Michigan Department of Transportation (MDOT) to do the same for US-31 within the City limits.

C) Under what legal authority was the applicant formed and/or what local unit of government is it a part of?

The City of Manistee is a political subdivision of the State of Michigan, with a primary purpose of providing local governmental services for the residents of the City of Manistee and its visitors. The City of Manistee is empowered by Charter; most recently adopted April 1, 1968, and has the power to act on behalf of the citizenship of the City.

D) What communities and/or local units of government does the applicant serve?

Applicant serves the City of Manistee, its citizens and visitors.

E) Is the funding application being made to purchase equipment or for a proposed local government project? Please explain. What are the projected start and completion dates?

Application is for the purchase of equipment to be used for safety purposes when traffic control is required along US-31 and other City streets. Equipment would be purchased as soon as funds are available.

9. **PILT GRANT ONLY.** Not applicable.

10. **OFFSET GRANT ONLY.** Not applicable.

11. **OTHER GRANT ONLY.** Not applicable.

12. Please provide a complete description of the project and/or equipment being requested for funding. In addition, please list the order of priority for spending grant funds in the event that the actual grant is less than the requested amount.

The following items are being requested:

ITEM	QUANTITY	PRICE	TOTAL
Low Density Traffic Control Barrels	30	\$ 72.50	\$2,175.00
Weighted Bases	30	\$ 4.75	\$ 142.50
Type III Baricades	6	\$ 234.75	\$1,408.50
Type D barricade lights	42	\$ 27.50	\$1,155.00
Traffic Cones	40	\$ 20.30	\$ 812.00
Portable light Cart	1	\$2,430.00	\$2,430.00
			\$8,123.00

13. If funding is less than the requested amount, how will reduced funding affect the equipment purchase and/or project?

The quantity of devices purchased would be reduced.

14.

Total budget for project/equipment:	\$8,123	Other sources:	
Portion funded by applicant:	\$123	Organization:	Amount:
Total from other source:	\$4,000	Michigan Department of Transportation	\$4,000
	List Each →	_____	\$ _____
Revenue Sharing Board		_____	\$ _____
Grant funds requested:	\$4,000	_____	\$ _____
			TOTAL \$4,000

15. Additional information (optional):

Traffic control devices currently utilized by the Manistee Public Works Department do not meet current safety requirements according to the Michigan Manual of Uniform Traffic Control Devices.

16. Has the applicant received prior grants from the Local Revenue Sharing Board? If the answer is yes, have all funds been spent?

Yes, all funds have been expended.

17. Project and application authorized by the **Manistee City Council on March 4, 2014.**

We understand that if all or a partial grant is awarded, we will be required to complete a Grant Award Expense Report and return it to the Local Revenue Sharing Board Office.

(Signature of Governing Board Official)

March 4, 2014

Colleen Kenny
Mayor, City of Manistee

**LOCAL REVENUE SHARING BOARD
FOR THE LITTLE RIVER BAND OF OTTAWA INDIANS/
STATE OF MICHIGAN GAMING COMPACT**

**2014-CYCLE I APPLICATION FORM FOR GRANT
OF COMPACT REVENUES
(Revised December 4, 2008)**

Requesting \$6,000 for Sands Park Ice Skating Rink

1. Local unit of Government(s) filing the application (City, County, Township, Village, School District):

Name: **City of Manistee**
Mailing Address: **70 Maple Street
Manistee, MI 49660**

Telephone: **231-398-2801**

Fax: **231-723-1546**

E-mail address: **mdeisch@manisteemi.gov**

Contact person: **Mitchell D. Deisch** Title: **City Manager**

2. Department/Agency making application through local unit of government (Fire Department, Planning Commission, Police Agency, etc.):

Name: **City of Manistee, City Manager's Office**
Mailing Address: **70 Maple Street
Manistee MI 49660**

Telephone: **231-398-2801**

Fax: **231-723-1546**

E-mail address: **mdeisch@manisteemi.gov**

Contact person: **Mitchell D. Deisch** Title: **City Manager**

Signature of Contact person completing the application:



3. Project Name: **Sands Park Ice Skating Rink**
(Police vehicle equipment; roof project; renovation of..., etc.)

4. Date of application: **February 19, 2014**
5. Please check the category of grant sought by applicant. If more than one category applies, file a separate application form for each category. Please refer to the Local Revenue Sharing Board's bylaws for a further description of the categories listed below, as well as the distribution formula mandated by the Compact:

_____ Local Public Safety Organization ("Public Safety Grant").

_____ Payment in Lieu of Ad Valorem Property Taxes ("PILT Grant")

_____ Offset of actual Operating Costs Incurred as a Result of the Development of the Little River Band's Casino ("Offset Grant").

