

# MANISTEE CITY COUNCIL

## MEETING AGENDA

TUESDAY, MARCH 19, 2013 – 7:00 P.M. – COUNCIL CHAMBERS

**I. Call to Order.**

- a.) PLEDGE OF ALLEGIANCE.
- b.) ROLL CALL.

**II. Public Hearings.**

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

**IV. Consent Agenda.** All agenda items marked with an asterisk (\*) are on the consent agenda and considered by the City Manager to be routine matters. Prior to approval of the Consent Agenda, any member of Council may have an item from the Consent Agenda removed and taken up during the regular portion of the meeting. Consent agenda items include:

- V. Approval of Minutes.
- VI. a.) Approval of Payroll.  
b.) Monthly Bills.
- XI. b.) Notification Regarding Next Work Session.  
c.) Consideration of Proclaiming Parkinson's Disease Awareness Month.

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

**\*V. Approval of Minutes.** Approval of the minutes of the March 5, 2013 regular meeting and the March 12, 2013 work session as attached.

**VI. Financial Report.**

- \*a.) APPROVAL OF PAYROLL.

\*b.) MONTHLY BILLS.

**VII. Unfinished Business.**

**VIII. New Business.**

a.) CONSIDERATION OF A RESOLUTION, LAND AND WATER CONSERVATION GRANT APPLICATION.

At their meeting of March 5, 2013 City Council conducted a public hearing on an application to the Land and Water Conservation Fund for a grant to assist with the rebuilding of the Rotary Park Playground at First Street Beach / Douglas Park.

The Ad Hoc Playground Committee recommends applying for grant funding. The expansion and development of playground facilities is in keeping with the Council Strategic Plan and concept plans for beach development.

At this time Council could take action to adopt a resolution authorizing the collaboration with the Alliance for Economic Success in applying for grant funds through the Land and Water Conservation Fund and other such funds from public or private resources as may become available; and further authorize the Mayor and Deputy Clerk to execute the resolution.

b.) CONSIDERATION OF AN AGREEMENT WITH THE COUNTY PROSECUTING ATTORNEY.

The current agreement with the County Prosecuting Attorney's Office expired December 31, 2012. The proposed agreement would continue to retain the services of this office to provide legal representation for the City of Manistee on all violations of certain City Ordinances and Codes; and State Statutes which are by definition misdemeanors and felonies.

Both Public Safety Director David Bachman and City Attorney George Gockerman have reviewed and approved the proposed agreement.

At this time Council could take action to enter into a three year agreement with the Manistee County Prosecuting Attorney's Office; and authorize the Mayor and Deputy Clerk to execute the document.

c.) CONSIDERATION OF MAPLE STREET SIDEWALK CONTRACT.

On January 27, 2013 bids were due for the Maple Street Sidewalk construction that is to take place this spring. Five bids were received in response to the project:

Elmer's	\$45,897.25 *Low Bidder
Ferguson	\$53,881.29
Joseph Helminski	\$56,936.34
McCormick Sand	\$75,428.10
Pete's Contracting	\$52,179.91

Elmer's was the low bid for \$45,897.25. A contract has been prepared and reviewed by the City Attorney with Elmer's for the Maple Street Sidewalk Project.

At this time Council could take action to enter into a contract with Elmer's in the amount of \$45,897.25 for the Maple Street Sidewalk Project; and authorize the Mayor and Deputy Clerk to execute the document.

d.) **CONSIDERATION OF RATIFYING CHANGES TO THE OIL AND GAS INVESTMENT POLICY AND SPENDING RULE.**

The Oil and Gas Investment Board oversees the investments of the Oil and Gas Fund pursuant to Section 260 of the Codified Ordinance of the City of Manistee. The board has adopted an Investment Policy and Spending Rule for this purpose. Because of the significance of the Oil and Gas Fund to the City, the oil and gas investment policy requires City Council to ratify any changes to the policy. The board has made changes to the policy and is presenting it to Council for ratification.

At this time Council could take action to ratify changes to the Oil and Gas Investment Policy and Spending Rule.

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

a.) **A REPORT FROM THE CHAMBER OF COMMERCE.**

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

At this time Ms. Melissa Reed will report on the activities of the Manistee County Chamber of Commerce 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.**

A Council work session has been scheduled for **Monday**, April 8, 2013 at 7 p.m. A discussion will be conducted on the 2013-2014 Budget Recommendations, 2013 Project Updates; and such business as may come before the Council. No action is required on this item.

\*c.) CONSIDERATION OF PROCLAIMING PARKINSON'S AWARENESS MONTH.

The Manistee County Parkinson's Support Group has requested that the City of Manistee proclaim the month of April as Parkinson's Awareness Month.

At this time Council could take action to proclaim April as Parkinson's Awareness Month and authorize the Mayor to sign the proclamation.

