

Familiar Winter View 2013-2014

2014 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 prosperous past continues into the future.”

Strategic Mission:

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

Our Purpose:

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

Three Year Strategic Goals (SG#)

1. Economic Development and Jobs.
2. City Infrastructure.
3. Beaches, Parks and Recreational Areas.
4. Financial Stability and Continuous Improvement.
5. Intergovernmental Relationships.
6. Housing, Homelessness and 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. Following 2013, economy in 2014 definitely was taking a turn for the better. Significant renewed interest in Manistee County, which included Meijer starting construction on the corner of M-55 and US-31. New businesses continue to open in downtown Manistee, along with several new businesses projected at the end of 2014. In 2014 the City received approximately \$300,250 in Local, State and Federal grants. The City committed approximately \$100,000 to secure those grants.

Construction activity in 2014 was down considerably from 2013. This was based upon initial planning and the need to conserve funds for future projects. Even with a lighter construction season marina dredging was completed and the vandalized Lighthouse Park restrooms were renovated and upgraded to ADA standards.

While actual construction was down, planning for the future was not. Significant time was spent throughout 2014 planning state-mandated utility upgrades and a street upgrade plan.

City Council appointed an Ad Hoc Street Committee to assist with plans for future street upgrades and to assist with determining where funds will come from. It is the goal for a five to ten year Transportation Improvement Plan to be included in the 2015-2016 fiscal year budget; with the ultimate goal of new asphalt being laid in the summer of 2015.

As 2014 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. The entire community should be proud of the accomplishments of 2014, what a year!

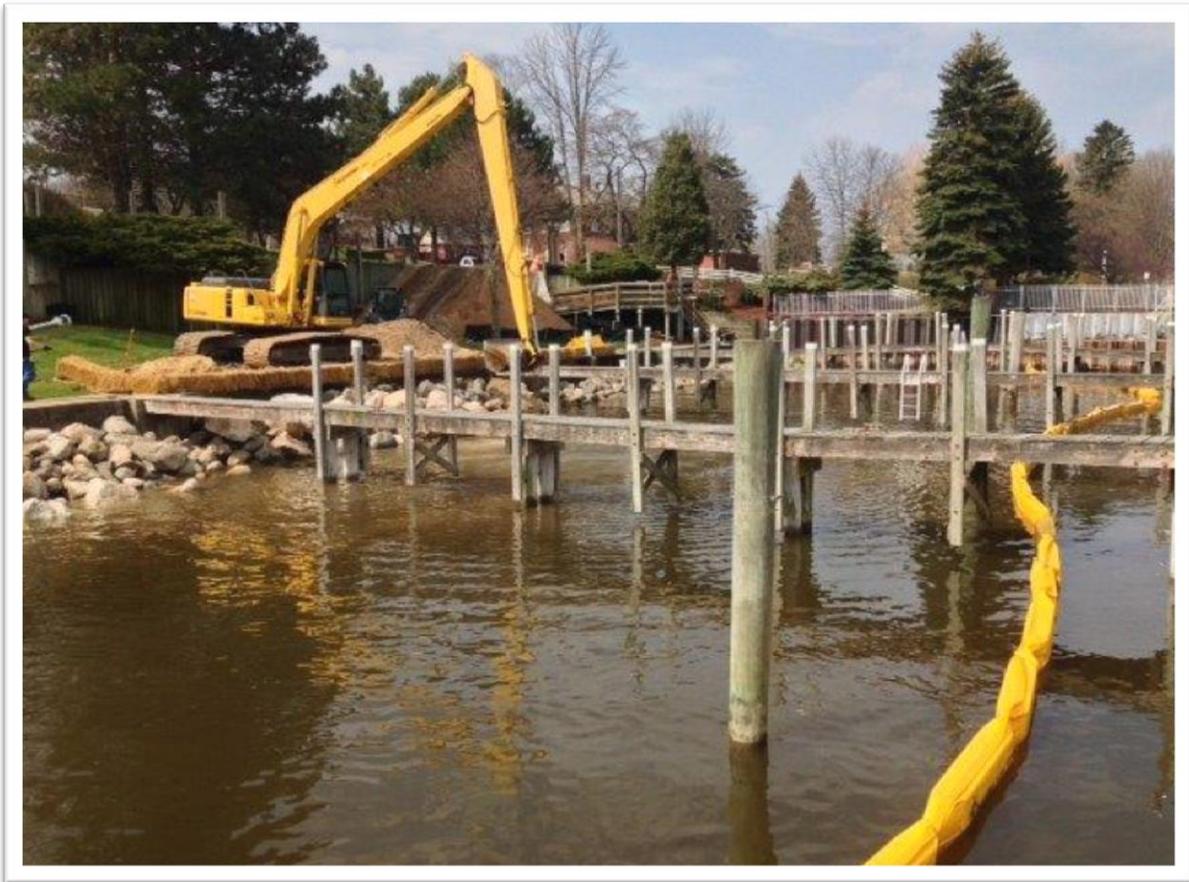
I look forward to the challenges and opportunities of 2015.

