


City of Manistee



Tightlines for Troops Event in May 2012

2012 HIGHLIGHTS

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Our Vision:

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

Our Purpose:

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

Strategic Mission:

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

Three Year Strategic Goals (SG#)

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

A Message from the City Manager...

Each year when I begin to write the Highlights message, I review the messages from the previous years. A trend for the past decade has been to start the message with news about the struggling Michigan economy. This year I wanted to start out with positive news for 2012. Powered by optimism, Manistee will move forward.

In 2012 the City of Manistee received \$1,006,523 in Federal, State and Local grants. The City committed \$300,000 to secure these grants. Pretty darn good return on our investment. Without the Capital Improvement Fund being funded by the Oil and Gas Investments, we would not have been able to secure these grants. In addition, we also closed out the Cedar Street CSO Project, Maple Street Bridge Phase II Electrical Upgrades, Municipal Marina and the Ramsdell HVAC project.

2013 will also be full of projects highlighted by the replacement of the First Street Beach Shelter, Fish Cleaning Station, Kosciusko Street upgrades and several smaller utility projects. However, as City revenues continue to drop with reduced State-Shared Revenue, declining property values and the potential loss of Personal Property Tax revenue; we will need to significantly pull back the reins of upgrading public property. The funds are simply not available.

2012 could be described as "All Utilities, All the Time." Utilities have taken center place in 2012 with the DPW White Paper that brought back the Utility Director position. This position will be filled in early 2013. The utility fund has become precariously challenged with all of the recent CSO projects and declining revenue due to consumer cutbacks on water usage. Utilities are a fixed-cost business with flow equaling revenue. Reduced flow has placed a significant damper on utility operating funds that will need to be carefully managed in the upcoming years.

As 2012 comes to an end I would be remiss not to thank all those City employees; who through their daily actions provide services to Manistee residents. As with past years, no doubt more economic challenges will be before us that will require everyone to perform additional responsibilities.

The entire community should be proud of the accomplishments of 2012, what a year! I look forward to the challenges and opportunities of 2013.

Mitchell D. Deisch, City Manager

CONSTRUCTION

1. Completed and closed out Jones Street Combined Sewer Overflow Project at an approximate cost of 1.6 million dollars. An additional \$350,000 was spent on new underground LED lighting for this neighborhood. **SG#2**
2. Completed and closed out Cedar Street Combined Sewer Overflow Project at an approximate cost of 5.1 million dollars. **SG#2**
3. Maple Street Bridge Electrical Updates – Began in 2006 with receipt of initial grant funding. Project replaced mechanical equipment in the bridge house, motors, brakes, tail locks and upgraded the concrete approaches on the north and south spans. Project was turned over to the City in May with punch list items remaining. Final walk through was conducted in October. This completes a 5-6 year project with more than 2.2 million dollars invested in bridge upgrades. Ninety percent of funds were federal and state grant dollars. **SG#2**
4. Ramsdell Theatre HVAC – Project completed and closed out at an approximate cost of 1.25 million dollars. Having air conditioning come in handy during the hot summer of 2012. **SG#2**
5. Municipal Marina Building – Project closeout in 2012 with the State of Michigan, accepting final project numbers of approximately 1.1 million dollars. Feedback from the boaters continues to be excellent. **SG#2 & #3**
6. State of Michigan S2 grant in the amount of \$227,000 approved for the continued investigation and planning to eliminate inflow and infiltration into our sewer collection system and other necessary sewer related planning. Agreements were signed in April to begin the Sanitary Sewer Evaluation Study. During the study numerous illicit connections to the system were identified. DPW started the process of correcting the connections and also raised the manholes in the rail yard. The inflow and infiltration study continues. Flow monitoring and field investigations were ongoing summer and fall. A report on required upgrades will be part of the final product. **SG#2**
7. Riverbank Sewer Project has been designed. Easements have been obtained and the project is being reviewed by the MDNRE and USACOE for permitting. USACOE has requested a HEC-RAS study be

completed in order to update the FEMA flood insurance maps. Construction will follow the permitting process and when funds are available. **SG#2**

8. MDOT completed improvements to the US-31 and Taylor Street intersection just north of the bridge in September / October. Project cost approximately \$550,000. **SG#2 & 5**
9. First Street Reconstruction Project cost approximately 1.4 million dollars and continued in 2012 with the installation of light and banner poles, retaining wall, and landscaping. Following significant discussion Council made the ultimate decision to eliminate the observation deck in favor of a railing system on the top of the retaining wall due to reduce the overall project costs. **SG#2**



First Street Reconstruction – Overlook Guard Rail

10. Great Lakes Fishery Trust awarded a grant in the amount of \$75,000 to match City funds of \$75,000 to construct a new Fish Cleaning Station at First Street Beach. No general fund dollars will be used in this construction. Review Committee's wish list exceeded funds available. Value engineering was undertaken, presentations made to Parks & Beautification Commission, Planning Commission and City