Other Lawful Local Governmental Purpose ("Other Grant").

6. Amount requested for this Grant Cycle: **\$6,000**

7. The Bylaws of the Manistee Local Revenue Sharing Board define the Local Unit of Government and Local Public Safety Organization as follows:

Eligible Local Unit of Government. "Eligible Local Unit of Government" means a local unit of government which has a popularly elected governing body and which is in the geographic vicinity of the Band's casino.

Local Public Safety Organization. "Local public safety organization" includes but is not limited to law enforcement agencies maintained by political subdivisions of this State, fire and emergency medical service departments maintained by political subdivisions of this State, and 911 or central dispatch agencies maintained by political subdivisions of this State.

Local Unit of Government. "Local unit of government" means a political subdivision of this State, including a school district, a community college district, an intermediate school district, a city, a village, a township, a county, a road commission, and an authority, if the political subdivision has as its primary purpose the providing of local governmental services for residents in a geographically limited area of this State and has the power to act primarily on behalf of that area.

- A) Is the applicant an eligible local unit of government as defined above? Please explain.

Yes, the City of Manistee is an eligible local unit of government and a local public safety organization as defined in the bylaws.

- B) If the applicant is making application on behalf of a non-governmental entity, please explain the connection between the local unit of government and the non-governmental entity.

Not applicable.

8. **PUBLIC SAFETY GRANT ONLY.** Not applicable.

9. **PILT GRANT ONLY.** Not applicable.

10. **OFFSET GRANT ONLY.** Not applicable.

11. **OTHER GRANT ONLY.**

- A) What communities and/or local units of government does the applicant serve? What function does it perform and/or what services does it provide?

The City of Manistee is a political subdivision of the State of Michigan, with a primary purpose of providing local governmental services for the residents of the City of Manistee and its visitors. The City of Manistee is empowered by Charter; most recently adopted April 1, 1968, and has the power to act on behalf of the citizenship of the City.

- B) Is the funding application being made to purchase equipment or for a proposed local government project? Please explain. What are the projected start and completion dates?

Yes. This is a local government project and equipment would be purchased for a new Ice Skating Rink. Rink would be ordered in summer/fall 2014 with the goal for installation in November 2014.

(GO TO QUESTION #12).

12. Please provide a complete description of the project and/or equipment being requested for funding. In addition, please list the order of priority for spending grant funds in the event that the actual grant is less than the requested amount.

This Local Revenue Sharing Board application is seeking funds to assist with building an Ice Skating Rink at Sands Park in cooperation with the Area for Alternative Youth (AAY) / Teen Center. The Teen Center is located in the City of Manistee Sands Park, adjacent to the Kennedy Middle School. The Teen Center was constructed in 1991. Since its opening the Teen Center has served as a supervised location where area youth can spend time with friends away from home. Since its opening the Teen Center has been primarily funded by the City of Manistee, United Way and concession sales. Youth from all areas of the County have access and use the facility.

Sands Park has a long tradition of being the location for a community ice skating rink that dates back 70+ years. For the past 12+ years the Teen Center has served as the warming hut for families and youth to borrow, at no charge, ice skates and enjoy the rink. In 2003 the City of Manistee / AAY received a LRSB grant for the purchase of approximately 25 ice skates. These skates are also provided free of charge for use on the rink. These skates are stored during the winter months at the Teen Center.

For the past decade maintaining quality skating ice has been a hit or miss proposition with the variable winter weather conditions. The goal for this application is to purchase a 100' x 200' ice skating rink system that will allow the city to create sustainable ice skating conditions during the winter months. The total cost for the rink is \$12,000. The City of Manistee will commit to \$6,000 as the local match to the LRSB grant application.

If funded, the rink would be installed in November 2014.

13. If funding is less than the requested amount, how will reduced funding affect the equipment purchase and/or project?

The City of Manistee will have to either decrease the size of the skating rink or increase the capital funding to make up the difference.

14.