Mitchell D. Deisch, City Manager

CONSTRUCTION

1. Twelfth Street (Maple to Oak) – City continued to have discussions with Filer Township, Manistee County, Road Commission, MAPS and property owners on the condition of Twelfth Street. Property in question is not owned by the City; it is owned by Filer Township residents. Two property owners are not favorable about making any changes that impact their property. Spicer Group completed renderings of options and property owners were again contacted in October to reconsider. Missed opportunity to do a project in 2014. Will continue working toward a resolution in 2015. **SG#2**
2. Sanitary Sewer Evaluation Study (SSES) – Draft report submitted by Abonmarche to MDEQ for review. In order to qualify for State Revolving Fund loans MDEQ has required additional work to be undertaken. City staff met with Abonmarche and the MDEQ to identify requirements to complete the SSES Study in 2014-2015. City staff continues to look for and address areas of inflow and infiltration. S2 grant was extended one year to allow completion of the SSES study. **SG#2**
3. Approved a utility service contract with Meijer Realty to provide water and sewer utilities to the new store located at the corner of M-55 and US-31. The contract included connection fees, established utility rates, and utilizes a 17 year payment schedule. Meijer also executed a water main extension easement, no easement needed for the sewer main. Water meters were installed in October. **SG#1, #2**
4. Rocket (Rotary) Park Playground project was delayed in 2014, awaiting federal government review. Four requests for design proposals were received, with the Committee selecting Sinclair Recreation. Plans were submitted to City Council on March 5, 2013 with a public hearing held for a grant application to the Land & Water Conservation Fund to assist in the funding. AES prepared and submitted the grant application on behalf of the City. The location has been moved to the area west of the basketball parking lot, adjacent to First Street to comply with barrier-free standards. Anticipated funding for the project is through the LAWCON Grant (\$48,000), Local Revenue Sharing Board (\$25,000), City of Manistee (\$20,000) in-kind public works services, and various service clubs (Rotary \$5,000). Additional documentation was requested and submitted. Received notice in June that grant funds will become

available; looking at a community build during the 2015 construction season. Planning for this project started in 2012. Received formal grant approval December 2, 2014. **SG#3**



5. Awarded a contract to Swidorski Brothers in the amount of \$48,500 to dredge approximately 300 cubic yards of material from Municipal Marina dock slips, allowing the biggest docks to handle deep draft boats. The grant agreement with the MDNR was amended to cover 100% of costs. **SG#3**
6. Accepted the bid from Swidorski Excavating in the amount of \$19,800 to close CSO #008 along the riverbank south of Century Terrace. The project resulted in a permanent wall being placed to eliminate any future CSOs at this location and also installed a manhole with steps for access. Contracted work completed in October, we now have access to the diversion chamber for regular maintenance. **SG#2**
7. In June 2013 the Lighthouse Park restrooms were severely damaged by vandals. The City received \$13,068 from our insurance carrier. Prior to the vandalism these facilities were not ADA compliant. The decision was made to upgrade the facilities to be ADA compliant for an additional cost of \$4,714 or a total cost of \$17,782. Repairs

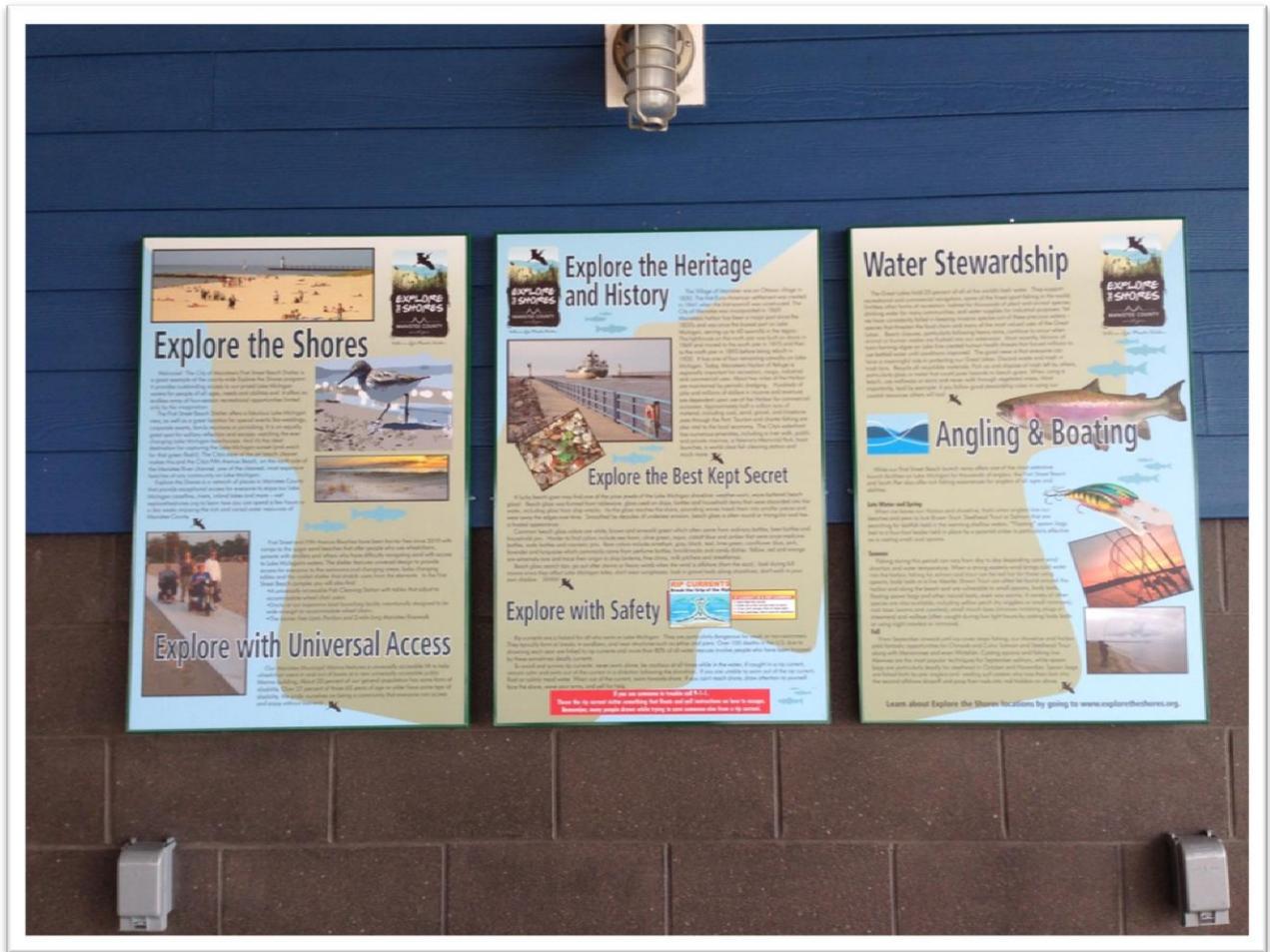
were completed using the current Plumber of Record. New epoxy floors were installed and electrical improvements were completed. Project completed in late summer. **SG#2, #3**

