

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, APRIL 15, 2014 – 7:00 P.M. – COUNCIL CHAMBERS

I. Call to Order.

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

II. Public Hearings / Presentation.

- a.) PRESENTATION OF UTILITY RATE STUDY BY ANDY BURNHAM FROM BURTON & ASSOCIATES.
- b.) PUBLIC HEARING ON THE 2014-2015 BUDGET AND CAPITAL IMPROVEMENT PLAN.

The City fiscal year runs from July 1 through June 30. Under Section 7-4 of the Charter, a public hearing is required on the budget which must be adopted not later than May 15 of each year.

A work session was held on Tuesday, April 8 with an additional work session scheduled for this evening. Optional work sessions are scheduled for Tuesday, April 22 and Tuesday, April 29. The Budget Calendar anticipates adoption of the budget at the May 6, 2014 meeting.

At this time the public has an opportunity to comment on the 2014-2015 Budget and Capital Improvement Plan.

No action is anticipated at the conclusion of the public hearing.

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.
- XI. b.) Notification Regarding Next Work Session.
- c.) Consideration of a Resolution, Administrative Professionals Week and Day.
- d.) Consideration of a Special Olympics Tag Day.

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

***V. Approval of Minutes.** Approval of the minutes of the April 1, 2014 regular meeting and the April 8, 2014 work session as attached.

VI. Financial Report.

*a.) APPROVAL OF PAYROLL.

VII. Unfinished Business.

VIII. New Business.

a.) CONSIDERATION OF MDOT ANNUAL TRUNKLINE PERMIT.

The City of Manistee obtains an annual permit through the Michigan Department of Transportation (MDOT) to complete maintenance activities, operate utilities, and implement programs such as Blossom Boulevard within the US-31 right-of-way. The resolution is required to ensure all parties are aware of responsibilities and obligations.

At this time Council could take action to approve the Performance Resolution for Governmental Agencies with the Michigan Department of Transportation.

b.) CONSIDERATION OF CREATING AN ADOPT-A-PARK PROGRAM.

Over the past year the Parks and Beautification Commission has been researching how communities across the State have been successfully engaging community members to participate in keeping community park systems healthy and viable. The proposed Adopt-A-Park program provides community groups and individuals

a way of becoming involved with the parks system, while keeping the efforts coordinated within the Parks Department.

At this time Council could take action to approve the creation of an Adopt-A-Park program as prepared by the Parks and Beautification Commission.

c.) **CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.**

In January, the City Clerk took action to advertise vacancies on various boards and commissions including the Historic District Commission, the Ramsdell Theatre Governing Authority and the Tree Commission. Since that posting additional applications have been received.

All appointments by the Mayor are subject to the Council's approval, unless otherwise specified by statute or ordinance. Nominations for Council appointments do not require a second. After a member of Council nominates an individual for appointment, Council shall vote on the nomination. A majority vote in favor of placement of the nominee is required for appointment.

The following applications have been received:

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.

Patrick Kay, 438 Third Street, Apt A, Manistee

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

Joseph Frederick, 3765 Chamberlain Road, Arcadia

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

Bruce A. Schamb, 338 Fourth Street, Manistee

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

IX. Notices, Communications, Announcements.

a.) A REPORT FROM THE CITY ASSESSOR.

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

At this time Ms. Julie Beardslee will report on the activities of the City Assessor's Office 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.

Optional Council work sessions have been scheduled for Tuesday, April 22, 2014 and Tuesday, April 29, 2014 to continue discussions on the 2014-2015 Budget and Capital Improvement Plan; and such business as may come before the Council. No action is required on this item.

*c.) CONSIDERATION OF A RESOLUTION, ADMINISTRATIVE PROFESSIONALS WEEK AND DAY.

In recognition of the contributions to the workplace provided by all office professionals, a resolution has been prepared proclaiming the week of April 20-26, 2014 as Administrative Professionals Week and Wednesday, April 23, 2014 as Administrative Professionals Day in the City of Manistee.

At this time Council could take action to proclaim the week of April 20-26, 2014 as Administrative Professionals Week and Wednesday, April 23, 2014 as Administrative Professionals Day in the City of Manistee.

*d.) CONSIDERATION OF A SPECIAL OLYMPICS TAG DAY.

