



City of Manistee 2004 Highlights

A Message from the City Manager . .

•

2004 has been a year of considerable turbulence in the City of Manistee. The vast amount of the spring and summer were spent reviewing and eventually denying the Special Use Permit for a pulverized coal burning plant on Manistee Lake. Well over fifteen hours of public hearings were conducted to hear all of the public comments. Currently the City's decision is being challenged in Federal Court.

Whereas the word coal seemed to dominate 2004, many long term projects were started and finished. Remodeling of City Hall tops the list. Current plans has the City moving back in the Spring of 2005. In addition, the community built the Skate Park, replaced crosswalks, re-paved Memorial Drive, upgraded marina docks, moved the dog park to a permanent location, and survived Phase I of the US-31 bridge closure. Finally, after several years of working with the MDEQ and PCA, a permit was issued to PCA to maintain the same location and improve the effluent quality. All beneficial projects for the community and for Manistee County as a whole.

While all of these projects were going on, staff attended more than 240 public meetings. Each meeting required the preparation of an agenda and minutes, and follow-up work.

The entire community should be proud of the accomplishments of 2004, what a year! I look forward to what 2005 will bring.

Mitchell D. Deisch, City Manager

CONSTRUCTION

1. City Hall Renovations: asbestos contract/removal, plans reviewed and amended to cut costs, accepted list of subcontractors for Lakewood, selected roofing contractor and technology infrastructure provider. The project is moving steadily forward, with the anticipation of moving back in the Spring of 2005, at or under the guaranteed maximum price approved by City Council.
2. Marina dock / gas pump system grant / project, accepted bid from Great Lakes Dock & Materials in the amount of \$92,571.
3. First Street launch ramp grant / project was awarded in the amount of \$30,000 (project cost is \$59,100). Construction will start in Spring of 2005.
4. Skate Park: donations, volunteer build in April, landscaping in May, purchased HUNA ramps for a cost of \$60,000.
5. Received MEDC Public Works Grant for the resurfacing of Fifth Avenue from Washington Street to the cul-de-sac west of Monroe Street. Estimated cost is \$300,000 with the City responsible for \$50,000. Construction to occur in 2005.
6. Continued crosswalk replacement program: replaced five downtown crosswalks and the Christmas tree circle for \$30,340 by Carr Creek Construction. A similar number of crosswalks will need to be replaced next year. Individual crosswalks are prioritized for replacement.
7. 2004 Sidewalk program - bid awarded to Port City Concrete in the amount of \$30,000. Approximately 487 squares of sidewalk were replaced. Over the past three years \$135,000 has been spent with more than 2,000 squares being replaced.
8. MSHDA Grove Street Homes: Fourth sold in January, last one in May. Project moved faster than most MSHDA programs and was efficiently administered by Vanessa Buhs of Renaissance West. Repurchase of Chittle home in September. Working with Century 21 to resell.

9. US-31 (Memorial Bridge) Bridge repair project / closure in September, addressed concerns of merchants, citizens, worked with MDOT on detour issues, Memorial Drive paved at the expense of MDOT, turned bridge closure into an opportunity. Cost to pave Memorial Drive exceeded \$29,000.

10. Clay Street parking lot constructed by Reid Excavating for \$19,002.70. The lot was previously purchased by the Downtown Development Authority.

11. Repairs made to First Street Beach restroom for approximately \$15,000. Repairs included new fixtures, tiled floor and the entire facility was repainted.

12. Industrial Park tank painted by Standard Industrial Painting for the amount of \$219,300, Dixon Engineering performed inspections during the project.

13. Dog Park - After much debate, location changed to First Street Beach south loop, across from the Rotary Gazebo. Permanent fencing has been installed.

14. Replaced flooring in the DPW Garage. Flooring was over 33 years old. Cost to replace was \$8,224.

Dog Park - First Street Beach

GOVERNANCE

15. 2004 - 2005 Fiscal Budget was approved. The Budget included a 5 million dollar General Fund with a total of 13.5 million dollars in all funds.
2. The June 30, 2004 Audit was received and presented to the City Council on December 21, 2004. The audit highlights shows a Fund Balance of \$1,214,416.
3. Support Manistee Area Public School PILT payments from Local Revenue Sharing Board. City Council Representative goes through exhaustive discussion regarding the

PILT distribution to the Manistee Area Public Schools. The County position is that the MAPS PILT should be spread to other schools/municipalities. Research has shown this position will be challenged and most likely defeated in MAPS favor in the court system. City Representative Bill Shales stands firm on MAPS receiving their full PILT payment.

