

# MANISTEE CITY COUNCIL

## ORGANIZATIONAL MEETING AGENDA

TUESDAY, NOVEMBER 20, 2012 – 7:30 P.M. – COUNCIL CHAMBERS

**I. Call to Order.**

*Acting Chair - City Clerk Michelle Wright.*

- a.) PLEDGE OF ALLEGIANCE.
- b.) ORGANIZATIONAL MEETING OF THE CITY COUNCIL.

In accordance with Section 2-13 of the Charter of the City of Manistee, "the City Council shall meet at 7:30 p.m. on the Tuesday night following the completion of the official canvas at which time the members shall be sworn and assume the duties of their office...."

At the regular election of Tuesday, November 6, 2012 four Councilmembers were elected to seats on the Manistee City Council. Members include:

<u>DISTRICT</u>	<u>COUNCILMEMBER</u>	<u>TERM</u>
First District	Colleen Kenny	Two Years
Third District	Robert Hornkohl	Two Years
Fifth District	Catherine Zaring	Two Years
Seventh District	Eric Gustad	Two Years

At this time the City Clerk could take action to swear in Colleen Kenny, Robert Hornkohl, Catherine Zaring, and Eric Gustad as members of the Manistee City Council.

- c.) ROLL CALL.

d.) ELECTION OF THE MAYOR FOR THE CITY OF MANISTEE.

At the Organizational Meeting of the City Council held on this date the Council elects from its membership a Mayor and a Mayor Pro-Tem. The Mayor and Mayor Pro-Tem are elected for a one year term. Under Section 2-4 of the Charter "the Council shall elect a Mayor by a majority vote of its members." This provision of the Charter requires four affirmative votes to elect the Mayor, a majority of the Council, regardless attendance at the Organizational Meeting.

Sections 2-4 and 2-13 of the Charter require that the Mayor be elected at the Organizational Meeting. The voting procedures should continue until a candidate receives four affirmative votes.

At this time Council could take action to nominate and elect a Mayor for the City of Manistee. The Mayor will assume the Chair at this time.

e.) ELECTION OF A MAYOR PRO-TEM FOR THE CITY OF MANISTEE.

The same provisions identified in the Charter for the Mayor apply for the Mayor Pro-Tem. The Mayor Pro-Tem serves as the Mayor in the Mayor's absence.

At this time Council could take action to nominate and elect a Mayor Pro-Tem for the City of Manistee.

f.) REVIEW OF CITY COUNCIL GUIDELINES.

Under the adopted City Council Guidelines, the Guidelines are reviewed at the Organizational Meeting of the City Council. While the Guidelines may be amended at any time during the year, the Organizational Meeting is the traditional opportunity to review the operating procedures of the Council. City Attorney George Saylor has prepared proposed amendments to the Guidelines for Council's review.

At this time Council could take action to review and/or modify the City Council Guidelines.

g.) CONSIDERATION OF ESTABLISHING REGULAR MEETINGS FOR 2013.

In accordance with Section 2-13 of the Charter, the City Council "shall meet in public session at least twice each month at such times as may be prescribed by the rules..." The City Council Guidelines reviewed during the previous agenda item indicate that regular meetings shall be held on the first and third Tuesdays of each month beginning at 7 p.m. with work sessions conducted on the second Tuesday of each month beginning at 7 p.m. This results in the attached schedule for regular

meetings and work sessions throughout the year 2013, with exceptions made for election dates and Michigan Municipal League conferences.

At this time Council could take action to adopt the attached schedule for regular meetings and work sessions for the year 2013.

h.) **CONSIDERATION OF ANNUAL REPORTS TO CITY COUNCIL.**

Cooperating Organizations, City Departments, Advisory Boards & Commissions annually come before Council to provide an update on their activities. One to two reports are scheduled for each regular Council meeting. Several of the reports have become rather lengthy and some Councilmembers requested a discussion on this process. Annual reports to Council have been given for many years following a similar schedule. Direction for future reports is requested of City Council.

At this time Council could take action to confirm a scheduling process for annual reports to City Council by Cooperating Organizations, City Departments, Advisory Boards and Commissions.

**II. Public Hearings.**

**III. Citizen Comments on Agenda Related Items.**

**IV. Consent Agenda.** All agenda items marked with an asterisk (\*) are on the consent agenda and considered by the City Manager to be routine matters. If the Mayor or any member of the Council wishes to discuss an item on the consent agenda, it will be deleted from the consent agenda and considered in its regular order on the agenda. Consent agenda items include:

- V. Approval of Minutes.
- VI. a.) Approval of Payroll.  
b.) Monthly Bills.
- XI. b.) Notification Regarding Next Work Session.

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

**\*V. Approval of Minutes.** Approval of the minutes of the November 7, 2012 regular meeting as attached.

**VI. Financial Report.**

\*a.) APPROVAL OF PAYROLL.

\*b.) MONTHLY BILLS.

**VII. Unfinished Business.**

**VIII. New Business.**

a.) CONSIDERATION OF A RESOLUTION OF SUPPORT, MICHIGAN LIGHTHOUSE ASSISTANCE PROGRAM GRANT.

The Manistee County Historical Museum has been raising money to restore the Manistee North Pierhead Light. They have an opportunity to apply for a grant from the Michigan Lighthouse Assistance Program. The grant request is for \$20,000 for a Historical Structure Report. The Museum Board will provide the \$10,000 match that has been raised through donations.

At this time Council could take action to authorize the Mayor and City Clerk to sign a resolution supporting a grant application from the Manistee County Historical Museum to the Michigan Lighthouse Assistance Program.

**IX. Notices, Communications, Announcements.**

a.) A REPORT FROM THE CITY CLERK.

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

At this time Ms. Michelle Wright will report on the activities of the City Clerk's Office and respond to any questions the Council may have regarding their activities. No action is required on this item.

\*b.) NOTIFICATION REGARDING NEXT WORK SESSION.

There is no work session in November. A Council work session has been scheduled for Tuesday, December 11, 2012 at 7 p.m. A discussion will be conducted on water policies/road breakage; and such business as may come before the Council. No action is required on this item.

**X. Concerns and Comments.**

- a.) CITIZEN COMMENT. This is an opportunity for citizens to comment on municipal affairs. Citizens in attendance may be recognized by the Mayor for comments. Citizen comments are not limited to agenda items but should be directed toward municipal services, activities or areas of involvement.
- b.) OFFICIALS AND STAFF.
- c.) COUNCILMEMBERS.

**XI. Adjourn.**

MDD:cl

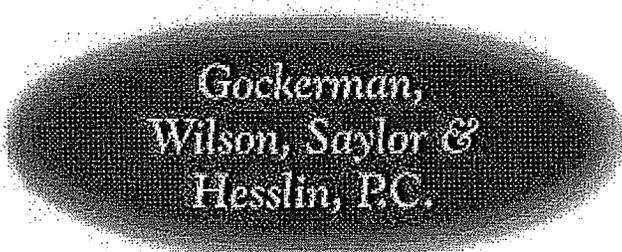
**ATTACHMENTS:**

City Council Guidelines / Attorney Review  
2013 Meeting Schedule  
Annual Reports to City Council  
Minutes of November 7, 2012  
Monthly Bills  
Resolution of Support for Museum Grant Application

Cindy Lokovich

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From: George Saylor <gvs@gwsh.com>  
Sent: Tuesday, November 06, 2012 11:49 AM  
To: Cindy Lokovich; Mitch Deisch  
Subject: Council Policies  
Attachments: att37ff3.jpg



Cindy:

In order to codify past practice and clarify the Council Guideline Policy, I would suggest that consideration be given to the amendment of City Council Guideline Policy (CP-10) in the following respects:

Section 22 of CP-10 details the process for appointments to boards and commissions. At a recent Council meeting there were multiple appointments that were required to the Harbor Commission. The policy reflects that only a single nomination is required to recommend appointment of an individual to a Council appointed committee. I would suggest the below underlined language to be added to Section 22 in order to clarify the process:

.....Nominations for Council appointments do not require a second. **After a member of Council nominates an individual for appointment, Council shall vote on the nomination. A majority vote in favor of placement of the nominee is required for appointment.**

We have also had confusion regarding the approval of the Consent Agenda after removal of an item upon the request of a member of Council. It is the policy that any member may remove an item from the Consent Agenda. In the past, this has resulted in some confusion regarding how the Consent Agenda would then be approved (it has been my position that the Motion made to approve the Consent Agenda would then need to be amended by a separate motion to amend the motion). I believe the process would be greatly simplified by authorizing the chair to first inquire of Council as to whether any member desired to have an item removed from the Consent Agenda. If a member requested removal of an item it would be removed from the Consent Agenda and then a motion could be made to approve the consent agenda, as amended by the removal of the item(s). If Council were inclined to accept this modification, I suggest modifying CP-10, Section 28, as follows:

28. Order of Business.....

.....  
IV. Consent Agenda. **Prior to approval of the Consent Agenda, any member of Council may have an item from the Consent Agenda removed and taken up during the regular portion of the meeting.**

George V. Saylor, III  
Gockerman, Wilson, Saylor & Hesslin, P.C.  
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<http://www.gwsh.com>

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Circular 230 Disclosure: The following disclosure is required pursuant to U.S. Department of Treasury Circular 230 which sets forth best practices for tax advisors:

To the extent the above contains an opinion on one or more Federal tax issues such opinion was not written to be used and cannot be used for the purpose of avoiding penalties. If you would like a written opinion on the one or more Federal tax issues which may have been addressed in this email, please contact us.

THIS IS A CONFIDENTIAL COMMUNICATION AND IS NOT TO BE DELIVERED TO OR READ BY ANY PERSON OTHER THAN THE ADDRESSEE. EMAIL TRANSMISSION IS NOT INTENDED TO WAIVE THE ATTORNEY-CLIENT PRIVILEGE OR ANY OTHER PRIVILEGE. IF THIS TRANSMISSION IS RECEIVED BY ANYONE OTHER THAN THE ADDRESSEE, THE RECIPIENT IS REQUESTED TO CALL GOCKERMAN, WILSON, SAYLOR & HESSLIN, P.C. COLLECT AT (231) 723-8333, IMMEDIATELY RETURN THIS EMAIL TO GOCKERMAN, WILSON, SAYLOR & HESSLIN, P.C. BY RETURN EMAIL AND THEN DELETE THE EMAIL.



## CITY COUNCIL GUIDELINES POLICY

Adopted: March 16, 1993, (Amendments listed at end of document)

### COUNCIL MEETINGS

1. **Regular Council Meetings.** The City Council shall meet in regular session on the first and third Tuesdays of each month beginning at 7:00 p.m. When Tuesday is a holiday or election day, the regular meeting shall be held on the following Wednesday at the same hour unless otherwise provided by motion. Regular meetings may be otherwise rescheduled with the approval of a majority of the Council. The place of the meetings shall be the Council Chambers at City Hall, unless otherwise provided by motion. See Charter Section 2-13.
2. **Quorum.** Four Councilmembers shall constitute a quorum to conduct municipal business. A majority of the quorum may take action on behalf of the City; except as provided by Charter. A majority vote of the membership of the Council (four votes) is specifically required for the appointment of the Mayor, Mayor Pro-Tem and members of the Council (to fill a vacancy): as well as to adopt ordinances. Five affirmative votes are required by Charter to approve budgetary bonds. Other provisions of the Charter also apply. See Charter Section 2-13.
3. **Council Meeting Agenda.** The City Manager shall prepare agendas for City Council meetings which shall be made available and mailed to the City Council on the Friday preceding the Council meeting. If the Friday is a holiday, the agenda shall be transmitted to the City Council on the last regular work day of the week preceding the Council meeting. If a federal holiday affecting Post Office deliveries occurs between the time the agenda would be mailed and the date of the Council meeting, the Council packet shall be personally delivered by the Police Department. All items which members of the public or the Council desire to have on a Council agenda must be received by the City Manager not later than two full business days prior to the time that the agenda is transmitted to the City Council. Except for holidays, the deadline for submission of agenda items to the City Manager is 5:00 p.m. on the Tuesday preceding the Council meeting.
  - a. **Agenda Addendum.** Late items submitted for Council consideration shall be added to the agenda only on an affirmative vote of a majority of the Council present at the meeting. The Council shall not act on items submitted late or items raised at the Council meeting without first amending the agenda to add the item for consideration.
4. **Special Meetings.** Special meetings may be called by the Mayor, City Manager, or any two Councilmembers on reasonable notice. The reasonable notice requirement shall be met if notice of the meeting is mailed first class to the residence of each member of the Council at least 36 hours prior to the date and time of the meeting; or if notice is personally delivered to the residence of each member of the Council at least 18 hours prior to the meeting. City officials and representatives of the local media shall be likewise informed and the notice shall be publicly posted at City Hall.

An emergency session may be held without the written notice or noted time constraints if the public health, safety or welfare is severely threatened but only if a minimum of four Councilmembers are present and as the first order of business a minimum of four affirmative votes are recorded to conduct the emergency meeting. Only those matters relating to the subject of the emergency may be considered. See Charter Section 2-13 and the Open Meetings Act.

5. **Adjourned Sessions.** Any session of the City Council may be continued or adjourned from day

to day or for more than one day; but any meeting which is adjourned for more than 36 hours can only be reconvened if re-noticed in accordance with the provisions relating to a special meeting. See the Open Meetings Act.

6. **Work Sessions.** The Council shall regularly meet in work sessions on the second Tuesday of each month at 7:00 p.m. in the Council Chambers, City Hall. Work sessions may be canceled by the Mayor or City Council, as they shall deem appropriate. The Mayor or the City Manager may, following reasonable notice, call the Council together for a work session at any other time. Work sessions shall be devoted exclusively to the exchange of information relating to municipal affairs.

Rules of decorum and order and these City Council Guidelines apply to work sessions as well as regular meetings. However, no votes shall be taken on any matters under discussion nor shall any Councilmember enter into a formal commitment with another member regarding a vote to be taken subsequently at a public meeting of the Council; provided however that nothing herein shall prevent Councilmembers from expressing opinions and indicating probable votes as a result of the discussion.

7. **Executive Sessions.** Executive sessions shall only be called in accordance with the provisions of the Open Meetings Act.

8. **Voting.** All voting shall be by roll call and each Councilmember is required to vote on each item before the Council unless excused by the unanimous consent of the remaining members present. In the event of a conflict of interest, the member shall identify that conflict when the matter comes before the Council and shall refrain from participating in the discussion and debate regarding the matter and shall not vote on the question. At the discretion of the presiding officer, the member may be requested to vacate his/her seat during the discussion and voting on the question. See Charter Section 2-17.

If any member so requests, a paper ballot shall be used to record the vote of each member on any item. When so requested, the vote shall be recorded and forwarded to the Clerk who shall read and tally each member's vote.

## **COUNCIL OFFICERS**

9. **Organizational Meeting.** In accordance with Section 2-13 of the Charter, on the first Tuesday following the official canvas of the vote the Council shall conduct an Organizational Meeting. Newly elected members shall be sworn and assume their duties of office. The Council shall then elect a Mayor by majority vote of its members. A Mayor Pro-Tem shall also be elected.

The City Clerk shall act as temporary Chair until the Mayor has been elected, at which time the Mayor shall assume the duties of office. Four affirmative votes are required to elect the Mayor and Mayor Pro-Tem. Voting shall be by roll call.

After the election of the Mayor and Mayor Pro-Tem, the next order of business at the Organizational Meeting shall be a review of the City Council Guidelines. At that time Guidelines may be amended for the ensuing year by majority vote. Guidelines will remain in effect from year to year unless modified in accordance with this Section or Section 34.

10. **Temporary Chair.** In the case of the absence of the Mayor and the Mayor Pro-Tem, the City Clerk shall call the Council to order and call the roll of the members. If a quorum is present, the Council shall elect, by a majority vote of those present, a Chair of the meeting to act until the Mayor or Mayor Pro-Tem appears.
11. **Secretary.** In accordance with Section 5-9 of the Charter, the City Clerk shall act as the Secretary for the Council.