Council; with new design completed in April 2012. Out for bids in May; bids received exceeded funds available. Project put on hold to rebid in conjunction with the First Street Beach Shelter. Shelter Project delayed by release of State MNRTF funds. GLFT agreed to amend the project agreement to allow the Fish Cleaning Station project to be bid and constructed in 2013 in conjunction with the Beach Shelter Project. **SG#3**

11. Michigan Natural Resources Trust Fund awarded a grant in the amount of \$280,000 to match local funds to construct a new Beach Pavilion / Shelter at First Street Beach at an estimated total project cost of \$500,000. RFQ interviews were conducted in December 2011 and the review team selected Abonmarche to provide architectural and design services for a not to exceed amount of \$66,000. Beach House Group formed to review and recommend plans, floor plans and elevations were reviewed by the Committee in March, in April the Group met and changed from an enclosed building to an open pavilion concept, building shifted farther south at the request of the hotel owner, presentations were made to Parks & Beautification Commission, Planning Commission and City Council. State of Michigan delayed release of funds. City Council accepted MNRTF development agreement in September. Project will slip to 2013 bidding and construction. **SG#3**
12. Hired Ferguson Concrete Construction to replace 161 slabs of sidewalk at a per slab cost of \$62; under the budgeted amount of \$10,000. **SG#2**
13. Rietz Park Improvements: Manistee Saints through the City of Manistee received a Local Revenue Sharing Grant in the amount of \$45,800. Fence replacement contract awarded to Straight Fence in the amount of \$33,900. Lance Irrigation was hired to replace the sprinkler system for \$9,975. The balance of the grant was used by the DPW in repairing the batting cage and completing miscellaneous concrete work. **SG#3**
14. MDOT completed rail crossing improvements at a cost of \$220,000 on US-31 in October. In conjunction (to save approximately \$8,000 in reduced traffic control costs), City awarded a contract to Swidorski Construction in the amount of \$34,400 to complete the Joslin Cove water main loop. When developers previously installed the water main they did not connect it to the US-31 water main on the north end of the project. In order to provide fire service and avoid stagnant water this main must be looped. Until this

connection was made the DEQ/City would not approve certificates of occupancy; five of the eight units do not have certificates of occupancy. Project was completed in October. **SG#2 & #5**

15. Small Urban Grant – City received notice of available funds for a “shovel ready” project with a deadline of three weeks (a normal three month process). Abonmarche and staff worked quickly to prepare the necessary documentation to apply for these funds. The project would consist of the mill and fill of Kosciusko Street between Eighth and Twelfth Streets. The estimated cost is \$270,000 with a 20% local match of \$55,000. Deadlines were met and funds were obligated for spring 2013 construction. This project would not have been possible without the assistance of the dedicated staff at Abonmarche. **SG#2**
16. Approved agreement to provide utility services for the new Oak Grove Cremation Center at 309 Parkdale Avenue in Manistee Township.
17. Non-Motorized Transportation Committee continued development of the trail system at the Manistee Non-Motorized Trail Park on M-55.



City Crew Fixing Water Main Break

GOVERNANCE

1. 2012 - 2013 Fiscal Year Budget and Capital Improvement Plan was approved. Process began in January with the distribution of worksheets for the Budget and Capital Improvement Plan. Council also reviewed DPW White Paper in March. Budget recommendations were published March 23 and introduced to the Council and public on April 3. Work sessions and public hearing were held in April. Budget document adopted May 8, 2012 and includes a \$5,701,596 General Fund Budget. Millage was set at 17.2957 mills for the General Fund and 1.15 mills for the Refuse Fund. There was a 6% rate adjustment to water and sewer; charges established at \$3.03 and \$6.06 per 1,000 gallons respectively. Refuse monthly user charges were established at \$3.13, \$6.24 and \$9.36; depending on the level of service selected. Budget process has to become more precise as available cash dwindles. Completed all EVIP requirements for continued State funding. **SG#4 & #5**
2. Approved budget amendment 2012-01 for fiscal year end in June. Required by law to ensure actual expenditures do not exceed budgeted amounts. **SG#4**
3. Approved Main Street Downtown Development Authority Budget for 2012-2013 and their amended 2011-2012 Budget. **SG#5**
4. David Wilson, CPA in fourth year of agreement to prepare annual audit. June 30, 2012 audit was presented to City Council on October 16, 2012. **The audit shows a General Fund Balance of \$1,175,303; an increase of \$194,061.** **SG#4**
5. There was no further Headlee Rollback on 2012 maximum authorized operating millage rate for FY 2012-13. Council approved 17.2957 operating mills for 2012, not levying the additional mills allowed by law. **SG#4**
6. Four Council seats were up for election in November. Candidates on the ballot were: First District Colleen Kenny, Third District Robert Hornkohl and Roger Zielinski, Fifth District Catherine Zaring, and Seventh District Eric Gustad. At the Organizational Meeting in November, the City Clerk sworn in Colleen Kenny, Robert Hornkohl, Catherine Zaring, and Eric Gustad. Council elected Colleen Kenny as Mayor and Catherine Zaring as Mayor Pro-Tem.