4. Four Council seats were up for election in November. Two incumbents, Robert Hornkohl in the Third District and Alan Marshall in the Seventh were reelected. New Councilmembers, Colleen Kenny in the First District and Hank Yonkman in the Fifth District were elected. At their Organizational meeting in November, Council elected Richard Mack as Mayor and Robert Hornkohl as Mayor Pro-Tem.
5. Said goodbye to Neil Assante who served as First District Councilman from November 2000 to November 2004; and to William Shales who served as Fifth District Councilman from November 1992 to November 2004. Each served their District and Community with great distinction.
6. Council / Manager participated in the MML Legislative Conference in March.
7. Council / Manager participated in the MML Annual Conference in September, Mackinac Island. City Silent Auction donation (valued at more than \$300) raised approximately \$150 for the MML Scholarship Program.
8. Mayor Richard Mack elected to the Michigan Association of Mayors Board through 2007.
9. Conducted Mayors Exchange Program with Boyne City in May. This is an annual opportunity to learn and network with other Michigan municipalities.
10. Started Zoning Ordinance rewrite with Jay Kilpatrick of Williams and Works. Planning Commission is systematically rewriting the Ordinance, with the hopes of City Council adoption in 2005. The project cost of \$25,000 was funded by the Local Revenue Sharing Board.
11. Ordinance Amendments:
 - Anti-Blight Ordinance
 - Parking Ordinance
 - Adaptive Reuse Zoning Ordinance
 - Parking Violation Fees Increase
 - Retirement Ordinance Amendment
12. Manistee hosted the World Famous Budweiser Clydesdales during the Sleighbell Parade and Old Christmas Weekend - record number of crowds in attendance.

Budweiser Clydesdales

COMMUNITY DEVELOPMENT

1. Manistee Salt Works Development Corporation made application for a Special Use Permit in the fall of 2003. The application was deemed complete in February. There followed several public hearings with a substantial amount of public input, both verbal and written. The City hired a Planning Consultant, City Engineer, and an Air Quality Expert to assist with the evaluation of the application. Public interest in the outcome of this application prompted the development of at least two citizen groups: Citizens for the Responsible Development and the Aurora Group. The Planning Commission ultimately adopted a resolution to deny the application which was supported by City Council. The City invoiced Tondy for \$111,581 in actual



costs incurred to process the permit and considered action to recover same. Tondy subsequently filed a lawsuit in Federal Court.

2. WWTP special election held March 30, referendum vote defeated, staff began working with Citizen Group to gain their support to expand the plant to a 1.3 mgd. Currently working with Fishbeck Thompson Carr & Huber to design plant and submit a July 1, 2005 application for State Revolving Fund loan.
3. Structural problems identified at the Municipal Marina Restroom. Wade-Trim working on a solution.
4. Sold lot 5 in the Industrial Park to David Kellicut for \$13,200.
5. Sold lot 6 in the Industrial Park to Manistee-Benzie Community Mental Health Services in the amount of \$13,200.
6. Sold city-owned lot on Eighth Street to Habitat for Humanity for \$1.00. Community-built home completed in Fall of 2004.
7. Status of EPA Pilot Grant: Phase I environmental, cultural assessments and the quality assurance program plan has been completed, June Change Order for field sampling and Phase II environmental site assessments, applied for supplemental grant in November 2004.
8. M-55 Feasibility Study by Fleis & Vandenbrink for the Parks Commission. Administration is working with the Parks Commission to identify potential developers.
9. US-31 Corridor Study presented to Council by Progressive A & E in February. This study was a cooperative effort funded by Manistee County, City of Manistee, Charter Township of Filer, Manistee Township, Little River Band of Ottawa Indians, and the Michigan Department of Transportation. The study covered the US-31 corridor from south County Line to M-22. The study addressed things such as elimination of curb cuts in an effort to develop better and safer access to and from the highway.
10. Finalized land swap details with Sand Products Corporation in July. Paperwork is being filed. Decree will require the City to put several lots up for sale.
11. Splits & Combinations:
 - DSLIT / Halsey parcel 51-51-274-702-01 for the Cottages
 - Robert Gault parcel 51-51-311-375-08
 - Anderson / Smith 51-51-764-708-15
 - Morin 51-51-358-707-10

12. **Special Use Permits:** Denied Manistee Salt Works Development Corp.
Amended Pienta Storage Facility for Fence
Granted Mukesh Patel for Adaptive Reuse, Manistee Inn
condominiums
13. Continued working on the Abandoned Well Management Grant from DEQ. This past year we identified well locations on the GPS mapping system. Wade-Trim has been hired to administer the bidding and closeout of the grant.