12. **City Manager.** In accordance with Section 2-15 of the Charter, the City Manager shall have a seat at all Council meetings and may take part in all proceedings and deliberations; but without the right to vote.
13. **City Attorney.** The City Attorney shall attend all regular and special meetings of the City Council.
14. **Restriction.** The presiding officer of the Council (Mayor, Mayor Pro-Tem or temporary Chair) may make nominations and debate from the Chair, subject only to such limitations as are by the rules imposed on all members; however the presiding officer shall not move or second a motion without first vacating the chair to the Mayor Pro-Tem or temporary Chair.
15. **Decorum and Order.** The presiding officer shall maintain decorum and decide all questions of order, subject to appeal to the City Council. The Chief of Police or his designee or other City employees appointed by the City Manager shall serve as the Sergeant at Arms and shall act at the direction of the presiding officer.

- a. During Council meetings, Councilmembers shall preserve order and decorum and shall neither by conversation or otherwise, delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the Council. Every Councilmember desiring to speak shall address the Chair and upon recognition, shall confine themselves to the question under debate and shall avoid all personalities and inflammatory language.

Councilmembers may address questions to the administrative staff in attendance at Council meetings; however the City Manager may choose to intervene and answer the inquiry on behalf of the administrative staff; or designate some other member of the staff for that purpose.

A Councilmember once recognized shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If the presiding officer fails to maintain order and decorum, any member may move to require enforcement of the Guidelines and an affirmative vote by the majority of the Council shall require the presiding officer to act.

- b. Members of the Administrative Staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Council. While the presiding officer has authority to preserve decorum in meetings so far as staff members and City employees are concerned, the City Manager shall be responsible for the orderly conduct and decorum of all employees under his direction and control. The City Manager shall take such action as may be necessary to ensure that such decorum is preserved at all times by City employees in Council meetings, and may direct that employees leave the meeting at any time.
- c. Public members attending Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the Council. Any person making personal, impertinent and slanderous remarks or who becomes boisterous while addressing the Council or while attending a Council meeting shall be removed from the meeting if so directed by the presiding officer. In case the presiding officer shall fail to act, any member of the Council may move to require them to act to enforce the rules, and the affirmative vote of the majority of the Council shall require the presiding officer to act.

Any public member desiring to address the Council shall be recognized by the Chair and shall limit remarks to the question under discussion. The public member must approach the podium and state their name and address to be recognized by the Chair. Comments by members of the audience shall not exceed five minutes in length; however in the event

that a group of citizens desires to address the Council regarding the same subject, the group may designate one or more representatives who may speak on behalf of the group for a total duration not to exceed thirty minutes.

All remarks and questions addressed to the administration of the City shall be addressed to the City Manager and not to any individual City employee. No person other than members of the Council and the person having the floor shall enter into any discussion either directly or indirectly without the permission of the presiding officer.

## **DUTIES AND PRIVILEGES OF MEMBERS**

16. **Seating Arrangement.** Members shall occupy the respective seats in the Council Chamber assigned to them by the Mayor, but any two or more members may exchange seats by advising the Mayor to that effect.
17. **Right of Appeal.** Any member may appeal to the Council from a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the same and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the members present vote "aye" the ruling of the Chair is sustained; otherwise it is overruled.
18. **Personal Privilege.** The right of a member to address the Council on a question of personal privilege shall be limited to cases in which the member's integrity, character or motives are assailed, questioned or impugned; or to matters interfering with the conduct of business such as excessive noise, temperature, inability of a speaker to be heard, etc.
19. **Dissents and Protests.** Any member shall have the right to express dissent from or protest against any ordinance, resolution or motion of the Council and have the reason therefore entered upon the minutes. Such dissent or protest must be filed in writing and be presented to the Council not later than the next regular meeting following the action giving rise to the objection.
20. **Code of Ethics.** Councilmembers, public officers, members of boards and commissions and employees occupy positions of public trust. All municipal business must be subject to the scrutiny of public opinion both as to the legality and to the propriety of such business.

In addition to matters of financial interest, Councilmembers, public officers, advisory board members and employees shall refrain from making use of special knowledge or information before it is available to the general public and shall refrain from using the public office as a method of directly or indirectly favoring self, friends, customers, clients, family members, business associates or any other special interests. Councilmembers, officers, advisory board members and employees shall at all times be mindful of their responsibility to the entire electorate and shall refrain from actions benefitting special interest groups at the expense of the City as a whole and shall do everything in their power to ensure equal and impartial law enforcement and opportunity without unlawful discrimination.

- a. **Nepotism.** In accordance with 2-12 of the Charter of the City of Manistee and Council Policy 16 dated July 16, 1991 and administrative policy issued May 22, 1995 nepotism is prohibited in the employment practices of the City. This provision applies to relatives of the Council and City Manager to the second degree of consanguinity including grandparents, sons and daughters, grandsons and granddaughters, siblings, aunts and uncles, nieces and nephews, and first cousins, whether by blood, marriage or law. Applicants who are related by this degree shall not be considered for employment unless the City Manager individually, specifically and in writing determines that the skills, abilities or talents of the applicant are unique and of such a value to the City generally that an exception to the policy is warranted. The Manager must seek the concurrence of the

entire City Council by formal vote at a properly noticed regular or special meeting prior to the hiring of such an applicant.

- b. Pecuniary Interest. In accordance with Section 2-9 of the Charter of the City of Manistee and Public Act 317, 1968, as amended, members of the City Council, officers and employees shall not be a party to a contract involving the City except as provided by law and this Section. Councilmembers who have an interest in a firm (meaning as an officer or employee of a firm including a co-partnership or other unincorporated association or private corporation in which he/she is a stockholder owning more than 1% of the total outstanding stock) which is involved in the supply of routine goods or services to the City handled as administrative purchases not subject to formal Council approval shall at the Organizational Meeting of the City Council advise in writing the Council and administrative staff of that interest in that firm. Thereafter the firm is eligible to supply goods or services in accord with normal municipal purchasing policies provided however that within 30 days following the conclusion of each fiscal year the City Treasurer shall separately tabulate the dollar amount of the total business which has been conducted with that firm during the fiscal year with that summary published in the newspaper designated as the official publication for the City.
- c. It is recognized that no ethics clause can adequately address the broad scope of potential conflicts and ethical dilemmas. The City Council, officers and employees must be dedicated to the highest ideals of honor, integrity and fidelity with no color of self-interest in the execution of the public's business.

**COMMITTEES**

21. **Appointments to Boards and Commissions.** All appointments to City boards and commissions shall be made in accordance with appropriate statutes and local ordinance. Except as otherwise provided by ordinance or statute, boards and commissions shall serve at the pleasure of the City Council and report to the City Council. All vacancies shall be advertised in the official publication of the City of Manistee.

The Mayor and City Council are not limited to a selection from among the applicants; however, the Mayor and Council shall generally give preference to those citizens who apply in accordance with the terms of the vacancy. The Mayor and Council shall generally give preference to residents of the City of Manistee. The following board and commission members are appointed by the Mayor and City Council respectively:

MAYOR

- Airport Authority
- Beautification Committee
- Brownfield Redevelopment Authority
- Building Authority - Residency Required
- Compensation Commission-Residency Required
- Construction Board of Appeals
- Downtown Development Authority
- Housing Commission
- Non-Motorized Transportation Committee
- Oil and Gas Investment Board
- Planning Commission
- Ramsdell Theatre Governing Authority
- Tree Commission
- Zoning Board of Appeals

CITY COUNCIL

- Board of Review - Residency Required
- Harbor Commission
- Historic District Commission
- Parks Commission
- PEG Commission

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

22. **Appointments.** By ordinance the Mayor assumes the Chair of the Downtown Development Authority and the Oil and Gas Investment Board. The Mayor becomes a member of the Sands Park Board.

Appointments to be considered immediately after the Organizational Meeting include two appointments to the Manistee Recreation Association and two appointments to the Retirement Board (one a member of the City Council and one an appointed officer of the City).

23. **Council Standing Committee.** Immediately after the annual Organizational Meeting of the Council, the Mayor shall appoint the following standing committees, subject to confirmation by the Council: a.) Auditing Committee, b.) Ordinance Committee. Three members of the Council shall be appointed to each committee with the Mayor designating the member who is to serve as Chair of the committee. Vacancies occurring in any committee shall be filled in like manner.

a. The Auditing Committee shall review all invoices paid by the City to review their appropriateness, conformance with the budget and compliance with municipal purchasing practices. Any questions or apparent irregularities shall first be reviewed with the City Finance Officer and then the City Manager. If the matter cannot be adequately addressed by the Finance Officer or the City Manager, the Auditing Committee shall bring the matter to the City Council as a regular agenda item.

b. Ordinance Committee. All ordinances proposed, whether by a member of the Council, City Manager, Advisory Board or Commission or the public at large shall be put in proper form and reviewed by the Ordinance Committee. The Ordinance Committee shall make a recommendation to the City Council on each ordinance reviewed, with or without modification. If the recommendation of the Ordinance Committee is that the ordinance not be approved, the person or group sponsoring the proposed ordinance may request consideration by the entire Council with the committee's negative recommendation.

c. Personnel Committee. In accordance with Section 5-6 of the Charter, the City Manager may appoint a Personnel Committee's subject to the approval of the City Council.

24. **Special Committees.** In accordance with Section 13-16 of the Charter, special committees for particular purposes may be appointed by the Mayor, by the City Council, or by the City Manager to investigate and/or make recommendations to the City Administration or City Council. Such committees shall be ad hoc and serve only until such time their charge has been fulfilled.

25. **Meeting Notice.** It shall be the duty of the Chair of any standing or special committees and advisory boards and commissions to give advance notice of the time and place of the meeting in accordance with the Open Meetings Act (minimum 18 hour notice) and to advise all members of the committee, the City Council, the City Manager, and other persons who have made known in writing their interest in the particular matters to be considered. Minutes shall be kept and circulated in like manner.

26. **Reports.** Reports by committees, boards and commissions to the City Council shall be reduced to writing and represent the views of the majority. This shall not be construed to prohibit minority reports. Reports shall be submitted to the City Clerk who, in addition to maintaining a file copy will post a copy in City Hall and forward a copy to the City Manager for distribution to the affected City Staff and City Council.

27. **Per Diems, Expenses.** No standing or special committees or advisory boards or commissions shall receive compensation in the form of per diem for time spent on municipal business. All reasonable, normal and customary expenses incurred by the committee and its members, including meal expenses, shall be borne by the City in accord with the City's Travel & Expense Reimbursement Policy.

The Compensation Commission shall meet in odd numbered years to make recommendations to the City Council regarding Council stipends, per diems, etc. Any modifications approved by the Council as a result of recommendations by the Compensation Commission shall automatically amend this section of the Council Guidelines. See State Statute on this subject.

## **COUNCIL PROCEDURE**

28. **Order of Business.** The regular business at all regular meetings of the Council shall be transacted in the following order, unless the Council shall by a vote of at least two-thirds of the members present suspend the rules and change the order:

- I. Call to Order.
  - a. Pledge of Allegiance.
- II. Public Hearing(s), if any.
- III. Consent Agenda. Prior to approval of the Consent Agenda, any member of Council may have an item from the Consent Agenda removed and taken up during the regular portion of the meeting.
- IV. Approval of Minutes.
- V. Financial Report.
- VI. Unfinished Business.
- VII. New Business.
- VIII. Notices, Communications, Announcements.
- IX. Concerns and Comments.
  - a. Citizens
  - b. Officials and Staff
  - c. Councilmembers
- X. Adjourn.

29. **Parliamentary Procedure.** Roberts Rules of Order, the most recent published edition, are hereby adopted as the parliamentary procedure for the City Council. In all matters specific in these Guidelines, these Guidelines shall take precedence over Roberts Rules of Order. In matters of parliamentary procedure not otherwise addressed in these Council Guidelines, Roberts Rules of order shall prevail.

- a. **Precedence of Motions.** When a main motion is before the Council, other motions may not be entertained except 1.) to adjourn, 2.) to recess, 3.) to table, 4.) for the previous question (to limit debate)\*, 5.) to refer to a committee, or 6.) to amend. These motions have precedence in the order indicated. Once made and seconded, each motion shall be put to a vote without debate; except that a motion to amend is debatable.

\* Requires two-thirds vote.

- b. When a motion is made and seconded, it shall be restated by the presiding officer before debate. Any member may demand that it be put in writing. A motion may be withdrawn at the request of the mover with the consent of the second in which event the motion shall not be recorded in the minutes and shall not be subject to further action.
- c. After a decision on any ordinance, resolution or motion, any member who voted with the majority may move for a reconsideration of the action on the same or the next succeeding

meeting; provided however that a motion for reconsideration is out of order if the action earlier authorized has been implemented or partially implemented. A motion for reconsideration does not require a second. If approved, the effect is to place the original action before the Council for further consideration, not to overrule the original decision.

- d. A point of order, parliamentary inquiry, personal privilege and similar actions do not require a second and are subject to a ruling by the presiding officer which may be appealed to the Council.

## **MISCELLANEOUS**

- 30. **Depositories, Official Publication.** At the first regular meeting of the City Council at the beginning of each fiscal year, the City Council shall take action to designate depositories for municipal funds. The official publication named by the City shall be the Manistee News Advocate, unless there is more than one newspaper publication located in Manistee. All official notices and communications of the City will be published therein. This provision shall not preclude publication in other newspapers, as appropriate.
- 31. **Complaints.** The procedure for complaints shall be:
  - a. All complaints involving municipal policies shall be referred to the City Council for appropriate action and, except in the most unusual cases, such action shall be preceded by a report and recommendation of the City Manager who shall have had ample opportunity and time in which to investigate and render a report.
  - b. All complaints involving charges of unfair, improper or inadequate hearings before advisory boards and commissions or Council committees shall be referred immediately to the particular board or commission concerned for a rehearing provided however that such referral shall be accompanied by a written statement from the person complaining of such improper hearing which statement shall delineate the specific charges in order that the board or commission concerned may be able to take appropriate action.
  - c. All complaints with the respect to the management of the City shall be referred to the City Manager for necessary or appropriate action. A copy of written complaints will be forwarded to the City Council for information. In the case of those complaints against the management of the City wherein the Council desires further information, then the City Manager when so requested by a majority of the Council shall be given adequate time in which to make the necessary investigation and report to the City Council.
  - d. Questions, comments or concerns regarding municipal services shall be conveyed to the City Manager or appropriate department during regular business hours and shall not be raised at Council meetings unless the City Manager has failed to adequately respond to the issue following a reasonable opportunity to address same.
- 32. **Administration.** In accordance with Section 2-10 and Section 5 of the Charter, the City Manager is responsible for the administrative affairs of the City including the appointment, discipline and removal of employees except as otherwise noted in the Charter. The Manager shall supervise and control the administrative affairs of the City and all departments thereof. Members of the Council shall not individually provide direction to City employees or departments, nor make inquiry thereof except through the office of the City Manager. This Section in no way limits the Council from fully and freely discussing its views with the City Manager pertaining to the appointment, discipline or removal of employees; nor limit the Council's ability to initiate investigations into municipal affairs in accordance with Section 13-10 of the Charter.

This Section shall not limit individual Councilmembers' ability to make requests for services from departments, nor convey a request for services to a department by a constituent as would be available to a citizen at large.

33. **Separability.** Any part of these Guidelines which shall conflict with any state or federal law now

or in the future, or the Charter of the City of Manistee, or any ordinance of the City duly adopted now or in the future shall be null and void but only to the extent of the conflict. All other parts shall continue in full force and effect.

34. **Amendments.** These Guidelines may be amended by the City Council at the annual Organizational Meeting of the Council by majority vote. These Guidelines may be amended by the City Council at any other regular or special meeting of the City Council, by a majority of the members elect.

Adopted: March 16, 1993

Amended: November 15, 1994

December 5, 2000

November 21, 2006

December 17, 1996

January 16, 2001

November 13, 2007

November 12, 1997

November 12, 2003

November 9, 1999

November 15, 2005

**CITY OF MANISTEE  
P O BOX 358  
MANISTEE MICHIGAN 49660  
231-398-2801**

To comply with the Michigan Open Meetings Act 267 of 1976, notice is hereby given that the Manistee City Council will meet on the following dates in 2013. All meetings will be held in the Council Chambers, 70 Maple Street, Manistee, Michigan 49660. Individuals with disabilities requiring auxiliary aids or services should contact the City Manager's Office at City Hall. Interested public is welcome to attend.