7. Continued the Strategic Plan process. Tim Ervin of the AES facilitated this process that began with a meeting of Council and Department Directors on November 1, 2012. A draft document was distributed to staff and City Council in late November.
8. The City Manager, Finance Director and Councilmembers Haydon, Marshall, and Zaring, participated in the March MML Capital Conference in Lansing. SG#4
9. Councilmembers Zaring and Marshall attended MML Region 6 meeting in Kalkaska in May. SG#4
10. City Manager Mitch Deisch, Mayor Pro-Tem Catherine Zaring and Councilmember Bob Hornkohl attended the Placemaking Summit on May 21 in Traverse City. SG#4
11. On August 16, 2011 Council approved three separate agreements with Filer Charter Township for utility services including: an Operating Agreement, a Wastewater Treatment Agreement, and a Master Agreement. An agreement was reached with Filer Charter Township to frontload the necessary funds to complete the design phase of the clarifier agreement. Entered into an agreement with FCT for the third final clarifier at the WWTP in June to advance the City \$85,000 to pay for professional services by Fishbeck Thompson Carr & Huber. Redirection of these funds is being considered. Flows at the WWTP continue to lessen from the impacts of recent CSO projects and the I & I Study; the third final clarifier is no longer being recommended. Filer and the City continued to meet and move forward. In November agreements were amended to eliminate the construction of the third final clarifier, changed the Township connection charge to \$1,350,000 and allows complete discretion by the City on how funds are spent. SG#2 & #5
12. Councilmembers Adams, Hornkohl, Marshall and Zaring, and City Manager Mitch Deisch participated in the MML Annual Conference in October. Mayor Pro-Tem Zaring was the City's voting delegate; with Councilmember Adams the alternate. Mayor Pro-Tem Catherine Zaring received her certificate for completion of Level I, Elected Officials Academy. Participated in the Silent Auction with a donated walking stick crafted by Ken Jilbert. SG#4
13. Annual State of Michigan Accountability and Transparency Reports: Requirement to continue receipt of what used to be statutory revenue sharing. Continue to follow Governor Snyder's Citizens

Guide to Michigan's Financial Health program, fulfilling various requirements prior to deadlines. EVIP Phase I was submitted on September 28 and was posted on the City's website/Facebook. **SG#4**

14. City Manager Mitch Deisch and Councilmembers Hornkohl, Marshall, Scrimger and Zaring attended County Regional Summit in September. **SG#4**

15. Conducted Annual Mayors Exchange Program with the City of Big Rapids in June and July. This is an annual opportunity to learn and network with other Michigan municipalities. Mayor Kenny is shown at right during a tour of downtown Big Rapids. **SG#5**



16. In September of 2011 Council conducted a work session with the Harbor Commission to discuss the role of the Harbor Commission. The Council Ordinance Committee met and drafted revised ordinance language clarifying the advisory role of the Harbor Commission. Following this year-long review Council approved a revised Harbor Commission ordinance.
17. Four elections were held in 2012: Presidential Primary in February, Special School election in May, August Primary Election and the General Election in November.