Industrial Park Water Tank

OPERATIONS

1. In the fall of 2004 the Michigan Department of Environmental Quality issued a permit to Packaging Corporation of America to maintain their discharge effluent pipe at its current location. PCA will be required to review extending the pipeline deeper into Lake Michigan. This is the third straight year that this item has been in the Highlights. Again, this is a great result for the City. The cost for the City to defend it's position exceeded \$60,000.
2. Equipment Purchases:
 - Riding Lawnmower \$13,887.74
 - Chipper for \$32,375
 - Skid Loader for \$28,900
3. Extended Refuse Contract for one year to June 30, 2005. Administration will work to fully privatize the entire refuse collection program by July 1, 2005.
4. Renewed Bridge Tending contract for the Maple Street Bridge with J & F Limited Partnership for the 2004 season.
5. Renewed Riverwalk and Parks Maintenance contract with Dufon Landscaping. Also awarded boulevard tree planting bid to Dufon in the amount of \$10,000.
6. Accepted three year audit bid from Rehmann Robson. City complied with GASB 34, which required a full accounting of all City assets.
7. Renewed MDOT State Highway Maintenance Contract until September 30, 2009, designated Jack Garber as Maintenance Supervisor.
8. Contracted with Renaissance West to administer the MSHDA grant received for rental units in the Central Business District, reaffirmed the MSHDA Fair Housing Policy and contracted with Renaissance West for grant compliance services for annual rental unit review.
9. Applied for Cool Cities designation to participate in the Cool Michigan Communities Collaboration. Named one of 13 cities in Michigan to participate in the strategic planning process, conference held in July, applied

- for catalyst grant for Farmers Market but was not selected, will apply during next round in 2005. Currently working with Cool Cities Collaborative (citizens) Team
10. Initiated Walkable Communities Committee, met with Risa Wilkerson, undertaking online self-assessment. Received Level II ranking. Will work toward Level III & IV in 2005.
 11. Wayfinding Signage Committee, DDA funding for first phase in the amount of \$25,000, draft design by Amor. Committee working toward installation in Spring of 2005.
 12. MECCA - Administration is working with MECCA to explore the future of the organization. Currently exploring both replacement of the current EDO and researching the possibility of regionalizing economic development with Mason and Oceana counties.
 13. Policies:
 - Repealed Equipment Use Policy
 - Adopted City Investment Policy
 14. Grant Applications:
 - *Critical Bridge Grant - still pending
 - *Category F funds for Old US-31 (Main, Thirteenth & Vine) - denied
 - *MCACA for lighting at the Ramsdell Theatre - received
 - *MCACA for Ramsdell catering kitchen & floor restoration - denied
 - *MSHDA for CBD Rental Rehabilitation - received
 - *MSHDA for City-Wide rental rehabilitation - denied
 - *Waterways for Marina upgrades - received
 - *Waterways for Boat Launch upgrades - received
 - *MEDC for Fifth Avenue resurfacing - received
 - *EPA Brownfield - still pending
 16. Liquor License Transfers:
 - S. S. City of Milwaukee
 - Ramsdell Inn
 - Dub-Bar L.L.C.
 17. Proclamations / Resolutions:
 - Street Vacation for Harbor Village

Alley Vacation for Manistee County Library
Knights of Columbus Centennial Celebration
Alley Vacation for Patrick & Melva Rybicki
Salvation Army Week

Inside City Hall Remodeling - Finance / Clerk Office

18. The Local Revenue Sharing Board awarded \$27,131 in grants to the City of Manistee in 2004. Over the past three years the City has received \$229,739 from this Board. Increased PILT payments have significantly reduced the available grant funds other than Public Safety. Less funds will be available in future years due to increasing PILT payments.
19. Oaks Correctional Facility increasing inmate residency. Staff is renegotiating the agreement with the Oaks and the Michigan Department of Corrections for wastewater treatment. Working to extend the length of the agreement.
20. Fire Chief Sid Scrimger completed the Fire Staff and Command School at Eastern Michigan University. The class takes ten weeks to complete. Chief Scrimger was given the class Leadership Award.

21. Sergeant Tom Bruce graduated from the Northwestern University Traffic Institute Staff and Command School.
22. Conducted annual spring trash haul. Approximately 1,333 yards of refuse and 520 yards of white metal goods were collected.
23. DPW employees produced more than 4,300 yards of black dirt from the City's compost facility. All material will be used by the City (Blossom Boulevard, Water Department, Parks Department, and Tree Program).
24. Engaged Varnum, Riddering, Schmidt & Howlett to renegotiate franchise agreement with Charter Communications. Joined consortium of communities for negotiations. Franchise agreement was adopted in December 2004.
25. Renewed tower lease with NPI which generates more than \$20,000 annually.
26. Vulnerability Assessment by Wade-Trim for the Water / WWTP systems as required by Homeland Security issues and mandates.
27. Sold \$12,000 worth of surplus equipment including four police cars, one pickup with plow, and other miscellaneous equipment.
28. Fire Department working on county-wide mutual aid agreement. This agreement will improve the city's ability to receive assistance from throughout the county.
29. USACOE harbor dredging was completed in July 2004. More than 60,000 yards of dredge material was deposited in the Fifth Avenue Beach area.
30. Direct deposit is being worked on by the Finance Department for a potential implementation date of February 2005.
31. Millage Audit Committee has reviewed all departments. The next step is to identify specific areas and services that could reduce overall millage rate.
32. POAM, USWA, COAM contracts negotiated and implemented.
33. Thirty-Three commercial roof drains were removed from the combined system as required by the State of Michigan.
34. Inflow and Infiltration Study conducted by Wade-Trim

