

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, JULY 1, 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. c.) 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 June 17, 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 APPOINTMENTS TO THE AD HOC STREET COMMITTEE.

At their work session of June 10, 2014 City Council directed staff to advertise for applications to a new committee; the Ad Hoc Street Committee. The purpose of this new committee will be to discuss upgrading the city street network. The committee will consist of members of City Council, City Staff, and 3-5 ad hoc committee members. Qualifications: Must be a registered voter or property owner in the City of Manistee. Applications were requested to be returned prior to tonight's meeting. The following applications have been received:

Lynda Beaton, 256 Hughes Street
Gerald R. Haw, 421 Cedar Street
Joseph W. Maxey, 480 Fourth Street
Roger Zielinski, 529 First Street

At this time Council could take action to appoint members to the Ad Hoc Street Committee.

- b.) CONSIDERATION OF PARCEL SPLIT AND COMBINATION REQUEST, GUARDIAN ANGELS CHURCH.

On June 5, 2014 the Planning Commission reviewed and recommends Council approval of a request from Guardian Angels Church for a parcel split and combination. The church owns parcel 51-646-702-05 which has 104.34 feet of frontage on Michael Street. They are requesting to split the north 44.34 feet of the parcel which will then be combined with parcel 51-646-702-03.

At this time Council could take action to approve the request from Guardian Angels Church for a parcel split and combination to split the north 44.34 feet of parcel 51-646-702-05 which will then be combined with parcel 51-646-702-03 as submitted with a site plan prepared by Abonmarche dated April 16, 2014 Job No. 14-0211.

c.) CONSIDERATION OF A BANNER PERMIT, MANISTEE WORLD OF ARTS & CRAFTS.

The Manistee Area Chamber of Commerce is requesting City Council's permission to place a banner for the Manistee World of Arts & Crafts show by the Chamber building from June 29 through July 6, 2014. According to Council Policy CP-30 Banner Policy, banners are not permitted in locations other than the River Street Arch without specific authorization of the City Council.

At this time Council could take action to authorize the banner for the Manistee World of Arts & Crafts show to be placed by the Chamber of Commerce.

IX. Notices, Communications, Announcements.

a.) REDEVELOPMENT READY COMMUNITY KICK-OFF PRESENTATION.

The City of Manistee has been selected for participation in the statewide Redevelopment Ready Communities (RRC) Program. The first step in the process is a kickoff presentation that provides an overview of the program and evaluation process.

At this time staff from the Michigan Economic Development Corporation Redevelopment Ready Communities will give their presentation to City Council and members of the audience.

b.) A REPORT FROM THE PLANNING COMMISSION AND THE MUSEUM/HISTORIC DISTRICT.

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

At this time Mr. Roger Yoder will report on the activities of the Planning Commission and respond to any questions the Council may have regarding their activities.

At this time Mr. Mark Fedder will report on the activities of the Museum / Historic District and respond to any questions the Council may have regarding their activities.

No action is required on this item.

*c.) NOTIFICATION REGARDING A SPECIAL COUNCIL MEETING AND WORK SESSION.

A Special Council Meeting has been scheduled for 6 p.m. on Tuesday, July 8, 2014 to consider a first reading on Water and Sewer Ordinance amendments. Immediately following the special meeting Council will adjourn into a work session. The work session will consist of a Council bus tour for project updates; 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 – June 17, 2014
Cash Balances Report
Applications for Ad Hoc Street Committee
Guardian Angels Split/Combination Request
Chamber Banner Request
MEDC RRC Program Kickoff Presentation

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – June 17, 2014

A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, June 17, 2014 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

PRESENT: Colleen Kenny, Edward Cote, Robert Hornkohl, Robert Goodspeed, Catherine Zaring, Mark Wittlieff, and Eric Gustad.

ALSO PRESENT: City Manager – Mitch Deisch, City Attorney – George Saylor, City Clerk – Michelle Wright, DPW Director – Jeff Mikula, and Finance Director – Ed Bradford.

CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

None received.

AMEND AGENDA & CONSENT AGENDA.

- Minutes - June 3, 2014 - Regular Meeting
- June 10, 2014 - Work Session
- Payroll - May 26 – June 8, 2014 - \$ 122,099.56
- Monthly Bills - May 13, 2014 - \$ 153,695.85
- May 29, 2014 - \$ 203,243.70

- Consideration of Adopting Ordinance 14-01 Chapter 270 Housing Commission Amendments.
The initial Housing Commission ordinance was drafted in 1966. At that time and based upon the ordinance, it was the responsibility of the City Council to fix compensation for employees of the Housing Commission. More recently the State of Michigan has subsequent laws that make it the responsibility of the Council appointed Housing Commission to set employee compensation.

This ordinance has been reviewed and supported by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was first introduced at the regular meeting of June 3, 2014 and could be adopted at this time.

- Consideration of Adopting Ordinance 14-02 Chapter 289 Parks and Beautification Commission Amendments.
The Parks and Beautification Commission have passed a motion to amend Chapter 289 removing the language that the Chair is required to be a resident of the City. All Parks and Beautification Commissioners will still be required to own property or own a business or profession having a licensed business location within the City.

This ordinance has been reviewed and supported by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was first introduced at the regular meeting of June 3, 2014 and could be adopted at this time.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – June 17, 2014

- Consideration of Adopting New Ordinance 14-03 Chapter 663 Fireworks.
removed
- Consideration of Adopting Ordinance 14-04 692 Weeds.
City staff has been working to amend how Chapter 692 Weeds is enforced. Based on this experience, the Department of Public Works felt there was a more efficient way to enforce the weed ordinance.

This ordinance has been reviewed and supported by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was first introduced at the regular meeting of June 3, 2014 and could be adopted at this time.

- Consideration of Adopting Ordinance 14-05 Chapter 1028 River Street Traffic Flow, Parking and Amenities.
In the late 1990s the City was preparing to complete a downtown streetscape project as part of a combined sewer separation project. Included in the original plans were bump outs (traffic calming measures) and trees downtown. A referendum vote was put before City residents to prohibit trees from being placed in the downtown. This referendum passed and Section C. of Ordinance 1028 was added. By law, Section C. could not be reversed for a two-year period. Having passed that time period requirement, Council could now amend this section.

The DDA Design Committee and the full DDA Board have approved the concept of placing trees back in the downtown area in large planters. Use of the planters would allow them to be removed for winter maintenance.

This ordinance has been reviewed and supported by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was first introduced at the regular meeting of June 3, 2014 and could be adopted at this time.

- Notification Regarding Next Work Session –July 8, 2014
A discussion will be conducted on project updates; and such business as may come before the Council.

MOTION by Zaring to amend the agenda to add language to item X. Concerns and Comments d.) allowing action by City Council on four (adding IAFF) collective bargaining agreements upon returning from Executive Session. Kenny requested that the Adoption of New Ordinance 14-03 Chapter 663 Fireworks be removed from the Consent Agenda. Zaring changed her motion to include the approval of the Consent Agenda with the removal of Ordinance 14-03, second by Hornkohl.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF ADOPTING NEW ORDINANCE 14-03 CHAPTER 663 FIREWORKS.

City Council discussed the creation of a new ordinance to limit fireworks being discharged within the City of Manistee. No person shall ignite, discharge, or use commercial fireworks in the City between the hours of 11:00 p.m. and 8:00 a.m. This prohibition shall not preclude a person from igniting, discharging, or using consumer fireworks within the City of the day preceding, the day of, or the day after a national holiday; consistent with Act 256, except between the hours of 1:00 a.m. to 8:00 a.m. on those days.

This ordinance has been reviewed and supported by the Council Ordinance Committee. As an ordinance two separate readings are required. This ordinance was first introduced at the regular meeting of June 3, 2014 and could be adopted at this time.

MOTION by Cote, second by Gustad to adopt a new ordinance Chapter 663 Fireworks. Kenny asked to have this removed from the Consent Agenda because of concerns about the number of hours this allows, felt it was too broad. Discussion followed including enforcement, what the State statute allows, and what other communities have done.

A roll call vote was taken, motion passed 6-1.

AYES: Cote, Hornkohl, Goodspeed, Zaring, Wittlieff, and Gustad

NAYS: Kenny

CONSIDERATION OF HOUSING COMMISSION BYLAW AMENDMENTS.

The Manistee Housing Commission took action at their April 22, 2014 meeting to review and approve changes to their bylaws. A copy of the bylaws showing proposed amendments has been attached. The amendments bring the bylaws into compliance with Michigan PA18 in conjunction with recent ordinance amendments.