Total budget for project/equipment:	\$12,000	Other sources:	
Portion funded by applicant:	\$6,000	Organization:	Amount:
Total from other source:	\$0	_____	\$ _____
	List Each →	_____	\$ _____
Revenue Sharing Board		_____	\$ _____
Grant funds requested:	\$6,000	_____	\$ _____
			TOTAL \$ _____

15. Additional information (optional):

16. Has the applicant received prior grants from the Local Revenue Sharing Board? If the answer is yes, have all funds been spent?

Yes, all funds have been expended.

17. Project and application authorized by the **Manistee City Council on March 4, 2014.**

We understand that if all or a partial grant is awarded, we will be required to complete a Grant Award Expense Report and return it to the Local Revenue Sharing Board Office.

 (Signature of Governing Board Official)
Colleen Kenny
Mayor, City of Manistee

March 4, 2014



ALTERNATIVES FOR AREA YOUTH

Manistee County Teen Center

P. O. Box 571 • Manistee, Michigan 49660

231-723-1588



February 25, 2014

Revenue Sharing Board

Manistee County

Mr. Dennis Bjorkquist

Mr. Ken Hilliard

Ms. Colleen Kenney

Dear Members of Revenue Sharing Board,

This letter is in support of the City of Manistee in their quest for a removable ice skating rink at Sands Park for the citizens of Manistee County to enjoy once again as they have in the past. Our winters have become so unpredictable, that we cannot rely on nature's usable ice any longer. With a removable ice skating rink it would be possible to maintain ice for a potentially longer period of time.

This ice rink is not only for the enjoyment of the residents of Manistee County, but is a great way, for the Teen Center to raise revenue from the sale of items from their concession stand. The Teen Center is used as a warming shelter for the skaters, and also offers free skates for those who might need them.

The Teen Center services the county twelve months of the year. When the weather is cold the skating rink is a great family function that can be enjoyed for free.

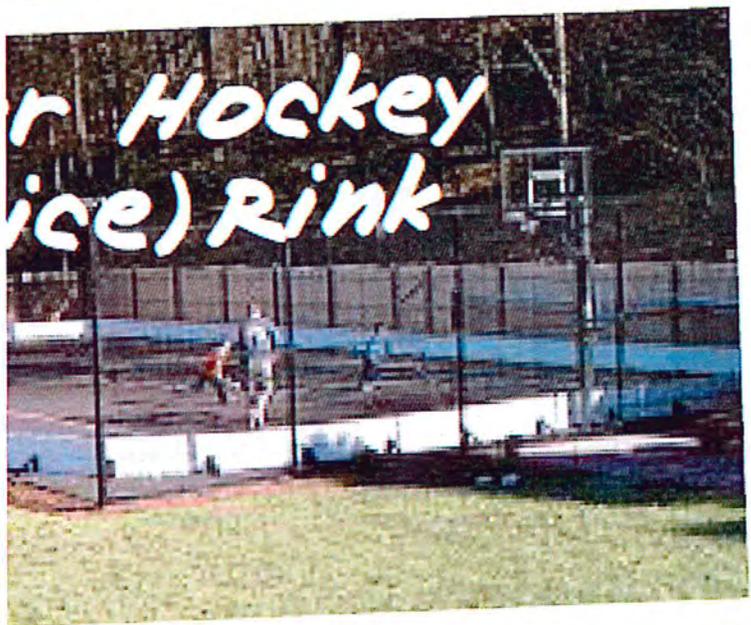
We hope that you will give us serious consideration while making your decision in the grant process, so that the Citizens of Manistee County will once again be able to enjoy an activity that has been such a big part of Manistee County for such a very long time.