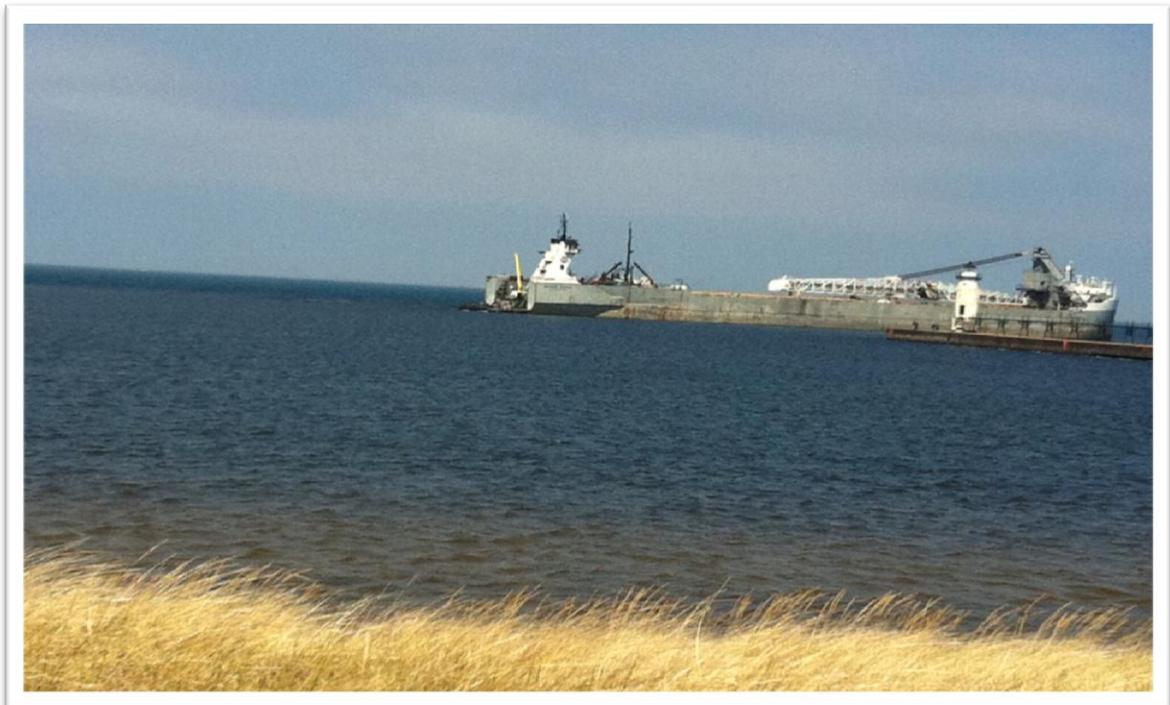
Clerk's Office completed redistricting following the 2010 Census; as required in the second year following each federal census, election commissions shall divide precincts to be equitable. The average population of each City precinct was determined and boundaries were adjusted as necessary to come close to the average. Established central polling places; reducing the locations from four to two. New voter registration cards were distributed.

Clerk's Office hosted election Public Accuracy Test including Manistee Township and Filer Charter Township. **SG#5**

18. Council participated in annual bus tour of ongoing projects including: Utility Infrastructure and interceptor cleaning, Rietz Park Fence & Sprinklers, CSO Projects, First Street Reconstruction, Fish Cleaning Station, First Street Beach Shelter, Playground Equipment, Maple Street Bridge, Chalet West/WODA Group, blighted areas, MDOT railroad crossings / Joslin Cove water main loop, and other places of interest.
19. Assisted the Alliance for Economic Success in their search to replace the Executive Director position. **SG# 1 & #5**
20. City continues to use social media like Facebook to interact and inform the public. This page is not intended to be a forum for public debate or discussion; rather is used to disseminate information in a timely manner to residents and visitors. There are currently 394 likes/fans of the City's Facebook page.
21. Created a Room Use Policy & Rental Agreement for the marina open space. Occupancy rate is 40. Tables and chairs were purchased. Space is now available for rent.
22. PEG Commission ordinance revisions – approved by the PEG Commission, the Council Ordinance Committee and recommended by the Charter Township of Filer. Reviewed and approved by City Council on October 16, enabling greater participation by Manistee County residents. **SG#5**
23. The Manistee Housing Commission, through the U.S. Department of Housing and Urban Development (HUD), received notification of a financially troubled status. The City of Manistee was requested by HUD to partner with the Housing Commission to rectify the troubled status. A Financial Recovery Plan was created and ultimately approved by the Manistee Housing Commission Board of Commissioners. The City of Manistee was asked to partner with the Housing Commission in the completion of the Action Plan. As a signatory to the agreement the City commits to oversee and monitor the Housing Commission in its discharge of their duties. **SG#5 & #6**
24. Reviewed ordinances regarding dogs on beaches. Signage controls areas where dogs are not allowed. Survey of other Lake

Michigan communities was conducted by the Manager's Office. More follow-up discussion is needed with Council and community.

25. Continued to work with MDNR / U.S. Forest Service to protect nesting sites of endangered Piping Plovers north of Fifth Avenue Beach. This was the fifth year that the Piping Plovers selected this site. **SG#5**
26. Board and Commission bylaws are reviewed annually by respective groups, and if amended, forwarded to Council for review and approval.
27. Department of Public Works contracted by Onekama Village and Township to clean their beaches in early June. **SG#5**
28. Participated in annual Fire Prevention Festival held in October. Worked with other area fire departments to provide fire safety education for children. **SG#5**
29. Participated and assisted in various annual community festivals and events including Tightlines for Troops, Forest Festival, Hops & Props, Boos, Brews & Brats, Sleighbell Weekend, Santa Train and Shop With a Cop.
30. USACOE completed Manistee Harbor dredging and removed 65,000 cubic yards of material that was deposited in Lake Michigan at the 8-12 foot contour south of the harbor. See photo below of grounded freighter. **SG#5**



31. Manistee awarded Tree City designation in 2012. City has been a recipient for more than twenty years.
32. City Manager Mitch Deisch made a presentation at the Port City Collaborative Meeting held in Traverse City this past May. He spoke on how important the Manistee harbor is to this community and focused on the harbor's mixed use that includes industrial, commercial and recreational.
33. Council authorized the placement of a historical marker (not state-recognized) honoring the death site of Pere Marquette. Local resident Bob Adams undertook years of research and determined that the Northwest corner of Man-Made Lake was the correct location. Councilmember Haydon and local resident Bob Adams took the lead on erecting the historical marker. Dedication held Friday, May 18, 2012. **SG#3**