MOTION by Hornkohl, second by Cote to approve amendments to the bylaws of the Manistee Housing Commission and authorize the Mayor to execute the document.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF CERTIFYING A SECTION OF TWELFTH STREET FOR INCLUSION ON THE CITY ACT 51 MAP.

The Michigan Department of Transportation requires the City Street Administrator to review and certify the official Act 51 Street Map on an annual basis. In reviewing the current map, it was discovered that sections of Twelfth Street between Oak and Elm, and Elm and Tamarack were never certified by the City after the street was accepted from Manistee Area Public Schools in 2009.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – June 17, 2014

Certifying this street segment will allow the City to receive Act 51 money for maintenance activities.

MOTION by Zaring, second by Cote to approve a resolution certifying two sections of Twelfth Street between Oak and Tamarack for inclusion into the City of Manistee street network. Questions were asked if this meets the City street standards, any impact on other sections of Twelfth Street, any downside to this, and requested a traffic count to be done on Twelfth Street.

With a roll call vote this motion passed, 6-1.

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

NAYS: Goodspeed

CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.

The City Clerk has taken action to advertise vacancies on the Historic District Commission.

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 three-year term ending 02/28/17; and one unexpired term ending 02/28/15; applicants must be city residents, Council appointment.

Thomas R. Smith, 703 Hopkins Street

Gustad nominated Thomas R. Smith, 703 Hopkins Street to the Historic District Commission for a three-year term ending 02/28/17.

With a roll call vote this motion passed unanimously.

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

NAYS: None

PRESENTATION OF PROPOSED IMPROVEMENTS TO VETERANS MEMORIAL PARK.

The Manistee County Veterans group would like to continue their work on Memorial Park to honor veterans. Using concept plans drafted by Architect Kendra Thompson, they would like to place six plaques, viewing benches and appropriate landscaping east of the memorial along Memorial Drive, adjacent to the sidewalk. They would like the City to be on board with the concept due to the costs involved.

Ted Arens and Kendra Thompson made a presentation to City Council regarding proposed

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – June 17, 2014

improvements to Veterans Memorial Park. The proposed language for one of the plaques was reviewed and discussed. MOTION by Hornkohl, second by Cote to approve the proposed wording on the monument and include the optional wording also.

With a roll call vote this motion passed unanimously.

AYES: Cote, Hornkohl, Goodspeed, Zaring, Wittlieff, and Gustad

NAYS: Kenny

A REPORT FROM THE FINANCE DEPARTMENT AND THE OIL AND GAS INVESTMENT BOARD.

Mr. Edward Bradford reported on the activities of the Oil and Gas Investment Board and responded to questions the Council had regarding their activities.

Mr. Bradford also reported on the activities of the Finance Department and responded to questions the Council had regarding their activities.

CITIZEN COMMENT.

Ray Fortier – 367 Eleventh Street asked that the cost of the damage caused from the frozen water pipes at the marina be published in the newspaper; questioned the cost of the gas at the marina; questioned subsidizing the Ramsdell Theatre; hopes people will vote against the proposed Headlee amendment; and questioned the higher rate on water usage.

Gary Patulski – 159 Quincy Street commented on the subsidy to the marina; requested that Oil & Gas funds be put on the ballot for up to \$3 million of the principal to be used on the streets, roads will give citizens more benefit than the subsidy to the Ramsdell and marina; requested that Council give that serious consideration or the public will petition for it.

OFFICIALS AND STAFF.

Wright stated that Council petition packets are available for anyone interested in running for the 1st, 3rd, 5th, or 7th district Council seats in November; petitions are due July 22, 2014.

Deisch showed a picture of trash that was dumped by the recycling container at the DPW, asked people to stop, it requires City staff to pick up the material and pay for removal; meeting scheduled tomorrow morning with Filer Charter Township and Manistee Area Public Schools on Twelfth Street.

COUNCILMEMBERS.

Cote commented on the improvements to Veterans Memorial Park and thanked Council for voting for it; also asked about the plans for the First Street roundabout.

Zaring would like to re-open Mr. Ed Seng's request on waterfront property and the concept of the peninsula district; consensus was to have it brought up on an upcoming agenda, specifically the vote

on the development agreement.

Wittlieff requested that the culling of deer in the City be added to a future agenda also; stated that Mrs. Waterman is still upset about what happened to her hedges.

CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION.

City Manager Mitchell D. Deisch has requested an Executive Session this evening as permitted by the Open Meetings Act, Section 8 (c) to discuss contract negotiations with the United Steelworkers, the Police Officers Association of Michigan, the Command Officers Association of Michigan, and the International Association of Firefighters.

MOTION by Cote, second by Zaring to adjourn to executive session. Time: 8:39 p.m.

MOTION by Goodspeed, second by Zaring to return to regular session. Time: 9:08 p.m.

CONSIDERATION OF COLLECTIVE BARGAINING AGREEMENTS WITH THE USW, POAM, COAM AND IAFF UNIONS.

MOTION by Cote, second by Goodspeed to amend health insurance provisions with the United Steelworkers contract and authorize the Mayor and Clerk to execute the documents.

With a roll call vote this motion passed unanimously.

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

NAYS: None

MOTION by Hornkohl, second by Zaring to amend health insurance provisions and the 1% wage increase with the Police Officers Association of Michigan and authorize the Mayor and Clerk to execute the documents.

With a roll call vote this motion passed, 6-0.

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

NAYS: None

ABSTAIN: Goodspeed

MOTION by Cote, second by Goodspeed to amend health insurance provisions and the 1.6% wage increase with the Command Officers Association of Michigan and authorize the Mayor and Clerk to execute the documents.

With a roll call vote this motion passed unanimously.

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

NAYS: None

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – June 17, 2014

MOTION by Wittlieff, second by Cote to amend health insurance provisions and the 1% wage increase with the International Association of Firefighters and authorize the Mayor and Clerk to execute the documents.

With a roll call vote this motion passed unanimously.

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

NAYS: None

ADJOURN.

MOTION to adjourn was made by Hornkohl, second by Cote. Meeting adjourned at 9:12 p.m.

Michelle Wright MMC / CPFA, MiCPT
City Clerk/Deputy Treasurer

DRAFT

CASH TRANSACTIONS REPORT

DRAFT

MONTH: MAY
City of Manistee

Page: 1
6/25/2014
2:48 pm

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 101 - GENERAL FUND				
Dept: 000				
001.000 Cash	930,373.77	74,857.58	462,978.18	542,253.17
001.002 Cash - Escrow	86,177.31	22,600.00	4,754.00	104,023.31
004.000 Cash - Petty	800.00	0.00	0.00	800.00
017.000 MBIA Mi Class Inv	57,160.96	0.00	0.00	57,160.96
Total Dept: 000	1,074,512.04	97,457.58	467,732.18	704,237.44
Fund: 101	1,074,512.04	97,457.58	467,732.18	704,237.44
Fund: 202 - MAJOR STREET FUND				
Dept: 000				
001.000 Cash	96,874.61	36,849.19	20,348.99	113,374.81
Total Dept: 000	96,874.61	36,849.19	20,348.99	113,374.81
Fund: 202	96,874.61	36,849.19	20,348.99	113,374.81
Fund: 203 - LOCAL STREET FUND				
Dept: 000				
001.000 Cash	35,447.77	10,674.14	9,587.31	36,534.60
Total Dept: 000	35,447.77	10,674.14	9,587.31	36,534.60
Fund: 203	35,447.77	10,674.14	9,587.31	36,534.60
Fund: 204 - STREET IMPROVEMENT FUND				
Dept: 000				
001.000 Cash	25,945.45	0.00	380.00	25,565.45
Total Dept: 000	25,945.45	0.00	380.00	25,565.45
Fund: 204	25,945.45	0.00	380.00	25,565.45
Fund: 226 - CITY REFUSE FUND				
Dept: 000				
001.000 Cash	104,214.18	14,963.98	28,109.70	91,068.46
001.030 Cash Mgt Chk	98,905.63	0.00	0.00	98,905.63
Total Dept: 000	203,119.81	14,963.98	28,109.70	189,974.09
Fund: 226	203,119.81	14,963.98	28,109.70	189,974.09
Fund: 243 - BROWNFIELD REDEVELOPMENT AUTHO				
Dept: 000				
001.000 Cash	21,759.67	0.00	9,140.09	12,619.58
Total Dept: 000	21,759.67	0.00	9,140.09	12,619.58
Fund: 243	21,759.67	0.00	9,140.09	12,619.58
Fund: 245 - OIL & GAS FUND				
Dept: 000				
001.000 Cash	95,154.35	10,195.47	0.00	105,349.82
001.020 Money Market	223,098.98	0.00	0.00	223,098.98
Total Dept: 000	318,253.33	10,195.47	0.00	328,448.80
Fund: 245	318,253.33	10,195.47	0.00	328,448.80
Fund: 249 - BUILDING INSPECTOR				
Dept: 000				
001.000 Cash	5,183.00	421.84	150.00	5,454.84
Total Dept: 000	5,183.00	421.84	150.00	5,454.84
Fund: 249	5,183.00	421.84	150.00	5,454.84