35. New fire department pumper truck was brought on line in May.
36. Housing Needs Assessment for Manistee County completed by Community Research Group and presented to the Council in August. Study was jointly funded by MSHDA, Manistee County, DDA, IDC, Little River Band of Ottawa Indians and the City of Manistee.
37. Confirmed / changed voting locations in the City of Manistee.
38. Commercial / industrial reappraisal being completed by Assessor's Office. Switching to Equalizer Program.
39. Jones Street sewer outfall review. Repairs estimated at \$145,000 to \$201,000. Will need to be discussed and possibly budgeted for in 2005.
40. Discussions on county-wide visioning process. Staff supported the Manistee County Local Revenue Sharing Board grant application that was received. Will participate in the process.
41. Initiated Laser Fiche program in the Clerk's Office which will allow retrieval of information in an electronic format.
42. Council bus tour on July 13: erosion on Twelfth Street, renovated First Street Bathhouse, marina building problems, crosswalk replacement, Clay Street parking lot, Jones Street sewer outfall, new Coast Guard Station and City Hall remodeling project.
43. Completed second year of beach sampling program with the State of Michigan. City responsible for Man-Made Lake samples.
44. New tax collection software implemented in July. The software will increase efficiencies in tax collection.
45. Parks Department power washed and sealed Lighthouse Park.
46. City Manager Mitch Deisch attended the annual NWMCOG retreat, only municipal official to attend the retreat.
47. Well field chlorides update with Rohm & Haas. Staff continue to meet and discuss the recently designed variable frequency drive system to limit the volume of chlorides entering the water distribution system.

48. MERS implementation scheduled for 12/31/04.
49. Successfully defended Tax Tribunal Appeals. Preparation for these appeals cost approximately \$6,000 in staff time and materials.
50. Non-Motorized Transportation Committee - bike racks ordered and will be installed in Spring of 2005. Planning for making bike paths.
51. Retirement Ordinance Amendment to allow a one time supplemental pension distribution at a cost of \$20,000.
52. Televised and cleaned sewer lines from Water Street and Cedar Street to the WWTP.
53. Beautification Committee Lighthouse Street Sculpture program in planning stages. Financing and project initiation in 2005.
54. Assisted with the Port City Festival in September. The United Way Chili Cook-Off was held at the Fire Station.
55. United Way Campaign in the City of Manistee contributed over \$7,000 toward the 2004 Manistee County Campaign.
56. Four new employees joined the Manistee team: Brandon Prince and Larry Fenner in the Parks Department, Jason Glass, Police Officer, Carol Westberg, Fire Department. Welcome aboard!
57. Two employees were lost through retirement, Ed Guzikowski and Al Thomas. More than thirty-one years of combined experience retired this past year.
58. City Clerk Michelle Wright finished third and final year of the Michigan Municipal Clerk's Institute held at Michigan State University. Will now apply for certification. Deputy Clerk Mary Nemecek has completed her second year and will finish the educational portion of her certification in April of 2005.
59. City Manager Mitch Deisch reached ICMA Credentialed Manager status in 2004. Credentialing status requires more than 40 hours of annual training in specific areas. A report on this training is required to be filed with ICMA. Credential Manager status was a goal previously set by both the City Manager and the City Council.

DIRECTORY OF OFFICIALS - 2005

Mayor Richard Mack
Mayor Pro-Tem Robert Hornkohl
Councilwoman Colleen Kenny
Councilwoman Kathy Fenstermacher
Councilman Robert Goodspeed
Councilman Hank Yonkman
Councilman Alan W. Marshall

* * *

City Manager Mitchell D. Deisch

DIRECTORY OF OFFICIALS - 2004

Mayor Richard Mack
Mayor Pro-Tem William Shales
Councilman Neil Assante
Councilwoman Kathy Fenstermacher
Councilman Robert Hornkohl
Councilman Robert Goodspeed
Councilman Alan W. Marshall

* * *

City Manager Mitchell D. Deisch