**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

**COUNCIL AGENDA ATTACHMENTS:**

Council Meeting Minutes – March 5, 2013  
Council Work Session Minutes – March 12, 2013  
Monthly Bills  
LAWCON Grant Resolution  
Prosecuting Attorney Agreement  
Maple Street Sidewalk Contract  
Oil & Gas Investment Policy & Spending Rule  
Parkinson's Awareness Month Proclamation

## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – March 5, 2013

A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, March 5, 2013 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

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

ALSO PRESENT: City Manager – Mitch Deisch, City Attorney – George Saylor, City Clerk – Michelle Wright, Community Development Director – Jon Rose, Finance Director – Ed Bradford, Public Safety Director – Dave Bachman, Utility Director – Jeff Mikula, and City Engineer – Corey Kadow/Abonmarche.

### **PUBLIC HEARING ON AN APPLICATION TO THE STATE OF MICHIGAN LAND AND WATER CONSERVATION FUND FOR A GRANT TO ASSIST WITH REBUILDING THE ROTARY PARK PLAYGROUND IN DOUGLAS PARK.**

City Manager Mitch Deisch made a presentation on rebuilding the Rotary Park Playground and the grant application that is being submitted.

No action is anticipated this evening. Council will be asked to approve a Resolution of Support for the grant application at the regular meeting scheduled for March 19, 2013.

Richard Knechtges – 1310 Cornell Street, president of the Manistee Chapter of NAPH, stated he was unable to do a lot of these things when he was younger because of sand; it is an opportune time to enjoy the playground; everyone can use it because of universal accessibility; we want to be one of the first communities on this side of the state to have this type of playground; and being community built will be a lot of fun.

Ed Tegler – 522 Fifth Avenue, stated that the Parks & Beautification Commission has been involved from the beginning; lot of people involved with one common goal being universally accessible; Parks & Beautification Commission fully endorses this and looks forward to the outcome.

No other comments received. Public Hearing closed at 7:17 p.m.

### **PUBLIC HEARING ON MICHIGAN ECONOMIC DEVELOPMENT CORPORATION CDBG SIGNATURE BUILDING GRANT PROGRAM.**

The purpose of this public hearing is to afford an opportunity for all citizens to express opinions, ask questions, and discuss a proposed grant application for \$330,000 from the Michigan Economic Development Corporation (MEDC) CDBG Signature Building Grant Program to assist in the purchase of the building at 312 River Street, Manistee, Michigan.

Travis Alden – 175 Harrison Street, director of Manistee Downtown Development, stated that the DDA is excited and fully supports this; it will be a positive addition to downtown; the building has been empty for more than four years; this is the main gateway to downtown; this will expand Manistee’s restaurant “pie” bringing more people into Manistee; dollars will be used solely to assist in purchasing the building; 19 full-time equivalent jobs, plus many part-time jobs, is part of the two year grant requirement period; to qualify for the grant the building must be 1) historic, 2) significant to the downtown, and 3) rehabilitation needed. He noted several changes to the resolution Council originally received.

Connie Freiberg, executive chef of the Blue Fish Kitchen, stated they plan on using fresh, local ingredients on their Great Lakes influenced menu; the restaurant will be different and a complement to the community; discussed menu ideas; idea of opening in Manistee came about during a Mayor’s Exchange event that Manistee participated in with Big Rapids last year.

Denis terHorst asked if a business plan was available and if the business is sustainable.

Maria DeRee, downtown business owner, stated that not a week goes by that people don’t ask where they can get fresh fish.

Al Frye, Manistee Community Kitchen, pledged his support; they deal with local farms and would be able to deliver fresh products from the farms.

Mitch Deisch, City Manager, received an e-mail with comments from Ms. Linda Bladzik – 826 Maple Street, copies were provided for City Council.

No other comments received. Public Hearing closed at 7:47 p.m. City Council will take action on the request later in the meeting.

**CITIZEN COMMENTS ON AGENDA RELATED ITEMS.**

Ross Spencer – 328 Eighth Street, commented on awarding the contract for the First Street fish cleaning station and beach pavilion; asked that Council not push the project forward until budget issues resolved.

Tom Geoghan – 286 Dunes Drive, commented on a newspaper article on the Lakes to Land Regional Initiative and wanted clarification what they were about.

**CONSENT AGENDA.**

- Minutes - February 19, 2013 - Regular Meeting
- Payroll - Feb. 18 – Mar. 3, 2013 - \$ 112,393.74
- Cash Balances Report - January 2013
- Notification Regarding Next Work Session – March 12, 2013

A discussion will be conducted on the CDO White Paper, Project Updates; and such business as may come before the Council.

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

With a roll call vote this motion passed unanimously.

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

NAYS: None

**CONSIDERATION OF ENTERING INTO A DEVELOPMENT AGREEMENT WITH BLUE COW LLC/BLUE FISH KITCHEN LLC.**

The Michigan Economic Development Corporation's (MEDC) CDBG Signature Building Grant Program provides funding for communities and entities desiring to purchase anchor buildings in a community's downtown, rehabilitate the structures and develop new businesses within them resulting in the creation of new jobs.