<b>Regular Meetings at 7:00 p.m.</b>	<b>Work Sessions at 7:00 p.m.</b>
Wednesday, January 2, 2013	Tuesday, January 8, 2013
Tuesday, January 15, 2013	Tuesday, February 12, 2013
Tuesday, February 5, 2013	Tuesday, March 12, 2013
Tuesday, February 19, 2013	Monday, April 8, 2013 (MML Cap Conf)
Tuesday, March 5, 2013	Tuesday, May 14, 2013
Tuesday, March 19, 2013	Tuesday, June 11, 2013
Tuesday, April 2, 2013	Tuesday, July 9, 2013
Tuesday, April 16, 2013	Tuesday, August 13, 2013
Tuesday, May 7, 2013	Tuesday, September 10, 2013
Tuesday, May 21, 2013	Tuesday, October 8, 2013
Tuesday, June 4, 2013	Tuesday, December 10, 2013
Tuesday, June 18, 2013	
Tuesday, July 2, 2013	
Tuesday, July 16, 2013	
Tuesday, August 6, 2013	
Tuesday, August 20, 2013	
Tuesday, September 3, 2013	
Monday, September 16, 2013 (MML Conv)	
Tuesday, October 1, 2013	
Tuesday, October 15, 2013	
Wednesday, November 6, 2013 (election)	<b>Organizational Meeting at 7:30 p.m.</b>
Tuesday, November 19, 2013	Tuesday, November 12, 2013
Tuesday, December 3, 2013	
Tuesday, December 17, 2013	

cc. Bulletin Board - November \_\_\_\_\_, 2012  
 Manistee News Advocate  
 City Clerk  
 Library  
 City Website

MEMO TO: Mitch Deisch, City Manager  
FROM: Cindy Lokovich, Executive Secretary  
DATE: October 24, 2012  
SUBJECT: Annual Reports to City Council



**City Manager's Office**  
**231-398-2801**

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I understand that Council may be discussing the process for annual reports from cooperating departments and organizations. Attached is a draft schedule for 2013 using the same format we have been using for the past 15+ years. This schedule is normally mailed to the participants in early December each year. The only changes I have made are to switch the City Clerk, Harbor Commission and AES reports in the fall at the request of the City Clerk and the Harbor Commission was switched to eliminate the possibility of a term limit and annual report falling on the same meeting as happened this October.

There are ten Council meetings that have two reports scheduled. If Council wanted to reduce it down to one per Council meeting we would have to go to a two year rotation. An alternate idea is to schedule reports at available work sessions. There are normally 11 work sessions each year. The April work session is usually reserved for budgeting purposes. This leaves 10 work sessions that could include a report.

In the memo that accompanies the report schedule, participants are asked to continue the practice of providing "informative, yet brief, reports..." They have also been requested to provide "hard copies of any and all presentations, including PowerPoint presentations, to be available at the meeting." The City Clerk advises that these requirements are rarely complied with.

Even though this schedule is mailed in December so that the organizations can get this on their calendars early in the year; I was requested to adjust the schedule no less than eight times this past year because someone was no longer able to present on the date scheduled. This is something to consider when deciding how to proceed. Now that we have finally moved to the electronic age, reports such as these could be provided electronically and not be on an agenda. This way organizations can provide as little or as much information they feel is necessary and time is saved during Council meetings.

If I can do any further research or preparation for the upcoming discussion by City Council please let me know. Thanks!

# DRAFT

## 2013 SCHEDULE OF ANNUAL REPORTS TO THE CITY COUNCIL

<b>DAY</b>	<b>2013 DATE</b>	<b>BOARD/COMMISSION/AUTHORITY</b>	<b>REPRESENTATIVE</b>
<b>Wednesday</b>	January 2	Ramsdell Governing Authority	Nancy Lyon
Tuesday	January 15	Manistee County Transportation Manistee Blacker Airport	Dick Stevey Barry Lind
Tuesday	February 5	AAY Non-Motorized Transportation	Sheila Kaminski Christa Johnson
Tuesday	February 19	Department of Public Safety	Dave Bachman
Tuesday	March 5	Assessor	Julie Beardslee
Tuesday	March 19	Chamber of Commerce	Melissa Reed
Tuesday	April 2	County Prosecutor Housing Commission	Ford Stone Clinton McKinven-Copus
Tuesday	April 16	Engineer of Record MRA	Jeff Mikula Vicki Sheffield
Tuesday	May 7	AES Manistee County Comm Foundation	Laura Heintzelman
Tuesday	May 21	PEG Commission	Keith Brown
Tuesday	June 4	Finance Director Oil and Gas Board	Ed Bradford Ed Bradford
Tuesday	June 18	Brownfield Consultant	T. Eftaxiadis
Tuesday	July 2	Planning Commission Museum/Historic District	Roger Yoder Mark Fedder
Tuesday	July 16	WWTP DDA / Main Street	Jody Banks Travis Alden
Tuesday	August 6	Well Fields / Water Department	Bruce Banks
Tuesday	August 20	Parks Department Parks & Beautification Commission	Gary Niesen Ed Tegler
Tuesday	September 3	Public Works Tree Commission	Jack Garber Jack Garber
<b>Monday</b>	September 16	City Clerk	Michelle Wright
Tuesday	October 1	Community Development Building Inspector	Jon Rose Mark Niesen
Tuesday	October 15	AES	
<b>Wednesday</b>	November 6	Harbor Commission	
Tuesday	November 19	2-1-1 Action Team	Evelyn Szpliet
Tuesday	December 3	Republic Services	Todd Harland
Tuesday	December 17	Review of Highlights	Mitch Deisch

DRAFT

**PROCEEDINGS OF THE MANISTEE CITY COUNCIL – November 7, 2012**

A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Wednesday, November 7, 2012 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

**PRESENT:** Colleen Kenny, Sid Scrimger, Robert Hornkohl, Ilona Haydon, Catherine Zaring, and Alan Marshall.

**ABSENT:** Beth Adams.

**ALSO PRESENT:** City Manager – Mitch Deisch, City Attorney – George Saylor, City Clerk – Michelle Wright, Community Development Director – Jon Rose, DPW Director – Jack Garber, and Finance Director – Ed Bradford.

**CITIZEN COMMENTS ON AGENDA RELATED ITEMS.**

*None received.*

**CONSENT AGENDA.**

- Minutes - October 16, 2012 - Regular Meeting
- Payroll - October 15-28, 2012 - \$ 109,912.19
- Cash Balances Report - September 2012
- Notification Regarding Next Work Session – December 11, 2012  
A discussion will be conducted on water policies/road breakage; and such business as may come before the Council.
- Consideration of Sleighbell Parade and Old Christmas Weekend.  
The 24<sup>th</sup> Annual Victorian Sleighbell Parade and Old Christmas Weekend are scheduled for December 6-9, 2012. The Manistee Main Street DDA and Festival Committee are requesting various street closures and other assistance from City personnel (copy attached). Public Safety Director Dave Bachman supports approval of this request.

MOTION by Hornkohl, second by Zaring to approve the Consent Agenda as presented.

With a roll call vote this motion passed unanimously.

**AYES:** Kenny, Scrimger, Hornkohl, Haydon, Zaring, and Marshall

**NAYS:** None

**CONSIDERATION OF A NON-BINDING RESOLUTION OF SUPPORT FOR THE MANISTEE TOWNSHIP COMMERCIAL ZONE SEWER CONCEPT ALONG US-31.**

Manistee Township, Manistee County, Little River Band of Ottawa Indians (LRBOI), and the City of Manistee are being requested to pass a resolution supporting the concept of a gravity sewer collection system being constructed by the LRBOI along US-31 from M-55 to the LRBOI Wastewater Treatment Plant. If the resolution is approved the four governmental units will commence discussions to craft a four-party intergovernmental agreement. Manistee Township and Manistee County have already passed similar resolutions.

MOTION by Hornkohl, second by Haydon to adopt a non-binding resolution of support for the Manistee Township Commercial Zone sewer concept along US-31; and authorize the Mayor and City Clerk to execute the resolution; and further authorize City Manager Mitchell Deisch to serve as the City's representative in negotiating a four-way intergovernmental agreement. Discussion followed. Deisch stated that this resolution is only appointing someone from the City to work together with the other entities. He also stated that this type of agreement would be unique to the State of Michigan.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Scrimger, Hornkohl, Haydon, Zaring, and Marshall  
NAYS: None

**CONSIDERATION OF LIQUOR LICENSE TRANSFER FOR STU'S PUB, 506 RAMSDELL STREET.**

Under consideration this evening is a liquor license transfer from Stuart Johnson to JHC Investments LLC (Jason Coopshaw and Jon Hornkohl) at 506 Ramsdell Street, formerly Stu's Pub as part of the process to secure approval through the State of Michigan application requirements. The Police Department has reviewed and approved this transfer.

MOTION by Hornkohl, second by Zaring to support the request for a liquor license transfer from Stuart Johnson to JHC Investments LLC; formerly Stu's Pub at 506 Ramsdell Street.

With a roll call vote this motion passed, 5-1.

AYES: Kenny, Scrimger, Hornkohl, Zaring, and Marshall  
NAYS: Haydon

**CONSIDERATION OF RENEWING SSCENT GRANT AGREEMENT.**

The City Police Department participates in the SSCENT Team. Council is being requested to approve the renewal of the SSCENT grant from October 1, 2012 through September 30, 2013. The agreement will release \$21,640 for wages for the SSCENT Officer from the Michigan State Police grant fund. Public Safety Director Dave Bachman supports and recommends this request.

MOTION by Zaring, second by Marshall to approve the renewal of the SSCENT grant from October 1, 2012 through September 30, 2013; and authorize the City Manager, Finance Director and the Public

Safety Director to execute the appropriate documents. Marshall stated that he would like to see a synopsis of the SSCENT grant program.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Scrimger, Hornkohl, Haydon, Zaring, and Marshall

NAYS: None

#### **CONSIDERATION OF AGREEMENT AMENDMENTS WITH FILER CHARTER TOWNSHIP.**

On August 4, 2011 City Council took action to approve three agreements with Filer Charter Township allowing Filer to construct a sewer collection system along US-31 south and for the wastewater to be treated at the City's Wastewater Treatment Plant. Due to a change in operational capacity at the WWTP amendments to the agreements are being considered to remove all language regarding the construction of a third final clarifier, reducing the amount guaranteed by Filer Charter Township, and giving the City greater spending flexibility. All three agreements have been reviewed by and are recommended by the City Attorney.

MOTION by Hornkohl, second by Marshall to amend the Sewer Wastewater Treatment Plant Master Agreement, the Wastewater Treatment Agreement, and the Operating Agreement with Filer Charter Township; eliminating construction of the third final clarifier, changing the Township connection charge to \$1,350,000 and allowing complete discretion on how the funds are spent by the City; and further authorize the Mayor and City Clerk to execute the agreements. Discussion followed. Scrimger stated that revenue from this was intended to build infrastructure for the WWTP, he is a strong proponent to use funds toward infrastructure and reducing the bond debt – but not to be used for operations.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Scrimger, Hornkohl, Haydon, Zaring, and Marshall

NAYS: None

#### **A REPORT FROM THE CITY CLERK'S OFFICE.**

*Postponed to future meeting.*

#### **CITIZEN COMMENT.**

Robert Memberto – 237 Second Avenue, introduced himself as the Director of Commerce and Legislative Affairs for the Little River Band of Ottawa Indians, and stated that they also passed the resolution of support for the sewer concept along US-31.

#### **OFFICIALS AND STAFF.**

Deisch stated that he spent time with the Clerk's office during the election and was amazed with the time and mental effort spent on running the election.

Rose congratulated everyone on the election.

**COUNCILMEMBERS.**

Hornkohl thanked all the citizens that voted, whether they were for or against him.

Zaring also thanked the people who voted and said she will do her best to uphold her elected office.

Marshall congratulated the incumbents and said that Eric Gustad, elected to the 7<sup>th</sup> District Council, will be a plus for the citizens. He also thanked Mayor Kenny, the rest of the Councilmembers, past Mayors, City staff, and citizens for everything in the past years he has been on Council.

Kenny stated there was a high turnout of people that came out to vote; congratulated Marshall on his appointment to County Commissioner.

**CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION.**

City Manager Mitchell D. Deisch has requested an Executive Session this evening as permitted by the Open Meetings Act Section 8 (e) to consult with the City's attorney about trial or settlement strategy in pending litigation.

MOTION by Hornkohl, second by Zaring to adjourn to Executive Session. With a roll call vote this motion passed unanimously. Time: 7:43 p.m.

AYES: Kenny, Scrimger, Hornkohl, Haydon, Zaring, and Marshall

NAYS: None

MOTION by Zaring, second by Hornkohl to return to Regular Session. Time: 8:31 p.m.

**ADJOURN.**

MOTION to adjourn was made by Marshall. Meeting adjourned at 8:32 p.m.

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

INVOICE APPROVAL LIST BY FUND  
10/16/12

Date: 10/16/2012  
Time: 4:09pm  
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City of Manistee

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: GENERAL							
101-100-801.000		Pro.Serv.	RED CLOUD TELECOM ADVISORS	36906		10/25/2012	350.00
101-100-801.000		Pro.Serv.	AT&T Cellular Review - July 12		1440		
101-100-801.000		Pro.Serv.	RED CLOUD TELECOM ADVISORS	36906		10/25/2012	300.00
101-100-801.000		Pro.Serv.	New Lines Impl/Correct Billing		1441		
101-100-801.000		Pro.Serv.	RED CLOUD TELECOM ADVISORS	36906		10/25/2012	300.00
101-100-801.000		Pro.Serv.	Maywood Tower, iPhone - Sept12		1442		
101-100-855.000		Cell Phone	TERRAPIN NETWORKS	36916		10/12/2012	417.50
101-100-855.000		Cell Phone	Hourly Support		32396		
101-100-859.000		DataIntern	AT&T MOBILITY	36822		10/22/2012	1,157.43
101-100-859.000		DataIntern	Monthly Service		837869502X09282012		
101-100-859.000		DataIntern	CHARTER COMMUNICATIONS INC.	36831		09/22/2012	224.99
101-100-859.000		DataIntern	Monthly Service - City Hall		#8245 12 2209 0088022 - Oct 12		
101-100-901.000		Postage	CHARTER COMMUNICATIONS INC.	36831		09/22/2012	6.16
101-100-901.000		Postage	Monthly Service - City Hall		#8245 12 209 0076258 - Oct 12		
101-100-925.001		Electric	EASYPERMIT POSTAGE	36847		10/08/2012	1,098.00
101-100-925.001		Electric	Postage		2012282		
101-100-989.000		Computer	CONSUMERS ENERGY	36842		10/25/2012	7,351.53
101-100-989.000		Computer	Electric Usage				
101-100-989.000		Computer	I.T. RIGHT INC	36863		10/13/2012	800.62
101-100-989.000		Computer	Vipre Anti-Virus Software		20127559		
101-100-989.000		Computer	I.T. RIGHT INC	36863		10/13/2012	2,750.00
101-100-999.000		TrfOut	Adaptive Security Appliance		20127560		
101-100-999.000		TrfOut	CITY OF MANISTEE COMMON ACCT	36835		10/01/2012	5,000.00
101-100-999.000		TrfOut	Ramsdell Theatre Oper.Transfer				
Total GENERAL							19,756.23
Dept: LEGISLATIVE							
101-101-728.000		OperSupp	PNC BANK	36903		10/23/2012	37.95
101-101-728.000		OperSupp	Credit Card Charges		Sept 2012		
101-101-860.000		Trav/Train	PNC BANK	36903		10/23/2012	132.90
101-101-860.000		Trav/Train	Credit Card Charges		Sept 2012		
101-101-860.000		Trav/Train	PNC BANK	36903		10/23/2012	149.21
101-101-860.000		Trav/Train	Credit Card Charges		Sept 2012		
101-101-860.000		Trav/Train	PNC BANK	36903		10/23/2012	125.00
101-101-860.000		Trav/Train	Credit Card Charges		Sept 2012		
Total LEGISLATIVE							445.06
Dept: MANAGER							
101-172-712.012		Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC	36815		11/10/2012	6.95
101-172-712.012		Costs-HRA	Flex/HRA Admin - Oct 12		6225		
101-172-728.000		OperSupp	PNC BANK	36903		10/23/2012	34.00
101-172-728.000		OperSupp	Credit Card Charges		Sept 2012		
101-172-860.000		Trav/Train	PNC BANK	36903		10/23/2012	37.00
101-172-860.000		Trav/Train	Credit Card Charges		Sept 2012		
101-172-957.000		Motor Pool	CITY OF MANISTEE COMMON ACCT	36835		10/01/2012	770.83
101-172-957.000		Motor Pool	Equipment Rental - Motor Pool				
Total MANAGER							848.78
Dept: CLERK							
101-215-712.012		Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC	36815		11/10/2012	6.95
101-215-712.012		Costs-HRA	Flex/HRA Admin - Oct 12		6225		
101-215-728.000		OperSupp	JACKPINE BUSINESS CENTERS	36864		10/27/2012	111.96
101-215-728.000		OperSupp	Printer Cartridge, HP LJ Toner		338784-0		
101-215-728.000		OperSupp	ADVANCED BENEFIT SOLUTIONS INC	36815		11/10/2012	4.50
101-215-728.000		OperSupp	Flex/HRA Admin - Oct 12		6225		
101-215-740.000		Election E	JACKPINE BUSINESS CENTERS	36864		10/27/2012	1.59
101-215-740.000		Election E	Red Pen		338784-1		
101-215-740.000		Election E	JACKPINE BUSINESS CENTERS	36864		10/27/2012	67.97
101-215-740.000		Election E	Printer Cartridge, HP LJ Toner		338784-0		
101-215-740.000		Election E	MICHIGAN ELECTION RESOURCES	36884		10/24/2012	604.92
101-215-740.000		Election E	AV Envelopes, imprinting		30077		
101-215-801.000		Pro.Serv.	ADVANCED BENEFIT SOLUTIONS INC	36815		11/03/2012	41.80
101-215-801.000		Pro.Serv.	COBRA Admin		Oct 2012		
101-215-831.000		Con.Repair	KOPY SALES INC.	36869		10/11/2012	68.54
101-215-831.000		Con.Repair	Cost Per Copy - Finance/Clerk		85581		
101-215-900.000		PrintPub	MANISTEE COUNTY REGISTER OF	36806		10/27/2012	32.00
101-215-900.000		PrintPub	Record - Easement				
Total CLERK							940.23
Dept: FINANCE / TREASURER							