Special Olympics for Area 24 have requested authorization to conduct a tag day fundraiser on Saturday, June 7, 2014. Special Olympics are a nonprofit organization that provides athletic competition for athletes who are mentally impaired. All funds raised locally are spent locally.

At this time Council could take action to authorize a Special Olympics Tag Day on Saturday, June 7, 2014.

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 to Budget Work Session.

A Council work session on the proposed Fiscal Year 2014-2015 Budget and Capital Improvement Plan has been scheduled for immediately following the regular meeting.

MDD:cl

COUNCIL AGENDA ATTACHMENTS:

Council Meeting Minutes – April 1, 2014
Council Work Session Minutes – April 8, 2014
MDOT Annual Trunkline Permit
Adopt-A-Park Program
Board & Commission Applications
APW Resolution
Special Olympics Tag Day

PROCEEDING OF THE MANISTEE CITY COUNCIL – APRIL 1, 2014

A regular meeting of the Manistee City Council was called to order by her Honor, Mayor Colleen Kenny on Tuesday, April 1, 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, Catherine Zaring, Mark Wittlief, and Eric Gustad.

ABSENT: Robert Hornkohl and Chip Goodspeed.

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

CITIZENS COMMENTS ON AGENDA RELATED ITEMS.

No citizen comments received.

CONSENT AGENDA.

Minutes	-	March 17, 2014	-	Regular Meeting
Payroll	-	March 03 – March 16, 2014	-	\$107,066.34
		March 17 – March 30, 2014	-	\$111,283.60

Notification Regarding Next Work Session – April 8, 2014

A discussion will be conducted on the 2014-2015 Budget Recommendations; and such business as may come before the Council.

Consideration of Proclaiming April as Parkinson’s Disease Awareness Month.

MOTION by Cote, second by Zaring to take action to approve the Consent Agenda as presented.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zaring, Wittlieff, and Gustad

NAYS: None

CONSIDERATION OF A RESOLUTION, MDNR WATERWAYS GRANT FOR MARINA DREDGING PROJECT.

Originally the City was awarded a grant in the amount of \$24,000 from the Michigan Department of Natural Resources Waterways Division for dredging at the Municipal Marina. Bids came in higher than expected and the State of Michigan authorized additional money for

this project at a not to exceed amount of \$65,000. This addendum to the original award is necessary in order to draw down the funds for the project. The project was awarded to Swidorski Brothers in December for a spring project. There is no City match.

MOTION by Gustad, second by Zaring to take action to accept the agreement addendum from the Michigan Department of Natural Resources accepting the not to exceed amount of \$65,000 for dredging at the Municipal Marina; and further authorize the Mayor and City Clerk to execute the documents. Discussion followed.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zaring, Wittlieff, and Gustad
NAYS: None

CONSIDERATION OF ENTERING INTO A FIVE-YEAR AGREEMENT WITH ANDERSON TACKMAN & COMPANY, PLC CPA TO CONDUCT CITY AND DDA ANNUAL AUDIT.

The City's contract with Gabridge and Co. for the City and DDA audit has expired. The City issued a Request for Proposals for auditing services. Ten firms responded. Anderson Tackman & Company, PLC CPA was the low responsible bidder. They bid a total of \$46,750 for five years of conducting the base audit, \$8,250 for five years of conducting the DDA audit, and \$2,500 per year to conduct a single audit, if needed. The City Attorney has prepared and approved a contract for these services.

MOTION by Cote, second by Zaring to take action to enter into a five-year agreement with Anderson Tackman & Company, PLC CPA to conduct the City and DDA audit. Discussion followed.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zaring, Wittlieff, and Gustad
NAYS: None

A REPORT FROM THE HOUSING COMMISSION AND THE COUNTY PROSECUTOR.

Mr. Clinton McKinven-Copus reported on the activities of the Manistee Housing Commission and responded to questions the Council had regarding their activities.

Mr. Ford Stone reported on the activities of the Manistee County Prosecutor's Office and responded to questions the Council had regarding their activities.

INTRODUCTION OF THE FISCAL YEAR 2014-2015 BUDGET.

Administration has prepared the proposed 2014-2015 Fiscal Year Budget. City Manager Mitch Deisch and Finance Director Ed Bradford gave a brief introduction of the budget

recommendations to City Council and the Community.