CASH TRANSACTIONS REPORT

DRAFT

MONTH: MAY
City of ManisteePage: 2
6/25/2014
2:48 pm

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 251 - EPA GRANT - PETROLEUM				
Dept: 000				
001.000 Cash	-1,530.00	0.00	0.00	-1,530.00
Total Dept: 000	-1,530.00	0.00	0.00	-1,530.00
<hr/>				
Fund: 251	-1,530.00	0.00	0.00	-1,530.00
Fund: 252 - EPA GRANT - HAZARDOUS				
Dept: 000				
001.000 Cash	-6,675.50	0.00	11,866.78	-18,542.28
Total Dept: 000	-6,675.50	0.00	11,866.78	-18,542.28
<hr/>				
Fund: 252	-6,675.50	0.00	11,866.78	-18,542.28
Fund: 275 - GRANT MANAGEMENT FUND				
Dept: 000				
001.000 Cash	-67,213.44	133,420.85	0.00	66,207.41
Total Dept: 000	-67,213.44	133,420.85	0.00	66,207.41
<hr/>				
Fund: 275	-67,213.44	133,420.85	0.00	66,207.41
Fund: 290 - PEG COMMISSION				
Dept: 000				
001.000 Cash	9,399.07	1,412.84	3,362.44	7,449.47
Total Dept: 000	9,399.07	1,412.84	3,362.44	7,449.47
<hr/>				
Fund: 290	9,399.07	1,412.84	3,362.44	7,449.47
Fund: 296 - RAMSDELL THEATRE				
Dept: 000				
001.000 Cash	71,473.04	11,439.58	42,263.70	40,648.92
004.000 Cash - Petty	500.00	0.00	0.00	500.00
Total Dept: 000	71,973.04	11,439.58	42,263.70	41,148.92
<hr/>				
Fund: 296	71,973.04	11,439.58	42,263.70	41,148.92
Fund: 297 - FRIENDS OF THE RAMSDELL				
Dept: 000				
001.000 Cash	3,958.98	0.00	0.00	3,958.98
Total Dept: 000	3,958.98	0.00	0.00	3,958.98
<hr/>				
Fund: 297	3,958.98	0.00	0.00	3,958.98
Fund: 430 - CAPITAL IMPROVEMENT FUND				
Dept: 000				
001.000 Cash	112,736.06	0.00	0.00	112,736.06
Total Dept: 000	112,736.06	0.00	0.00	112,736.06
<hr/>				
Fund: 430	112,736.06	0.00	0.00	112,736.06
Fund: 490 - RENAISSANCE PARK				
Dept: 000				
001.000 Cash	2,970.70	0.00	0.00	2,970.70
Total Dept: 000	2,970.70	0.00	0.00	2,970.70
<hr/>				
Fund: 490	2,970.70	0.00	0.00	2,970.70
Fund: 508 - BOAT RAMP FUND				
Dept: 000				
001.000 Cash	3,803.47	2,601.00	2,787.15	3,617.32
004.000 Cash - Petty	1,001.00	0.00	0.00	1,001.00

CASH TRANSACTIONS REPORT

DRAFT

MONTH: MAY
City of Manistee

Page: 3
6/25/2014
2:48 pm

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Total Dept: 000	4,804.47	2,601.00	2,787.15	4,618.32
Fund: 508	4,804.47	2,601.00	2,787.15	4,618.32
Fund: 573 - WATER & SEWER UTILITY				
Dept: 000				
001.000 Cash	408,018.40	272,271.72	184,347.47	495,942.65
001.002 Cash - Escrow	34,200.00	1,800.00	0.00	36,000.00
004.000 Cash - Petty	300.00	0.00	0.00	300.00
017.000 MBIA Mi Class Inv	488,758.72	0.00	0.00	488,758.72
Total Dept: 000	931,277.12	274,071.72	184,347.47	1,021,001.37
Fund: 573	931,277.12	274,071.72	184,347.47	1,021,001.37
Fund: 594 - MARINA FUND				
Dept: 000				
001.000 Cash	48,144.22	7,486.32	17,120.49	38,510.05
004.000 Cash - Petty	0.00	300.00	0.00	300.00
Total Dept: 000	48,144.22	7,786.32	17,120.49	38,810.05
Fund: 594	48,144.22	7,786.32	17,120.49	38,810.05
Fund: 661 - MOTOR POOL FUND				
Dept: 000				
001.000 Cash	399,544.21	23,333.34	16,770.89	406,106.66
001.002 Cash - Escrow	271,273.24	0.00	0.00	271,273.24
Total Dept: 000	670,817.45	23,333.34	16,770.89	677,379.90
Fund: 661	670,817.45	23,333.34	16,770.89	677,379.90
Fund: 703 - CURRENT TAX COLLECTION				
Dept: 000				
001.000 Cash	-456.81	0.00	0.00	-456.81
Total Dept: 000	-456.81	0.00	0.00	-456.81
Fund: 703	-456.81	0.00	0.00	-456.81
Fund: 704 - PAYROLL CLEARING FUND				
Dept: 000				
001.000 Cash	21,207.41	592,789.66	583,257.81	30,739.26
001.005 Cash - NEW Flex \ HRA	10,086.04	8,739.88	7,265.44	11,560.48
001.007 Cash - Federal & State Taxes	4.07	84,417.51	84,417.51	4.07
Total Dept: 000	31,297.52	685,947.05	674,940.76	42,303.81
Fund: 704	31,297.52	685,947.05	674,940.76	42,303.81
Fund: 705 - DELINQUENT TAX COLLECTION				
Dept: 000				
001.000 Cash	9,916.67	761.88	0.00	10,678.55
Total Dept: 000	9,916.67	761.88	0.00	10,678.55
Fund: 705	9,916.67	761.88	0.00	10,678.55
Grand Totals:	3,602,515.23	1,311,336.78	1,488,907.95	3,424,944.06



APPLICANTS NEEDED

CITY OF MANISTEE AD HOC STREET COMMITTEE. Purpose: To discuss upgrading the city street network. The Committee will consist of members of City Council, City Staff, and 3-5 ad hoc committee members. Qualifications: Must be a registered voter or property owner in the City of Manistee.

Application forms are available at the City Clerk's office, 70 Maple Street or on the City website at <http://www.manisteemi.gov> . All applications should be returned prior to the July 1, 2014 City Council meeting when appointments will be made.

Any questions regarding this ad hoc committee should be directed to Mitch Deisch, City Manager at (231) 398-2801 or mdeisch@manisteemi.gov.

reg. 2011



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: AD HOC FOR STREET FUNDING

NAME: LYNDA BEATON
ADDRESS: 256 Hughes St
MANISTEE, MI 49660

PHONE: (Home) 887-4039 (Work) 231-383-0404

E-MAIL: lybeats2@yahoo.com personal or work

I want to volunteer for this position because:

I want to help support a WORKABLE
SOLUTION TO BEGIN FUNDING THE REPAIRS ON OLD
STREETS FOR ALL CITIZENS

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

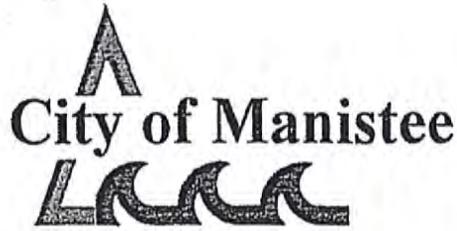
currently serving on Board of Revenue
Licensed Realtor

Feel free to attach any additional information.

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

Lynda Beaton 6-16-14
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.



RECEIVED reg 8/1991
JUN 18 2014
CITY OF MANISTEE
CLERK-TREASURER

APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: CITY OF MANISTEE AD HOC STREET COMMITTEE

NAME: GERALD R. HAW
ADDRESS: 421 CEDAR ST
MANISTEE, MI 49660

PHONE: (Home) 231-723-9821 (Work) _____

E-MAIL: MARY HAW 2 @ GMAIL.COM (X) personal or () work

I want to volunteer for this position because:

I HAVE SPENT A CAREER DEVELOPING SOLUTIONS TO PROBLEMS WITH LIMITED RESOURCES. I BELIEVE THIS BACKGROUND WOULD COMPLEMENT THE GOALS/OBJECTIVES OF THE AD HOC STREET COMMITTEE

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

SEE ATTACHMENT

Feel free to attach any additional information.