INVOICE APPROVAL LIST BY FUND  
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City of Manistee

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: FINANCE / TREASURER							
101-253-712.012		Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC Flex/HRA Admin - Oct 12	36815	6225	11/10/2012	6.95
101-253-728.000		OperSupp	JACKPINE BUSINESS CENTERS LJ Crtgd	36864	338862-0	10/28/2012	167.97
101-253-728.000		OperSupp	STATE OF MICHIGAN Notary Application Renewal	36810		10/05/2012	10.00
101-253-728.000		OperSupp	JACKPINE BUSINESS CENTERS Wireless Desktop	36864	338862-1	11/04/2012	69.95
101-253-728.000		OperSupp	JACKPINE BUSINESS CENTERS CAT6 Cable	36864	338484-0	10/21/2012	5.99
101-253-728.000		OperSupp	JACKPINE BUSINESS CENTERS Copy Paper	36864	338980-0	10/31/2012	369.00
101-253-728.000		OperSupp	COMMUNICRAFT LTD. Shipping - Treasurer	36841	28122	10/14/2012	26.17
101-253-728.000		OperSupp	JACKPINE BUSINESS CENTERS Flash Drive, UPS Cyper Power	36864	337995-0	10/14/2012	74.99
101-253-728.000		OperSupp	ADVANCED BENEFIT SOLUTIONS INC Flex/HRA Admin - Oct 12	36815	6225	11/10/2012	9.00
101-253-728.000		OperSupp	PNC BANK Credit Card Charges	36903	Sept 2012	10/23/2012	50.00
101-253-728.000		OperSupp	PNC BANK Credit Card Charges	36903	Sept 2012	10/23/2012	99.50
101-253-728.000		OperSupp	PNC BANK Credit Card Charges	36903	Sept 2012	10/23/2012	8.95
101-253-860.000		Trav/Train	PNC BANK Credit Card Charges	36903	Sept 2012	10/23/2012	239.00
101-253-870.000		Membership	MICHIGAN GOVERNMENT FINANCE Membership - E. Bradford	36885	2013	10/02/2012	90.00
101-253-870.000		Membership	APT US&C Membership - E. Bradford	36818	8254	09/07/2012	110.00
Total FINANCE / TREASURER							1,337.47
Dept: ASSESSOR							
101-257-712.012		Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC Flex/HRA Admin - Oct 12	36815	6225	11/10/2012	6.95
101-257-728.000		OperSupp	JACKPINE BUSINESS CENTERS Business Cards - Beardslee	36864	30460	10/24/2012	46.30
101-257-728.000		OperSupp	JACKPINE BUSINESS CENTERS Highlighter, Toner	36864	338306-0	10/20/2012	100.63
101-257-728.000		OperSupp	ADVANCED BENEFIT SOLUTIONS INC Flex/HRA Admin - Oct 12	36815	6225	11/10/2012	4.50
101-257-801.000		Pro.Serv.	JACKLYN OSGOOD 21 Bldg Permits/Reappraisals	36897		11/10/2012	210.00
101-257-801.000		Pro.Serv.	JACKLYN OSGOOD 55 Bldg Permits/Reappraisals	36897		10/25/2012	550.00
Total ASSESSOR							918.38
Dept: MUNICIPAL BUILDINGS							
101-265-728.000		OperSupp	FASTENAL COMPANY Bathroom Tissue, Pine Sol, Wyp	36850	MIMAN93360	10/11/2012	77.12
101-265-728.000		OperSupp	FASTENAL COMPANY Stainless Steel Cleaner & Pol	36850	MIMAN93605	10/25/2012	8.51
101-265-728.000		OperSupp	GLASS SPECIALTIES, INC. Window Cleaner	36852	15163	11/01/2012	45.00
101-265-728.000		OperSupp	WAHR HARDWARE, INC. Countertop Magic	36924	97273	11/03/2012	32.50
101-265-728.000		OperSupp	JACKPINE BUSINESS CENTERS BP Bag for C2401 Backpa	36864	339543-0	11/09/2012	14.58
101-265-850.000		Phone	AT&T Monthly Service	36821	2012 - 231R01300610	10/31/2012	125.10
101-265-850.000		Phone	POWERNET GLOBAL COMMUNICATIONS Monthly Service	36904	27711940	10/22/2012	138.53
101-265-920.000		Gas	DTE ENERGY Gas Usage - 70 Maple St	36846		11/08/2012	79.05
101-265-920.336		Gas - Fire	DTE ENERGY Gas Usage - 281 First St	36846		10/31/2012	47.97
101-265-920.441		Gas - DPW	DTE ENERGY Gas Usage - 280 Washington St	36846		10/28/2012	51.42
101-265-920.446		Gas - Brid	DTE ENERGY Gas Usage - 51 Maple St	36846		10/31/2012	30.70

INVOICE APPROVAL LIST BY FUND  
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City of Manistee

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: MUNICIPAL BUILDINGS							
101-265-922.000		Water	CITY OF MANISTEE WATER & Water Usage	36839		09/28/2012	295.25
101-265-922.336		Water - Fi	CITY OF MANISTEE WATER & Water Usage	36839		09/28/2012	98.81
101-265-922.441		Water - DP	CITY OF MANISTEE WATER & Water Usage	36839		09/28/2012	725.81
101-265-922.446		Water - Br	CITY OF MANISTEE WATER & Water Usage	36839		09/28/2012	50.87
101-265-925.000		Electric	CONSUMERS ENERGY Electric Usage	36842		10/25/2012	2,221.08
101-265-925.336		Electric -	CONSUMERS ENERGY Electric Usage	36842		10/25/2012	413.17
101-265-925.441		Electric -	CONSUMERS ENERGY Electric Usage	36842		10/25/2012	710.91
101-265-925.446		Electric -	CONSUMERS ENERGY Electric Usage	36842		10/25/2012	176.75
101-265-930.000		Repairs/Ma	STATE OF MICHIGAN Elevator Inspection - City Hal	36911	1194363	09/28/2012	190.00
101-265-970.000		Cap.Outlay	MANISTEE ACE HARDWARE Flag Pole, Freight	36814	626336	10/27/2012	2,191.25
Total MUNICIPAL BUILDINGS							7,724.38
Dept: ATTORNEY							
101-266-802.000		Prof. Serv	GOCKERMAN, WILSON, SAYLOR AND Professional Services	36853		11/15/2012	8,100.00
101-266-803.000		Prof. Serv	ROBERT C KERZKA P.C. Professional Services - MTT	36867		11/08/2012	2,756.30
101-266-803.000		Prof. Serv	ROBERT C KERZKA P.C. Professional Services - MTT	36867		11/04/2012	7,556.25
101-266-803.000		Prof. Serv	MIKA MEYERS BECKETT & JONES Professional Services	36886	565667	10/09/2012	69.00
Total ATTORNEY							18,481.55
Dept: POLICE							
101-301-712.012		Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC Flex/HRA Admin - Oct 12	36815	6225	11/10/2012	69.50
101-301-715.000		Cleaning	MANISTEE CLEANING SOLUTIONS Uniform Cleaning	36875	SEPT 12	09/30/2012	179.75
101-301-715.000		Cleaning	CHIEF SUPPLY Holster, Handcuff Pouch, Glove	36832	123414	10/17/2012	285.00
101-301-715.000		Cleaning	NYE UNIFORM COMPANY Shirt - Pefley	36894	392525	11/09/2012	56.59
101-301-715.000		Cleaning	SPORTS INK SCREEN PRINTING Fire Rescue Tees	36910	3143	10/14/2012	130.10
101-301-728.000		OperSupp	WAHR HARDWARE, INC. Key	36924	97180	11/01/2012	4.38
101-301-728.000		OperSupp	LYNN M VASQUEZ Michigan Shoot - Set Up/Charac	36922	2420	10/03/2012	52.50
101-301-728.000		OperSupp	JACKPINE BUSINESS CENTERS CREDIT - Staplers	36864	C 337846-0	10/28/2012	-39.18
101-301-728.000		OperSupp	JACKPINE BUSINESS CENTERS 80# White Cover Stock	36864	338858-0	10/27/2012	14.97
101-301-728.000		OperSupp	JACKPINE BUSINESS CENTERS Envelopes, Notebook, Lgl Pads	36864	337846-0	10/13/2012	169.83
101-301-728.000		OperSupp	ADVANCED BENEFIT SOLUTIONS INC Flex/HRA Admin - Oct 12	36815	6225	11/10/2012	4.50
101-301-728.000		OperSupp	JACKPINE BUSINESS CENTERS 8.5x11 65 lb Cover Stock, Stap	36864	338797-0	10/27/2012	41.92
101-301-728.000		OperSupp	BIG KMART STORE 4845 Clear, Scotch Brite, Ziploc, D	36868	#04845 100812 004 29057	11/07/2012	25.36
101-301-728.000		OperSupp	WAHR HARDWARE, INC. Twine	36924	97649	11/15/2012	1.79
101-301-728.000		OperSupp	STATE OF MICHIGAN - MSP LEIN - token from 7/1 -9/30/12	36913	551-379633	09/24/2012	66.00
101-301-770.000		Vehicle Ga	BLARNEY CASTLE FLEET PROGRAM Fuel Usage	36824	BC177 - 10/06/12	10/20/2012	1,731.21
101-301-831.000		Con.Repair	TELE-RAD INC. Maintenance Oct-Dec 2012	36915	840490	10/11/2012	561.45
101-301-831.000		Con.Repair	KOPY SALES INC. Cost Per Copy - Police	36869	85580	10/11/2012	23.47

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			Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND								
Dept: POLICE								
101-301-860.000	Trav/Train			MANISTEE COUNTY SHERIFF DEPT. Firearms Laws of Michigan	36878	A-2	11/02/2012	125.00
101-301-860.000	Trav/Train			PNC BANK Credit Card Charges	36903	Sept 2012	10/23/2012	134.59
101-301-860.000	Trav/Train			PNC BANK Credit Card Charges	36903	Sept 2012	10/23/2012	170.94
101-301-930.000	Repairs/Ma			NAPA AUTO PARTS Brake Pads	36891	153088	09/27/2012	67.75
101-301-930.000	Repairs/Ma			NAPA AUTO PARTS Quick Strut Modular Assy Front	36891	153797	10/10/2012	328.00
101-301-930.000	Repairs/Ma			PNC BANK Credit Card Charges	36903	Sept 2012	10/23/2012	95.39
101-301-930.000	Repairs/Ma			L-3 COMMUNICATIONS MOBILE- Transmitter w/Belt Clip	36870	0190793-IN	11/08/2012	234.00
101-301-930.000	Repairs/Ma			CAPITAL TIRE - GRAND RAPIDS Tires - Police Dept	36828	478036	09/28/2012	268.02
101-301-957.000	Motor Pool			CITY OF MANISTEE COMMON ACCT Equipment Rental - Motor Pool	36835		10/01/2012	2,708.33
								7,511.16
Total POLICE								
Dept: FIRE								
101-336-712.012	Costs-HRA			ADVANCED BENEFIT SOLUTIONS INC Flex/HRA Admin - Oct 12	36815	6225	11/10/2012	55.60
101-336-715.000	Cleaning			FASTENAL COMPANY Gloves	36850	MIMAN93847	11/07/2012	18.40
101-336-715.000	Cleaning			NYE UNIFORM COMPANY Flag Commendation Bars	36894	385018	10/10/2012	400.01
101-336-728.000	OperSupp			OLESON'S FOOD STORES Juice, Donuts	36895	#1062 - 09/29/12	10/29/2012	20.47
101-336-728.000	OperSupp			NORTHERN FIRE & SAFETY Annual Fire Ext Insp - Fire	36893	252067	09/26/2012	60.00
101-336-728.000	OperSupp			AUTO VALUE \ BTB PARTS STORES Mini Lamp	36823	256-798998	10/27/2012	4.40
101-336-728.000	OperSupp			WAHR HARDWARE, INC. Freight	36924	96953	10/26/2012	10.61
101-336-728.000	OperSupp			OLESON'S FOOD STORES Dish Soap	36895	#2312 - 10/13/12	11/12/2012	4.99
101-336-728.000	OperSupp			CHARTER COMMUNICATIONS INC. Monthly Service - Fire	36831	8245 12 209 0073420	10/08/2012 Sep/Oct 12	153.96
101-336-728.000	OperSupp			NORTHERN FIRE & SAFETY Hydrotest/Recharge - Fire	36893	252083	10/03/2012	95.00
101-336-728.000	OperSupp			JACKPINE BUSINESS CENTERS Notebook, Lgl Pad	36864	339136-0	11/02/2012	21.48
101-336-728.000	OperSupp			FASTENAL COMPANY Batteries	36850	MIMAN93786	11/02/2012	18.48
101-336-728.000	OperSupp			NAPA AUTO PARTS Bulb	36891	152222	09/11/2012	26.99
101-336-728.000	OperSupp			WAHR HARDWARE, INC. Galvanized Pipe	36924	96530	10/14/2012	2.05
101-336-728.000	OperSupp			WAHR HARDWARE, INC. Threaded Rod, Bolts	36924	96689	10/19/2012	12.99
101-336-728.000	OperSupp			WAHR HARDWARE, INC. Primer, Wood Filler, Putty Knf	36924	96658	10/18/2012	47.46
101-336-728.000	OperSupp			WAHR HARDWARE, INC. Brass Polish	36924	96615	10/17/2012	13.59
101-336-728.000	OperSupp			MANISTEE ACE HARDWARE Paint Scraper	36814	103042	10/18/2012	18.99
101-336-728.000	OperSupp			ADVANCED BENEFIT SOLUTIONS INC Flex/HRA Admin - Oct 12	36815	6225	11/10/2012	13.50
101-336-728.000	OperSupp			PNC BANK Credit Card Charges	36903	Sept 2012	10/23/2012	128.97
101-336-728.000	OperSupp			CHANNING BETE COMPANY INC First Aid Student Wkbk, Traini	36830	52531541	09/09/2012	75.95
101-336-732.000	SUPPLIES -			PROGRESSIVE MEDICAL INT'L CPAP Flow-Safe Masks	36905	0376604	11/04/2012	182.22
101-336-732.000	SUPPLIES -			MOORE MEDICAL CORP. Mask High Concentration, Gluto	36889	81954343 EI	11/01/2012	101.68
101-336-770.000	Vehicle Ga			BLARNEY CASTLE FLEET PROGRAM Fuel Usage	36824	BC177 - 10/06/12	10/20/2012	768.85
101-336-801.000	Pro.Serv.			ACCUMED BILLING INC AccuMed Fees	36812	Sept 2012	10/01/2012	530.61