Blue Cow LLC/Blue Fish Kitchen LLC is requesting the City submit an application to the MEDC for \$330,000 to assist in the purchase of the building at 312 River Street, Manistee, Michigan (the Winkler Block is the historic name, formerly the Tuscan Grille). The agreement holds Blue Cow LLC/Blue Fish Kitchen LLC solely responsible for the repayment and shall hold harmless the City. The City Attorney has reviewed and approved the development agreement.

MOTION by Hornkohl, second by Gustad to authorize the Mayor and City Clerk to execute the development agreement with Blue Cow LLC/Blue Fish Kitchen LLC. It was stated that this will be an anchor to the downtown, along with the Vogue Theater.

With a roll call vote this motion passed unanimously.

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

NAYS: None

**CONSIDERATION OF MICHIGAN ECONOMIC CORPORATION CDBG SIGNATURE BUILDING GRANT PROGRAM – BLUE COW LLC/BLUE FISH LLC.**

Blue Cow LLC/Blue Fish LLC has made an offer to purchase the building at 312 River Street, Manistee, Michigan. With the assistance of the Main Street Downtown Development Authority an application to the Michigan Economic Development Corporation (MEDC) CDBG Signature Building Grant Program has been prepared. The application requires a public hearing, which was held earlier this evening, to allow for public comment on the request; and a resolution from City Council supporting the request.

MOTION by Hornkohl, second by Goodspeed to authorize the Mayor and City Clerk to execute a resolution supporting a grant application to the Michigan Economic Development Corporation CDBG Signature Building Grant Program for Blue Cow LLC/Blue Fish LLC.

With a roll call vote this motion passed unanimously.

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

NAYS: None

**CONSIDERATION OF LAKES TO LAND REGIONAL INITIATIVE.**

The City Planning Commission has begun work on updating the Master Plan. A component of the update will need public input. While the majority of work on the plan will be done in house, assistance is available from the Lakes to Land Regional Initiative. The Lakes to Land Initiative will assist with the public involvement and facilitate public input as well as assist in the plan development.

The City Attorney has reviewed and approved the Agreement to Partner Collaborative Master Plan and Implementation Strategy.

MOTION by Hornkohl, second by Zaring to authorize the Mayor and City Clerk to execute the Resolution and Agreement to Partner Collaborative Master Plan and Implementation Strategy with the Lakes to Land Regional Initiative. Discussion followed.

With a roll call vote this motion passed unanimously.

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

NAYS: None

**CONSIDERATION OF HARBOR COMMISSION BYLAW AMENDMENTS.**

The Manistee Harbor Commission took action at their February 19, 2013 meeting to review and approve changes to their bylaws. A copy of the bylaws showing proposed amendments has been attached. These amendments provide additional clarification and update the bylaws to coincide with recently revised Chapter 266 of the Code of Ordinances.

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

With a roll call vote this motion passed unanimously.

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

NAYS: None

**CONSIDERATION OF FISH CLEANING STATION AND BEACH PAVILION CONTRACT.**

On February 6, 2013 bids were due for the Fish Cleaning Station and Beach Pavilion construction that is to take place this spring. Twelve bids were received in response to the project.

Adams Construction	\$747,150
BCI Construction	\$639,600

Cole, Inc.	\$572,575
Hallmark Construction	\$583,750
Joseph Helminski	\$629,892
Omega Construction	\$618,543
Orshall	\$625,238
Plaggmars Construction	\$605,900
Rivertown Contractors	\$587,788
Sugar Construction	\$607,200
Tridonn Construction	\$569,863 *Low Bidder
Vell Construction	\$583,500

Tridonn Construction was the low bid at \$569,863. Value engineering has reduced that cost to \$545,020. A contract has been prepared in the reduced amount with Tridonn Construction for the construction of the Fish Cleaning Station and the Beach Pavilion. The contract has been reviewed by the City Attorney.

MOTION by Hornkohl, second by Zaring to enter into a contract with Tridonn Construction in the amount of \$545,020 for the construction of the Fish Cleaning Station and Beach Pavilion at First Street Beach. Discussion followed including cost of metal roof vs. shingles; how long until we lose grant money – when does project need to be completed; no contingency money; and a comment that we won't have a beach house if this is postponed.

With a roll call vote this motion passed, 5-2.

AYES: Kenny, Cote, Hornkohl, Zaring, and Gustad  
 NAYS: Goodspeed and Adams

**A REPORT FROM THE MANISTEE RECREATION ASSOCIATION.**

Ms. Vicki Sheffield reported on the activities of the Manistee Recreation Association and responded to questions the Council had regarding their activities.

**PRESENTATION OF COMMUNITY DEVELOPMENT OFFICE WHITE PAPER.**

Deisch and Rose presented a synopsis of the Community Development Office white paper. The report will be posted on the web site and on Facebook for public viewing. Further discussion will be held next week at the work session.