8. The Riverbank Sewer Project and Sixth Avenue Pump Station design and permits were reviewed and preliminary costs were estimated for inclusion in a 2015 capital improvement bond. Previously identified permit requirements, including HEC-RAS analysis, Act 41 permit submittals, final design, bidding and construction are anticipated to be completed in the spring and summer 2015; contingent upon receipt of bond funds. **SG#2**
9. Continue to assist the Manistee County Historical Museum with the Michigan Lighthouse Assistance Program Grant; Real3DPlaces, LLC and 3DLazer Advantage created a digital image of the lighthouse pro-bono. Approximately \$150,000 has been privately raised to paint the lighthouse. The estimated cost to paint the Lighthouse is \$250,000; with completion anticipated in 2016. **SG#5**
10. While videotaping two sewer lines in the vicinity of Fifth and Ramsdell city crews were able to confirm a major source of inflow/infiltration to the storm sewer. The defect in the pipe appears to be at a location where the storm pipe crossed over the sanitary sewer. Crossover was repaired in October by DPW with assistance from Swidorski Construction. **SG#2**



Inflow/Infiltration discovery at Fifth and Ramsdell streets.

11. Closed out Great Lakes Fishery Trust Grant for the Fish Cleaning Station. **SG#3**
12. Closed out Michigan Natural Resources Trust Fund Grant for the First Street Beach House. **SG#3**



*First Street Beach House
Explore the Shores Signage*

GOVERNANCE

1. 2014 - 2015 Fiscal Year Budget and Capital Improvement Plan was approved. Budget recommendations were published March 21 and introduced to the Council and public on April 1. Work sessions and public hearing were held in April. Budget document adopted May 6, 2014 and includes a \$6,003,338 General Fund Budget. Millage was set at 17.7612 mills for the General Fund and 1.15 mills for the Refuse Fund. There was an 8% rate adjustment to water and sewer; charges established at \$2.52 and \$6.91 per 1,000 gallons respectively. Refuse monthly user charges were established at \$3.50, \$7.00 and \$10.50; depending on the level of service selected. **SG#4**
2. Approved budget amendment 2014-01 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 2014-2015 and their amended 2013-2014 Budget. **SG#5**
4. Entered into five-year agreement with Anderson Tackman & Company to conduct the City and DDA audit. Total bid of \$46,750 for the base audit, \$8,250 for the DDA, and \$2,500 to conduct a single audit if needed. Audit was performed in August. **SG#4**
5. Anderson Tackman presented June 30, 2014 audit to City Council on October 21. **The audit shows a General Fund Balance of \$1,087,038; a decrease of \$34,866.** Manistee had a clean (unqualified) audit opinion, no deficiencies in internal controls, and no instances of non-compliance under Government Accounting Standards. **SG#4**
6. Four Council seats were up for election in November. Candidates on the ballot were: First District Colleen Kenny, Third District Roger Zielinski, Fifth District Catherine Zaring and James Smith, Seventh District Eric Gustad. At the Organizational Meeting in November, City Clerk Michelle Wright swore in Colleen Kenny, Roger Zielinski, James Smith and Eric Gustad. Council elected Colleen Kenny as Mayor and James Smith as Mayor Pro-Tem.
7. Council completed strategic plan updates through the AES. Updated plan was adopted March 4 with several new goals and strategies added. Harbor Commission also completed a strategic planning process through the AES.