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			Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND								
Dept: FIRE								
		101-336-831.000	Con.Repair	MARK HANSEN	36861		09/26/2012	160.72
		101-336-831.000	Con.Repair	Fire - Door Sill Replacement				
		101-336-831.000	Con.Repair	CIRCKE K SERVICE CORP	36833		09/14/2012	467.25
		101-336-831.000	Con.Repair	Fire Pump Service Test, Annual		62174		
		101-336-831.000	Con.Repair	ACCUMED WEB LLC	36813		10/31/2012	500.00
		101-336-831.000	Con.Repair	Annual Support		1449		
		101-336-831.000	Con.Repair	KOPY SALES INC.	36869		10/11/2012	15.62
		101-336-860.000	Trav/Train	Cost Per Copy - Fire		85584		
		101-336-860.000	Trav/Train	SPARTA FIRE DEPARTMENT	36807		09/18/2012	200.00
		101-336-860.000	Trav/Train	PPA Training		112		
		101-336-860.000	Trav/Train	SPARTA FIRE DEPARTMENT	36909		10/03/2012	400.00
		101-336-900.000	PrintPub	Positive Pressure Attack Progr				
		101-336-900.000	PrintPub	JACKPINE BUSINESS CENTERS	36864		10/19/2012	149.52
		101-336-930.000	Repairs/Ma	Rescue Report, Medical Info		30424		
		101-336-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES	36823		10/21/2012	15.98
		101-336-930.000	Repairs/Ma	Aerovantage Blade		256-798522		
		101-336-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES	36823		10/14/2012	40.96
		101-336-930.000	Repairs/Ma	Oil Filters, Oil		256-797985		
		101-336-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES	36823		10/14/2012	60.95
		101-336-930.000	Repairs/Ma	Oil Filters, Oil, Hex Bit Skt,		256-797942		
		101-336-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES	36823		10/16/2012	-127.77
		101-336-930.000	Repairs/Ma	CREDIT - 35W Halogen		256-798083		
		101-336-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES	36823		10/05/2012	141.26
		101-336-930.000	Repairs/Ma	35W Halogen, Misc		256-797143		
		101-336-930.000	Repairs/Ma	SCOTT A VAN AELST	36921		09/22/2012	80.00
		101-336-930.000	Repairs/Ma	Towing Service - Fire Dept		2972		
		101-336-930.000	Repairs/Ma	MANISTEE COUNTY ROAD	36877		10/19/2012	575.99
		101-336-930.000	Repairs/Ma	Maintenance - City Fire Truck		1818		
		101-336-930.000	Repairs/Ma	WAHR HARDWARE, INC.	36924		11/09/2012	4.49
		101-336-930.000	Repairs/Ma	Coupl. Hose		97438		
		101-336-930.000	Repairs/Ma	ALUMINUM LADDER COMPANY	36817		10/14/2012	201.59
		101-336-930.000	Repairs/Ma	Rungs w/Bushings		00018931_059		
		101-336-930.000	Repairs/Ma	PNC BANK	36903		10/23/2012	106.99
		101-336-930.000	Repairs/Ma	Credit Card Charges		Sept 2012		
		101-336-930.000	Repairs/Ma	ARCADIA TRUCK REPAIR	36820		10/07/2012	50.00
		101-336-942.000	Hydrant Rn	Federal Inspection		1157		
		101-336-942.000	Hydrant Rn	CITY OF MANISTEE WATER &	36840		10/01/2012	5,400.00
		101-336-957.000	Motor Pool	Hydrant Rental - Fire Dept				
		101-336-957.000	Motor Pool	CITY OF MANISTEE COMMON ACCT	36835		10/01/2012	2,308.33
		101-336-957.000	Motor Pool	Equipment Rental - Motor Pool				
								-----
						Total FIRE		13,539.13
Dept: PUBLIC WORKS								
		101-441-712.012	Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC	36815		11/10/2012	76.45
		101-441-712.012	Costs-HRA	Flex/HRA Admin - Oct 12		6225		
		101-441-715.000	Cleaning	MODEL COVERALL SERVICE, INC.	36888		10/31/2012	28.01
		101-441-715.000	Cleaning	Uniform Cleaning - DPW		0291928		
		101-441-715.000	Cleaning	MODEL COVERALL SERVICE, INC.	36888		11/07/2012	28.01
		101-441-715.000	Cleaning	Uniform Cleaning - DPW		0293676		
		101-441-715.000	Cleaning	MODEL COVERALL SERVICE, INC.	36888		10/24/2012	28.01
		101-441-715.000	Cleaning	Uniform Cleaning - DPW		0290169		
		101-441-715.000	Cleaning	MODEL COVERALL SERVICE, INC.	36888		11/14/2012	28.01
		101-441-715.000	Cleaning	Uniform Cleaning - DPW		0295434		
		101-441-728.000	OperSupp	OLESON'S FOOD STORES	36895		10/27/2012	29.97
		101-441-728.000	OperSupp	Coffee		#5010 - 09/27/12		
		101-441-728.000	OperSupp	WAHR HARDWARE, INC.	36924		10/27/2012	7.82
		101-441-728.000	OperSupp	Gloves		96983		
		101-441-728.000	OperSupp	ADVANCED BENEFIT SOLUTIONS INC	36815		11/10/2012	9.00
		101-441-728.000	OperSupp	Flex/HRA Admin - Oct 12		6225		
		101-441-770.000	Vehicle Ga	BLARNEY CASTLE FLEET PROGRAM	36824		10/20/2012	171.21
		101-441-770.000	Vehicle Ga	Fuel Usage		BC177 - 10/06/12		
		101-441-770.000	Vehicle Ga	BLARNEY CASTLE FLEET PROGRAM	36824		10/20/2012	5,547.37
		101-441-770.000	Vehicle Ga	Fuel Usage		BC177 - 10/06/12		
		101-441-831.000	Con.Repair	GRAND TRAVERSE CRANE CORP.	36856		09/28/2012	485.51
		101-441-831.000	Con.Repair	Lower Block & Hook Assy		14040-G		
		101-441-860.000	Trav/Train	PNC BANK	36903		10/23/2012	115.00
		101-441-860.000	Trav/Train	Credit Card Charges		Sept 2012		
		101-441-930.000	Repairs/Ma	NAPA AUTO PARTS	36891		10/01/2012	41.05
		101-441-930.000	Repairs/Ma	Hose Ends, Hose		153266		
		101-441-930.000	Repairs/Ma	NAPA AUTO PARTS	36891		09/28/2012	83.10
		101-441-930.000	Repairs/Ma	Tape		153150		



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Fund: GENERAL FUND									
Dept: COMMUNITY DEVELOPMENT OFFICE									
								Total COMMUNITY DEVELOPMENT OFFICE	903.71
Dept: PARKS & RECREATION									
101-751-712.012			Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC	Flex/HRA Admin - Oct 12	36815	6225	11/10/2012	13.90
101-751-728.000			OperSupp	FASTENAL COMPANY	Can Liners	36850	MIMAN93644	10/26/2012	37.60
101-751-770.000			Vehicle Ga	BLARNEY CASTLE FLEET PROGRAM	Fuel Usage	36824	BC177 - 10/06/12	10/20/2012	503.64
101-751-801.000			Pro.Serv.	AQUATIC SERVICES INC	Phragmites Treatment - ManMade	36819		09/18/2012	1,400.00
101-751-831.000			Con.Repair	JASON THOMPSON LANDSCAPE	Lawn Maintenance - Sept 12	36917	22081	10/08/2012	1,146.66
101-751-831.000			Con.Repair	TOP LINE ELECTRIC LLC	Memorial Band Shelter Lights	36918	3709	09/27/2012	429.83
101-751-831.000			Con.Repair	TOP LINE ELECTRIC LLC	River St Fountain Repair	36918	3711	09/27/2012	83.25
101-751-831.000			Con.Repair	TOP LINE ELECTRIC LLC	Lions Pavilion - Replace Lamps	36918	3707	09/27/2012	441.13
101-751-831.000			Con.Repair	TOP LINE ELECTRIC LLC	5th Ave Bathhouse Can Lights	36918	3708	09/27/2012	584.87
101-751-920.000			Gas	DTE ENERGY	Gas Usage - 580 Maple St	36846		11/09/2012	24.47
101-751-922.000			Water	CITY OF MANISTEE WATER &	Water Usage	36839		09/28/2012	3,540.58
101-751-925.000			Electric	CONSUMERS ENERGY	Electric Usage	36842		10/25/2012	1,871.85
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC.	Jig Blades	36924	97293	11/04/2012	6.66
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC.	Tarp	36924	97313	11/04/2012	4.99
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC.	Putty Knives, Duc Tape, Tarp,	36924	97312	11/04/2012	24.10
101-751-930.000			Repairs/Ma	AUTO VALUE \ BTB PARTS STORES	Anti-Seize	36823	256-800147	11/09/2012	8.59
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC.	Keys	36924	97303	11/04/2012	4.38
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC.	C-Clamps	36924	97406	11/08/2012	35.68
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC.	Bolts, Metal Wheel	36924	97444	11/09/2012	3.37
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC.	Duc Tape, Fatmax Knife Blade	36924	97449	11/09/2012	10.95
101-751-930.000			Repairs/Ma	H2OPERATIONS	Removal, Inspections & Markers	36858	1104	10/04/2012	800.00
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC.	RV Antifreeze	36924	97166	11/01/2012	179.40
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC.	Key	36924	97177	11/01/2012	2.19
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC.	CLR Cleaner	36924	97045	10/28/2012	6.61
101-751-930.000			Repairs/Ma	AUTO VALUE \ BTB PARTS STORES	GPL Utility Belt	36823	256-797962	10/14/2012	24.18
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC.	Sponge	36924	96939	10/26/2012	4.69
101-751-930.000			Repairs/Ma	WAHR HARDWARE, INC.	Push Broom	36924	96943	10/26/2012	12.44
101-751-930.000			Repairs/Ma	FASTENAL COMPANY	Hex Cap Screw, Hex Nut, Glass	36850	MIMAN93572	10/24/2012	7.67
101-751-930.000			Repairs/Ma	GRAND RENTAL STATION	Head Prop Maxi Cut	36855	519939	10/06/2012	26.31
101-751-957.000			Motor Pool	CITY OF MANISTEE COMMON ACCT	Equipment Rental - Motor Pool	36835		10/01/2012	3,083.33
101-751-970.000			Cap.Outlay	MEGAN MCCARTHY	Grant Writing Service - PNC	36883		08/30/2012	70.00
								Total PARKS & RECREATION	14,393.32
Dept: APPROPRIATIONS									
101-801-892.000			Alliance	ALLIANCE FOR ECONOMIC SUCCESS	Appropriation	36816		10/01/2012	11,558.75

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Fund	Department	Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND								
Dept: APPROPRIATIONS								
		101-801-894.000	M.R.A.	MANISTEE RECREATION ASSOC. Appropriation	36881		10/01/2012	7,125.00
		101-801-896.000	PEG Studio	CITY OF MANISTEE COMMON ACCT Appropriation - PEG Commission	36835		10/01/2012	6,000.00
								24,683.75
Total APPROPRIATIONS								
								126,497.76
Fund Total								
Fund: MAJOR STREET FUND								
Dept:								
		202-000-936.000	PreservSts	TOP LINE ELECTRIC LLC First St Lighting Project &	36918	3625	09/27/2012	2,018.50
		202-000-936.000	PreservSts	CITY OF MANISTEE GENERAL FUND Major & Local Street Reimburse	36836		10/01/2012	8,750.00
		202-000-938.000	Winter Mai	CITY OF MANISTEE GENERAL FUND Major & Local Street Reimburse	36836		10/01/2012	8,083.33
								18,851.83
Total								
								18,851.83
Fund Total								
Fund: LOCAL STREET FUND								
Dept:								
		203-000-936.000	PreservSts	CITY OF MANISTEE GENERAL FUND Major & Local Street Reimburse	36836		10/01/2012	3,750.00
		203-000-938.000	Winter Mai	CITY OF MANISTEE GENERAL FUND Major & Local Street Reimburse	36836		10/01/2012	2,666.67
								6,416.67
Total								
								6,416.67
Fund Total								
Fund: STREET IMPROVEMENT FUND								
Dept:								
		204-000-983.000	Sidewalks	THE PIONEER GROUP Advertisements	36901		10/20/2012	256.50
		204-000-983.000	Sidewalks	HALLACK CONTRACTING INC Sidewalk by Pavillions	36859	69554	07/10/2012	10,000.00
		204-000-984.000	Trees	THE PIONEER GROUP Advertisements	36901		10/20/2012	126.00
								10,382.50
Total								
								10,382.50
Fund Total								
Fund: CITY REFUSE FUND								
Dept:								
		226-000-820.000	admin	CITY OF MANISTEE GENERAL FUND Administration - Refuse	36836		10/01/2012	7,250.00
		226-000-829.002	Yard Waste	CITY OF MANISTEE GENERAL FUND Reimburse for Yard Waste	36836		10/01/2012	1,666.67
								8,916.67
Total								
								8,916.67
Fund Total								
Fund: BROWNFIELD REDEVELOPMENT AUTHO								
Dept: MDEQ Loan								
		243-691-964.000	Refunds	STATE OF MICHIGAN - MDEQ Brownfield Loan Payoff	36808		10/04/2012	137,367.30
		243-691-964.000	Refunds	STATE OF MICHIGAN - MDEQ Brownfield Loan Payoff	36808		10/04/2012	448.90
								137,816.20
Total MDEQ Loan								
		Dept: 334 River St Grant 243-693-801.000	Pro.Serv.	EFTAXIADIS CONSULTING INC MDEQ Grant - Technical Service	36848		10/07/2012	2,173.00
								2,173.00
Total 334 River St Grant								