Various budget work sessions have been established: a regular work session on Tuesday, April 8; a work session on Tuesday, April 15; and optional work sessions on Tuesday, April 22 and Tuesday, April 29, 2014. The public hearing to review these budget recommendations and receive public input on them has been scheduled for Tuesday, April 15, 2014. Budget adoption is anticipated at the regular meeting of May 6, 2014.

CITIZEN COMMENT.

None received.

OFFICIALS AND STAFF.

None received.

COUNCILMEMBERS.

Gustad asked about the progress on the 12th Street meetings, Deisch responded, a separate meeting is being scheduled to meet with the three property owners involved.

ADJOURN.

MOTION to adjourn was made by Zaring, second by Cote. Meeting adjourned at 8:20 p.m.

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

**MANISTEE CITY COUNCIL
WORK SESSION
MINUTES OF APRIL 8, 2014**

The Manistee City Council met in a work session on Tuesday, April 8, 2014 at 7 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan 49660.

MEMBERS PRESENT: Colleen Kenny, Eric Gustad, Bob Hornkohl, Catherine Zaring, Ed Cote, Robert Goodspeed, Mark Wittlieff

MEMBERS ABSENT: None

OTHERS PRESENT: Department Directors, City Attorney, City Engineer, Media and Public

Discussion on Fiscal Year 2014-2015 Budget and Capital Improvement Plan. Staff made opening comments. Numerous questions and requests for additional information made by City Council.

Considerable discussion focused on the Water and Sewer Fund, Capital Improvement Fund and the Police Department. Utility Rate Study will be presented to Council at the April 15, 2014 Council meeting and should provide additional information to Council regarding 2014-2015 utility rate increase. Council asked for additional information on several areas, but specifically wanted to have additional discussion on police staffing.

Council will continue their review and discussion on the draft Fiscal Year 2014-2015 Budget and Capital Improvement Plan at upcoming work sessions and the public hearing scheduled for Tuesday, April 15, 2014.

Adjourned at 8:50 p.m.

Respectfully submitted,



Mitchell D. Deisch, City Manager

MDD:cl

MEMO TO: Mitch Deisch, City Manager
FROM: Jeffrey W. Mikula, Public Works Director
DATE: April 7, 2014
SUBJECT: MDOT Trunkline Permit

M Deisch
Jeffrey W. Mikula



DPW Director's Office
231-723-7132

The City operates utilities and performs various maintenance activities and programs within the US-31 corridor. Each year the City applies for a permit from MDOT, which grants us permission to complete these items. The Performance Resolution is required as part of the permit application.

**PERFORMANCE RESOLUTION FOR
GOVERNMENTAL AGENCIES**

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way" (form 2205), or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way" (form 2205B).

RESOLVED WHEREAS, the CITY OF MANISTEE
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. The GOVERNMENTAL AGENCY It will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

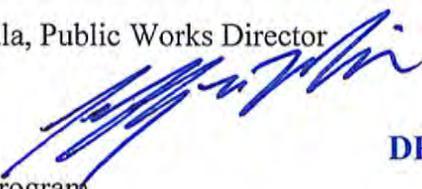
- 6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Name	and/or	Title
JEFFREY W. MIKOLA		PUBLIC WORKS DIRECTOR
MITCH DEISCH		CITY MANAGER

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by
 the _____
 (Name of Board, etc)
 of the _____ of _____
 (Name of GOVERNMENTAL AGENCY) (County)
 at a _____ meeting held on the _____ day
 of _____ A.D. _____.

Signed _____ Title _____

MEMO TO: Mitch Deisch, City Manager 
FROM: Jeffrey W. Mikula, Public Works Director 
DATE: April 7, 2014
SUBJECT: Adopt-A-Park Program



DPW Director's Office
231-723-7132



Gary Niesen and myself have participated in the discussions with the Parks and Beautification Commission over the past year regarding the creation of the Adopt-A-Park program. The Program as presented formalizes much of the current volunteer efforts that takes place in our Parks system each year, while also creating additional oversight by neighborhood groups etc.

We do not anticipate any impacts to the Parks Budget and recommend approval of the program.

Memo to: City Council

From: Parks and Beautification Commission

Date: March 25, 2014

Subject: Adopt – A – Park program

Plan is being presented to city council for your review and approval.