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

Gerald R. Haw
Signature

18 June 2014
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.

Gerald R. Haw
421 Cedar St.
Manistee, MI 49660

- Education: **Western Michigan University, Kalamazoo, MI
B.S. Pulp and Paper Science Engineering, April 1972
**Institute of Paper Chemistry, Appleton, WI
M.S. Pulp and Paper Engineering, January 1977
- Military Service: **Officer; U.S. Army [Air Defense Artillery and N.B.C. (Nuclear,
Biological, Chemical)]
(Active) 8/72-8/74
(Reserves) 10/81-2/83
- Work Experience: ²⁰¹⁴ **2008-~~2012~~ Retired
One Year Welding Certificate WSSC
Hydraulic & Electrical Classes WSSC
- **1991-2008
Packaging Corp. of America (PCA) Filer City, MI
Major producer of corrugated medium paper products.
Various Positions held: Technical Manager, Pulp Mill
And Power House Superintendent, Paper Machine
General Superintendent, Sr. Project Engineer,
Maintenance Supervisor.
- **1983-1991
Tennessee River Pulp and Paper, Division of
Packaging Corp. of America, (PCA),
Counce, TN. Major producer of Liner Board.
Various Positions held: Sr. Process Engineer,
Assistant Pulp Mill Supt., Pulp Mill Supt.
- **1979-1983
Administrative Assistant, V.P. Recycle Mills, Paper
Stock Procurement and Paper Board Sales, Packaging
Corp. of America (PCA), Evanston, IL
Primary Function: Managed annual
And five year capital/operational budgets.
- **1976-1979
Packaging Corp. of America (PCA)
Hutchinson, KS. Major producer of gypsum liner
board and folded carton board. Functions:
Technical manager and head tour foreman.

1479



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: CITY OF MANISTEE AD HOC STREET COMMITTEE

NAME: Joseph W. Maxey
ADDRESS: 480 4th Street
Manistee, MI 49660

PHONE: (Home) 231-723-2007 (Work) _____

E-MAIL: joemaxey@att.net () personal or (X) work

I want to volunteer for this position because:

I have been a property owner in Manistee for 38 years; I have a strong desire to see Manistee improve the infrastructure that many of the citizens of this city expect with emphasis on the needed street repairs. I feel I have the experience and background to ask the important questions and offer constructive suggestions/recommendations for this project; not only for the immediate needs but the long term maintenance of the streets as well.

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

I retired from Morton Salt as the Reliability and Maintenance Manager for 35 years. I have extensive background in developing and managing multi million dollars budgets to include managing major capital projects. I ended my career at the corporate level analyzing data for reliability improvements and recommendations. I am also a retired US Army officer with progressive levels of responsibilities ending my career as the Director of Resource Management (Comptroller) for an installation.

Feel free to attach any additional information.

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

Joseph W. Maxey Digitally signed by Joseph W. Maxey
DN: cn=Joseph W. Maxey, o=ou, email=joemaxey@att.net, c=US
Date: 2014.06.16 10:31:01 -0400 6-16-14
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.

Aug. 11/2008

RECEIVED

JUN 13 2014

CITY OF MANISTEE
CLERK-TREASURER



APPLICATION FOR APPOINTMENT

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

BOARD OR COMMISSION APPLIED FOR: AD Hoc Street Committee

NAME: Roger L. ZIELINSKI

ADDRESS: 529 FIRST ST
MANISTEE MI 49660

PHONE: ^{cell} (Home) 989-329-3081 (Work) _____

E-MAIL: ZIELINSKI.ROGER@GMAIL.COM (X) personal or () work

I want to volunteer for this position because:

to help raise awareness of the need and the
actual cost to repair our streets.

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

Feel free to attach any additional information.

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

Roger Zielinski
Signature

6-17-2014
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.



City of Manistee Planning & Zoning Administrator



MEMORANDUM

231.398.2805

Fax 231.723-1546

dblakeslee@manisteemi.gov

www.manisteemi.gov

TO: Mitch Deisch, City Manager *m. Deisch*

FROM: Denise Blakeslee, Planning & Zoning *DB*

DATE: June 10, 2014

RE: Guardian Angels Church – Parcel Split and Combination Request



Mitch, enclosed is a copy of a request from Guardian Angels Church for a Parcel Split and Combination. The Church owns parcel #51-646-702-05 which has 104.34 feet of frontage on Michael Street. They wish to sell the south 60 feet of the parcel which will meet the minimum lot area requirement for a parcel in the R-2 Medium Density Residential District.

The request is to split the north 44.34 feet of the parcel which will then be combined with parcel #51-646-702-03 (Convent) as shown on the Site Plan prepared by Abonmarche Dated April 16, 2014 Job No. 14-0211.

The Planning Commission reviewed and recommends Council approve the request at their meeting on June 5, 2014. A copy of the request, staff report and meeting minutes are enclosed.

Memorandum



Denise Blakeslee
Planning & Zoning
Administrator

70 Maple Street
Manistee, MI 49660
231.398.2805

dblakeslee@manisteemi.gov
www.manisteemi.gov

TO: Planning Commissioners

FROM: Denise Blakeslee, Planning & Zoning Administrator 

DATE: May 8, 2014

RE: Guardian Angels Parcel Split and Combination Request

Commissioners, we have received a request from Guardian Angels Church for a Parcel Split and Combination. The Church owns parcel #51-646-702-05 which has 104.34 feet of frontage on Michael Street. They wish to sell the south 60 feet of the parcel which will meet the minimum lot area requirement for a parcel in the R-2 Medium Density Residential District.

This results in the split of the north 44.34 feet of the parcel which will then be combined with parcel #51-646-702-03 (Convent) as shown on the Site Plan prepared by Abonmarche Dated April 16, 2014 Job No. 14-0211.

Staff has reviewed the request and determined that the requirements of the ordinance would be met if the request were approved.



70 Maple Street
 Manistee, MI 49660
 231.398.2805 (phone)
 231.723.1546 (fax)

Parcel Split Request Form

Please Print

Parcel Combination Requirements

Any Split of a Parcel within the City of Manistee requires review and approval of the Planning Commission and City Council. Even if the Parcel contains platted lots approval is still required. Requests are reviewed for compliance with the Zoning Ordinance. If a request meets all of the requirements of the Zoning Ordinance it will be forwarded to the City Planning Commission. The Planning Commission reviews the request and makes recommendation to the City Council. Notification will be mailed to applicants regarding City Council's determination. Requests must include the fee of **\$100.00 for the first split and \$50.00 for each additional split**. Incomplete requests will be returned to the applicant. *Must be submitted 15 days prior to the Planning Commission meeting to be placed on the agenda.*

To update their property taxes the property owner should send a copy of the determination to:

Equalization Department
 County Courthouse
 415 Third Street
 Manistee, MI 49660

If the parcel involves a principal residence or homestead it is up to the applicant to notify the City Assessor at (231) 398-2802 to update their Homestead Exemption.

Property Information

Address: Vacant

Parcel # 51-646-702-05

Applicant Information

Name of Owner: Guardian Angels Church

Address: 611 W. North Street, Gaylord, MI 49660 Church office in Manistee 254 Sixth Street, Manistee, MI 49660

Phone #: 231.723.2619

Cell#:

e-mail:

Project Information

Reason for Request:

See Attached

Site Plan Requirements

The applicant is responsible to provide a survey and legal descriptions of the proposed parcels (unless waived by the Zoning Administrator). If buildings or structures are located on a parcel a site plan showing set-backs is required. Requests are reviewed for compliance with the Zoning Ordinance. **The Zoning Administrator reserves the right to require additional information necessary to meet the requirements of the Zoning Ordinance.**

Authorization

By signing the application the applicant is authorizing City Staff permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct.

Signature: Miguel... Date: 5/1/14

Fee of \$100.00 for the first split and \$50.00 for each additional split enclosed and Site Plan for project attached (permit cannot be issued without site plan)

Office Use Only

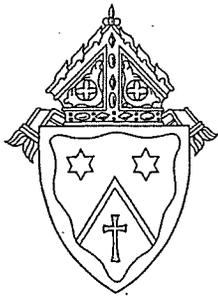
Fee: \$100.00

Receipt # 30325

Notes: PC-2014-06

Signature:

Date:



DIocese OF GAYLORD

611 WEST NORTH STREET
GAYLORD, MI 49735-8349
(989) 732-5147
FAX: (989) 705-3589

April 30, 2014

To Whom It May Concern:

Please accept the enclosed Parcel Split Request Form which is being filed by Guardian Angels Church/Diocese of Gaylord so that Parcel "A" can be sold as a new parcel that meets the requirements of the City Ordinance.