**CITIZEN COMMENT.**

Richard Knechtges – 1310 Cornell Street, stated that the safety of a metal roof vs. wood roof should be considered if there were a fire emergency.

Jean Laskey – 326 Eighth Street, asked about the parking location for the new Rotary Park.

Travis Alden spoke on behalf of the DDA and thanked Council for their approvals; it shows that Council

is behind positive development.

**OFFICIALS AND STAFF.**

*None received.*

**COUNCILMEMBERS.**

Goodspeed asked if the old rocket ship slide could be taken to Morton Park; also received a call from Denis Raz regarding the condition of the sidewalks on Lake Street.

**ADJOURN.**

MOTION to adjourn was made by Goodspeed, second by Zaring. Meeting adjourned at 9:23 p.m.

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

DRAFT

**MANISTEE CITY COUNCIL  
WORK SESSION  
MINUTES OF MARCH 12, 2013**

The Manistee City Council met in a work session on Tuesday, March 12, 2013 at 7 p.m., Council Chambers, City Hall, 70 Maple Street, Manistee MI 49660.

**MEMBERS PRESENT:** Colleen Kenny, Catherine Zaring, Beth Adams, Eric Gustad, Ed Cote, Robert Goodspeed

**MEMBERS ABSENT:** Bob Hornkohl

**OTHERS PRESENT:** Department Directors, Media and Public

*Discussion on Community Development Department White Paper.* The Community Development Department White Paper was presented to Council at the regular meeting of March 5, 2013. City Manager Mitch Deisch opened up the dialog with Council and discussed several aspects of the paper. Council directed numerous questions to staff, which were answered. Staff focused on the need for this plan to be viewed as a future planning guide for the City. Discussed option that will be incorporated into the draft fiscal year budget. Some Council voiced a concern that they wanted to make sure adequate funds were available for a transition plan to be successful.

*2012 Capital Project Update.* Community Development Director Jon Rose presented updates and timelines on the Fish Cleaning Station, First Street Shelter, SSES Project, and the Small Urban Grant application for Kosciusko. Discussion was held on several of the projects. Regular updates will be made to Council throughout the construction season during work sessions.

Council requested that additional milestone dates be incorporated into future timelines in regards to capital projects.

Adjourned at 8:20 p.m.

Respectfully submitted,



Mitch Deisch, City Manager

MDD:cl

INVOICE APPROVAL LIST BY FUND  
02/11/13

Date: 02/11/2013  
Time: 11:05am  
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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	37561		01/19/2013	650.00
			Oct-Dec 12 Services		1540		
101-100-855.000	Cell Phone		AT&T MOBILITY	37499		02/27/2013	1,226.50
			Monthly Service		837869502X01282013		
101-100-859.000	DataIntern		CHARTER COMMUNICATIONS INC.	37507		01/22/2013	224.99
			Monthly Service - City Hall		#8245 12 209 0088022 - Feb 13		
101-100-859.000	DataIntern		CHARTER COMMUNICATIONS INC.	37507		01/22/2013	6.14
			Monthly Service - City Hall		#8245 12 209 0076258 - Feb 13		
101-100-925.001	Electric		CONSUMERS ENERGY	37514		02/25/2013	11,193.66
			Electric Usage				
101-100-997.006	2010 DDA R		BANK OF NEW YORK MELLON TRUST	37501		01/18/2013	13,650.00
			TAS #779991 Interest		BNYLOANS/MNSTECTY10RF - Jan 13		
101-100-999.000	TrfOut		CITY OF MANISTEE COMMON ACCT	37509		02/01/2013	5,000.00
			Ramsdell Theatre Oper.Transfer				
Total GENERAL							31,951.29
Dept: LEGISLATIVE							
101-101-728.000	OperSupp		PNC BANK	37558		02/24/2013	129.50
			Credit Card Charges		Jan 2013		
101-101-728.000	OperSupp		PNC BANK	37558		02/24/2013	259.00
			Credit Card Charges		Jan 2013		
101-101-860.000	Trav/Train		PNC BANK	37558		02/24/2013	300.00
			Credit Card Charges		Jan 2013		
101-101-860.000	Trav/Train		PNC BANK	37558		02/24/2013	200.00
			Credit Card Charges		Jan 2013		
101-101-860.000	Trav/Train		PNC BANK	37558		02/24/2013	150.00
			Credit Card Charges		Jan 2013		
101-101-860.000	Trav/Train		PNC BANK	37558		02/24/2013	110.25
			Credit Card Charges		Jan 2013		
Total LEGISLATIVE							1,148.75
Dept: MANAGER							
101-172-728.000	OperSupp		PNC BANK	37558		02/24/2013	67.40
			Credit Card Charges		Jan 2013		
101-172-728.000	OperSupp		PNC BANK	37558		02/24/2013	6.20
			Credit Card Charges		Jan 2013		
101-172-728.000	OperSupp		PNC BANK	37558		02/24/2013	16.98
			Credit Card Charges		Jan 2013		
101-172-831.000	Con.Repair		KOPY SALES INC.	37538		02/14/2013	35.29
			Cost Per Copy - Manager		86892		
101-172-860.000	Trav/Train		PNC BANK	37558		02/24/2013	100.00
			Credit Card Charges		Jan 2013		
101-172-957.000	Motor Pool		CITY OF MANISTEE COMMON ACCT	37509		02/01/2013	770.83
			Equipment Rental - Motor Pool				
Total MANAGER							996.70
Dept: CLERK							
101-215-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37535		03/04/2013	11.97
			Wire Hooks, Adhesive Fastener		346527-0		
101-215-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37535		03/02/2013	76.84
			Binder Index, Fstnrs, Binder		346392-0		
101-215-728.000	OperSupp		PNC BANK	37558		02/24/2013	4.98
			Credit Card Charges		Jan 2013		
101-215-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37535		03/02/2013	-32.99
			CREDIT - Hanging Binder		C 342131-0		
101-215-831.000	Con.Repair		KOPY SALES INC.	37538		02/14/2013	30.00
			Cost Per Copy - Finance/Clerk		86891		
101-215-870.000	Membership		PNC BANK	37558		02/24/2013	30.00
			Credit Card Charges		Jan 2013		
101-215-900.000	PrintPub		THE PIONEER GROUP	37556		02/20/2013	88.80
			Advertisements		#41100167 - 1/31/13		
101-215-900.000	PrintPub		THE PIONEER GROUP	37556		02/20/2013	101.10
			Advertisements		#41100167 - 1/31/13		
101-215-900.000	PrintPub		THE PIONEER GROUP	37556		02/20/2013	202.00
			Advertisements		#41100167 - 1/31/13		
Total CLERK							512.70
Dept: FINANCE / TREASURER							
101-253-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37535		03/07/2013	24.99
			Stapler		346435-1		