The primary purpose of the Adopt-A-Park program is to promote partnerships between community members, groups, and businesses to assist the Parks staff with routine maintenance, clean up, and beautification of parks, open spaces, and trails, creating a beautiful, clean environment for all to enjoy. Through the use of volunteers, designated areas will be spruced up by removing litter and debris, controlling weeds, caring for plants, mulching around trees and planting areas, raking leaves, identifying hazards, reporting vandalism, and planting trees, shrubs, and other approved vegetation. The program also aims to educate residents about the importance of our parks.

This Adopt-a-Park program is simple, fun and rewarding. Adopt-a-Park is a volunteer program that offers residents an opportunity to give something back to their community by helping to maintain a park or certain aspects of it.

This program would be open to any group looking to give back to the community. Examples include hiking and biking enthusiasts, neighborhood associations, religious/church groups, schools, scout troops, military and civic associations. Or any individual interested in joining. The group can commit to a year of monthly clean ups, a one-day maintenance event, a six-month stint of weekly trash collection or whatever the group is willing to pledge. The Adopt a Park program allows you to choose the type of activities you would like to help with in the park.

Our hope is that the community will enjoy the volunteer activities and return for years to come!

Parks Commission is recommending the following plan to be used for the city of Manistee. The attached plan is approved by the commission and would be up to the council to change and/or make improvements on any literature that they see fit within the program.

We hope that you give this proposal serious consideration to implement.

Respectfully,

Parks and Beautification Commission

ADOPT-A-PARK

Manistee Parks Department

Manistee Parks and Beautification
280 Washington St.
Manistee, MI 49660
PHONE: (231) 723-7132
FAX: (231) 723-1803

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ADOPT-A-PARK

PHILOSOPHY

As part of the Manistee Parks and Beautification's mission, promoting community leisure gives the Parks Department the ability to "enhance the quality of life through preservation of maintenance and parklands." The adopt-a-park program supports this mission by giving Manistee the opportunity to become involved with the growth of city parks and neighborhoods. Creating community begins with initiative and contribution from citizens who understand the importance of natural care and development.

OBJECTIVE

By encouraging and utilizing volunteers to show community pride we hope to have cleaner, safer, and greater used parks. We want neighborhood organizations, families, boy and Girl Scout groups, and even businesses to all participants in the city wide program.

ABOUT OUR PROGRAM

***WHO CAN ADOPT A PARK?**

The City of Manistee's Adopt-A-Park program aims to unite, support, and educate all people interested in preserving and maintaining our beautiful park system. Participants include:

- | | |
|-------------------|----------------------------|
| -Individuals | -Neighborhood Associations |
| -Schools | -Senior Citizens |
| -Scouts | -Youth Groups |
| -Church Groups | -Business |
| -Community Groups | -Non-Profit Organizations |

This volunteer program provides opportunities for volunteer groups to assist park staff and help keep Manistee's parks and public areas safe, clean, and attractive. Under the supervision of the Adopt-A-Park Coordinator, volunteer groups "adopt" a park, or a portion of a park, and agree to complete certain service projects during one year.

***WHAT CAN BE ADOPTED?**

All types of city parks and public areas may be adopted. Large parks and those with several separate units may be adopted by more than one “adoptee” or volunteer organization. The entire park or particular area within a park is available for adoption. These areas may include:

- Flower Beds
- Trees and Shrubs
- Playgrounds
- Medians
- Trails and Greenways
- Open Spaces
- Courts
- Sports Fields

***HOW CAN WE HELP? WHAT TYPES OF PROJECTS CAN ADOPTEES TAKE ON?**

ROUTINE MAINTENANCE:

- Litter/Glass Removal
- Weed Control (check with Adopt-A-Park Coordinator)
- Graffiti Removal (check with Adopt-A-Park Coordinator)
- Watering/Irrigating Plants

SPECIAL MAINTENANCE (under Direction of the Parks Department):

- Plantings
- Trimming/Pruning
- Others per Approved Request
- Playground Maintenance
- Restroom Maintenance

WHAT ARE PARTICIPANTS RESPONSIBLE FOR?