8. City Manager Mitch Deisch, Mayor Pro-Tem Catherine Zaring and Councilman Ed Cote attended the annual MML Capital Conference in March. **SG#4**
9. One main focus throughout the year was the condition of City streets. Following months of discussion by staff and City Council regarding street funding; created Ad Hoc Street Committee. The purpose of this new committee will be to discuss upgrading the City street network and help educate the public on a potential millage request. The committee consists of members of City Council, City Staff, and four ad hoc committee members (registered voters or property owners in the City of Manistee). The committee met several times in 2014. From staff's perspective significant funds need to be dedicated to street improvements and recommended a minimum of \$600,000 annually for at least 10 years and recommended requesting a voted millage. Anything less would not be sufficient to make a meaningful impact on the overall road system. Citizen Committee Members felt that there would a stronger likelihood of passing a millage request if efforts were first made by the City; having "skin in the game" to raise the confidence level of the citizenry. Continued to review budget and other sources of revenue. Presented draft five-year Transportation Improvement Plan to the Ad Hoc Street Committee in December. A joint discussion will be held with City Council and the report will be incorporated into 2015-2016 budget process. **SG#2**
10. Continued to work cooperatively with Manistee Township, AES, Manistee County and the LRBOI to formalize a water franchise agreement in Manistee Township. Discussions continued throughout the year. **SG#5**
11. Continued discussions with Filer Charter Township on the three agreements for utility services. In September the Filer Charter Township DDA concluded that connecting to the city and costs for service are not within the realm of consideration by the Filer DDA. The City will continue to work cooperatively with Filer Charter Township to explore connecting into the City WWTP. **SG#2, #5**
12. In October Mayor Pro-Tem Catherine Zaring, Councilman Ed Cote, Councilman Bob Hornkohl, City Manager Mitch Deisch and Finance Director Ed Bradford attended the Annual Michigan Municipal League Convention in Marquette. **SG#4**

13. City continues to use social media like Facebook to 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 more than 1,180 likes/fans of the City's Facebook page. If you haven't already done so, please like our page! **SG#2**
14. City Manager Mitch Deisch, Mayor Pro-Tem Catherine Zaring and Councilmember Eric Gustad attended the County Regional Summit in September. **SG#4**
15. Undertook utility rate study with Burton & Associates for \$21,939 to create a funded capital improvement fund for asset management. Used in negotiations with Filer Charter Township for sewer service and Manistee Township regarding proposed sewer line by LRBOI and City water service. First presentation to City Council was April 15, 2014. Adopted revised water and sewer utility schedule of fees in July and updated the ordinance. **SG#2, #5**
16. City Assessor proactively worked on taxpayer exemptions (Veterans, Poverty, Personal Property). More than 400 informational letters were mailed prior to the March Board of Review.
17. Two elections were held in 2014: Primary election in August and the General Election in November. Clerk's Office hosted election Public Accuracy Test. **SG#5**
18. Annual Council Bus Tour: City Hall generator, Maple Street Sidewalk, First Street Roundabout, Rotary Park Playground, Fire Station Improvements, DPW Yard Recycling, Fifth Avenue Beach Lawn Area, Street Improvements and other areas of interest. Citizens of the Ad Hoc Street Committee were invited to participate in the bus tour.
19. Council Audit Committee – Revised their monthly process to provide a closer review of purchases and services. Employees are required to sign and date invoices they are approving. **SG#4**
20. Continued to participate in regional economic development discussions to explore the idea of regionalizing economic development for Manistee and Mason counties. Ultimately a decision was made to not merge economic development agencies. City Manager participated in Alliance for Economic Success Office strategic planning process. The current three year contract with the City expired at the end of September. Discussions

to renew this contract began in earnest with the City and County.
SG#1, #5

21. Authorized a Riverfront lease with Todd & Cynthia Lloyd of 556 First Street.
22. Adopted a Title VI Non-Discrimination Plan and named the City Clerk as the Plan Coordinator. Compliance with federal and state civil rights is mandatory and the Michigan Department of Transportation has the responsibility to ensure compliance. Failure to comply would have jeopardized any pending or future federal funding. Reminders and updates are provided to staff twice annually. SG#4
23. 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 seventh year that the Piping Plovers selected this site. SG#5
24. Staff met with local realtors regarding city programs and how to find information.
25. The Parks and Beautification Commission recommended and City Council adopted an Adopt-A-Park Program; engaging community members to participate in keeping park systems healthy and viable. SG#3
26. Participated in annual Fire Prevention Festival held in October. Worked with other area fire departments to provide fire safety education for children. SG#5
27. New website for Manistee Public Access (manisteeTV.org); Council meetings can be viewed through the website or directly on YouTube.
28. Approved the annual permit through the MDOT to complete maintenance activities, operate utilities and implement programs such as Blossom Boulevard within the US-31 right-of-way.
29. Regular meetings between the City Manager/Mayor and the City's representatives on the County Board of Commissioners. The intent of the meetings is to improve governmental communications and to look for opportunities to collaborate. SG#5

30. Participated in regular meetings between the LRBOI, County and Manistee Township for better communications between the entities. **SG#5**
31. Continued public tours of City Hall, Ramsdell Theatre and the Fire Station.
32. The Non-Motorized Transportation Committee was awarded the Gold Level – Promoting Activities Award. The NMTC has participated in the program since 2004 having been the only community to have received nine consecutive PAC awards. The NMTC has been instrumental in encouraging everyone to live a healthy lifestyle with two annual community events including the H.A.M It Up week in May and the Labor Day Bridge Walk. Since 2010 the Committee and the Shoreline Cycling Club have been developing multi-use trails and a mountain bike skills park on M-55 that also provides an area for cross-country skiing and snowshoeing in the winter. **SG#3**
33. Provided a letter of support to the Little River Band of Ottawa Indians; supporting the proposed sewer upgrades in Manistee Township north of M-55. **SG#5**
34. Approved improvements to Veterans Memorial Park with plagues, viewing benches and landscaping.