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Fund: BROWNFIELD REDEVELOPMENT AUTHO									
								Fund Total	139,989.20
Fund: BUILDING INSPECTOR									
Dept:									
249-000-728.000			OperSupp	JACKPINE BUSINESS CENTERS	36864		10/31/2012	8.24	
				Staples, Index		339003-0			
249-000-820.000			admin	CITY OF MANISTEE GENERAL FUND	36836		10/01/2012	2,500.00	
				Administration - Bldg Insp					
								Total	2,508.24
								Fund Total	2,508.24
Fund: GRANT MANAGEMENT FUND									
Dept: LOCAL REVENUE SHARING GRANTS									
275-901-965.051			2012 Cycle	CARE TRAK INTERNATIONAL INC	36829		10/18/2012	3,673.20	
				Wrist Transmitter, Battery,		4433			
275-901-965.053			2012 Cycle	MANISTEE CO. HISTORICAL MUSEUM	36876		10/15/2012	795.86	
				Epson Scanner, MS Office					
275-901-965.054			2012 Cycle	LANCE LISTON	36872		08/27/2012	4,986.35	
				Rietz Park Irrigation		242901			
								Total LOCAL REVENUE SHARING GRANTS	9,455.41
Dept: OTHER GRANTS									
275-902-970.001			FEMA grant	DOUGLASS SAFETY SYSTEMS, LLC	36844		10/26/2012	4,646.68	
				Helmets		31250			
								Total OTHER GRANTS	4,646.68
								Fund Total	14,102.09
Fund: PEG COMMISSION									
Dept:									
290-000-728.000			OperSupp	KEITH R BROWN PHD	36826		09/30/2012	232.86	
				Reimburse - Drill Bit Set, Bus		Sept 2012			
290-000-801.000			Pro.Serv.	KEITH R BROWN PHD	36826		10/01/2012	3,333.33	
				MPA Operations - Oct 2012					
								Total	3,566.19
								Fund Total	3,566.19
Fund: RAMSDELL THEATRE									
Dept:									
296-000-728.000			OperSupp	WAHR HARDWARE, INC.	36924		10/28/2012	19.95	
				Odor Absorbers		97034			
296-000-728.000			OperSupp	WAHR HARDWARE, INC.	36924		10/14/2012	75.41	
				Trash Bags, Polishing Creme, B		96542			
296-000-728.000			OperSupp	WAHR HARDWARE, INC.	36924		09/14/2012	20.50	
				2-Gang Box		95566			
296-000-728.000			OperSupp	WAHR HARDWARE, INC.	36924		10/21/2012	8.07	
				Stretch Cord, Earth Anchor		96812			
296-000-728.000			OperSupp	JACKPINE BUSINESS CENTERS	36864		11/11/2012	13.98	
				D-Rng Bndr, Busncard Refill		339692-0			
296-000-728.000			OperSupp	JACKPINE BUSINESS CENTERS	36864		11/10/2012	16.55	
				20 Ft CAT6 Gigabit White		339688-0			
296-000-728.000			OperSupp	JACKPINE BUSINESS CENTERS	36864		10/27/2012	69.40	
				Site Manager, Freight		338375-0			
296-000-728.000			OperSupp	WAHR HARDWARE, INC.	36924		10/11/2012	17.38	
				Saw Blade		96422			
296-000-728.000			OperSupp	WAHR HARDWARE, INC.	36924		10/13/2012	2.56	
				Power Bit, Screw, Bolt-Return		96505			
296-000-728.000			OperSupp	WAHR HARDWARE, INC.	36924		10/10/2012	2.97	
				Bolts		96395			
296-000-751.000			Concession	ZACHARY K PIETRASIK	36900		10/06/2012	20.00	
				Ramsdell - Concessions		DAVE HARDIN			
296-000-751.000			Concession	OLESON'S FOOD STORES	36895		11/03/2012	137.45	
				Misc Supplies - Ramsdell		#2837 - 10/04/12			
296-000-751.000			Concession	ASHLEY PEDDIE	36899		10/12/2012	35.00	
				Ramsdell - Concessions		PUTNAM CO SPELLING BEE			

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Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: RAMSDELL THEATRE							
Dept:							
296-000-751.000		Concession	ZACHARY K PIETRASIK	36900		10/14/2012	20.00
			Ramsdell - Concessions		PUTNAM CO SPELLING BEE		
296-000-751.000		Concession	ZACHARY K PIETRASIK	36900		10/13/2012	27.50
			Ramsdell - Concessions		10/13/12 OPERA		
296-000-753.000		Performanc	EMMET REIMER	36907		09/28/2012	50.00
			Ramsdell - Light Tech		PAUL YARROW		
296-000-753.000		Performanc	DAVE HARDIN	36809		10/04/2012	200.00
			Ramsdell Performance				
296-000-831.000		Con.Repair	MARK HANSEN	36861		09/26/2012	50.00
			Ramsdell - Soap Disp, Load Sat				
296-000-831.000		Con.Repair	TOP LINE ELECTRIC LLC	36918		10/12/2012	318.30
			Ramsdell - Prop Room Lights		3753		
296-000-892.500		Marketing	THE COPY SHOP INC	36843		09/06/2012	97.15
			Fall Ramsdell Tickets		21308183		
296-000-892.500		Marketing	THE COPY SHOP INC	36843		10/04/2012	5.66
			Ramsdell - Tickets		21308778		
296-000-900.000		PrintPub	JACKPINE BUSINESS CENTERS	36864		11/02/2012	217.43
			Opera Program, Program Insert		30528		
296-000-920.000		Gas	DTE ENERGY	36846		11/07/2012	503.48
			Gas Usage - 101 Maple St				
296-000-922.000		Water	CITY OF MANISTEE WATER &	36839		09/28/2012	26.09
			Water Usage				
296-000-925.000		Electric	CONSUMERS ENERGY	36842		10/25/2012	1,209.79
			Electric Usage				
296-000-930.000		Repairs/Ma	WAHR HARDWARE, INC.	36924		09/19/2012	38.26
			6-Outlet Strip, Surge Outlet		95728		
296-000-930.000		Repairs/Ma	WAHR HARDWARE, INC.	36924		10/10/2012	8.05
			Sloan Relief Valve, Bolt		96401		
					Total		3,210.93
						Fund Total	3,210.93
Fund: RAMSDELL RESTORATION PROJECT							
Dept:							
297-000-970.000		Cap.Outlay	GREAT LAKES COMMUNICATIONS INC	36857		09/18/2012	425.00
			Satellite Dish Install				
297-000-970.000		Cap.Outlay	TOP LINE ELECTRIC LLC	36918		10/12/2012	2,742.35
			Install Satellite Dish - Ramsd		3751		
					Total		3,167.35
						Fund Total	3,167.35
Fund: RENAISSANCE PARK							
Dept:							
490-000-992.002		RenPark Pr	STATE OF MICHIGAN - MEDC	36912		11/01/2012	1,871.96
			MSC 970011-EDIG Loan Pmt (4)				
					Total		1,871.96
						Fund Total	1,871.96
Fund: BOAT RAMP FUND							
Dept:							
508-000-922.000		Water	CITY OF MANISTEE WATER &	36839		09/28/2012	240.45
			Water Usage				
508-000-925.000		Electric	CONSUMERS ENERGY	36842		10/25/2012	203.66
			Electric Usage				
					Total		444.11
						Fund Total	444.11
Fund: WATER & SEWER UTILITY							
Dept: ADMINISTRATION							
573-541-712.012		Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC	36815		11/10/2012	6.95
			Flex/HRA Admin - Oct 12		6225		
573-541-728.000		OperSupp	LORI HANSEN	36860		10/07/2012	75.00
			Office Cleaning				

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Fund: WATER & SEWER UTILITY								
Dept: ADMINISTRATION								
573-541-728.000			OperSupp	MISS DIG SYSTEM, INC. Monthly Service Charge, Faxes	36887	42357	10/30/2012	147.94
573-541-728.000			OperSupp	LORI HANSEN Office Cleaning	36860		09/23/2012	75.00
573-541-820.000			admin	CITY OF MANISTEE GENERAL FUND Administration - Water	36836		10/01/2012	23,083.33
573-541-831.000			Con.Repair	KOPY SALES INC. Cost Per Copy - Garage	36869	85583	10/11/2012	30.53
								23,418.75
Total ADMINISTRATION								
Dept: WATER OPERATION								
573-542-712.012			Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC Flex/HRA Admin - Oct 12	36815	6225	11/10/2012	13.90
573-542-728.000			OperSupp	JACKPINE BUSINESS CENTERS HP 56A and HP 57A Retai	36864	339368-0	11/07/2012	63.97
573-542-745.000			Chemicals	WEBB CHEMICAL SERVICE CORP. Sodium Hypochlorite, Hydrofluo	36925	385572	09/07/2012	3,721.00
573-542-745.000			Chemicals	WEBB CHEMICAL SERVICE CORP. CREDIT - Container Refund	36925	102354	07/21/2012	-900.00
573-542-745.000			Chemicals	WEBB CHEMICAL SERVICE CORP. Hydrofluosilicic Acid	36925	385838	09/14/2012	925.00
573-542-745.000			Chemicals	WEBB CHEMICAL SERVICE CORP. Sodium Hypochlorite	36925	385573	09/07/2012	972.00
573-542-770.000			Vehicle Ga	BLARNEY CASTLE FLEET PROGRAM Fuel Usage	36824	BC177 - 10/06/12	10/20/2012	715.10
573-542-831.000			Con.Repair	WINDEMULLER ELECTRIC, INC. Well 6 Network Issues	36927	136572	10/18/2012	340.00
573-542-925.000			Electric	CONSUMERS ENERGY Electric Usage	36842		10/25/2012	181.76
573-542-930.000			Repairs/Ma	AUTO VALUE \ BTB PARTS STORES 12V 650 CCA	36823	256-799469	11/01/2012	96.99
573-542-930.000			Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Oil Filter	36823	256-797892	10/13/2012	5.52
573-542-930.000			Repairs/Ma	WAHR HARDWARE, INC. Shoe Handle Brush, Key	36924	97019	10/28/2012	7.40
573-542-930.000			Repairs/Ma	GRAINGER 1/4 hp Motor	36854	9931094925	10/19/2012	255.42
573-542-930.000			Repairs/Ma	PNC BANK Credit Card Charges	36903	Sept 2012	10/23/2012	169.34
573-542-957.000			Motor Pool	CITY OF MANISTEE COMMON ACCT Equipment Rental - Motor Pool	36835		10/01/2012	2,916.67
								9,484.07
Total WATER OPERATION								
Dept: SEWER - WWTP								
573-543-712.012			Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC Flex/HRA Admin - Oct 12	36815	6225	11/10/2012	20.85
573-543-715.000			Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning, Towel - WWTP	36888	0290166	10/24/2012	36.80
573-543-715.000			Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - WWTP	36888	0288439	10/17/2012	38.36
573-543-715.000			Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - WWTP	36888	0291925	10/31/2012	36.80
573-543-728.000			OperSupp	COMMUNICRAFT LTD. Shipping - WWTP	36841	28114	09/22/2012	39.98
573-543-728.000			OperSupp	JACKPINE BUSINESS CENTERS Ltr File	36864	338207-0	10/19/2012	239.97
573-543-728.000			OperSupp	FASTENAL COMPANY Nitrile Gloves	36850	MIMAN93150	09/29/2012	25.66
573-543-728.000			OperSupp	FASTENAL COMPANY Drivers Gloves	36850	MIMAN93097	09/30/2012	112.08
573-543-728.000			OperSupp	FASTENAL COMPANY Dust Mop Frame, Handle, Pads	36850	MIMAN93318	10/07/2012	50.85
573-543-728.000			OperSupp	FASTENAL COMPANY Mop Head, Handle, Recip Saw Bl	36850	MIMAN93325	10/10/2012	54.02
573-543-728.000			OperSupp	FASTENAL COMPANY Nitrile Gloves, Ear Plugs	36850	MIMAN93355	10/20/2012	49.12
573-543-728.000			OperSupp	FASTENAL COMPANY Driver Gloves	36850	MIMAN93560	10/21/2012	16.92
573-543-728.000			OperSupp	ABSOLUTE SAFETY, INC. Safety Meeting - Hydrogen Sul-	36811	WWTP210912	10/21/2012	152.40

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			Abbrev	Invoice Description	Number	Number	Date	
Fund: WATER & SEWER UTILITY								
Dept: SEWER - WWTP								
573-543-728.000			OperSupp	NCL OF WISCONSIN, INC. Sampling Scoop, Buffer Solutio	36892	310573	10/24/2012	376.19
573-543-728.000			OperSupp	JACKPINE BUSINESS CENTERS Inkjt Crtdg, Pen, Marker,	36864	338244-0	10/19/2012	92.28
573-543-728.000			OperSupp	MODEL COVERALL SERVICE, INC. Uniform Cleaning, Towel - WWTP	36888	0290166	10/24/2012	29.88
573-543-745.000			Chemicals	WEBB CHEMICAL SERVICE CORP. Ferric Chloride Solution	36925	386968	10/12/2012	5,602.33
573-543-745.000			Chemicals	WEBB CHEMICAL SERVICE CORP. Sodium Hypochlorite	36925	385574	09/07/2012	1,398.00
573-543-770.000			Vehicle Ga	BLARNEY CASTLE FLEET PROGRAM Fuel Usage	36824	BC177 - 10/06/12	10/20/2012	436.19
573-543-824.000			Lab Test	KAR LABORATORIES, INC. Mercury Analysis	36865	126291	10/20/2012	225.00
573-543-831.000			Con.Repair	TOP LINE ELECTRIC LLC Install Lab Counter Outlets	36918	3565	07/24/2012	332.00
573-543-831.000			Con.Repair	TOP LINE ELECTRIC LLC GFI Receptacle - 3rd St Lift S	36918	3702	09/27/2012	267.99
573-543-831.000			Con.Repair	SYNAGRO CENTRAL Biosolids Sample	36914	20-106446	10/27/2012	707.52
573-543-860.000			Trav/Train	DOUGLAS HILL Bacterial Monitoring & Disinfe	36862	361	10/05/2012	200.00
573-543-860.000			Trav/Train	DOUGLAS HILL Phosphorus Removal Course	36862	345	09/12/2012	200.00
573-543-860.000			Trav/Train	PNC BANK Credit Card Charges	36903	Sept 2012	10/23/2012	136.50
573-543-860.000			Trav/Train	PNC BANK Credit Card Charges	36903	Sept 2012	10/23/2012	54.88
573-543-870.000			Membership	MWEA Membership - J. Banks	36890	7643	09/25/2012	58.00
573-543-925.000			Electric	CONSUMERS ENERGY Electric Usage	36842		10/25/2012	1,346.17
573-543-930.000			Repairs/Ma	KERR PUMP AND SUPPLY 4" Neoprene Diaphragm	36866	INV144943	10/19/2012	319.79
573-543-930.000			Repairs/Ma	MANISTEE WELDING & PIPING Install New Clarifier Sage Rod	36882	41186	09/19/2012	314.00
573-543-930.000			Repairs/Ma	KERR PUMP AND SUPPLY Aurora Sewage Pump	36866	INV145030	10/25/2012	5,093.69
573-543-930.000			Repairs/Ma	KERR PUMP AND SUPPLY Freight / R&L Carriers	36866	INV145030FGT	10/28/2012	100.95
573-543-930.000			Repairs/Ma	USA BLUE BOOK Replacement Cup, Economy Dippe	36920	775835	10/24/2012	87.05
573-543-930.000			Repairs/Ma	MANISTEE ACE HARDWARE Hose	36814	102951	10/15/2012	49.99
573-543-930.000			Repairs/Ma	MANISTEE ACE HARDWARE Rivet, Pull Utility	36814	102868	10/13/2012	12.28
573-543-957.000			Motor Pool	CITY OF MANISTEE COMMON ACCT Equipment Rental - Motor Pool	36835		10/01/2012	2,916.67
573-543-970.000			Cap.Outlay	TOP LINE ELECTRIC LLC First St Lighting Project &	36918	3625	09/27/2012	1,724.68
Total SEWER - WWTP								22,955.84
Dept: SEWER COLLECTION (STREETS)								
573-544-712.012			Costs-HRA	ADVANCED BENEFIT SOLUTIONS INC Flex/HRA Admin - Oct 12	36815	6225	11/10/2012	13.90
573-544-715.000			Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewers	36888	0291926	10/31/2012	18.40
573-544-715.000			Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewers	36888	0293674	11/07/2012	18.40
573-544-715.000			Cleaning	SNYDER'S SHOES Safety Boots - J. Krolczyk	36908	12681	09/09/2012	140.00
573-544-715.000			Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewers	36888	0290167	10/24/2012	18.40
573-544-715.000			Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewers	36888	0295432	11/14/2012	18.40
573-544-930.000			Repairs/Ma	PARKDALE BLOCK & BUILDING 8" x 8" x 16" Con	36898	20976	10/11/2012	58.84
573-544-957.000			Motor Pool	CITY OF MANISTEE COMMON ACCT Equipment Rental - Motor Pool	36835		10/01/2012	2,916.67
Total SEWER COLLECTION (STREETS)								3,203.01