1. READ AND UNDERSTAND SAFETY GUIDELINES
2. ABIDE BY ALL PARK RULES AND ORDINANCES
3. NOTIFY THE CITY OF MANISTEE TO CHANGE SPECIFIC PARTICIPANT DUTIES
4. NOTIFY STAFF WHEN RESIGNING
5. SPEND A MINIMUM NUMBER OF HOURS PER MONTH AT ADOPTED SITE KEEP TRACK OF THE NUMBER OF HOURS SPENT WORKING ON A MONTHLY BASIS AND REPORT TOTAL HOURS TO REC DEPT.
 - ACCOUNTS FOR TOTAL DONATED TIME
 - CONFIRMS GROWTH OR DECLINE IN PARTICIPATION
 - HELPS OFFICE TO PROVIDE PARTICIPANT AWARDS AND RECOGNITION

*COMMITMENT AND RECOGNITION

IN APPRECIATION AND RECOGNITION FOR THE VOLUNTEER GROUPS, A SIGN WILL BE ERECTED ON THE ADOPTED SITE WITH THE GROUPS NAME AS A PARTICIPANT IN THE ADOPT-A-PARK PROGRAM. THIS SIGN WILL REMAIN AS LONG AS THE GROUP MAINTAINS THEIR RESPONSIBILITIES.

*SEE THE PARTICIPANT HOURS LOG ON PAGE 4 FOR MORE INFORMATION

Manistee Parks and Beautification
 280 Washington St.
 Manistee, MI 49660
 PHONE: (231) 723-7132
 FAX: (231) 723-1803

**ADOPT-A-PARK
 Participant Hours Form**

Participants are required to report hours by the 5th day of each month. Calculate, record and report the total number of hours worked at each adopted site by filling in the chart (for convenience) and:

*Mail in the bottom portion to:

City of Manistee
 Department of Public Works
 280 Washington St.
 Manistee, MI 49660

*email to: jmikula@manisteemi.gov

*Fax hours to: (231) 723-1803

*Call in hours anytime to voice mail number (231) 723-7132

DATE	# OF PARTICIPANTS PRESENT	# OF HOURS WORKED	TOTAL HOURS WORKED
ADOPTED SITE:			MONTHLY TOTAL

Tasks completed this month: _____

Notes/Comments: _____

We/I, _____, have worked _____ total hours for the month of _____ at our adopted park (site).

 Participants Signature Phone Date

CITY SUPPORT

THE CITY MAY HELP WITH SUPPLIES TO ASSIST YOU IN YOUR DUTIES. THIS NOT ONLY HELPS YOU DO YOUR JOB BUT IT KEEPS OUR PARKS CLEAN!

“ADOPT A PARK COORDINATOR”

The Adopt-A-Park Coordinator oversees all organized park adoption projects. Position responsibilities include establishing a main source of communicable outreach for Manistee’s Adopt-A-Park program, official reporting of park (or site) status, and time log record collection. It shall be the park coordinator’s responsibility to encourage consistent, valuable volunteer support by monitoring the program, assisting when necessary and maintaining a good line of communication with park volunteers. By allowing an individual coordinator to operate the fundamental requirements, more opportunity will be created for a diverse sustainable program.

HOW DO YOU ADOPT A PARK?

1. CONTACT THE CITY OF MANISTEE PARKS DEPARTMENT WITH A REQUEST TO ADOPT A NEIGHBORHOOD PARK OR PARKLAND.
2. SIGN AND RETURN THE AGREEMENT FOR ON PAGE 6
3. THE DEPARTMENT OF PUBLIC WORKS WILL PROCESS YOUR FORM AND CONTACT YOU.
4. CITY PARKS STAFF WILL PROVIDE THE INITIAL TRAINING AND ORIENTATION FOR YOUR AREA.

Manistee Parks Department
Manistee Parks and Beautification
280 Washington St.
Manistee, MI 49660
PHONE: (231) 723-7132

ADOPT-A-PARK PROGRAM POLICIES

- The individual(s) must commit for at least one year and promises to perform agreed tasks(s) as necessary.
- All the proper documentation (application, volunteer forms) must be signed, and received by the city from all members of the group who participate.
- Any park can be requested and the city will do its best to accommodate each group/individual.
- We ask that the participants complete their chosen task and also report any problems at the park (i.e. a broken fence, damaged playground equipment).
 - If the group wants to do any plantings in their adopted park we ask that they first contact the city for approval of species and placement.