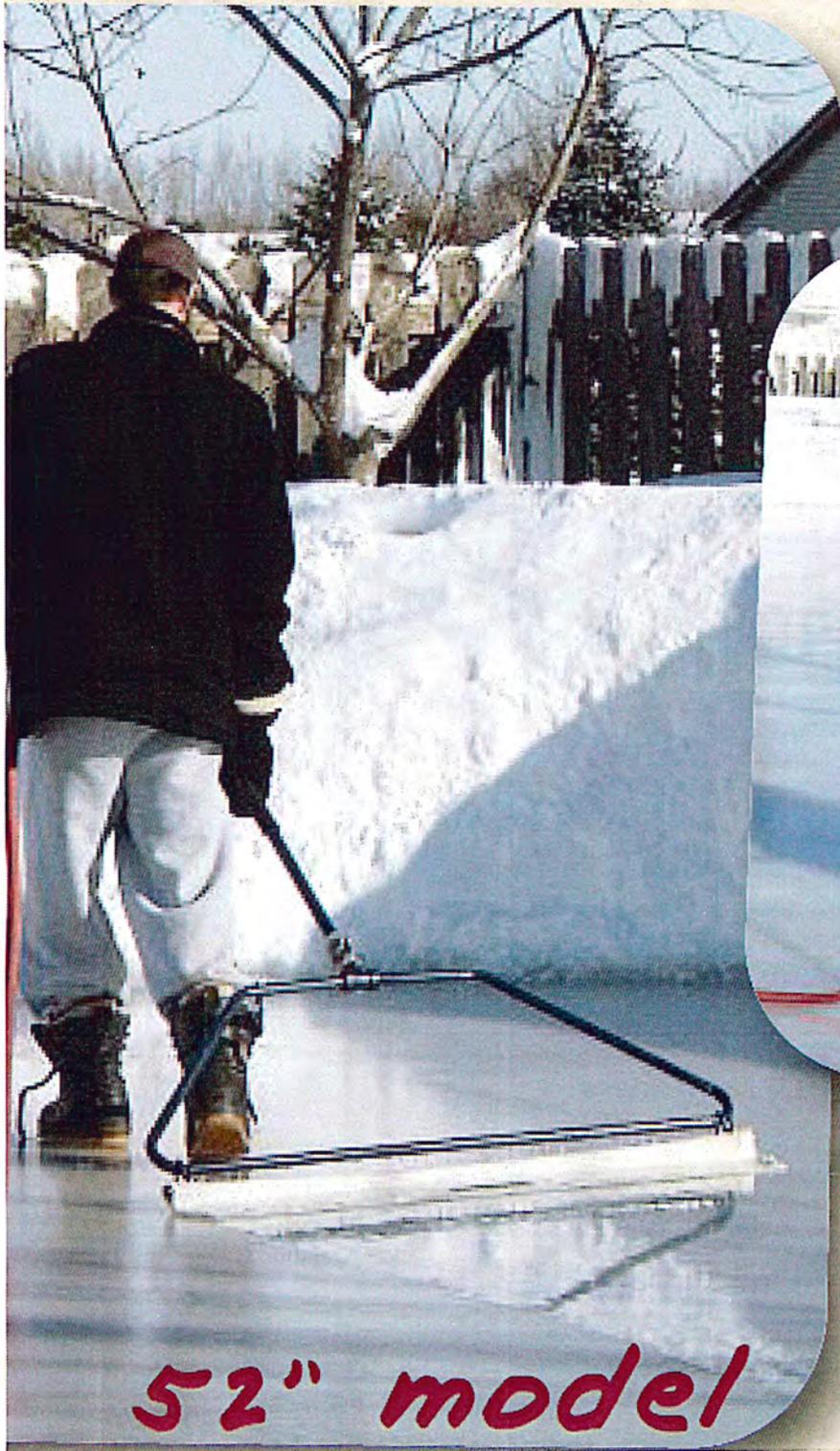
Respectfully yours,

Juanita LaFeir

AAV Boar

President





52" model



Tom and Tyson have m...
...with his... at T...

ink®
ets
the
ds!



MEMO TO: Mayor Colleen Kenny
Members of City Council

FROM: Mitch Deisch, City Manager

DATE: February 26, 2014

SUBJECT: Resolution Declaring Intentions



City Manager's Office
231-398-2801

The City has been jointly working with the Little River Band of Ottawa Indians (LRBOI) and Manistee Township to upgrade sewer utilities north of M-55 on US-31 and at the request of Manistee Township, renegotiate the current agreement allowing the City of Manistee to provide water to Manistee Township customers.

The City has committed to:

1. Engage a Utility Rate Study professional to complete a comprehensive utility rate study for the entire City utility system.
2. Not including a payment in lieu of taxes to be paid in the proposed service area in order to receive water services.

MDD:cl

**CITY COUNCIL
CITY OF MANISTEE**
Manistee County, Michigan

Council Member _____, supported by Council Member _____, moved adoption of the following resolution.

Resolution No. _____
Resolution Declaring City Intentions Regarding Charges For City Water Services
To Be Provided To Users In A Proposed Service Area In Manistee Township.