Additionally, Parcel "B" will then be combined with the parcel to the north (51-646-702-03) owned by Guardian Angels Church/Diocese of Gaylord, so that it too will be in compliance.

Your approval of the split request will be greatly appreciated.

Thank you.

Sincerely,

A handwritten signature in cursive script, reading "Msgr. Francis J. Murphy".

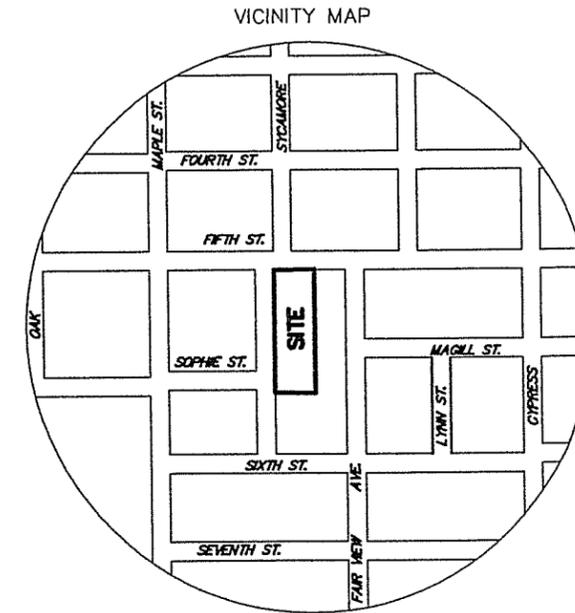
Rev. Msgr. Francis J. Murphy
Diocesan Administrator

SITE PLAN

A PART OF SOPHIE ENGLMANN'S ADDITION OF BLOCK 4
ENGELWOOD ADDITION, AND PART OF ENGELWOOD ADDITION,
CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN.

LEGEND

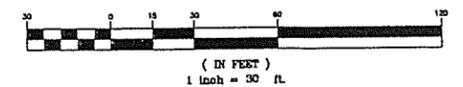
- ⊙ = TREE
- ⊕ = ELECTRICAL LOCATION
- = GUY WIRE
- ⊕/PP/D = POWER POLE
- ⊕/T = TELEPHONE LOCATION
- ⊕/G = GAS LOCATION
- ⊕/W = WATER LOCATION
- ⊕/SMH = SANITARY MANHOLE
- ⊕/STMH = STORM MANHOLE
- ⊕/Δ = CABLE T.V.
- ⊕/⊕ = FIRE HYDRANT
- ⊕/⊕ = CATCH BASIN
- ⊕/⊕ = WATER VALVE
- ⊕/⊕ = FOUND 1" IRON PIPE
- ⊕/⊕ = TELEPHONE POLE
- ⊕/⊕ = WATER CURB STOP
- ⊕/⊕ = UTILITY POLE
- ⊕/⊕ = TRAFFIC SIGN
- ⊕/⊕ = BORING LOCATION
- ⊕/⊕ = GAS VALVE
- ⊕/⊕ = WATER METER
- ⊕/⊕ = GUARD POST
- ⊕/⊕ = LIFT STATION
- ⊕/⊕ = TELEPHONE PEDESTAL
- ⊕/⊕ = STREET SIGN
- ⊕/⊕ = SHRUB
- ⊕/⊕ = ELECTRIC MANHOLE
- ⊕/⊕ = HANDICAP
- ⊕/⊕ = CURB CATCH BASIN



PARCEL I.D. NUMBERS

- 51-51-646-702-01
- 51-51-647-707-03
- 51-51-646-702-05
- 51-51-646-702-03

GRAPHIC SCALE



NOTES:

PARKING AREAS AND DRIVEWAYS
HAVE BEEN LOCATED APPROXIMATELY
BECAUSE OF SNOW PILES.

PARKING LOT SPACES ARE NOT PAINTED



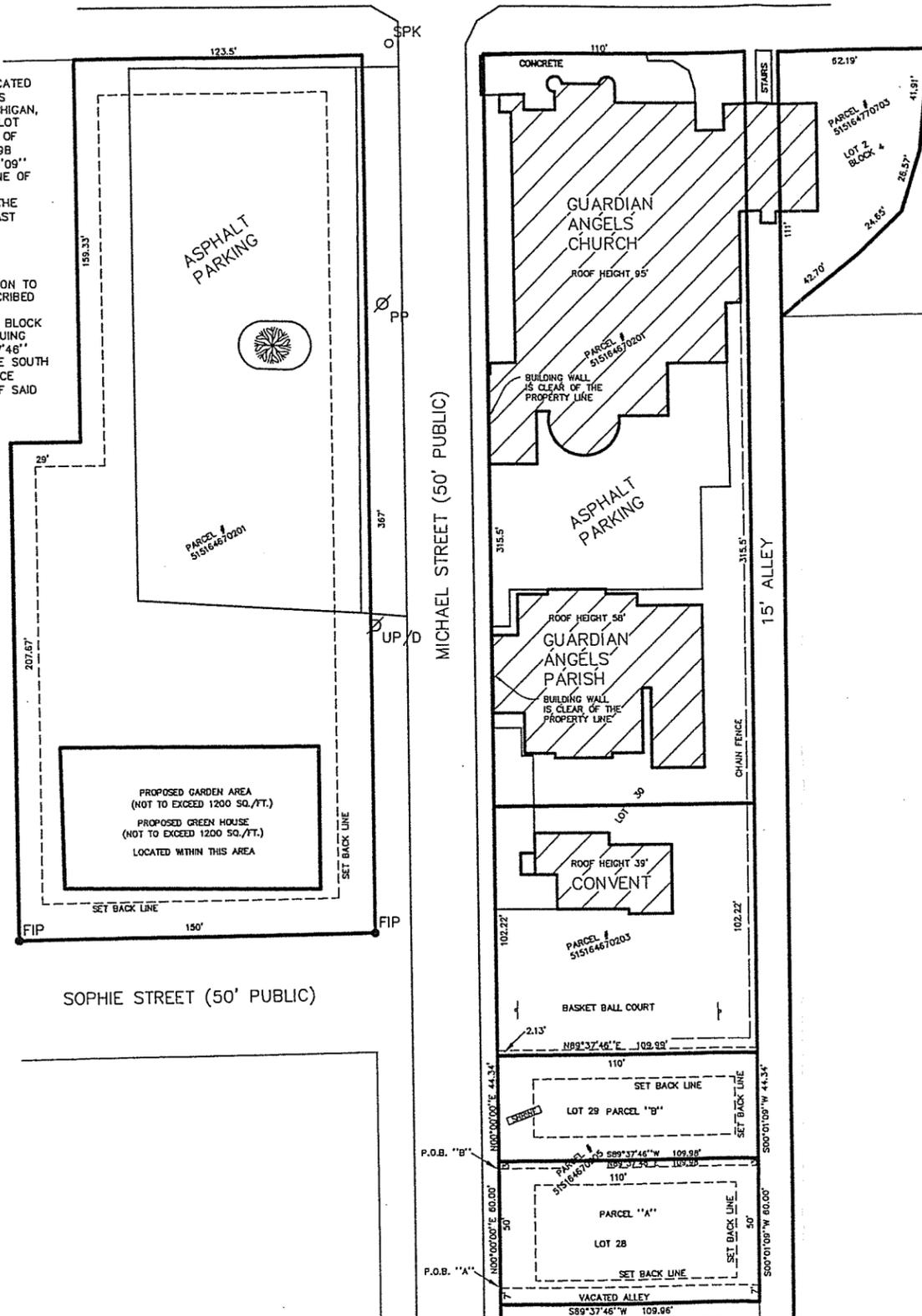
CRAIG R. STAPLEY
LICENSED PROFESSIONAL SURVEYOR No. 46687
ABONMARCHE CONSULTANTS, INC.

4/16/17
DATE OF CERTIFICATE

PROPOSED DIVISION OF PARCEL #51-51-646-702-05

PARCEL "A"
A PART OF LOTS 28, 29 AND THE NORTH HALF OF THE VACATED ALLEY ADJACENT TO LOT 28, BLOCK 4, SOPHIE ENGLMANN'S ADDITION TO THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT THE SOUTHWEST CORNER OF LOT 28; THENCE NORTH 00°00'00" EAST ALONG THE WEST LINE OF BLOCK 4 53.00 FEET; THENCE NORTH 89°37'46" EAST 109.98 FEET TO THE EAST LINE OF BLOCK 4; THENCE SOUTH 00°01'09" WEST ALONG SAID EAST LINE 60.00 FEET TO THE SOUTH LINE OF THE NORTH HALF OF THE VACATED ALLEY; THENCE SOUTH 89°37'46" WEST ALONG SAID SOUTH LINE 109.96 FEET TO THE WEST LINE OF SAID BLOCK 4; THENCE NORTH 00°00'00" EAST 7.00 FEET TO THE POINT OF BEGINNING.