SAFETY GUIDELINES

For Teachers and Groups Leaders

- Student supervision at all times
- Review safety rules with students before beginning clean up projects
- Tie bags tightly and place beside trash receptacles
- Report any safety hazard to Park Department staff
- Add any additional safety precautions you feel appropriate

For Students and Youth

- Stay within sight of your teacher or group leader
- Work with a buddy
- Don't pick up trash near the street or curb
- Don't pick up any sharp objects, such as broken glass or needles
- Report any broken park equipment, such as swings, to your teacher or group leader
- If park workers are present doing their job, please do not run in front of them or get too close when they are working with a machine
- Wash your hands thoroughly when you complete your work

Manistee Parks Department
Manistee Parks and Beautification
280 Washington St.
PO Box 358
Manistee, MI 49660
PHONE: (231) 723-7132

ADOPT-A-PARK

SAFETY GUIDELINES Cont...

DO:

- **Do** lift all objects with your legs, not your back
- **Do** wear light or bright colored clothing, hard-soled shoes, and sturdy work gloves
- **Do** use sunblock and/or wear a hat
- **Do** contact Parks Division staff at (231) 723-7132 immediately if you notice a safety hazard, such as a broken swing or other piece of play equipment
- **Do** tie bags tightly before placing next to trash receptacles
- **Do** work during park hours
- **Do** work with a partner whenever possible
- **Do** make sure that all participants in your business or organization are familiar with these safety precautions

DON'T:

- **Don't** overexert yourself. Be sure to take frequent breaks, drink liquids, and dress appropriately for weather.
- **Don't** bring small children or pets along on projects.
- **Don't** ever leave children or pets locked in the car at work locations.
- **Don't** pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Call your local Fire Station or Police Department immediately and give the precise location of the material.

ADDITIONAL SAFETY INFORMATION

***POISON IVY**: plant grows along trails or in forests, in wooded areas, if skin contact is made, may cause irritation

Symptoms: no immediate cure (itching, rash, blisters) let process run its course

Treatment: wash clothing, calamine lotion, Epsom salts in water/applied with a paper towel

***WEST NILE VIRUS**: affects humans and animals, transmitted via mosquito's bite

Symptoms: most often mild including: fever headache, body soreness, rash (symptoms can also become more severe)

Protective measures against the virus are as follows: stay inside at dawn and dusk, wear long sleeve shirts and pants when outdoors, and spray repellants

RECOMMENDED PROCEDURES

LITTER REMOVAL

- Leave full trash bags beside trash receptacles in park or call to arrange for pick up.
- Always wear work gloves.
- Work only during daylight hours.
- Work with a partner whenever possible.
- Do not work under potentially dangerous weather conditions, such as rain or heavy winds.
- Don't pick up materials that you suspect may be hazardous, such as needles, bloody objects or drug paraphernalia. Call your local Fire Station or Police Department immediately.
- Don't pick up litter too close to the edge of curbs unless oncoming traffic is clearly visible.
- Tie bags tightly before disposal.
- Do not stomp on trash bags (stomping may cause hard objects to puncture the bag).

WEED ABATEMENT

- Before removing weeds, check with the appropriate staff to get approval.
- Contact the Parks Department office to coordinate in advance for pick-up of clippings.
- Wear protective gear: safety glasses/goggles, safety vests, long pants and long sleeves, sturdy work boots, and work gloves.
- Do not use power equipment. It is against City policy.
- Do not work under potentially dangerous weather conditions, such as rain or heavy winds.
- Do not spray or use any chemicals. It is against City policy.
- Small children should not use weeding tools. Participants must be at least 12 years old to use weeding tools.
- Be cautious around thorny or poisonous bushes, such as poison ivy or star thistle.
- When bagging clippings, keep them separate from green waste.

ON A PATHWAY OR TRAIL:

- Do not block pathways or trails.
- Be cautious and respectful of pedestrians, cyclists, animals and other trail users.