Pere Marquette Dedication in May

34. The Non-Motorized Transportation Committee sponsored the fifth annual Healthy Active Manistee Week (HAM It Up) the third week of May. The City was awarded its ninth Promoting Active Communities award.
35. Non-Motorized Transportation Committee organized the second annual local Labor Day Bridge Walk.
36. Working with the Manistee Housing Commission on a contract with the Department of Public Works to provide yard maintenance services. Contract will begin in 2013. **SG#5**
37. City Manager Mitch Deisch, Mayor Pro-Tem Catherine Zaring and Councilmember Alan Marshall attended the MSU Extension workshop on Intergovernmental Cooperation on July 19. **SG#4**
38. Maralee Cook, wife of Harbor Commission Member Ty Cook, took action to provide a significant and quality promotional opportunity for the marina and Manistee area with her articles in the Lakeland Boating and Great Lakes Angler magazine. Thank you Maralee, job well done! **SG#3**
39. Following a public hearing on January 17, 2012 City Council adopted the 2012-2019 Community Recreation Plan; also adopted by the Parks & Beautification Commission and endorsed by the Planning Commission. Completion of this five year plan focuses future direction and aids in grant applications. **SG#3**
40. Created ad hoc Playground Equipment Committee to discuss Rotary / Rocket Park improvements. Committee consists of representatives from City staff, Parks & Beautification Commission, Great Start and the Rotary. Current funds: LRSB Grant of \$25,000 and Capital Improvement Funds of \$10,000. Funds will be leveraged to apply for Land & Water Conservation Fund grant at the suggestion of AES in the spring of 2013. Committee continues to meet and explore equipment options. **SG#3**
41. City Manager narrated Annual Parks Bus Tour on September 13 for the Parks & Beautification Commission.
42. Continued public tours of City Hall, Ramsdell Theatre and the Fire Station.

43. Following a survey of the community Consumers Energy revised their standard lighting contract, reducing the City's costs by approximately \$75 per month. The revised contract was approved by Council in September.
44. Working with the Chamber of Commerce on options to improve the First Street roundabout inner circle. Members of the Parks & Beautification Commission will be part of the project leadership team. The final concept will be brought back to Council for ultimate approval. Chamber held the first meeting of this group in August.
SG#3 & #5
45. After a several year delay, a flag pole was once again installed on the top of City Hall. Councilmember Alan Marshall was given the honor of raising the first flag.



American Flag Flying Proudly Over City Hall

46. City Manager Mitch Deisch and Councilmember Hornkohl attended annual Chamber Meeting and Awards Dinner in November.

47. Councilmember Marshall; Planning Commissioners Albee, Dean, Fortier, Gustad, Wittlief, and Yoder; ZBA Members Kracht, Perschbacher and Schindlbeck; Historic District Commissioners Carlson, Eftaxiadis, Kracht, and Russell; and Jon Rose and Denise Blakeslee from the Community Development Office attended the Placemaking and Historic Preservation Workshop in September.
48. Manistee News Advocate's Best of People's Choice Awards:
Best Attorney- George Saylor, GWSH
Best Firefighter – Mark Cameron
Best Law Enforcement Officer – Jeff Pefley
49. A Committee consisting of Heather Pefley, Denise Blakeslee, Mary Bachman, Kathie Boyle, Mark Niesen and Cindy Lokovich selected the Manistee County Holiday Hope Team as recipient of items donated to the Mitten Tree hosted at City Hall. The tree quickly filled with winter accessories.
50. Business Registrations:
J.W. Miller Enterprises, Inc., 1501 Main Street, Produce Wood
THR & Associates, 378 River Street, Transient (Antiques & Coins)
Absolutely Clean, 170 Quincy Street, Cleaning
Mid-Amer Co., 378 River Street, Transient (Precious Metals Buyer)
GT Tire & Wheel of Manistee, 305 River Street, Tire Sales
Longo's Sweet Treats LLC, Mobile Ice Cream Vendor
Stege Chiropractic Health LLC, 194 Cleveland Street, Chiropractic
Gold & Silver Exchange, 390 River Street, Gold & Silver Exchange
AT&T Personalized Communications, 85 Cypress St., Wireless Service
Custom Motor Sports LLC, 21 Cypress Street, Golf Carts
Manistee Taxi, Scottville MI, Taxi Service
TK Quilting & Designs, 471 Water Street, Quilting, Patterns & Sales
51. Parcel Splits / Combinations:
Skiera / Dixon
Chalet West
Harbor Village
Luedke / Wittlief
52. Banner Applications:
Lakeside Club, Tour of Homes
Chamber of Commerce, National Forest Festival
MSDDA, Sidewalk Sales
W.S. Healthcare Foundation, Paint the Town Pink
FiveCAP, Toys for Tots