35. Mayor Pro-Tem Catherine Zaring appointed to the MML Municipal Services Committee in March. **SG#4**
36. Erin Pontiac of the Parks & Beautification Commission took on a personal Adopt-A-Park project by seeking grant funds to install a Pet Waste Station at Morton Park. Erin encourages other citizens and friends of Manistee to also get involved. **SG#3**
37. City Manager participated in planning interviews for proposed Library upgrades. **SG#5**
38. Worked with 10 West Studios to use the State's US-31 Bridge for a film location and close the bridge to traffic for eight days in October. The MDOT permit needed to be requested by the City of Manistee; the DPW cooperated with the studio in the submission of this request and the preparation of a detour plan. Other locations around town were also used by the studio for filming. While some were negatively impacted by the detour; significant financial impacts to the area for hotel rooms, catering, and supplies were noted. **SG#4, #5**
39. Parks Commission completed their annual bus tour of park properties on September 18.
40. City Manager assisted the Manistee Recreation Association in preparing materials for the advertisement of the Executive Director position. Vicki Sheffield announced her pending retirement at the end of the year. Interviews were conducted in late October / early November. The MRA Board made an offer of employment to Kenneth Kott. Kenn accepted the offer and started in December. **SG#5**
41. In April, the Manistee Housing Commission received acknowledgement from HUD that they had completed the Recovery Agreement and Action Plan dated 9/24/12. This took a lot of hard work by the Housing Commission with assistance from the City. **SG#5 & #6**
42. Mayor Pro-Tem Catherine Zaring and City Manager Mitch Deisch attended the 20th Reaffirmation Celebration for the Little River Band of Ottawa Indians in September. **SG#5**

43. Planning Commissioner Roger Yoder was recognized by the Michigan Association of Planning for his thirty years of membership on the Manistee Planning Commission.
44. City Council took action in October to initiate a deer herd cull within the city limits for a one month span during January 5, 2015 through February 6, 2015. The permit issued by the MDNR will allow the harvest of up to 50 deer by the Manistee Police Department.
45. A Committee consisting of Heather Pefley, Denise Blakeslee, Mary Bachman, Kathie Boyle 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. Toys for Tots donation barrel was also hosted and filled by employee donations.

Manistee News Advocate – Best of People’s Choice Awards:

- Best Law Officer – Kirsten Goodspeed
- Best Fire Fighter – Doug Dominick

Business Registrations:

- Nu2u, 353 River Street
- Victorian Vapors, 378 River Street
- Swanky Good Goods, 363 River Street
- The Daily Bakehouse, 76 Division Street
- Pamela Billmeier, 78 ½ Division Street
- Hybza Chiropractic, 331 Fourth Street
- Play Clothes LLC, 419 River Street
- Spicer Group, 302 River Street
- Redeemed, 172 Memorial Drive
- Lighthouse Pregnancy Center, 215 Maple Street

Parcel Splits / Combinations:

- Roy E. Henderson from the State of Michigan 51-174-708-09
- Guardian Angels Church on Michaels Street 51-646-702-05
- Irving Cooper, 904 Center Street
- Lighthouse Pregnancy Center, 215 Maple Street

Special Use Permits:

- Renaissance Painting Plus, 354 First Street
- Mixed Use, 215 Maple Street
- Former State Police, communication tower

Bylaw Updates for:

- Non-Motorized Transportation Committee in January
- PEG Commission in February
- Downtown Development Authority in May
- Housing Commission in June

Banner Applications:

- Lakeside Club Tour of Homes
- Tight Lines for Troops
- Forest Festival
- World of Arts & Crafts
- Grapes on the River
- Sidewalk Sales
- Hops & Props on the River
- Paint the Town Pink
- Toys for Tots / Gifts for Teens

Policies:

- Revised CP-24 Rules of Procedure for Board of Review.

Ordinance Amendments:

- Ordinance 14-01 Chapter 270 Housing Commission
- Ordinance 14-02 Chapter 289 Parks & Beautification Commission
- Ordinance 14-03 Chapter 663 Fireworks
- Ordinance 14-04 Chapter 692 Weeds
- Ordinance 14-05 Chapter 1028 River Street Traffic Flow, Parking & Amenities
- Ordinance 14-06 Chapter 1040 Combined Water Supply and Sewage Disposal System.
- Ordinance 14-07 First Reading of Animal Ordinance

Resolutions:

- RES 14-01 Water Service Charges in Manistee Township
- RES 14-02 MDNR Waterways Grant, Marina Dredging Project
- RES 14-03 Administrative Professionals Week/Day
- RES 14-04 Eagle Scout Resolution for Jacob Robles
- RES 14-05 MDOT Annual Trunkline Permit
- RES 14-06 2014-2015 Budget & Capital Improvement Plan
- RES 14-07 Certify Section of Twelfth Street for Act 51 Map
- RES 14-08 Participation in MEDC Redevelopment Ready Communities
- RES 14-09 LAWCON Project Agreement for Rotary Park Play Area
- RES 14-10 Tight Lines for Troops Recognized as Non-Profit Organization
- RES 14-11 Approve Brownfield Plan for South Washington Area
- RES 14-12 Notice of Intent, Water & Sewer Revenue Bond
- RES 14-13 MDOT Trunkline Maintenance Contract
- RES 14-14 Eagle Scout Resolution for Joshua Robles

Annual Authorizations:

Participated and assisted in various annual community festivals and events and authorized many fundraising opportunities for area nonprofits.