PARCEL "B"
A PART OF LOT 29, BLOCK 4, SOPHIE ENGLMANN'S ADDITION TO THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTHWEST CORNER OF LOT 29; THENCE NORTH 00°00'00" EAST ALONG THE WEST LINE OF BLOCK 4 3.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 00°00'00" EAST 44.34 FEET; THENCE NORTH 89°37'46" EAST 109.99 FEET TO THE EAST LINE OF BLOCK 4; THENCE SOUTH 00°01'09" WEST ALONG SAID EAST LINE 44.34 FEET; THENCE SOUTH 89°37'46" WEST 109.98 FEET TO THE WEST LINE OF SAID BLOCK 4 AND TO THE POINT OF BEGINNING.



NO.	REVISION DESCRIPTION:	BY:	DATE:
GUARDIAN ANGELS CHURCH DON DIGNA			
ABONMARCHE CONSULTANTS, INC. <small>381 First Street Manistee, Michigan 231-723-1198 FAX 231-723-1194</small>		<small>Benion Harbor, MI Indianapolis, IN South Bend, IN Ft. Wayne, IN</small>	
ARCHITECTS / ENGINEERS / SURVEYORS / PLANNERS			
DRAWING TITLE:			
SITE PLAN FIFTH ST.-MICHAEL ST. CITY OF MANISTEE			
SCALES: VERTICAL: NONE HORIZONTAL: 1"=30' DATE: APRIL 16, 2014 DESIGNED: NONE DRAWN: CRS APPROVED: CRS		SHEET <div style="font-size: 2em; font-weight: bold;">1</div>	

CITY OF MANISTEE PLANNING COMMISSION

70 Maple Street
Manistee, MI 49660

MEETING MINUTES

June 5, 2014

A meeting of the Manistee City Planning Commission was held on Thursday, June 5, 2014 at 7pm in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan.

Meeting was called to order at 7:00 pm by Chair Yoder

Roll Call:

Members Present: Maureen Barry, David Crockett, Bill Dean, Ray Fortier, Marlene McBride, Mark Wittlieff, Roger Yoder

Members Absent: None

Others: Myra Lautner (Lighthouse Pregnancy Care Center), Denise Blakeslee (Planning & Zoning Administrator) and others

APPROVAL OF AGENDA

Motion by Ray Fortier, seconded by Bill Dean that the agenda be approved as prepared.

With a Roll Call vote this motion passed 7 to 0.

Yes: Dean, Fortier, Barry, Crockett, McBride, Wittlieff, Yoder
No: None

APPROVAL OF MINUTES

Motion by Ray Fortier, seconded by Mark Wittlieff that the minutes of the May 1, 2014 Planning Commission Meeting be approved as prepared.

With a Roll Call vote this motion passed 7 to 0.

Yes: Barry, Crockett, Dean, Fortier, McBride, Wittlieff, Yoder
No: None

PUBLIC HEARING

Chair Yoder opened the Public Hearing at 7:04 pm

PC-2014-05 Lighthouse Pregnancy Care Center, 215 Maple Street – Special Use Permit Mixed-Use Development (Professional Office/Medical Office)

A request has been received from Lighthouse Pregnancy Care Center for a Special Use Permit for a Mixed-Use Development (Professional Office/Medical Office) at 215 Maple Street.

Myra Lautner, Lighthouse Pregnancy Care Center, presented the case to the Planning Commission. Ms. Lautner spoke about the request for a Mixed-Use Development and the services they provide. They have outgrown their current location and this building will meet their needs and allow them the opportunity to increase their services. Their future plans include a room to be used for free ultrasounds and medical exams. The proximity to the Health Department is a benefit since many of their clients also use their services. Being in the City will make it easier for their clients who often have to walk for appointments and do not have money for the bus. Their organization has been self-sustaining since 2004, relying on volunteers, donations and support from local business.

Denise Blakeslee, Planning & Zoning Administrator – Ms. Blakeslee reviewed the Site Plan for the proposed Mixed-Use Development, parking and bike rack.

Chair Yoder opened the hearing for public comments.

No Comments from the public in attendance.

Chair Yoder asked if any correspondence had been received in response to the request.

Letters of support (attached)

Kathy Schoenberger, RN - District Health Department #10
Jacqueline Kizselik, Executive Director – CHOICES of Manistee County, Inc.
Evelyn Szpliet, Executive Director – 2-1-1 Action Team
Rev. T. Eric Struble – Heritage Baptist Church
Robin Palis, Love INC.
Sabrina Smith
Gary & Connie Lloyd
Carole Miller
Marilyn Perski
Sandra D. Cabot, 295 St. Mary's Parkway

There were no more additional comments; the Public Hearing was closed at 7:12 pm.

PUBLIC COMMENT ON AGENDA RELATED ITEMS

Chair Yoder asked if anyone in attendance had any comments on Agenda Related Items.

None

NEW BUSINESS

PC-2014-05 Lighthouse Pregnancy Care Center, 215 Maple Street – Special Use Permit Mixed-Use Development (Professional Office/Medical Office)

A Public Hearing was held earlier in response to a request from Lighthouse Pregnancy Care Center for a Special Use Permit for a Mixed-Use Development (Professional Office/Medical Office) at 215 Maple Street.

Ms. Blakeslee noted that Staff was asking that one condition be placed on the request.

“The Applicant shall request to combine both parcels 51-574-731-02 and 51-574-731-03 into one parcel to meet the requirement of Section 903.A “No duplex, multiple unit or commercial structure shall be established on any parcel less than ten thousand (10,000) square feet in area.”

MOTION by Ray Fortier, seconded by Mark Wittlieff to adopt a resolution to approve with a condition the request from Lighthouse Pregnancy Care Center for a Special Use Permit for Mixed-Use Development (Professional Office/Medical Office) at 215 Maple Street as submitted with Application PC-2014-05

Condition: The Applicant shall request to combine both parcels 51-574-731-02 and 51-574-731-03 into one parcel to meet the requirement of Section 903.A “No duplex, multiple unit or commercial structure shall be established on any parcel less than ten thousand (10,000) square feet in area.”

With a Roll Call vote this motion passed 7 to 0.

Yes: McBride, Wittlieff, Dean, Fortier, Barry, Crockett, Yoder

No: None

Members of the Commission commended the Lighthouse Pregnancy for their service to the Community.

PC-2014-06 Guardian Angels Church – Parcel Split and Combination Request

A request has been received from Guardian Angels Church for a Parcel Split and Combination. The Church owns parcel #51-646-702-05 which has 104.34 feet of frontage on Michael Street. They are requesting to split the north 44.34 feet of the parcel which will then be combined with parcel #51-646-702-03.

Ms. Blakeslee reviewed the proposed Parcel Split and Combination with the members of the Commission.

MOTION by Dave Crockett, seconded by Marlene McBride that the Planning recommends to City Council to approve the request from Guardian Angels Church for a Parcel Split and Combination to split the north 44.34 feet of parcel 51-646-702-05 which will then be combined with parcel #51-646-702-03 as submitted with Site Plan prepared by Abonmarche Dated April 16, 2014 Job No. 14-0211.

With a Roll Call vote this motion passed 7 to 0.

Yes: Wittlieff, Dean, Fortier, Barry, Crockett, McBride, Yoder

No: None

Annual Report to City Council

Chair Yoder will report to City Council on the past years activities. This report will be given on July 1, 2014. The Commission discussed this past year's activities and items they wish included in the report to City Council. Staff had drafted a PowerPoint presentation that was edited for presentation to Council.

OLD BUSINESS

None

PUBLIC COMMENTS AND COMMUNICATIONS

None

CORRESPONDENCE

Ms. Blakeslee spoke of the letter from Rob Carson, County Planner that was given to the members (attached).

STAFF/SUB-COMMITTEE REPORTS

Denise Blakeslee, Planning & Zoning Administrator – Ms. Blakeslee reported that the Redevelopment Ready Communities presentation to City Council will be on July 1, 2014. This is also the date that Chair Yoder will give the annual report to City Council. Members of the Planning Commission were asked to attend the presentation.

MEMBERS DISCUSSION

Commissioner Crockett asked about the status of the North Channel Outlet.

Commissioner Wittlieff spoke of a sale pending sign on the former Read More building.