53. Policies:
Purchasing Policy #13 – added provisions relating to management of federal grants.
Oil & Gas Investment Policy #1 – added greater flexibility on spending rule.
54. Ordinance Amendments:
Z11-09 Article 18, Special Uses, Place of Public Assembly
Z12-01 Article 3 Add P-D Peninsula District
12-02 Complete Streets Ordinance
12-03 Chapter 266 Harbor Commission
Z12-04 Article 5 Vehicular Parking Space, Access & Lighting
12-05 Chapter 288 PEG Commission
Z12-06 Article 18 Bed & Breakfast
Z12-07 Article 2 Definitions
Z12-08 Article 5 Peninsula District Standards
55. Resolutions:
RES 12-01 Adopt 2012-1017 Community Recreation Plan
RES 12-02 Election Precinct/City Council Boundary Revision
RES 12-03 Change in Standard Lighting Contract, Consumers Energy
RES 12-04 Thanks & Appreciation, APW Week and Day
RES 12-05 2012-2013 Budget Adoption List
RES 12-06 Bob Adams Appreciation, Pere Marquette Death Site
RES 12-07 Established Receiving Boards for Elections
RES 12-08 Liquor License Transfer, Hanson/Venture Business Limited
RES 12-09 Change Lighting Contract, Consumers Energy
RES 12-10 First Street Beach House Development
RES 12-11 Non-Binding Approval of Sewer Concept along US-31
RES 12-12 Liquor License Transfer, JHC Investments LLC
RES 12-13 Michigan Lighthouse Assistance Grant Application
56. Proclamations:
Parkinson's Awareness Month (April)
Parliamentary Law Month (April)
Paint the Town Pink (October)

COMMUNITY DEVELOPMENT

1. The City continues to be successful in drafting and receiving grants. 2012 Grant Applications: **SG #3, #4 & #5**

MDNRTF for Beach House \$280,000 - approved
GLTF for Fish Cleaning Station \$75,000 - approved
S2 for I & I Study \$227,000 – approved
FEMA Turnout Gear (15 sets) \$98,000 – approved
DTE Tree Program \$3,000 – approved
ARRA / SSCENT – approved
Small Urban for Kosciusko \$215,000 - approved

Local Revenue Sharing Board:

2012 Cycle I applied for Police – Additional Care Trak Systems \$3,673 (approved); Fire – Thermal Imaging Camera \$10,840 (denied); Douglas Park Playground Equipment \$25,000 (approved); Rietz Park - Ball Diamond Improvements \$45,800 (approved); Museum – Computer & Software Equipment \$3,750 (approved).

2012 Cycle II applied for Police – Officer Safety Equipment \$4,100 (approved); Fire – ALS Equipment & Supplies \$16,923 (approved); MRA Soccer Goals & Scholarships \$3,000 (approved); MPA-TV – Server & Peripherals \$10,000 (approved); Vogue Theatre – Revitalization Project \$100,000 (denied).

The City has received approximately \$946,491 from the Local Revenue Sharing Board.

2. The Building Inspector's Office issued 47 building permits generating an income of \$12,048. **SG#4**
3. Rental inspections and registrations garnered \$6,800 during the fiscal year. **SG#4**
4. Worked with area Veterans Organization and Community Foundation on Memorial Park improvements. Preparations made for new archway that was installed in October. On behalf of Manistee County Veterans Council applied for a military hardware static display for Memorial Park. **SG#3**

5. Lions Club Members took on the project of upgrading pavilions at First Street Beach. Pavilions received new red roofs and white columns. City assisted with the installation of a barrier free sidewalk to each pavilion. **SG#3**
6. DPW assisted the Jaycees in North Riverwalk Gazebo maintenance in May. **SG#3**
7. Worked with a local Boy Scout Nick Veine on his Eagle Scout Project on surveying sidewalks. Sidewalk criteria and forms were drafted and training was given on the Roadsoft asset management program. Information captured will be added to the Roadsoft program. **SG#2**
8. Worked with the Manistee County Historical Museum and volunteers on fundraising efforts for the restoration of the North Pier Lighthouse. The City assumes ownership; the Museum assumes financial maintenance responsibilities. **SG#3 & #5**
9. Executed permanent easement agreement for River Parc Place LLC to enable new owner to resume work.
10. Approved a lease with Agri-Valley Broadband, Inc. to construct antenna facilities on the City's Industrial Park water tower. Agreement provides a monthly rent of \$515 and provides appropriate protection to the City's infrastructure. **SG#2**
11. Established revised renewal rates for riverfront leases following staff review of how economic downturn has impacted community values and rates. Council approved lowering lease rates and reducing the length of the lease from ten years to five years.
12. As part of the parcel split and combination request for the former Chalet West Apartment Complex, property being used as a portion of Melitzer Street and Sixth Avenue was conveyed to the City.