- Ham-It-Up Week
- Labor Day Bridge Walk
- World of Arts & Crafts
- FiveCAP Walk for Warmth
- American Legion Auxiliary Poppy Sales
- Parkinson's Awareness Month
- Administrative Professionals Week and Day
- Special Olympics Tag Day
- National Day of Prayer
- Humane Society Tag Days
- VFW Buddy Poppy Sales
- Forest Festival
- DAV Forget-Me-Not Sale
- Monster Mania Fishing Tournament
- Grapes on the River Event
- Hops & Props Event
- Bottle Drive for Northfire Dance Company
- Strut Your Mutt on the Riverwalk
- Paint the Town Pink
- Fire Department Fill the Boot for Muscular Dystrophy
- Boos Brews & Brats
- Sleighbell Old Christmas Weekend
- Salvation Army Kettle Drive

COMMUNITY DEVELOPMENT

1. Local Revenue Sharing Board:

2014 Cycle I:

Fire – Match to FEMA Grant \$10,000, approved

Fire – Paramedic Tuition \$12,000, approved

DPW – Traffic Control Devices \$4,000, denied

Sands Park Ice Skating Rink \$6,000, denied

2014 Cycle II:

Police – Video Recording System \$6,220, approved

Police – Spay & Neuter Feral & Stray Cat Program \$3,500, denied

The City has received approximately \$1,137,152 from the Local Revenue Sharing Board since 2000.

2. Grant funds were awarded from Region 7 Emergency Management toward a 45 KW gas generator for police operations. Combined with capital improvement funds the project was upgraded to a 100 KW gas generator to run all of City Hall. The generator was purchased from Graham Electric for \$27,810; the electrical work was performed by Top Line Electric for \$5,600 and the gas work was completed by Custom Sheet Metal for \$2,100. **SG#2**
3. Participated in statewide Redevelopment Ready Communities Program. Kick-off presentation conducted July 1. One of eleven communities chosen. Staff attended training in November. **SG#1**
4. Assisted volunteer group headed by Rachel Estabrook that picked up 10 bags of garbage along the Riverwalk in early May. **SG#3**
5. Applied for SAW grant through the State of Michigan. An agreement was entered into with the Spicer Group to prepare a scope of work to apply for the grant and complete wastewater design work, studies and asset management plans for the wastewater and stormwater systems. The grant will result in a comprehensive inventory of the City's wastewater collection and treatment system and the City's storm water collection system, a condition and risk assessment of these assets, and recommendations for improving, maintaining, and funding these systems over the next 20 years. The scope of work totals \$1,905,000. Manistee did not receive funding in

the first cycle. City is now seventh in line for the next cycle of funding in the fall of 2015. **SG#2**

6. Council approved a MCACA grant application by the Ramsdell Theatre for their presenting program in the amount of \$13,560 – pending.
7. Council approved a MCACA grant application by the Ramsdell Theatre for the purchase of an aerial lift \$6,000 – pending.
8. **Brownfield Plans & Discussions:**
 - Council approved a Brownfield Plan for the South Washington Street Area Redevelopment Project (former River Parc / North Channel Outlet properties).
 - Joslin Cove – Requested plan extension – pending.
 - Hotel Northern – pending.

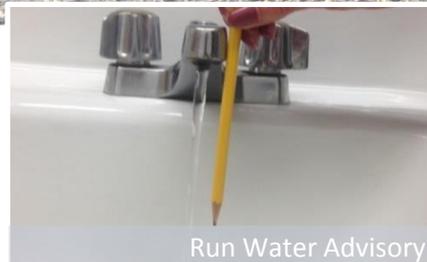
Significant City involvement will be required to keep these projects moving forward. Partners include the DDA, Planning Commission, Historic District Commission, Brownfield Redevelopment Authority, MEDC, MSHDA and developers. **SG#1,2,4,5,6**



New Ice Skating Rink Brackets at Sands Park

OPERATIONS

1. Winter 2013-2014 – Record cold temperatures, more than 125 water freeze-ups, run water directive that lasted from early February through mid-April, significant cost to homeowners and City, customers received estimated bills, City assisted customers with freeze-ups. DEQ recommended and City ordered the Magikist PJDJX-C Pulse Jet De-Icer at a cost of \$2,700 for future use. Pumped 1.1 to 1.2 million gallons per day and WWTP flows doubled. Marina facility service froze and flooded. Record snowfall of approximately 212 inches. Record temps also caused issues at the WWTP, pump stations, and other services. City crews maintained streets and provided essential services through it all. Spring saw a higher number of water main breaks and potholes. Worked through 3,800 adjustments to water bills. Affects from the harsh winter lasted well into July.