Whereas, Manistee Township has requested that the City consider providing water service to potential users in an area of Manistee Township depicted on the attached Exhibit A (the "Proposed Service Area"); and

Whereas, the City's policy for serving users in Manistee Township with City water or sanitary sewer services has historically required a payment in lieu of taxes in addition to rates, fees and charges for such services; and

Whereas, representatives of the Manistee Township Board have requested that the City change that policy so it will not be applicable to potential City water customers in the Proposed Service Area; and

Whereas, representatives of the Little River Band of Ottawa Indians have also requested that the City reconsider that historical policy as it may apply to potential City water customers in the Proposed Service Area, at least, in part, because the Little River Band of Ottawa Indians is considering providing sanitary sewer service to the Proposed Service Area and it believes it unfair for the City to receive a payment in lieu of taxes for providing an utility service if the Little River Band of Ottawa Indians is also providing an utility service and is not collecting a payment in lieu of taxes; and

Whereas, the City has recently engaged an utility rate consultant to undertake a rate study to determine (i) the cost of providing City water and sanitary sewer services to various users in and outside the City, (ii) to determine how those costs can be fairly allocated among users, (iii) to recommend to the City a rate methodology that the City can annually use to establish appropriate water and sanitary sewer rates, fees and charges; and

Whereas, the City, intends to adopt and implement, after completion of the rate study, a water and sanitary sewer rate methodology consistent with methodologies recommended by the American Water Works Association ("AWWA") and used in the industry; and

Whereas, due, at least, in part, to the time the Little River Band of Ottawa Indians' need to design and construct improvements needed to serve the Proposed Service Area with sanitary sewer service and the need to undertake that design and construction while other sanitary sewer systems improvements are being made, representatives of Manistee Township and representative of the Little River Band of Ottawa Indians have requested that the City state its intentions regarding any payment in lieu of taxes well before the completion of the City's rate study; and

Whereas, City officials have informally discussed this issue but have yet to formally clarify the City's intentions.

Now, therefore, be it resolved as follows:

1. All rates, fees and charges for City water service provided to the Proposed Service Area will be related to costs of serving users and based upon an industry recognized cost of service based AWWA rate methodology reflecting the cash-needs and/or utility basis of ratemaking principles.

A. If the properly allocable costs of serving customers in the Proposed Service Area are higher than reflected in the rates, fees and charges paid by customers in the City (due to additional operation and maintenance, additional capital costs, subsidies provided by other City funds, or other reason), the City will charge amounts needed to cover those costs. If the properly allocable costs of serving customers in the Proposed Service Area are lower than reflected in the rates, fees and charges paid by customers in the City (a concept that all involved would probably concede is initially unlikely, but may occur in the future), the City will charge only the amounts needed to cover those costs.

B. The City will not require a payment in lieu to taxes to be paid within the Proposed Service Area in order to receive City water service.

2. The structure of water rates, fees and charges applicable to the Proposed Service Area, whether it is in readiness to serve charges (based on user classification, meter size, REUs, or another basis), commodity or consumption charges based on usage, connection or tap fees, or other types of charges, will be addressed after the rate consultant makes recommendations. That structure has not been predetermined and will be determined only after consultation with representative of the Township and the Little River Band of Ottawa Indians.

3. All resolutions and parts of resolutions are, to the extent of conflict with this resolution, rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

As Deputy City Clerk of the City of Manistee, Michigan, I certify that this is a true and complete copy of a resolution adopted by the City Council at its regular meeting held on March 4, 2014.

Dated: March _____, 2014

Mary Bachman, Deputy City Clerk



MEMO TO: Mitch Deisch, City Manager *M Deisch*

FROM: Julie Beardslee, City Assessor

DATE: 2-26-14 *JB*

SUBJECT: Board of Review #101-290-881.00 Boards and Commissions

The Board of Review compensation is fixed by the Council, Charter Section 8-3. I would like to propose an increase in the full day (generally six hour meeting) stipend received by the Board of Review to the Council, as follows, for the March 2014 Board of Review, and continuing into the 2014-2015 budget year.

Chairperson Board of Review	2013/2014 \$90.00	2014/2015 \$120.00
Member Board of Review	2013/2014 \$80.00	2014/2015 \$100.00

At the present time the Board is paid a full day stipend if the meeting is more than three hours long. A three hour or less meeting is paid a one-half day rate. This has worked extremely well and is easy to track. I propose following the same methodology.