OPERATIONS

1. DPW White Paper – completed benchmark survey, phone interviews with survey respondents. Organizational models and best practices was the goal of this review. Study was presented to City Council on March 19, 2012 in conjunction with annual budget discussions. Rehiring the Utility Director was a result of the DPW White Paper. Initiated work on the Community Development White Paper in October. **SG#4&5**
2. Negotiated, mediated and ratified four union contracts (USW, IAFF, POAM and COAM) in 2012. Vote held to create a new union for support staff with the GELC. GELC voted to decertify prior to the completion of negotiations. Challenging negotiations due to State requirements on health insurance etc.
3. Conducted biannual fire arms training for public safety personnel.
4. Biennial spring trash pickup conducted in April and took only seven days rather than the ten days allocated for this program; 228.79 tons of materials was hauled away and landfilled. Cost for Allied Waste was \$29,550.35 and for City labor and equipment it was \$21,317.
5. The Board of Review met in March, July and December hearing valuation, poverty exemption, principal residency, mutual mistakes of fact and conditional rescission appeals. Greater number of large value and commercial appeals. Board of Review participated in training session in February.
6. Assessor participated in several tax appeals and settlement conferences this year.
7. Implemented biweekly payroll and direct deposit to improve efficiencies in the Finance / Clerk department. **SG#4**
8. Completed annual stump removal program, 64 stumps were removed by a private contractor. City assisted with cleanup and black dirt.
9. Completed eleventh year of beach sampling program. City responsible for Man-Made Lake samples. Met with District #10 Health Department regarding sampling procedures. **SG#3**

10. Used Oakland Community College Flashover Trailer to train public safety personnel. Eleven of fifteen employees participated. **SG#5**
11. Many City employees generously contributed to the annual United Way Campaign. Sergeant Schmeling ran the program for the City.
12. Sergeant Tom Bruce and Officer Jason Hallead completed the Fire Academy. Mark Cameron, Health Darling and Fred LaPoint completed the academic portion of Paramedic training; licensing will be completed in 2013. Public Safety Director Dave Bachman completed EMT practical and clinical rotations and passed the EMT registry exam. **SG#4**
13. Assessor's Office contracted three year audit of Aztec and West Bay Exploration through Tax Management Associates. Hearing conducted in Lansing on April 17, 2012.
14. Continued wayfinding signage program: new signs installed at Arthur Street Launch, Municipal Marina, Fifth Avenue Beach and First Street Beach.



Wayfinding Signage at Entrance to First Street Beach

15. Budgeted for a federal mandate to change out all truck radios by September 2012.
16. Set up workout room at the Fire Station with donated equipment from Kennedy School.
17. Continued to address operational issues with the auto-attendant at the First Street Launch ramp. Boater compliance is higher due to the change in location and better signage; however the mechanics of the equipment continues to be a challenge. **SG#3**
18. Continue to increase the use of the Ramsdell Theatre Complex. Movie Nights are incorporated into the operations, but not a money-maker. Staff will keep trying options to fill open nights at the complex with special events, concerts, movies and film premiers. October 13 saw the first live broadcast of the Metropolitan Opera which was deemed a success and was well-attended. Working cooperatively with West Shore Community College and others to fill the dark nights. **SG#5**
19. Riverwalk neighborhood thefts prompted the installation of outside surveillance cameras at the Municipal Marina.
20. Renewed City Manager employment agreement.
21. Fire Department presented fire extinguisher training to Morton employees in exchange for \$1,500 worth of safety equipment.
22. Continue to address invasive plant species like Phragmites Grass, Garlic Mustard and Japanese Knotweed.
23. Cleaned up after several significant storm events again this year. Basement flooding continued at 712-714 High Street. System was investigated and a backflow valve was installed at the intersection of Eighth and High Street.
24. Jon Rose and Denise Blakeslee of the Community Development Office completed the Sustainable Community Certificate Program MSU School of Planning, Design and Construction. **SG#4**
25. Ran out of black dirt at the compost area in June. Rented equipment from Elmer's and made approximately 2,100 yards.