Commissioner McBride spoke of how the City is looking good and preparing for summer.

The Planning Commission does not have a worksession scheduled in June

The next regular meeting of the Planning Commission will be held on Thursday, July 10, 2014.

ADJOURNMENT

Motion by Ray Fortier, seconded by Bill Dean that the meeting be adjourned. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 7:55 pm.

MANISTEE PLANNING COMMISSION

Denise J. Blakeslee, Recording Secretary



District Health Department #10

Healthy People, Healthy Communities

Manistee County • 385 Third Street • Manistee, MI 49660
Phone: 231-723-3595 • Fax: 231-723-1477 • www.dhd10.org

Serving Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, and Wexford

June 3, 2014

Dear City of Manistee Zoning Committee:

I am writing a letter in support of the Manistee Lighthouse Pregnancy Care Center. They are hoping to move their operations into the City of Manistee. They plan on moving into the building on the corner of Maple Street and Third Street, diagonally across from District Health Department #10 where I have been a Maternal/Child Health nurse for more than 30 years.

Our two Agencies refer back and forth and serve some of the same clients who are either pregnant or have young children. The Health Department staff has found the Lighthouse Pregnancy Care Center to be very helpful towards young families and is meeting some of these families' ongoing domestic needs.

Please consider allowing re-zoning or adaptations needed to have Lighthouse Pregnancy Care Center move into the City of Manistee.

Sincerely,

Kathy Schoenberger RN

Kathy Schoenberger, RN

Maternal/Child Health Nurse

CHOICES of Manistee County, Inc.

P.O. Box 604
Manistee, MI 49660
Office 231.723.6597

May 14, 2014

City of Manistee
City Council, Planning and Zoning
70 Maple Street
Manistee, MI 49660

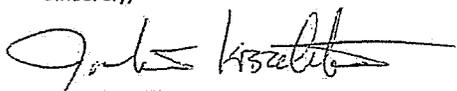
Dear Representatives of the City of Manistee:

Please accept this letter of support of the Lighthouse Pregnancy Center and their endeavor to purchase the former Maple Street Clinic Building.

The Lighthouse Pregnancy Center provides a number of valuable services and resources for women, children, and families in our community. Moving to a more centralized location such as the one they have identified will offer the space needed for future growth and the convenience for clients to reach them for the services they so desperately need.

Having become an important referral source for many of our clients, we wholeheartedly support their efforts to enhance and expand services for the benefit of those that need our help.

Sincerely,



Jacqueline Kiszelik
Executive Director

2-1-1

May 13, 2014

Myra Lautner, Executive Director
Lighthouse Pregnancy Center
234 Parkdale Avenue
Manistee, MI 49660

Dear Myra:

As Executive Director of the 2-1-1 program in Manistee County, it is my pleasure to write a letter of support for the pending relocation of the Lighthouse Pregnancy Center.

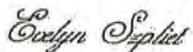
Moving to the building on the corner of 3rd and Maple Streets would ultimately achieve several vital objectives including:

- Safer walking access
- Closer proximity of other public facilities including the courthouse, health department, etc.
- Conveniently located among residential, shopping and banking services.

As you know, friends and neighbors in need sometimes have a myriad of problems and making access to local services is essential for the growth of our community. The efforts of the Lighthouse Pregnancy Center to expand the outreach of local services are commendable.

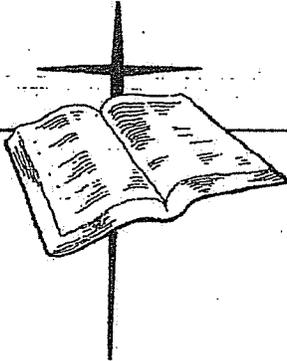
Thank you for your dedication in serving the Manistee County community.

Respectfully,



Evelyn Szpliet, Executive Director
2-1-1 Action Team
449 River Street
Manistee, MI 49660

THY WORD IS TRUTH



Heritage Baptist Church

655 E. PARKDALE AVE., MANISTEE, MI 49660 (231) 723-6900
www.manisteeheritagebaptist.marbc.us

June 3, 2014

To whom it may concern,

As the pastor of a church here in Manistee, I believe the Lighthouse Pregnancy Care Center has been an important asset to our community by providing free and confidential services to those who are pregnant or raising young children, whether single moms, dads, couples, or even grandparents. I, as well as my parishioners, support the Center's proposed purchase of the Maple Street Professional Building, Dr. Oliver's old office building at 215 Maple Street, as it is centrally located, within walking distance for those who lack transportation, and directly across from the Health Department which will allow clients to make subsequent appointments. Not only will such a move provide the Center with greater visibility and the needed space to expand the services they provide, the end result will be the ability to assist more clients with their needs.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Struble", written over a horizontal line.

Rev. T. Eric Struble
Pastor

May 28, 2014



Myra Lautner
Lighthouse Pregnancy Care Center
234 Parkdale Ave.
Manistee MI 49660

Dear Myra,

I am pleased to hear that Light House Pregnancy Care Center is working to acquire a permanent office in the City of Manistee near Maple and Third St. I believe this location would serve the clientele of LHPCC very well.

Transportation is often a barrier for those in need and this location would be accessible by bus, provide sidewalks for the safety of those who walk, and is close to other community service resources such as WIC, the Health Dept, Salvation Army and our Love INC office.

I would see the move from Parkdale to Manistee as a benefit for the clients and community. Your move would provide mothers, fathers, children and/or pregnant women better access to your services. It would subsequently reduce safety concerns of people walking on the streets to your current location in Parkdale, where sidewalks are not available. It would ensure more collaboration between agencies, when families have additional needs that can be served by the above mentioned community resources.

Along with the benefits of transportation, and safety, this building would provide more confidential space than you currently have, which is of utmost importance with the families you serve.

I fully support the efforts of LHPCC in acquiring the office and anticipate your ministry could meet more needs by this move.

If you have any questions, or if there are ways Love INC can be of help, please don't hesitate to contact me.

Sincerely,

Robin Paulus

Mobilizing the church, meeting needs, transforming lives, strengthening communities in the Name of Christ with love, hope and dignity
390 River St, Suite 103, P.O. Box 28, Manistee MI 49660 231-723-6613 231-723-6410 fax www.loveincmanistee.org

Sarina Smith

06-03-14

I believe lighthouse pregnancy would be extremely beneficial if moved into town where they are more accessible to families in need. They are by far the most helpful organization in Monistee County, however most needy families have transportation issues, such as myself, so being in town will help all. Lighthouse pregnancy is a lifesaver, I am not sure how I would have gotten by without them, they are in my eyes the most beneficial, and in order to be ~~at~~ there for all being in town would allow more people to reach out to them as well as for them to grow their organization.

June 3,2014

To Whom It May Concern::

My name is Gary Lloyd, my wife, is Connie .We are supporters of LPCC.. Over the years we have seen young girls and sometimes young couples receive support while going through problems that are in their young lives.

We have heard stories from some of the LPCC workers of the thankfulness of the young people that have received help. Most are heart warming stories that have been touching. The policy of providing counseling, guidance and love to those who contact the LPCC is valuable to our community.

The Potential new location on Maple Street would make access to the LPCC more convenient to Manistee residents. The larger building will provide additional opportunities for services. This will also provide additional storage and display options.

It is our opinion that the LPCC should be allowed to purchase and occupy the building on Maple Street.

Sincerely,

Gary and Connie Lloyd

I am writing this letter in behalf of the Lighthouse Pregnancy Care Center in Manistee, Michigan where I have been privileged to be a volunteer for the past five years. When I first started volunteering at the pregnancy center, they had recently moved into their present location at 234 Parkdale Ave. That was a perfect location and served us well for several years, but it has become evident especially this past year that we need more room. I have seen many women and children along with other members of their families come through the door at the center and not only receive material things that they need such as diapers, formula, clothing, etc. but also receive counselling and love from our staff. This makes for stronger families and closer ties to the Manistee community. Even though I moved to Mason County a few years ago, I still drive to Manistee every week to volunteer at the center because I know it is a vital ministry that is affecting lives for the good. I moved to Manistee from Long Island New York (just outside of New York City) in 1965 which was quite a cultural shock. My husband taught school in Manistee for 36 years until his retirement in 1999. I went to West Shore Community College and got my LPN and RN degrees after our kids grew up and worked at West Shore Medical Center for over 15 years besides doing home health care for Munson Home Health. We raised our three children in Manistee and took them to the doctor at the Maple Street Clinic. We now have eight grandchildren and seven great-grandchildren and more hopefully on the way. I think the Maple Street Clinic would be an excellent location for the Lighthouse Pregnancy Care Center. I am looking forward to being able to be a volunteer at the center for years to come and making a difference in the lives of the people who walk through our doors. Thank you.