Run Water Advisory



Snow Banks



Split Pipes



Water Leaks

2. Staff continued to draft departmental white papers. The Clerk/Treasurer White Paper was introduced at the February 4 Council meeting and was discussed at the following work session. **SG#4&5**
3. Completed contract reopeners with POAM/COAM and IAFF regarding wages and health insurance. Wage increases were effective July 1, 2013. Completed contract negotiations with USW that include multiple changes and updates to the contract including wage increases and health insurance.
4. The Board of Review met in March, July and December hearing valuation, poverty exemption, principal residency, mutual mistakes of fact and conditional rescission appeals.
5. Assessor and contracted attorney participated in several tax appeals and settlement conferences this year.
6. Completed thirteenth year of beach sampling program. City financially responsible for all samples. DPW reached an agreement with the County Health Department for the City to undertake the local beach monitoring program. City can do the program more economically and avoids higher charges from the Health Department. **SG#3, #5**
7. Assessor finalized L4025 additions and losses so that the City can levy taxes. No Headlee rollback this year.
8. Continued toward increasing the use of the Ramsdell Theatre Complex. Staff working to fill open nights at the complex with special events, concerts, movies, opera broadcasts and film premiers. The Theatre undertook a strategic planning initiative in fall of 2014. **SG#5**
9. Intergovernmental cooperation with Road Commission / MDOT on equipment, seasonal sand removal and leveling at both beaches, crack sealing, street sweeping, sewer cleaning, guard rail repairs, etc. **SG#5**
10. Continued to explore/implement GIS. The 2015 SAW grant will result in the GIS system being expanded to include substantial data related to the streets, wastewater, and storm water collection

systems. City/County partnership has ended and City continues to use consultant. **SG#2**

11. Working with Neptune on a water statistical evaluation program for the replacement of water meters. Continued program to replace all large water meters. More efficient meters will result in short term cost recovery. No cost to the customer except for internal plumbing. Many of the large meters were replaced because they were not capable of measuring low flows during the day and not properly registering usage. Demonstrated a roamer that can be placed in municipal vehicles that collects water meter reads every thirty minutes and could also detect possible leaks. Funds invested to purchase and install new meters is predicted to be a three month payback. Continue to monitor water usage at Best Drug Rehab, Medical Care Facility and Manistee High School. **SG#2, #4**
12. Continued quarterly financial and investment updates to City Council. **SG#4**
13. Increased the compensation for the Board of Review; first pay increase in 15 years.
14. The Michigan Department of Community Health announced that the City of Manistee was awarded a 2013 Water Fluoridation Quality Award from the U.S. Centers for Disease Control and Prevention (CDC). Fluoridation is the adjustment of fluoride in drinking water to a level that is effective for preventing tooth decay. The award recognizes those communities that achieved excellence in community water fluoridation by maintaining a consistent level of optimally fluoridated water throughout 2013; one of 95 in Michigan.
15. Health Insurance was again the focus during budget preparations due to anticipated changes from the Patient Protection Affordable Care Act. City faced a 16.7% premium increase on the current plan. Reactivated Employee Committee to review proposed rate increases for health insurance and plan options. Council requested lesser impact to employees during budget process. Moved to an HSA plan with a \$3,000 funding limit to deductible exposure to employees. Deductible carried over to the new plan.
16. Certified Act 51 Street Map, adding areas of Twelfth Street, Elm and Tamarack which will allow the City to receive Act 51 money for maintenance activities. **SG#4**

17. In August Abonmarche presented the completed Water General Plan study as required by the State of Michigan.
18. Presented lifesaving awards to Captain Cameron, Captain Peddie, Paramedic Firefighter Jefferies, Officer Shands, and Chief Bachman for their actions on Saturday, April 26, 2014 for the rescue of a 10 year old boy who had jumped into the river.
19. Upgraded state reservation system at the Municipal Marina.
20. Sent four DPW employees to a concrete finishing class presented by Elmers. This will allow more concrete work and sidewalk repairs to be completed in-house. SG#4
21. Public Safety initiated confined space training and invited other area departments to participate. SG#5
22. DPW initiated new valve turning program.
23. DPW tried a new angle on snow fence along city beaches; better sand control was achieved.
24. Removed yard waste bag pickup from the Refuse Contract and completed in-house using summer employees. Provided a savings to the City estimated at \$6,000 and provided an additional 800 free man hours to the street department. SG#4
25. Provided annual assistance to Blossom Boulevard.
26. Continued Roadsoft and Paser updates in 2014. Worked on prioritized list following the Asset Management Plan guidelines. Worked with representatives from Michigan Tech for onsite assistance. SG#2
27. Annual Tree Program – only 10 requested by citizens but the Parks Department identified 25 more spots in park areas. SG#3
28. City beach cleaner was subcontracted to Paul Swidorski to clean beaches in Onekama.
29. Submitted bid for out-county street sweeping, accepted and work completed. SG#5
30. WWTP hosted biosolids meeting at the Marina Open Space in June.