Manistee Parks Department
Manistee Parks and Beautification
280 Washington St.
PO Box 358
Manistee, MI 49660
PHONE: (231) 723-7132

ADOPT-A-PARK

IMPORTANT PHONE NUMBERS

Parks Department (231) 723-7132

City Hall (231) 723-2558

Police Department (231) 723-2533
(Non-Emergency)

Fire Department (231) 723-3519



**Adopt-a-Park Application
City of Manistee, Michigan**

INSTRUCTIONS: Complete all information requested. Send this application directly to City of Manistee, Parks Department, 280 Washington St, Manistee, Michigan 49660. The applicant will be contracted by the Adopt-A-Park Coordinator upon receiving the application. The Volunteer Organization Representative is the person who should be present at all Adopt-A-Park activities. The Authorized Agent is the official administrator or business owner, such as school principal, faculty advisor, or organization president.

Name of Organization / Company / Applicant. (Name will appear on sign, 40 characters max.)

Mailing Address (Street / City / State / Zip)

Volunteer Organization Representative

Day Phone / Evening Phone

Alternate Representative

Day Phone / Evening Phone

Park Name

Intentions of the group

- Litter / Glass Removal
- Playground Maintenance (rake woodchips, report problems, routine inspections)
- Restroom Maintenance
- Plantings (w/ Park Staff approval)
- Weed Control (plant beds)
- Mowing (entire park, portion of park) _____
- Graffiti Removal
- Water / Irrigate plants
- Trimming / Pruning
- Mutt Mitts
- Other _____

I hereby acknowledge and support the participation of _____
(Name of Organization, Individual)

Signature of
Authorized Agent
Title

**CITY OF MANISTEE
ADOPT A PARK PROGRAM
VOLUNTEER WORK FORM**

NAME _____

STREET
ADDRESS _____

CITY _____ STATE _____
ZIP _____

PHONE (H) _____ (W) _____

(C) _____
VOLUNTEER WORK
LOCATION _____
TYPE OF WORK TO BE
PERFORMED _____

ESTIMATED TIME TO BE
VOLUNTEERED _____
IN CASE OF EMERGENCY, PLEASE NOTIFY:

(name)

(address)

(home phone) (work phone) (cell phone)

1. The above-named volunteer agrees to perform, on an occasional basis, services that are not intended to replace employees in occupations for which workers are ordinarily paid. The above-named volunteer understands that he or she is not an employee of the City and that participation in the City of Manistee Adopt-a-Park program (the "program") does not constitute a contract for employment or hire. The services performed by the above-named volunteer will not jeopardize or take the place of regular full-time employees' work.

2. In exchange for recognition pursuant to the program, in the City's discretion, and for participation in the program, the above-named volunteer agrees to perform services pursuant to the program without other compensation.

3. The above-named volunteer agrees to hold harmless and release from liability the City and each of its officers, employees, agents, and volunteers for any injuries or damages sustained by him or her and arising out of his or her participation in the program.

4. The above-named volunteer acknowledges that he or she:

_____ is at least 18 years of age.

_____ has a work permit.

_____ is otherwise authorized to perform services pursuant to the program.

Please explain and provide any necessary documentation:

Volunteer's Name – Print Volunteer's Signature Date

I am the parent or legal guardian of the above-named volunteer, and I have read and understand this agreement and agree to its provisions on behalf of myself and the above-named volunteer.

Parent's Name – Print Parent's Signature Date

Parent's

Address: _____

Parent's Phone Number: _____

Approved by: _____

Supervisor Signature Date



APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: Historic District Commission

NAME: Patrick Kay
ADDRESS: 438 Third Street Apt. A
Manistee, MI 49660

PHONE: (Home) 864-934-9342 (Work) 231-398-3262

E-MAIL: patrick.s.kay@gmail.com personal or work

I want to volunteer for this position because:

I have a vast knowledge of this subject and would like to serve the community in which I reside. I feel a responsibility as a citizen of Manistee to serve the town and the community the best of my abilities.

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

I have been a commercial realtor and historic real estate developer for 5 years. I owned a company in which I developed over 50,000sqft of historic commercial buildings in a downtown that was on the National Register of Historic Places. I have also been a director of 3 Main Street Programs in three separate states. I have attended numerous conferences and workshops on historic preservation.

Feel free to attach any additional information.

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


Signature

3-6-14
Dated

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



RECEIVED
APR 05 2014
CITY OF MANISTEE
CLERK/TREASURER

APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: Ramsdell Theatre

NAME: Joseph Frederick
ADDRESS: 3765 Chamberlain RD
Arcadia, Mi 49613

PHONE: (Home) 231-233-4739 (Work) 231-233-4739

E-MAIL: frederick.ioe@gmail.com personal or work

I want to volunteer for this position because:
Preserving and growing Manistee as the hub of arts and culture in Northern Michigan is crucial to
growth and stability of Manistee's future.