Sincerely,

Carole Mills

TO WHOM IT MAY CONCERN

June 2, 2014

RE: Lighthouse Pregnancy Care Center

I am writing this letter to show support of the Lighthouse Pregnancy Care Center and it seeking the move to the old Maple Street Clinic (property owned by Dr. John Oliver).

I have been involved with the Pregnancy Care Center in a few small projects.

With the location and the support for young ladies this would be perfect as with the location in Parkdale these young ladies would need to get a ride to the center.

With the Health Department right across the street that would be so much more convenient for the young ladies and families to get more help.

I know that the old Maple Street Clinic is also in much better repair then the current one in Parkdale.

Thank you for letting me show/speak my support.

Marilyn Perski

June 3, 2014

This brief letter is intended to convey my support for the relocation of the LPCC to the Maple Street Professional Building address.

Having served on the board for six years beginning with the inception of LPCC, I can vouch for the stability of the organization and integrity of present board members.

Their reasoning for making a move out of the Parkdale location and into the city limits makes good sense for several reasons including easy access for many, if not most of their clients.

Please consider their proposal and their site plans as an opportunity that will benefit many in the Manistee community.

Best Regards,

Sandra D. Cabot
295 St. Mary's Parkway
Manistee, MI
231 723-5672



PLANNING DEPARTMENT
(231) 723-6041
Fax (231) 723-1718
planning@manisteecountymi.gov

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

Dear City of Manistee Planning Commission,

The Manistee County Planning Department in collaboration with the Alliance for Economic Success is beginning the initial phase of preparation for a CountyWide Regional Park and Recreation Plan. In order to successfully prepare a plan, which will meet the desires of all aspects and areas of our community and residents, we are seeking participation from all local entities. The importance of a grassroots effort is instrumental to the success of the planning process and even more so for implementation of the plan goals and objectives into the future.

Over the last two years many communities in Manistee County have been actively working hard at preparing their master plans and undertaking community development initiatives. Two such efforts is the Lakes to Land Regional Initiative and the adoption of Marilla Township's master plan. We seek to utilize the momentum of these efforts in moving forward with this County-Wide Recreation Plan. It is our hope that each of you receiving this letter will be willing to participate in the process for the identification and planning of recreation within your local jurisdictions as well as your neighboring communities.

The planning process envisioned will extend across the whole of the county with inclusion and participation of our neighboring counties. A regional wide scope for recreation is desired as this will have a much greater impact and draw to our region. Working on the plan from a localized level within a regional context of collaboration will allow the process to capture the local needs while still allowing for open communication and consensus amongst our many participating jurisdictions.

Steps to Developing the County Recreation Plan

1. Seek funding sources
2. Data Gathering
3. Community Input
4. Develop Goals
5. Establish top 5 County wide Priorities
6. Determine Methods of Implementation
7. IMPLEMENT

Funding is being sought for the development of the planning document, although a timeframe for receiving the funding has not been established. In preparation of the actual planning process we are going to begin what is to be considered a Data Gathering Phase. The Department of Natural Resources outlines necessary components of a Park and Recreation Plan which must be met in order to be eligible for certain grant funding sources.

One required component of a plan is a recreation inventory, or site inventory. Due to a vast amount of existing recreation sites throughout the county it is imperative that we begin to gather the data which will identify each of these sites and provide a sound inventory of what is available at each site. The identification of potential future recreation sites is also sought if your

local jurisdiction has identified such locations.

Inventorying of sites will be conducted through a process this summer. The process includes participation of each local jurisdiction, which will be facilitated by staff at the Planning Department and Alliance for Economic Success. Staff will be working with each community, within the framework of your existing meeting schedules to identify all recreation sites within your jurisdictions.

Several local jurisdictions within the county have completed or are working on park and recreation plans; we wish to utilize this existing data as well as data from the 2008 County Park and Recreation Plan and State and Federal plans to begin the inventory. This opportunity for inventorying sites differs from previous efforts as we are creating a CountyWide GIS mapping layer, which will allow us to continually update and map information in a variety of ways. Housing the inventory in a GIS database allows us to outline information such as site characteristics (signage, parking, trails, restrooms, canoe/boat launches, etc.) as well as information such as ownership and location within a specific jurisdiction. It will also make it easier to update the plan in the future and will be accessible to meet your future needs. For example, information can be isolated by jurisdictional boundaries for utilization in your local recreation planning effort, completing much of the data intensive work which is required for a park and recreation plan.

The Data Gathering Phase contains several steps throughout the coming summer months. Of importance to your local jurisdiction will be staff's attendance at your June or July Planning Commission, Township Board or Village Council meetings. Prior to the meeting we will have outlined all recreation sites within the County to the best of our knowledge. The sites will be placed on an aerial map along with the location of public lands and will be broken out into individual jurisdictions. A map of your jurisdiction and identified sites will be brought to your meeting, and we will go through each of the maps to ensure that we are not missing any sites.

This initial data gathering meeting will be the first step in your community's involvement. As we move further into the planning phase later this year, there will be establishment of a steering committee which will seek representation from an interested and motivated member of your community. We thank you for your consideration of participation with this process and we will be in touch in the near future to request our placement on your local jurisdictions planning commission or board/council meeting agenda. We will provide much greater detail and information about the process at your meeting.

Sincerely,

Rob Carson
Manistee County Planning Department

Tim Ervin and Tamara Buswinka
Alliance for Economic Success



CHAMBER Bldg. LOCATION

BANNER APPLICATION - ~~RIVER STREET ARCH~~

Applicant: Manistee Area Chamber of Commerce Event: Manistee National Forest Festival
Address: 11 Cypress Street Manistee Week Requested: June 29, 2014 through July 6, 2014
Phone #: 231-723-2575 Signature: [Handwritten Signature]

The City of Manistee Banner Policy is as follows:

- 1. Banners should be approximately twelve - sixteen feet long by three feet high and constructed of durable material.
2. All applicants must be local, non-profit organizations or entities.
3. Reservations will be accepted on a first come, first serve basis except for time periods reserved for annual recurring events.
4. All applications must include the exact words, phrase or characters which will appear on the banner.
5. No banner will be permitted for more than one week, Monday through Sunday, except for recurring, annual activities.
6. Banner space is only available to promote local activities which provide local benefit.
7. All applications are subject to review on standards of good taste, as dictated by local community standards.
8. Banners are not permitted at any other location without the specific authorization of the City Council.

PLEASE SUBMIT TO THE CITY CLERK'S OFFICE FOR APPROVAL

OFFICE USE ONLY

Received by: [Handwritten Signature] Receipt #: 30736
Approved by: [Handwritten Signature] Date: 6/17/14
City Clerk's Office

OR: [Checked] Council review required, will be on the 7/1/14 agenda.



MEMORANDUM

Planning & Zoning
231.398.2805
Fax 231.723-1546
www.mansiteemi.gov

TO: Mitch Deisch 
City Manager

FROM: Denise Blakeslee 
Planning and Zoning Administrator

DATE: June 2, 2014

RE: Redevelopment Ready Communities Kick off Presentation



Mitch, the City of Manistee has been selected for participation in the statewide Redevelopment Ready Communities (RRC) Program. The first step in the process is a kickoff presentation that provides an overview of the program and evaluation process. They have requested that other board and commission members, as well as staff, attend the presentation.

Evaluations take approximately 6-8 weeks. This presentation has been scheduled for the July 1, 2014 Council Meeting. A joint Memorandum of Understanding and Resolution will be sent to City Council for Authorization within 30 days after the presentation takes place.

Attached is a Council Agenda Request and a copy of the Press Release.

:djb



April 8, 2014

Mr. Mitchell Deisch
City of Manistee
70 Maple Street, PO Box 358
Manistee, MI 49660-0358

Dear Mitchell:

Thank you for your recent application to the Redevelopment Ready Communities® (RRC) program. On behalf of the Michigan Economic Development Corporation, I am pleased to welcome the City of Manistee into the second class of communities to participate in the statewide program. Congratulations!

The RRC program assesses and then certifies communities that integrate transparency, predictability and efficiency into their daily development practices. The certification is a formal recognition that you have a vision for the future and the fundamental practices in place to get there. As a program participant you will receive a no cost, comprehensive assessment measuring your community and economic development practices to the RRC best practice standards. It is important for communities to review planning and development policies to promote vibrant places in our state where businesses and talent want to be. Without strong communities, we can't attract talent.

We applaud your efforts thus far, and the RRC team looks forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Michael A. Finney".

Michael A. Finney
President and CEO

cc: The Honorable Colleen Kenny