INVOICE APPROVAL LIST BY FUND  
02/11/13

Date: 02/11/2013  
Time: 11:05am  
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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							
101-253-728.000	OperSupp		JACKPINE BUSINESS CENTERS Staples, Calculator	37535	346435-0	03/03/2013	136.17
101-253-728.000	OperSupp		JACKPINE BUSINESS CENTERS Folder, Duster, Label, Moisten	37535	345881-0	02/23/2013	84.89
101-253-728.000	OperSupp		JACKPINE BUSINESS CENTERS Index, Env Folder, Sharpie	37535	346172-0	02/28/2013	17.15
101-253-728.000	OperSupp		JACKPINE BUSINESS CENTERS Batteries, Toner	37535	346841-0	03/08/2013	12.99
101-253-728.000	OperSupp		PNC BANK Credit Card Charges	37558	Jan 2013	02/24/2013	-1.80
101-253-728.000	OperSupp		PNC BANK Credit Card Charges	37558	Jan 2013	02/24/2013	31.79
101-253-728.000	OperSupp		JACKPINE BUSINESS CENTERS CREDIT - Index	37535	C 346172-0	03/09/2013	-6.98
101-253-735.000	Periodical		PNC BANK Credit Card Charges	37558	Jan 2013	02/24/2013	113.40
101-253-860.000	Trav/Train		MICHIGAN MUNICIPAL TREASURER'S MMTA Basic - H. Pefley	37546		03/10/2013	550.00
101-253-860.000	Trav/Train		PNC BANK Credit Card Charges	37558	Jan 2013	02/24/2013	100.00
101-253-870.000	Membership		MICHIGAN MUNICIPAL TREASURER'S Membership - H. Pefley	37546		03/10/2013	50.00
101-253-870.000	Membership		APT US&C Membership - H. Pefley	37495	2013	02/08/2013	100.00
							1,212.60
Total FINANCE / TREASURER							
Dept: MUNICIPAL BUILDINGS							
101-265-728.000	OperSupp		TOP LINE ELECTRIC LLC City Hall - Fluorescent Lamps	37568	4047	01/23/2013	124.03
101-265-728.000	OperSupp		FASTENAL COMPANY Road Runner Ice Melt	37521	MIMAN95660	02/24/2013	161.87
101-265-728.000	OperSupp		PURE WATER WORKS Purified Water	37560	236541	03/09/2013	45.00
101-265-728.000	OperSupp		FASTENAL COMPANY Road Runner Ice Melt	37521	MIMAN95821	03/06/2013	163.22
101-265-728.000	OperSupp		MANISTEE ACE HARDWARE Coffeemaker	37492	107613	02/28/2013	104.99
101-265-831.000	Con.Repair		CUSTOM SHEET METAL & HEATING Treatment of Heating System	37515	0000010642	02/16/2013	375.00
101-265-850.000	Phone		AT&T Monthly Service	37498	2013 - 231723351901	02/12/2013	87.35
101-265-850.000	Phone		AT&T Monthly Service	37498	2013 - 231723180301	02/12/2013	127.62
101-265-850.000	Phone		AT&T Monthly Service	37498	2013 - 231398067901	02/12/2013	121.41
101-265-850.000	Phone		AT&T Monthly Service	37498	2013 - 231R01300602	03/03/2013	2.43
101-265-850.000	Phone		POWERNET GLOBAL COMMUNICATIONS Monthly Service	37559	28566746	02/22/2013	153.48
101-265-920.000	Gas		DTE ENERGY Gas Usage - 70 Maple St	37519		03/06/2013	859.88
101-265-920.336	Gas - Fire		DTE ENERGY Gas Usage - 281 First St	37519		03/06/2013	663.18
101-265-922.000	Water		CITY OF MANISTEE WATER & Water Usage	37511		01/25/2013	131.63
101-265-922.336	Water - Fi		CITY OF MANISTEE WATER & Water Usage	37511		01/25/2013	153.35
101-265-922.441	Water - DP		CITY OF MANISTEE WATER & Water Usage	37511		01/25/2013	128.90
101-265-922.446	Water - Br		CITY OF MANISTEE WATER & Water Usage	37511		01/25/2013	41.78
101-265-925.000	Electric		CONSUMERS ENERGY Electric Usage	37514		02/25/2013	1,322.22
101-265-925.336	Electric -		CONSUMERS ENERGY Electric Usage	37514		02/25/2013	441.17
101-265-925.441	Electric -		CONSUMERS ENERGY Electric Usage	37514		02/25/2013	1,836.50
101-265-925.446	Electric -		CONSUMERS ENERGY Electric Usage	37514		02/25/2013	474.47
							7,519.48
Total MUNICIPAL BUILDINGS							