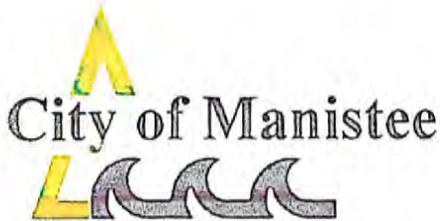
Please add any particular education, experience or background you think appropriate to include:
I have ran sound for the Spring and All music festival the last two years and volunteered for both
on the River concert series and Spirit of the Woods music festival the last 5 years. helping set up
sound for the performers. I also hold a great understanding of Manistee's need for access to the a

Feel free to attach any additional information.

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

Joseph Frederick 4-4-2014
Signature Dated

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



APPLICATION FOR APPOINTMENT

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BOARD OR COMMISSION APPLIED FOR: Tree Commission

NAME: Bruce A. Schaub

ADDRESS: 338 4th St.
Manistee, MI 49660

PHONE: (Home) 231-233-3721 (Work) 231-233-3721

E-MAIL: schaubent@hotmail.com personal or work

I want to volunteer for this position because:

Extensive knowledge of trees. Own local tree service. Schaub Enterprises - Tree Service

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

Over 20 years experience

Feel free to attach any additional information.

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

Bruce A. Schaub 2/18/14
Signature Dated

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

MEMO TO: Mayor Colleen Kenny
Members of City Council

FROM: Cindy Lokovich, Executive Secretary

DATE: March 10, 2014

SUBJECT: Administrative Professionals Week



City Manager's Office
231-398-2801

The International Association of Administrative Professionals® (IAAP) is the originator and sponsor of both Administrative Professionals Week and Administrative Professionals Day. The original event was organized in 1952 and continues today as an effort to recognize administrative professionals for their contributions in the workplace, and to attract people to secretarial/administrative careers. Today there are more than 4.1 million secretaries and administrative assistants working in the United States according to U.S. Department of Labor statistics.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars, and recognizing support staff for their contributions to the workplace.

On behalf of all the administrative professionals serving businesses in the City of Manistee, I am requesting that the Manistee City Council consider adopting a resolution of thanks and appreciation; proclaiming the week of April 20-26, 2013 as Administrative Professionals Week and Wednesday, April 23, 2013 as Administrative Professionals Day in the City of Manistee. Thank you for your consideration.

Should you have questions, please contact me at (231) 398-2801.

:cl

Enclosures

RESOLUTION OF THANKS AND APPRECIATION

Administrative Professionals Week and Day

WHEREAS, Administrative Professionals play an essential role in coordinating the office operations of businesses, government, educational institutions, and other organizations; and

WHEREAS, The work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities; and

WHEREAS, Administrative Professionals Week is observed annually in workplaces around the world to recognize the important contributions of administrative support staff and is sponsored by the International Association of Administrative Professionals; and

WHEREAS, Administrative Professional Week 2014 is focused on “Honoring the office professionals who make offices work,” reflecting the integral and central role that office professionals play in modern business; now, therefore, be it

RESOLVED, By the City Council of the City of Manistee that this community extends its thanks and appreciation to all administrative professionals; and be it further

RESOLVED, That the week of April 20-26, 2014 be known as Administrative Professionals Week and Wednesday, April 23, 2014 as Administrative Professionals Day in the City of Manistee and encourage all employers to support continued training and development for administrative staff, recognizing that a well-trained workforce is essential for success in today’s business world.

FURTHER SAYETH NOT THIS RESOLUTION.

Mayor Colleen Kenny

Dated

ATTEST:

Mary Bachman, Deputy Clerk

Dated

April 9, 14

TO Whom It may concern:



Special olympics is a non-profit organization that provides athletic competition for athletes who are mentally impaired. All funds are raised locally and are spent locally.

My name is Anne Bidelman. I am with Special Olympics for Area 24. We would like to do a Tag Day to raise money for Special Olympics. We would like to do this on June 7 if that is possible. Would you contact me if this is approved?

Thank you!
Anne Bidelman
7430 Pine Creek Rd
Manistee, MI 49660
(231) 723-7106