31. Blight issues moved from the Building Inspector's Office to the Police Department with the retirement of the Building Inspector. Tagged approximately 60 automobiles around town in response to City Council concerns on junk vehicles.
32. Prepared RFPs for contracted building and rental inspections with the retirement of the Building Inspector.
33. Improved signage at the First Street Launch Ramp noting facility rules and prohibiting parking in the slips.
34. Added saw-cutting slabs in a portion of town (northside) to this year's sidewalk program. Saw-cutting costs one-third of the cost to replace. They also poured new slabs in-house. Undertook both changes in the program to make a bigger impact overall. Saw-cutting firm will provide additional data for GIS.
35. July Board of Review reviewed and approved approximately 20 veteran exemption requests. Increased requests for poverty exemptions was also noted. FiveCAP is helping people fill out exemption forms.
36. Purchased a stump grinder. The cost to purchase this equipment is equivalent to hiring a contractor for one year. Stump grinding is now done in-house.
37. Undertook minor upgrades to the Ninth Street launch ramp using materials on hand and in-house labor. **SG#3**
38. City Assessor participated in a State required audit of Manistee County assessing functions that included field inspections and a review of 40 selected parcels.
39. Selected DPW personnel attended state-wide AWWA conference held in September at the Little River Casino Resort.
40. Many City employees generously contributed to the annual United Way Campaign. Deputy Chief Heath Darling ran the program for the City.



41. New signs installed at the Fire Station, Red Szymarek Park, Morton Park, Duffy Park and Mack Park.
42. After completing research over the past year the Parks Department ordered and installed a new ice skating rink system at Sands Park. The new rink is expected to provide months of skating over the winter while reducing the labor efforts substantially. Majority of funding was budgeted in the capital improvement plan, with the balance coming from the parks department budget to purchase necessary equipment including brackets and liner. Estimated total cost for equipment is \$7,500. Discussing how Teen Center and volunteers can assist with snow removal. **SG#3**
43. Moved the winter second shift in the DPW from 3 – 11 p.m. to 4 a.m. to 12 p.m. to begin winter maintenance on US-31, major streets, and downtown earlier and thereby reducing overtime expenses. Three snow plow drivers attended a winter maintenance and operations seminar in Frankenmuth.

44. Purchased a Hotsy power washer and properly vented the exhaust through the roof at the DPW. Improved safety at the garage and helps to maintain more than 50 pieces of equipment.
45. DPW began preparing road patches in-house to reduce overall costs from contracting this out.
46. Contracted with Filer Charter Township to clean catch basins. **SG#5**
47. Began updating traffic control devices to conform to industry safety standards.
48. DPW Staff and City Engineer installed a pressure transducer adjacent to the weir located at Combined Sewer Overflow (CSO) #18 in November. This transducer will allow for continuous monitoring of levels at the weir and to more accurately record the start, end, and volume of CSO occurring at this location. Data is recorded and can be downloaded and utilized following rain and snowmelt events.
49. Renewed annual contract to accept BYRNE grant funds to partially pay the salary of the police officer assigned to the SSCENT Team.
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. Continue to utilize ePackets for City Council meeting agendas using iPads and Dropbox for all Councilmembers and Department Directors. Agenda packets are no longer mailed or emailed and are regularly posted on the City's website at www.manisteeemi.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**

Equipment Purchases:

- John Deere 310 SK Backhoe from AIS Construction
- Updated computer equipment for marina, Clerk's Office, Manager's Office and other XP computers.
- MAGIKIST Pulse Jet De-Icer
- Stump Grinder
- International Workstar Plow/Salt Truck with Brine Pre-Wet System.

Employee Hires / Retirements / Promotions:

- Mark Niesen retired as of 8/29/14 with 15 years of service.
- Police Officer Robert Medacco started 7/21/14.

Training / Certifications: SG#4

- Mark Hansen received his State of Michigan Building Inspector and Plan Reviewer certification in January.
- Firefighter/Paramedic Jim Henderson continued CPR training for staff and council.
- Mary Bachman and Michelle Wright achieved the new certification through the Michigan Association of Municipal Clerks. Both now have the state certification of Certified Michigan Municipal Clerk (CMMC) and the international certification of Master Municipal Clerk (MMC).
- Michelle Wright recertified as a Michigan Certified Professional Treasurer this year.
- Cynthia Lokovich achieved IAAP Member of Excellence for the sixth consecutive year.
- Heather Pefley is attending both the Michigan Municipal Treasurer Institute (year 2 out of 3) and the Michigan Municipal Clerk Institute (year 1 out of 3).
- Heath Darling participated in a two week program at the National Fire Academy titled Effective Leadership Skills for Fire and EMS in July.
- Cynthia Lokovich was awarded a scholarship to the IAAP Educational Forum in Milwaukee, one of fifty awarded nationally.
- Sent two fire department employees to the National Fire Academy in Maryland this fall.
- DPW Director Jeff Mikula attended Michigan Public Services Institute in September.



Fall Sunrise on Manistee Lake

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Councilmember Edward Cote
Councilmember Roger Zielinski
Councilmember Robert Goodspeed
Councilmember Mark Wittlieff
Councilmember Eric Gustad

City Manager Mitchell D. Deisch

DIRECTORY OF OFFICIALS - 2014

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Councilmember Robert Goodspeed
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City Manager Mitchell D. Deisch