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: ATTORNEY							
101-266-802.000	Prof. Serv		GOCKERMAN, WILSON, SAYLOR AND Professional Services	37526	25141	01/30/2013	4,050.00
							-----
						Total ATTORNEY	4,050.00
Dept: CITY ENGINEER							
101-285-801.000	Pro.Serv.		ABONMARCHE CONSULTANTS, INC. Engineer of Record	37489	106024	02/23/2013	3,000.00
							-----
						Total CITY ENGINEER	3,000.00
Dept: BOARDS & COMMISSIONS							
101-290-887.000	Plan Comm		THE PIONEER GROUP Advertisements	37556	#41100167 -	02/20/2013 1/31/13	115.90
							-----
						Total BOARDS & COMMISSIONS	115.90
Dept: POLICE							
101-301-715.000	Cleaning		NYE UNIFORM COMPANY Sweater - Hallead	37555	405816	02/16/2013	87.01
101-301-715.000	Cleaning		NYE UNIFORM COMPANY Cuff Case - Bruce	37555	405221	02/21/2013	45.00
101-301-715.000	Cleaning		NYE UNIFORM COMPANY Sweater - Hallead	37555	406900	02/21/2013	87.58
101-301-715.000	Cleaning		NYE UNIFORM COMPANY Pants - Bachman	37555	407424	02/27/2013	189.39
101-301-728.000	OperSupp		KIRSTEN GOODSPEED Reimburse - Fit USA Membership	37527		02/07/2013	132.50
101-301-728.000	OperSupp		DIGITALLY LOCO Police / Fire Dept Photos	37516	SR813	01/18/2013	95.25
101-301-728.000	OperSupp		AUTO VALUE \ BTB PARTS STORES Snowbroom, Snowbrush	37500	256-807895	02/23/2013	35.87
101-301-728.000	OperSupp		L-3 COMMUNICATIONS MOBILE- Front/Rear Case Transmitter, B	37539	0194461-IN	02/21/2013	116.45
101-301-728.000	OperSupp		CMP DISTRIBUTORS, INC. Key Ring/Holder	37513	35484	02/23/2013	18.95
101-301-728.000	OperSupp		CMP DISTRIBUTORS, INC. Streamlight	37513	35424	02/21/2013	115.25
101-301-728.000	OperSupp		JACKPINE BUSINESS CENTERS HP Inkcart	37535	346432-0	03/02/2013	28.97
101-301-728.000	OperSupp		JACKPINE BUSINESS CENTERS Color Printer	37535	346318-0	03/03/2013	299.99
101-301-728.000	OperSupp		JACKPINE BUSINESS CENTERS Pens, Battery, Binder Clip,	37535	345792-0	02/22/2013	62.94
101-301-728.000	OperSupp		JACKPINE BUSINESS CENTERS Labor	37535	345905-0	02/22/2013	25.00
101-301-728.000	OperSupp		JACKPINE BUSINESS CENTERS Toner Cartridge	37535	345864-0	02/22/2013	58.79
101-301-770.000	Vehicle Ga		BLARNEY CASTLE FLEET PROGRAM Fuel Usage	37503	BC177 -	02/20/2013 02/06/13	1,464.97
101-301-860.000	Trav/Train		WEST MICHIGAN CRIMINAL JUSTICE Registration - Shands/Hallead	37574		03/08/2013	100.00
101-301-860.000	Trav/Train		TRAILSIDE ADVENTURES LLC Registration - T. Bruce	37569		02/08/2013	800.00
101-301-860.000	Trav/Train		PNC BANK Credit Card Charges	37558	Jan 2013	02/24/2013	111.55
101-301-860.000	Trav/Train		PNC BANK Credit Card Charges	37558	Jan 2013	02/24/2013	190.12
101-301-957.000	Motor Pool		CITY OF MANISTEE COMMON ACCT Equipment Rental - Motor Pool	37509		02/01/2013	2,708.33
							-----
						Total POLICE	6,773.91
Dept: FIRE							
101-336-728.000	OperSupp		PNC BANK Credit Card Charges	37558	Jan 2013	02/24/2013	53.00
101-336-728.000	OperSupp		PNC BANK Credit Card Charges	37558	Jan 2013	02/24/2013	53.00
101-336-770.000	Vehicle Ga		BLARNEY CASTLE FLEET PROGRAM Fuel Usage	37503	BC177 -	02/20/2013 02/06/13	710.01
101-336-801.000	Pro.Serv.		ACCUMED BILLING INC AccuMed Fees	37491	January 2013	02/01/2013	538.70
101-336-831.000	Con.Repair		CUSTOM SHEET METAL & HEATING Fire Dept Furnace - Serv.Call	37515	0000059408	02/24/2013	334.35