The Board of Review stipend has not increased since 1999, fifteen years. It is way over due. I am hoping this will encourage citizens to participate. I have one member (maybe two), both of whom would probably continue to serve with an increase in stipend, otherwise, I am not certain of their continued service. We are all well aware of how difficult it has been recruiting taxpayers to serve on the Board of Review.

The City cannot pay a Board of Review enough, for the valuable work they accomplish. The appeal process is more time consuming and more difficult, every year.

I do not believe that this increase for the March 2014 Board of Review should cause a budget overrun in the 2013-2014 budget year.

Thank you for your consideration in this matter.

FROM THE DESK OF

*City of Manistee
Julie Beardslee, City Assessor
70 Maple Street
Manistee, MI 49660
jbeardslee@manisteemi.gov*

*Phone: (231) 398-2802
Fax: (231) 723-1546*

Rules of Procedure Board of Review

Property owners, agents, Board of Review members, assessor and staff will conduct themselves with decorum, in a respectful, courteous and business like manner.

The person whose property is assessed on the assessment roll or his or her agent may appear before the board. The Board requires a letter from the person whose property is assessed, whose signature must be notarized, authorizing the agent to appeal.

Protest, in the form of an original, signed letter from the resident or non-resident person whose property is assessed on the assessment roll, or his or her agent, may be filed with the Board of Review. E-mailed and/or faxed appeals will not be accepted by the Board of Review. All protests will be answered by the Board of Review, in writing, as soon as possible and in no event later than the first Monday in June, for March Board of Review appeals.

The Board of Review, in accordance with MCL 211.30, may examine on oath, any owner or agent making protest to the board.

Owners or agents may be required to complete a petition for record keeping purposes, on a form prescribed by the State Tax Commission. Only one parcel number per each petition is allowed. Multiple parcel appeal on one petition may cause the petition to be rejected by the Board for improper submission. Taxpayers will be asked to complete additional petitions, if possible, if this practice occurs.

The Board of Review may limit owners' or agents' protests to 5 minutes.

Taxpayers submitting written evidence are required to bring one copy for submission to the Board of Review. City Staff cannot make multiple copies for appellants, during the Board sessions.

Appointments for a specified time may be made by owner or agent. Please allow 15 additional minutes if the board is running behind schedule. It is a good idea to arrive 5 to 10 minutes early for your appointment to complete the petition to the Board of Review. Owners or agents with multiple parcels should allow more time. Owners or agents of complex or multiple properties should make an appointment with the Board. These types of properties will be allowed more time, in accordance with complexity or number of parcels.

Hardship or poverty exemptions, Affidavits of Eligible Personal Property and Veterans Exemptions may be filed with the Board of Review on a specified exemption application. Please inquire as to the laws and rules governing these exemptions.

The March Board of Review does not hear Homestead Exemption appeals. These are heard at the July and December Board of Review.

Changed: March 4, 2014

Effective: March 5, 2014

USEFUL ADDRESSES:

Michigan Tax Tribunal	State Tax Commission	Julie Beardslee, City Assessor
PO Box 30232	P.O. Box 30471	City Hall, 70 Maple St.
Lansing, MI 48909	Lansing, MI 48909-7971	Manistee, MI 49660
517-636-7551	517-373-0500	231-398-2802
517-636-7580 FAX		231-723-1546 FAX
taxtrib@michigan.gov	www.michigan.gov/treasury	jbeardslee@manisteemi.gov www.manisteemi.gov



CURRENTLY OUT

BOARD OF REVIEW RULES OF PROCEDURE POLICY

Adopted: June 3, 1999, Amended: Mar. 4, 2003; Nov. 7, 2007

Property owners, agents, Board of Review members, assessor and staff will conduct themselves with decorum, in a respectful, courteous and business like manner.

The person whose property is assessed on the assessment roll or his or her agent may appear before the Board. The Board requires a letter from the person whose property is assessed, whose signature must be notarized, authorizing the agent to appeal.

Protest, in the form of an original, signed letter from the resident or non-resident person whose property is assessed on the assessment roll, or his or her agent, may be filed with the Board of Review. All protests will be answered by the Board of Review, in writing, as soon as possible, and in no event later than the first Monday in June, for March Board of Review appeals.

The Board of Review, in accordance with MCL 211.30, may examine on oath, any owner or agent making protest to the Board.

Owners or agents may be required to complete a petition for record keeping purposes, on a form prescribed by the State Tax Commission.

The Secretary of the Board of Review may limit owners' or agents' protests to five (5) minutes.