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Fund: WATER & SEWER UTILITY									
								Fund Total	59,061.67
Fund: MARINA FUND									
Dept:									
594-000-728.000			OperSupp	WAHR HARDWARE, INC. Silver Duct Tape	36924	97035	10/28/2012	6.99	
594-000-728.000			OperSupp	BIG KMART STORE 4845 Heater, Vinyl Clips, Batteries	36868	#04845 092312 004 92810	10/23/2012	48.21	
594-000-728.000			OperSupp	FASTENAL COMPANY Styrofoam Drink Cups	36850	MIMAN93427	10/14/2012	28.80	
594-000-728.000			OperSupp	JACKPINE BUSINESS CENTERS A320V Spk 2.5 Watt	36864	338454-0	10/21/2012	14.99	
594-000-728.000			OperSupp	PNC BANK Credit Card Charges	36903	Sept 2012	10/23/2012	300.00	
594-000-728.000			OperSupp	ELAINE'S FRAMING Marina - Wood Framing	36849		10/16/2012	173.00	
594-000-730.000			Fuel	BLARNEY CASTLE OIL CO. Diesel	36825	0413860-IN	10/27/2012	2,781.52	
594-000-730.000			Fuel	BLARNEY CASTLE OIL CO. Gasoline - NL Prem	36825	0413859-IN	10/27/2012	3,953.01	
594-000-820.000			admin	CITY OF MANISTEE GENERAL FUND Administration - Marina	36836		10/01/2012	3,500.00	
594-000-831.000			Con.Repair	MARK HANSEN Marina - Cover End of Deck	36861		10/02/2012	152.78	
594-000-831.000			Con.Repair	MARK HANSEN Ramsdell - Soap Disp, Load Sat	36861		09/26/2012	25.00	
594-000-831.000			Con.Repair	TOP LINE ELECTRIC LLC Marina - Pedestal Breaker	36918	3697	09/20/2012	129.67	
594-000-920.000			Gas	DTE ENERGY Gas Usage - 460 River St	36846		10/31/2012	58.70	
594-000-922.000			Water	CITY OF MANISTEE WATER & Water Usage	36839		09/28/2012	615.66	
594-000-925.000			Electric	CONSUMERS ENERGY Electric Usage	36842		10/25/2012	1,575.12	
594-000-930.000			Repairs/Ma	TOP LINE ELECTRIC LLC Marina - Exterior Cameras, Ins	36918	3703	09/27/2012	1,710.00	
594-000-930.000			Repairs/Ma	LUDINGTON LOCK & KEY Marina - Dummy Martise Cyl,	36873	12496	09/20/2012	851.00	
								Total	15,924.45
								Fund Total	15,924.45
Fund: MOTOR POOL FUND									
Dept:									
661-000-974.003			Fire Pumpe	PNC BANK Pumper Loan	36902		11/09/2012	23,870.30	
								Total	23,870.30
								Fund Total	23,870.30
Fund: CURRENT TAX COLLECTION									
Dept:									
703-000-215.000			Due DDA	DOWNTOWN DEVELOPMENT Summer Tax Distribution	36845		11/15/2012	1,480.96	
703-000-221.000			Due City	CITY OF MANISTEE Summer Tax Distribution - Ops	36834		10/16/2012	5,374.34	
703-000-221.001			Due Refuse	CITY OF MANISTEE REFUSE FUND Summer Tax Distribution	36837		11/15/2012	382.91	
703-000-221.002			Due Admin	CITY OF MANISTEE Summer Tax Distribution - Admi	36834		10/16/2012	136.95	
703-000-221.003			Due Pe\In	CITY OF MANISTEE Summer Tax Distribution - Pen	36834		10/16/2012	461.68	
703-000-221.004			Due WatDel	CITY OF MANISTEE WATER & Summer Tax Distribution - Dlq	36838		10/16/2012	64.36	
703-000-221.005			DueRefDel	CITY OF MANISTEE REFUSE FUND Summer Tax Distribution - Dlq	36837		11/15/2012	63.00	
703-000-222.000			Due County	MANISTEE COUNTY TREASURER Summer Tax Distribution - Ops	36879		10/16/2012	1,831.45	

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Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: CURRENT TAX COLLECTION							
Dept:							
703-000-228.000		Due State	MANISTEE COUNTY TREASURER Summer Tax Distribution - SET	36879		10/16/2012	2,326.62
703-000-234.000		Due ISD	MANISTEE INTERMEDIATE SCHOOL Summer Tax Distribution	36880		11/15/2012	891.84
703-000-235.000		Due WSCC	WEST SHORE COMMUNITY COLLEGE Summer Tax Distribution	36926		11/15/2012	1,029.16
					Total		14,043.27
						Fund Total	14,043.27
Fund: DELINQUENT TAX COLLECTION							
Dept:							
705-000-215.000		Due DDA	DOWNTOWN DEVELOPMENT Delq Pers Prop Tax	36845		11/15/2012	103.35
705-000-221.000		Due City	CITY OF MANISTEE Delq Pers Prop Tax - Ops	36834		10/16/2012	607.34
705-000-221.001		Due Refuse	CITY OF MANISTEE REFUSE FUND Delq Pers Prop Tax	36837		11/15/2012	52.98
705-000-221.002		Due Admin	CITY OF MANISTEE Delq Pers Prop Tax - Admin	36834		10/16/2012	13.49
705-000-221.003		Due Pe\In	CITY OF MANISTEE Delq Pers Prop Tax - Int/Pen	36834		10/16/2012	114.65
705-000-222.000		Due County	MANISTEE COUNTY TREASURER Delq Pers Prop Tax - Ops	36879		10/16/2012	428.80
705-000-225.002		MAPS Ops	MANISTEE AREA PUBLIC SCHOOLS Delq Pers Prop Tax - Oper	36874		11/15/2012	498.13
705-000-225.003		MAPS Bond	MANISTEE AREA PUBLIC SCHOOLS Delq Pers Prop Tax - Debt	36874		11/15/2012	118.21
705-000-228.000		Due State	MANISTEE COUNTY TREASURER Delq Pers Prop Tax - SET	36879		10/16/2012	235.71
705-000-234.000		Due ISD	MANISTEE INTERMEDIATE SCHOOL Delq Pers Prop Tax	36880		11/15/2012	83.15
705-000-235.000		Due WSCC	WEST SHORE COMMUNITY COLLEGE Delq Pers Prop Tax	36926		11/15/2012	110.63
					Total		2,366.44
						Fund Total	2,366.44
						Grand Total	455,191.63

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Account	Abbrev	Invoice Description	Number	Number	Date		
Fund: GENERAL FUND							
Dept: GENERAL							
101-100-801.000	Pro.Serv.	TOP LINE ELECTRIC LLC	36981		09/20/2012		359.69
		Install Maritime Radio - CtyH1		3695			
							-----
				Total GENERAL			359.69
Dept: FINANCE / TREASURER							
101-253-728.000	OperSupp	OLESON'S FOOD STORES	36969		11/21/2012		13.98
		Card, Cheesecake		#4029 - 10/22/12			
101-253-735.000	Periodical	THOMSON REUTERS	36980		10/07/2012		460.00
		GASB Reference Material		14028906			
101-253-801.000	Pro.Serv.	DAVID E WILSON CPA	36986		11/09/2012		4,500.00
		Professional Services		7316844			
101-253-985.000	Lease Pur.	US BANK EQUIPMENT FINANCE	36982		10/17/2012		125.90
		Kyocera Copier Lease - Treas		214059214			
							-----
				Total FINANCE / TREASURER			5,099.88
Dept: MUNICIPAL BUILDINGS							
101-265-728.000	OperSupp	PURE WATER WORKS	36972		11/17/2012		34.00
		Purified Water		233247			
101-265-850.000	Phone	AT&T	36933		11/12/2012		125.87
		Monthly Service		2012 - 231398067910			
101-265-850.000	Phone	AT&T	36933		11/12/2012		80.63
		Monthly Service		2012 - 231723351910			
101-265-850.000	Phone	AT&T	36933		11/12/2012		118.49
		Monthly Service		2012 - 231723180310			
							-----
				Total MUNICIPAL BUILDINGS			358.99
Dept: CITY ENGINEER							
101-285-801.000	Pro.Serv.	ABONMARCHE CONSULTANTS, INC.	36928		09/14/2012		3,000.00
		Engineer of Record		104975			
							-----
				Total CITY ENGINEER			3,000.00
Dept: BOARDS & COMMISSIONS							
101-290-886.000	Parks\Beau	MANISTEE COUNTY TRANSPORTATION	36956		10/30/2012		88.00
		Parks Tour - Sept 13		4312			
							-----
				Total BOARDS & COMMISSIONS			88.00
Dept: POLICE							
101-301-715.000	Cleaning	NYE UNIFORM COMPANY	36968		11/16/2012		99.72
		Pant, Shirt - Vasquez		392497			
101-301-715.000	Cleaning	SNYDER'S SHOES	36977		06/10/2012		150.00
		Shoes - Hallead, J.		12156			
101-301-728.000	OperSupp	WAHR HARDWARE, INC.	36984		11/22/2012		4.22
		P-Pak 1/2 In Staple		97925			
101-301-728.000	OperSupp	JACKPINE BUSINESS CENTERS	36950		11/16/2012		17.04
		Binders		340054-0			
101-301-728.000	OperSupp	JACKPINE BUSINESS CENTERS	36950		11/16/2012		-11.97
		CREDIT - Paper Cover Stock		C 338797-0			
101-301-801.000	Pro.Serv.	MANISTEE COUNTY PLANNING DEPT	36954		10/04/2012		20.00
		GIS Services - Deer Density		024-12			
101-301-930.000	Repairs/Ma	FASTENAL COMPANY	36946		11/22/2012		1.29
		Lock Nuts		MIMAN94123			
101-301-930.000	Repairs/Ma	NAPA AUTO PARTS	36966		10/15/2012		769.00
		Strut		154062			
							-----
				Total POLICE			1,049.30
Dept: FIRE							
101-336-715.000	Cleaning	DONNA TAYLOR	36979		10/19/2012		220.00
		Heat Press Letters, Chest Logo		2744			
101-336-728.000	OperSupp	WAHR HARDWARE, INC.	36984		08/15/2012		10.09
		Misc Supplies		94383			
101-336-728.000	OperSupp	WAHR HARDWARE, INC.	36984		11/16/2012		99.23
		Spray Paint, Wire Brush, Clean		97699			
101-336-728.000	OperSupp	WAHR HARDWARE, INC.	36984		11/16/2012		-13.49
		CREDIT - Pan & Roller Set		97700			
101-336-728.000	OperSupp	FASTENAL COMPANY	36946		11/14/2012		24.25
		Safety Glove		MIMAN93989			
101-336-728.000	OperSupp	FASTENAL COMPANY	36946		11/17/2012		25.81
		Utility Knife, Battery		MIMAN94045			
101-336-728.000	OperSupp	COMMUNICRAFT LTD.	36940		11/03/2012		10.30
		Shipping - WWTP / Fire		28124			

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Fund: GENERAL FUND								
Dept: FIRE								
		101-336-874.000	Blue Cross	JO L ARNOLD In Lieu of Blue Cross Insuranc	36932		10/25/2012	250.00
		101-336-874.000	Blue Cross	DANIEL J JANOWIAK In Lieu of Blue Cross Insuranc	36951		10/25/2012	250.00
		101-336-874.000	Blue Cross	MARK A MODJESKI In Lieu of Blue Cross Insuranc	36965		10/25/2012	250.00
		101-336-874.000	Blue Cross	SID SCRIMGER In Lieu of Blue Cross Insuranc	36975		10/25/2012	250.00
		101-336-874.000	Blue Cross	TIMM H SMITH In Lieu of Blue Cross Insuranc	36976		10/25/2012	250.00
		101-336-874.000	Blue Cross	JERRY J TABACZKA In Lieu of Blue Cross Insuranc	36978		10/25/2012	250.00
		101-336-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Brake Fluid	36934		11/16/2012	2.08
						256-800668		
						Total FIRE		1,878.27
Dept: PUBLIC WORKS								
		101-441-715.000	Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - DPW	36963	0297155	11/21/2012	28.01
		101-441-715.000	Cleaning	SNYDER'S SHOES Safety Boots - Helminski	36977	12105	06/01/2012	98.60
		101-441-715.000	Cleaning	SNYDER'S SHOES Safety Boots - Feliczak	36977	12405	07/24/2012	140.00
		101-441-715.000	Cleaning	SNYDER'S SHOES Safety Boots - Oleniczak	36977	12425	07/27/2012	140.00
		101-441-715.000	Cleaning	SNYDER'S SHOES Safety Boots - Taylor	36977	11510	02/13/2012	114.75
		101-441-715.000	Cleaning	SNYDER'S SHOES Safety Boots - Taylor	36977	11530	02/17/2012	40.00
		101-441-728.000	OperSupp	JACKPINE BUSINESS CENTERS Towels, Bathroom Tissue	36950	340114-0	11/21/2012	124.95
		101-441-728.000	OperSupp	MODEL FIRST AID, SAFETY & Cabinet Supplies	36964	102199	10/10/2012	38.80
		101-441-728.000	OperSupp	ABSOLUTE SAFETY, INC. Safety Meeting - DPW	36929	DPW101012	11/09/2012	131.25
		101-441-831.000	Con.Repair	TOP LINE ELECTRIC LLC Repair Ext Receipt by Dick's Ba	36981	3765	10/16/2012	191.29
		101-441-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES JB Weld Skincard	36934	256-801143	11/22/2012	6.19
		101-441-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Hoppy Adapter, Connector Kit	36934	256-801006	11/21/2012	16.88
		101-441-930.000	Repairs/Ma	WAHR HARDWARE, INC. Gloss White Spray	36984	97871	11/21/2012	10.42
		101-441-930.000	Repairs/Ma	WAHR HARDWARE, INC. Broom	36984	96191	10/05/2012	18.43
		101-441-930.000	Repairs/Ma	WAHR HARDWARE, INC. Spring Backrake	36984	96251	10/06/2012	12.59
		101-441-930.000	Repairs/Ma	FASTENAL COMPANY Wypalls	36946	MIMAN94065	11/18/2012	155.44
		101-441-930.000	Repairs/Ma	FASTENAL COMPANY Socket Set Screw	36946	MIMAN94068	11/18/2012	1.45
		101-441-930.000	Repairs/Ma	MANISTEE ACE HARDWARE 6V Battery	36930	104360	11/18/2012	25.98
		101-441-930.000	Repairs/Ma	MANISTEE ACE HARDWARE 6V Batteries	36930	663414	11/18/2012	207.84
		101-441-930.000	Repairs/Ma	BLARNEY CASTLE OIL CO. Oil, Drum	36935	0418651	11/17/2012	2,097.93
		101-441-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Air Filter, Oil Filter	36934	256-800752	11/17/2012	34.49
		101-441-930.000	Repairs/Ma	NORTHERN FIRE & SAFETY Annual Fire Ext Insp - DPW	36967	252138	10/18/2012	343.50
		101-441-930.000	Repairs/Ma	MICHAEL TODD AND COMPANY, INC. U-Channel Post, Floor Broom, H	36961	134522	11/14/2012	596.92
		101-441-930.000	Repairs/Ma	NAPA AUTO PARTS C-Clamps	36966	154258	10/17/2012	30.94
		101-441-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Lock Grip Plr	36934	256-800334	11/11/2012	25.18
						Total PUBLIC WORKS		4,631.83
Dept: PARKS & RECREATION								