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Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: FIRE							
101-336-860.000	Trav/Train		NORTHWEST REGIONAL FIRE	37553		01/27/2013	125.00
			Strategies & Tactic - Initial		12P34		
101-336-860.000	Trav/Train		PNC BANK	37558		02/24/2013	600.00
			Credit Card Charges		Jan 2013		
101-336-930.000	Repairs/Ma		HALT FIRE	37528		02/20/2013	540.39
			Probe		434837		
101-336-957.000	Motor Pool		CITY OF MANISTEE COMMON ACCT	37509		02/01/2013	2,308.33
			Equipment Rental - Motor Pool				
101-336-970.000	Cap.Outlay		DOUGLASS SAFETY SYSTEMS, LLC	37517		02/22/2013	1,935.32
			Carbon Cylinder		31801		
							7,198.10
Total FIRE							
Dept: PUBLIC WORKS							
101-441-715.000	Cleaning		SAFETY SERVICES, INC.	37562		02/21/2013	276.75
			Rx Safety Glasses - Polisky		035646		
101-441-715.000	Cleaning		MODEL COVERALL SERVICE, INC.	37548		02/27/2013	28.01
			Uniform Cleaning - DPW		0321376		
101-441-715.000	Cleaning		MODEL COVERALL SERVICE, INC.	37548		03/06/2013	28.01
			Uniform Cleaning - DPW		0323110		
101-441-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37535		02/28/2013	177.90
			Stapler, Stor File, Towels		346111-0		
101-441-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37535		02/25/2013	389.99
			Time Clock		346013-0		
101-441-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37535		03/01/2013	103.92
			Towels		346111-1		
101-441-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37535		02/28/2013	84.64
			DPW Letterhead		31232		
101-441-728.000	OperSupp		PNC BANK	37558		02/24/2013	21.20
			Credit Card Charges		Jan 2013		
101-441-770.000	Vehicle Ga		BLARNEY CASTLE FLEET PROGRAM	37503		02/20/2013	185.40
			Fuel Usage		BC177 - 02/06/13		
101-441-770.000	Vehicle Ga		BLARNEY CASTLE FLEET PROGRAM	37503		02/20/2013	11,480.96
			Fuel Usage		BC177 - 02/06/13		
101-441-860.000	Trav/Train		MICHIGAN TECHNOLOGICAL UNIV	37547		02/06/2013	40.00
			PASER Training		INV-9975		
101-441-870.000	Membership		APWA - NORTHERN BRANCH	37496		03/10/2013	25.00
			Membership Dues		2013		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37500		02/27/2013	53.98
			Wiper Blade, Utility Knife		256-808248		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37500		02/27/2013	6.39
			Hyd Fitting		256-808266		
101-441-930.000	Repairs/Ma		NAPA AUTO PARTS	37550		01/29/2013	98.01
			Battery, Core Deposit		159192		
101-441-930.000	Repairs/Ma		NAPA AUTO PARTS	37550		01/28/2013	3.02
			Butt Connector		159147		
101-441-930.000	Repairs/Ma		NAPA AUTO PARTS	37550		01/16/2013	29.64
			Wiper Blade		158541		
101-441-930.000	Repairs/Ma		NAPA AUTO PARTS	37550		01/28/2013	27.28
			Fitting		159153		
101-441-930.000	Repairs/Ma		INTERSTATE BATTERY SYSTEM	37533		12/20/2012	138.95
			Battery, Core		10083728		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37500		03/08/2013	57.54
			PM 50/50 Blend		256-809011		
101-441-930.000	Repairs/Ma		NAPA AUTO PARTS	37550		02/06/2013	17.90
			Thermostat Gasket, Thermostat		159593		
101-441-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37572		03/07/2013	4.49
			Epoxy Syringe		1488		
101-441-930.000	Repairs/Ma		FREEMAN CREEK EQUIPMENT INC	37524		01/29/2013	120.47
			Air Filter, Spark Plug, Carbur		3044		
101-441-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37572		03/07/2013	9.56
			Freight		1485		
101-441-930.000	Repairs/Ma		NAPA AUTO PARTS	37550		02/05/2013	273.60
			Battery, Core Deposit		159530		
101-441-930.000	Repairs/Ma		FASTENAL COMPANY	37521		03/07/2013	50.85
			Plow Bolt		MIMAN95861		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37500		03/03/2013	3.99
			Toggle Sw Spst		256-808632		
101-441-930.000	Repairs/Ma		G.T. TIRE & WHEEL, INC. OF	37525		02/01/2013	65.95
			Large Dismount/Mount, O-Ring		277		
101-441-930.000	Repairs/Ma		LAKE WELDING SUPPLY CO.	37540		03/02/2013	43.43
			AR, ED, FG, O2		00849190		