Appointments for a specified time may be made by owner or agent. Please allow 15 additional minutes if the Board is running behind schedule. It is a good idea to arrive 5 to 10 minutes early for your appointment to complete the petition to the Board of Review. Owners or agents with multiple parcels should allow more time. Owners or agents of complex or multiple properties should make an appointment with the Board. These types of properties will be allowed more time, in accordance with complexity or number of parcels.

Hardship or poverty exemptions may be filed with the Board of Review on a specified hardship exemption application. Please inquire.

The March Board of Review does not hear Principal Residence Exemption appeals. These are heard at the July and December Board of Review.

USEFUL ADDRESSES:

Michigan Tax Tribunal P.O. Box 30232 Lansing, MI 48909 517-373-3003	State Tax Commission P.O. Box 30471 Lansing, MI 48909-7971 517-373-0500	City Assessor Manistee City Hall 70 Maple Street, P.O. Box 358 Manistee, MI 49660-0358 231-398-2802
--	--	---

THE GENERAL PROPERTY TAX ACT (EXCERPT)
Act 206 of 1893

211.30 Board of review; meetings; alternative dates; sessions; request, protest, or application for correction of assessment; hearing; examination of persons under oath; filing by nonresident taxpayer; notice; filing, hearing, and determination of objection; right of appeal; endorsement and signed statement; delivery of assessment roll; ordinance or resolution authorizing filing of protest by letter; notice of option.

Sec. 30.

(1) Except as otherwise provided in subsection (2), the board of review shall meet on the second Monday in March.

(2) The governing body of the city or township may authorize, by adoption of an ordinance or resolution, alternative starting dates in March when the board of review shall initially meet, which alternative starting dates shall be the Tuesday or Wednesday following the second Monday of March.

(3) The first meeting of the board of review shall start not earlier than 9 a.m. and not later than 3 p.m. and last for not less than 6 hours. The board of review shall also meet for not less than 6 hours during the remainder of that week. Persons or their agents who have appeared to file a protest before the board of review at a scheduled meeting or at a scheduled appointment shall be afforded an opportunity to be heard by the board of review. The board of review shall schedule a final meeting after the board of review makes a change in the assessed value or tentative taxable value of property or adds property to the assessment roll. The board of review shall hold at least 3 hours of its required sessions for review of assessment rolls during the week of the second Monday in March after 6 p.m.

(4) A board of review shall meet a total of at least 12 hours during the week beginning the second Monday in March to hear protests. At the request of a person whose property is assessed on the assessment roll or of his or her agent, and if sufficient cause is shown, the board of review shall correct the assessed value or tentative taxable value of the property in a manner that will make the valuation of the property relatively just and proper under this act. The board of review may examine under oath the person making the application, or any other person concerning the matter. A member of the board of review may administer the oath. A nonresident taxpayer may file his or her appearance, protest, and papers in support of the protest by letter, and his or her personal appearance is not required. The board of review, on its own motion, may change assessed values or tentative taxable values or add to the roll property omitted from the roll that is liable to assessment if the person who is assessed for the altered valuation or for the omitted property is promptly notified and granted an opportunity to file objections to the change at the meeting or at a subsequent meeting. An objection to a change in assessed value or tentative taxable value or to the addition of property to the tax roll shall be promptly heard and determined. Each person who makes a request, protest, or application to the board of review for the correction of the assessed value or tentative taxable value of the person's property shall be notified in writing, not later than the first Monday in June, of the board of review's action on the request, protest, or application, of the state equalized valuation or tentative taxable value of the property, and of information regarding the right of further appeal to the tax tribunal. Information regarding the right of further appeal to the tax tribunal shall include, but is not limited to, a statement of the right to appeal to the tax tribunal, the address of the tax tribunal, and the final date for filing an appeal with the tax tribunal.

(5) After the board of review completes the review of the assessment roll, a majority of the board of review shall indorse the roll and sign a statement to the effect that the roll is the assessment roll for the year in which it has been prepared and approved by the board of review.

(6) The completed assessment roll shall be delivered by the appropriate assessing officer to the county equalization director not later than the tenth day after the adjournment of the board of review, or the Wednesday following the first Monday in April, whichever date occurs first.

(7) The governing body of the township or city may authorize, by adoption of an ordinance or resolution, a resident taxpayer to file his or her protest before the board of review by letter without a personal appearance by the taxpayer or his or her agent. If that ordinance or resolution is adopted, the township or