26. Intergovernmental cooperation with Road Commission / MDOT on equipment, seasonal sand removal and leveling at both beaches, crack sealing, street sweeping. **SG#5**
27. Initiated process to fill Utilities Director position. Applications were due in November, position anticipated to be filled January/February 2013.
28. City Firefighter/Paramedic Jim Henderson taught CPR classes to interested City employees and Councilmembers. Classes began in October and continued into November.
29. Continued to explore/implement GIS. S2 grant will collect extensive amounts of data to be incorporated. City/County partnership has ended and City continues to use consultant. **SG#2**
30. Continued monthly utilities meetings to prioritize and track department projects and ensure efficient operation / maintenance of the facilities.
31. Health Insurance Review Committee (with representatives from City Council, the Supervisory employees, Non-Union employees, USW, IAFF, POAM and COAM) will continue to meet and review options for health insurance plan.
32. Technology Updates: Laserfiche training pending; website training pending; installed wireless to all facilities, installed new server, serviced beach emergency phones, serviced water and sewer emergency callout system, entered into a five-year agreement with I.T. Right for network and information technology support services. **SG#2&4**
33. To increase efficiencies in the Manager's Office, implemented ePackets for City Council meeting agendas using iPads for all Councilmembers and Department Directors. Installed Dropbox, a free service that has folders for accessing documents, photos, etc. Agenda packets are no longer mailed or emailed and are regularly posted on the City's website at www.manisteemi.gov. While on the City's website, click on the "Notify Me" button. You will be able to sign up for regular email updates on a variety of subjects. We also post Council and other board and commission dates on Facebook ([facebook.com/CityofManistee](https://www.facebook.com/CityofManistee)) with a link to the agenda packet. Please like our page and get regular updates this way too. **SG#4**

34. On September 12, 2012 Chief David Bachman and Sgt. Tom Bruce participated in the 75th Annual Governor's Cup pistol match in Jackson, Michigan. The team took first place in the Class D division representing departments with less than 20 sworn officers. The team score was 504 out of a possible 600 points. This is only the second time in 75 years that our department won first place!



Governor's Cup Pistol Match in Jackson, Michigan

35. Continued quarterly financial and investment updates to City Council. **SG#4**
36. Conducted annual aerial and ground ladder testing. The ladder truck received annual maintenance and recertification through the Manistee County Road Commission. **SG#5**
37. Provider of Record Agreements:
- Renewed Plumbing Contract Provider of Record Agreement with Personal Plumbing.
 - Renewed Electrical Contract Provider of Record Agreement with Topline Electric LLC.

- Renewed Mechanical/HVAC Maintenance Contract Provider of Record Agreement with Custom Sheet Metal & Heating, Inc.
 - Entered into new General Contracting Service Provider of Record Agreement with Hansen Enterprises.
38. Completed annual Paser rating updates in the fall of 2012. Staff will be developing 3-5 year Street Replacement Plan with Abonmarche assistance for 2013-2014 budget discussions. **SG#2**
 39. City Fire ladder truck was put through a five-year test of the ladder; pumps passed.
 40. Equipment Purchases: 3 new police cars \$85,620; 2 riding lawn mowers \$21,914.
 41. Building Inspector Mark Niesen renewed his Registered Code Official and Inspector licenses.
 42. Promoted Mark Cameron to the position of Captain in the Manistee Fire Department as of July 1, 2012.
 43. Promoted John Peddie to the position of Captain in the Manistee Fire Department as of October 1, 2012.
 44. Part-time Firefighter / Paramedic Chris Jefferies was promoted to fulltime employee as of October 15, 2012.
 45. Finance Director Ed Bradford received his Certified Public Finance Administrator designation this year. **SG#4**
 46. Finance Director Ed Bradford successfully completed the Certified Public Funds Investment Manager program. **SG#4**
 47. City Clerk Michelle Wright renewed her CPFA certification and achieved designation as a Master Certified Municipal Clerk. **SG#4**
 48. Community Development Office, Jon Rose and Denise Blakeslee, completed necessary credits to maintain their Master Citizen Planner Certification.
 49. Executive Secretary Cindy Lokovich maintained her Certified Administrative Professional status, with a specialty in Organizational Management.

50. City Manager Mitch Deisch maintained ICMA Credential Manager status. Credentialing status requires more than 40 hours of annual training in specific areas. A report on this training is required to be filed with the ICMA. This is a goal previously set by both the Manager and City Council. **SG#4**
51. Retirements: Timm Smith retired 6/30/12 after 28 years in the Fire Department. Thank you for your years of service!
52. New Hires: Hired Sean Taylor for DPW/Bridge on January 9, 2012. Welcome Sean!



Beach Cleaner in Action on Fifth Avenue Beach



New Wayfinding Signage at Fifth Avenue Beach

DIRECTORY OF OFFICIALS - 2013

Mayor Colleen Kenny
Mayor Pro-Tem Catherine Zaring
Councilmember Sid Scrimger
Councilmember Robert Hornkohl
Councilmember Ilona Haydon
Councilmember Beth Ann Adams
Councilmember Eric Gustad

City Manager Mitchell D. Deisch

DIRECTORY OF OFFICIALS - 2012

Mayor Colleen Kenny
Mayor Pro-Tem Catherine Zaring
Councilmember Sid Scrimger
Councilmember Robert Hornkohl
Councilmember Ilona Haydon
Councilmember Beth Adams
Councilmember Alan Marshall

City Manager Mitchell D. Deisch