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Fund: GENERAL FUND							
Dept: PARKS & RECREATION							
101-751-715.000		Cleaning	SNYDER'S SHOES	36977		07/19/2012	157.25
			Safety Boots - Fenner		12379		
101-751-831.000		Con.Repair	TOP LINE ELECTRIC LLC	36981		10/11/2012	1,382.21
			First St Band Pavilion ServPan		3689		
101-751-831.000		Con.Repair	TOP LINE ELECTRIC LLC	36981		10/12/2012	192.31
			Farmers Market Receptacle		3749		
101-751-930.000		Repairs/Ma	GRAINGER	36947		11/04/2012	211.20
			Urinals Cartridge Kit		9944742791		
101-751-930.000		Repairs/Ma	FAMILY FARM & HOME - MANISTEE	36945		11/16/2012	399.00
			6ft T-Post w/Clips		937		
							-----
						Total PARKS & RECREATION	2,341.97
							-----
						Fund Total	18,807.93
Fund: MAJOR STREET FUND							
Dept:							
202-000-936.000		PreservSts	MANISTEE COUNTY ROAD	36955		11/17/2012	20,662.16
			Crackseal City Streets		1825		
202-000-937.000		Routine Ma	ABONMARCHE CONSULTANTS, INC.	36928		10/13/2012	4,240.25
			Maple Street Bridge Electrical		105212		
202-000-938.000		Winter Mai	MANISTEE COUNTY ROAD	36955		11/17/2012	2,066.22
			Crackseal City Streets		1825		
						Total	-----
							26,968.63
							-----
						Fund Total	26,968.63
Fund: CITY REFUSE FUND							
Dept:							
226-000-826.000		Res Cntrct	ALLIED WASTE SERVICES #239	36931		10/30/2012	25,182.67
			Residential, Recycle, Yard		0239-001614406		
226-000-827.000		Muncpl Rfs	ALLIED WASTE SERVICES #239	36931		10/30/2012	1,409.32
			Parks, Marina, DPW, Fire		0239-001609027		
226-000-829.001		Yard Waste	ALLIED WASTE SERVICES #239	36931		10/30/2012	3,611.00
			Residential, Recycle, Yard		0239-001614406		
						Total	-----
							30,202.99
							-----
						Fund Total	30,202.99
Fund: BUILDING INSPECTOR							
Dept:							
249-000-728.000		OperSupp	JACKPINE BUSINESS CENTERS	36950		09/29/2012	29.99
			Cat6 Snagless Patch Cab		337087-0		
						Total	-----
							29.99
							-----
						Fund Total	29.99
Fund: EPA GRANT - PETROLEUM							
Dept:							
251-000-810.000		Engineer	ENVIRONMENTAL DATA RESOURCES	36944		09/11/2012	325.00
			USEPA Petroleum Grant		3402665		
						Total	-----
							325.00
							-----
						Fund Total	325.00
Fund: EPA GRANT - HAZARDOUS							
Dept:							
252-000-810.000		Engineer	ENVIRONMENTAL DATA RESOURCES	36944		09/11/2012	325.00
			USEPA Hazardous Grant		3403230		
252-000-810.000		Engineer	ENVIRONMENTAL DATA RESOURCES	36944		09/10/2012	325.00
			USEPA Hazardous Grant		3402660		
						Total	-----
							650.00
							-----
						Fund Total	650.00
Fund: GRANT MANAGEMENT FUND							

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Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GRANT MANAGEMENT FUND							
Dept: LOCAL REVENUE SHARING GRANTS							
275-901-965.020		2005 Chapl	NYE UNIFORM COMPANY Belt - B. Goodspeed	36968		11/16/2012	25.50
					394582		
							-----
						Total LOCAL REVENUE SHARING GRANTS	25.50
							-----
						Fund Total	25.50
Fund: PEG COMMISSION							
Dept: 290-000-728.000							
		OperSupp	KEITH R BROWN PHD Reimburse - Stage Light Bulb,	36936		10/25/2012	154.37
					Oct 2012		
							-----
						Total	154.37
							-----
						Fund Total	154.37
Fund: RAMSDELL THEATRE							
Dept: 296-000-751.000							
		Concession	KERRY SCHUBACH Ramsdell - Concessions	36974		10/19/2012	20.00
						PUTNAM CO SPELLING BEE	
296-000-751.000		Concession	ASHLEY PEDDIE Ramsdell - Concessions	36970		10/20/2012	40.00
296-000-751.000		Concession	OLESON'S FOOD STORES Water - Ramsdell	36969		10/22/2012	19.95
						#3279 - 09/22/12	
296-000-753.000		Performanc	METROPOLITAN OPERA ASSOC. INC. Ramsdell - L'Elisir D'Amore	36960		10/17/2012	675.00
						HD3657	
296-000-801.000		Pro.Serv.	SHELLY ANNETTE JURCEVIC Ramsdell Lessons	36952		10/18/2012	605.00
						October 2012	
296-000-850.000		Phone	AT&T Monthly Service	36933		11/12/2012	41.68
						2012 - 231398075410	
296-000-892.500		Marketing	TAYLOR PIETRASIK Ramsdell - Booth Attendant	36971		10/21/2012	60.00
						2012 BRIDAL SHOW	
296-000-892.500		Marketing	OLESON'S FOOD STORES Marshmallows, Graham Crackers	36969		11/17/2012	12.95
						#7001 - 10/18/12	
296-000-900.000		PrintPub	JACKPINE BUSINESS CENTERS Business Cards - Ramsdell	36950		11/16/2012	64.00
						30634	
296-000-930.000		Repairs/Ma	WAHR HARDWARE, INC. PVC Pipe, Cap Pressure, Ftg	36984		11/16/2012	60.70
						97696	
							-----
						Total	1,599.28
							-----
						Fund Total	1,599.28
Fund: BOAT RAMP FUND							
Dept: 508-000-850.000							
		Phone	AT&T Monthly Service	36933		11/12/2012	18.75
						2012 - 231398258510	
							-----
						Total	18.75
							-----
						Fund Total	18.75
Fund: WATER & SEWER UTILITY							
Dept: ADMINISTRATION							
573-541-728.000		OperSupp	JACKPINE BUSINESS CENTERS Stor File	36950		11/11/2012	21.96
						339628-1	
573-541-728.000		OperSupp	JACKPINE BUSINESS CENTERS Desk Pad, Calendar, Pen, Tissu	36950		11/10/2012	169.40
						339628-0	
573-541-850.000		Phone	AT&T Monthly Service	36933		11/12/2012	705.91
						2012 - 231723149610	
573-541-900.000		PrintPub	MICHIGAN MUNICIPAL LEAGUE Utilities Director Advertiseme	36962		10/15/2012	76.30
						7394	
							-----
						Total ADMINISTRATION	973.57
Dept: WATER OPERATION							
573-542-715.000		Cleaning	SNYDER'S SHOES Safety Boots - B. Banks	36977		07/18/2012	105.40
						12374	
573-542-728.000		OperSupp	MODEL FIRST AID, SAFETY & Cabinet Supplies	36964		10/10/2012	91.40
						102199	
573-542-831.000		Con.Repair	WINDEMULLER ELECTRIC, INC. Maywood Tower	36987		11/07/2012	600.00
						137211	

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Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: WATER & SEWER UTILITY							
Dept: WATER OPERATION							
573-542-831.000	Con.Repair		WINDEMULLER ELECTRIC, INC. Integrate PID Control - Water	36987	137029	10/28/2012	3,348.56
573-542-925.000	Electric		CONSUMERS ENERGY Electric Usage	36941		11/04/2012	4,490.67
573-542-930.000	Repairs/Ma		RON BROWN & SONS INC. Oak St Water Line Repair	36973	031639	10/04/2012	6,762.00
573-542-930.000	Repairs/Ma		WAHR HARDWARE, INC. Blb Minitwist	36984	97689	11/16/2012	12.82
573-542-930.000	Repairs/Ma		GREAT LAKES MATERIALS 21AA - Port Inland	36948	8052554	09/28/2012	457.47
573-542-930.000	Repairs/Ma		MANISTEE TIRE SERVICE Cooper Tires, Install	36959	135918	09/01/2012	357.04
							16,225.36
Total WATER OPERATION							
Dept: SEWER - WWTP							
573-543-715.000	Cleaning		MODEL COVERALL SERVICE, INC. Uniform Cleaning - WWTP	36963	0293672	11/07/2012	36.80
573-543-715.000	Cleaning		MODEL COVERALL SERVICE, INC. Uniform Cleaning - WWTP	36963	0295431	11/14/2012	36.80
573-543-728.000	OperSupp		COMMUNICRAFT LTD. Shipping - WWTP / Fire	36940	28124	11/03/2012	84.95
573-543-728.000	OperSupp		ALLIED WASTE SERVICES #239 2 Yd Front Load - 53 9th St	36931	0239-001608995	10/30/2012	140.66
573-543-728.000	OperSupp		ABSOLUTE SAFETY, INC. Safety Meeting - WWTP	36929	WWTP101012	11/09/2012	152.70
573-543-860.000	Trav/Train		DOUGLAS HILL Microscopic Exam - J. Banks	36949	365	10/13/2012	100.00
573-543-920.000	Gas		DTE ENERGY Gas Usage - 15 9th St	36943		11/10/2012	1,047.18
573-543-925.000	Electric		CONSUMERS ENERGY Electric Usage	36941		11/04/2012	7,198.74
573-543-930.000	Repairs/Ma		OLESON'S FOOD STORES Ice, Sandwich Bags	36969	#4634 - 10/11/12	11/10/2012	3.68
573-543-930.000	Repairs/Ma		USA BLUE BOOK PVC Clear Tubing, Hypo Rotary	36983	789481	11/09/2012	163.58
573-543-930.000	Repairs/Ma		KERR PUMP AND SUPPLY Repair Hydromatic Submersible	36953	INV145264	11/03/2012	1,687.00
573-543-930.000	Repairs/Ma		MANISTEE ACE HARDWARE Rain Gauge, Prem Red Lnd Pig D	36930	104167	11/14/2012	19.57
573-543-930.000	Repairs/Ma		MANISTEE ACE HARDWARE Fasteners	36930	103966	11/09/2012	0.40
573-543-930.000	Repairs/Ma		MANISTEE ACE HARDWARE Fasteners	36930	104160	11/14/2012	58.28
573-543-930.000	Repairs/Ma		MANISTEE ACE HARDWARE Bulb, Galv Nipple	36930	659844	11/04/2012	13.37
573-543-930.000	Repairs/Ma		MANISTEE ACE HARDWARE Drill Bit	36930	104135	11/13/2012	18.98
573-543-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES Gen. Purp. Cleaner	36934	256-800112	11/09/2012	10.78
573-543-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES GPL Utility Belt	36934	256-800468	11/14/2012	9.79
573-543-930.000	Repairs/Ma		WAHR HARDWARE, INC. Ball Valve, Glv El, Nipple	36984	97662	11/15/2012	12.43
							10,795.69
Total SEWER - WWTP							
Dept: SEWER COLLECTION (STREETS)							
573-544-715.000	Cleaning		MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewer	36963	0297153	11/21/2012	18.40
573-544-801.000	Pro.Serv.		ABONMARCHE CONSULTANTS, INC. Interceptor Sewer Cleaning	36928	105213	10/13/2012	2,327.75
573-544-801.000	Pro.Serv.		ABONMARCHE CONSULTANTS, INC. Sanitary Sewer Evaluation	36928	104978	09/14/2012	20,700.85
573-544-970.000	Cap.Outlay		ABONMARCHE CONSULTANTS, INC. North River Bank Sewer Replace	36928	104977	09/14/2012	1,563.00
							24,610.00
Total SEWER COLLECTION (STREETS)							
							52,604.62
							Fund Total

Fund: MARINA FUND  
Dept:

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City of Manistee

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: MARINA FUND						
Dept:						
594-000-728.000	OperSupp	JACKPINE BUSINESS CENTERS Wastebaskets	36950	337510-0	10/07/2012	38.28
594-000-728.000	OperSupp	WAHR HARDWARE, INC. CFL Bulbs, Lit Ctrl Hd 1200W	36984	96469	10/12/2012	108.54
594-000-728.000	OperSupp	CHARTER COMMUNICATIONS INC. Monthly Service - Marina	36937	#8245 12 209 0099730 - Nov 12	10/18/2012	59.37
594-000-801.000	Pro.Serv.	TOP LINE ELECTRIC LLC Install Maritime Radio - CtyHl	36981	3695	09/20/2012	359.70
				Total		565.89
					Fund Total	565.89
Fund: CURRENT TAX COLLECTION						
Dept:						
703-000-215.000	Due DDA	DOWNTOWN DEVELOPMENT Summer Tax Distribution	36942		11/24/2012	1,708.23
703-000-221.000	Due City	CITY OF MANISTEE Summer Tax Distribution - Oper	36938		10/25/2012	13,694.88
703-000-221.001	Due Refuse	CITY OF MANISTEE REFUSE FUND Summer Tax Distribution	36939		11/24/2012	967.76
703-000-221.002	Due Admin	CITY OF MANISTEE Summer Tax Distribution - Admi	36938		10/25/2012	291.94
703-000-221.003	Due Pe\In	CITY OF MANISTEE Summer Tax Distribution - Pen	36938		10/25/2012	2,105.28
703-000-222.000	Due County	MANISTEE COUNTY TREASURER Summer Tax Distribution - Ops	36957		10/25/2012	5,203.82
703-000-228.000	Due State	MANISTEE COUNTY TREASURER Summer Tax Distribution - SET	36957		10/25/2012	4,690.50
703-000-234.000	Due ISD	MANISTEE INTERMEDIATE SCHOOL Summer Tax Distribution	36958		11/24/2012	1,995.59
703-000-235.000	Due WSCC	WEST SHORE COMMUNITY COLLEGE Summer Tax Distribution	36985		11/24/2012	2,630.43
				Total		33,288.43
					Fund Total	33,288.43
					Grand Total	165,241.38



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

## MEMORANDUM

TO: Mitch Deisch *M Deisch*  
City Manager

FROM: *R* Jon R. Rose  
Community Development Director

DATE: November 8, 2012

RE: Council Resolution supporting a grant application from the Manistee County Historical Museum to the Michigan Lighthouse Assistance Program.

Mitch, the Manistee County Historical Museum is making an application to the Michigan Lighthouse Assistance program for a \$20,000 grant for a Historical Structure Report of the Manistee North Pierhead Light. The museum has held several fundraisers to help cover the cost of the painting and preservation of the Lighthouse and the Museum Board has authorized to use \$10,000 of the funds raised for the grant match.

The Historical Structure Report will include:

- Complete analysis of the Structure
- Complete history of the Lighthouse
- Prepare Bid Specifications for Painting and Preservation of the Structure

This report will provide the needed information to begin work on the preservation and restoration of the Lighthouse. The grant application deadline is November 30, 2012.

Steve Harold will be attending the meeting to answer any questions that Council may have on the project. A copy of the agenda item and resolution are enclosed.

JRR:djb



**Resolution of Support  
Manistee County Historical Museum  
Michigan Lighthouse Assistance Program Grant**

WHEREAS, The City of Manistee acquired the Manistee North Pierhead Light on March 2011, and

WHEREAS, The Manistee County Historical Museum through a Concession Agreement with the City agreed to undertake the Restoration and Preservation of the Manistee North Pierhead Light; and

WHEREAS, The Manistee County Historical Museum has begun fundraising efforts to provide match funds for grant applications; and

WHEREAS, the Manistee County Historical Museum requests to make application for a Michigan Lighthouse Assistance Program Grant to assist with restoration of the Lighthouse; and

WHEREAS, the City of Manistee City Council supports the Manistee County Historical Museum's efforts to restore the Manistee North Pierhead Light; now, therefore, be it

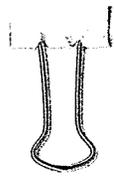
RESOLVED, that the Manistee County Historical Museum Representative is authorized and directed to file an application for \$20,000 for the Manistee North Pierhead Light and that upon approval of the Application by the Michigan State Housing Development Authority, the Manistee County Historical Museum Representative shall be authorized to sign the grant agreement, any grant agreement amendments, other agreement related documents and the required historic preservation easement.

\_\_\_\_\_, Mayor                      Dated

ATTESTED:

\_\_\_\_\_  
Michelle Wright, City Clerk    Dated

SEAL



Manistee County Historical Museum Board Meeting September 27, 2012

Attending:: President Stege, Mark Fedder, Director, Steve Harold, Tina Krach\*, Ron Muszinski, Dennis McCarthy, Dale Priester, Dale, Picardty\*, Ann Ziehm,

Proposed minutes from Sept. 27, 2012

The meeting was called to order by President Tom Stege

Director Mark Fedder took the board members through the agenda; Mark informed the board that finances looked good with 3 sizable monetary contributions in July/August. He also reported that the soft ware has been bought with money from the Little River Band /PI L T Money.)

Steve Harold brought the board up to date on the lighthouse

A motion by Ann Ziehm, support by Tom W Stege that the museum board sends a request for a grant for the sum of \$20,000 to the Michigan Lighthouse Assistant Program for a Historical Structure Report. (The museum board will match with \$10,000 of Lighthouse funds.) MC

Motion by Ron Muszinski second from Dennis McCarthy that the board compensates Jill Lytle for overtime that she has worked, (\$100.00) MC

Mark reported that the Museum Heritage Social attendance was down, about the same as last year and that next year the board should discuss what they might want to do regarding this event.

*Ann Ziehm/sec pro tem*