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Fund: GENERAL FUND							
Dept: PUBLIC WORKS							
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37500		03/02/2013	13.12
			Duct Tape		256-808496		
101-441-930.000	Repairs/Ma		INTERSTATE BATTERY SYSTEM	37533		01/17/2013	-122.95
			CREDIT		10084027		
101-441-930.000	Repairs/Ma		BELL EQUIPMENT COMPANY	37502		03/01/2013	800.81
			Skid Shoe		0090540		
101-441-930.000	Repairs/Ma		NAPA AUTO PARTS	37550		02/07/2013	34.98
			Shop Towels in a Box		159672		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37500		03/09/2013	68.12
			Super Rad. Flush, PM 50/50 Bln		256-809074		
101-441-930.000	Repairs/Ma		NAPA AUTO PARTS	37550		01/22/2013	-12.00
			Core Deposit - CREDIT		158832		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37500		03/11/2013	173.79
			Spring Brake, Piggyback		256-809239		
101-441-957.000	Motor Pool		CITY OF MANISTEE COMMON ACCT	37509		02/01/2013	6,166.67
			Equipment Rental - Motor Pool				
							-----
Total PUBLIC WORKS							20,969.37
Dept: COMMUNITY DEVELOPMENT OFFICE							
101-748-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37535		02/25/2013	148.49
			Drum Unit		345937-0		
101-748-831.000	Con.Repair		KOPY SALES INC.	37538		02/14/2013	38.91
			Cost Per Copy - Comm Dev		86889		
							-----
Total COMMUNITY DEVELOPMENT OFFICE							187.40
Dept: PARKS & RECREATION							
101-751-770.000	Vehicle Ga		BLARNEY CASTLE FLEET PROGRAM	37503		02/20/2013	94.25
			Fuel Usage		BC177 - 02/06/13		
101-751-922.000	Water		CITY OF MANISTEE WATER &	37511		01/25/2013	55.00
			Water Usage				
101-751-925.000	Electric		CONSUMERS ENERGY	37514		02/25/2013	1,681.68
			Electric Usage				
101-751-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37572		01/12/2013	4.99
			Spray Nine		99772		
101-751-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37572		01/04/2013	4.40
			Duc Tape		99476		
101-751-930.000	Repairs/Ma		TOP LINE ELECTRIC LLC	37568		01/31/2013	92.70
			Repair Light Fixture in Mens		4059		
101-751-957.000	Motor Pool		CITY OF MANISTEE COMMON ACCT	37509		02/01/2013	3,083.33
			Equipment Rental - Motor Pool				
							-----
Total PARKS & RECREATION							5,016.35
							-----
Fund Total							90,652.55
Fund: MAJOR STREET FUND							
Dept:							
202-000-936.000	PreservSts		ABONMARCHE CONSULTANTS, INC.	37489		02/22/2013	799.84
			Kosiusko Resurfacing		105994		
202-000-936.000	PreservSts		CITY OF MANISTEE GENERAL FUND	37510		02/01/2013	8,750.00
			Major & Local Street Reimburse				
202-000-936.000	PreservSts		THE PIONEER GROUP	37556		02/20/2013	139.80
			Advertisements		#41100167 - 1/31/13		
202-000-937.000	Routine Ma		WADE-TRIM, INC.	37571		02/28/2013	4,772.50
			2012 Maple St Bridge Load Rati		105535		
202-000-937.000	Routine Ma		STATE OF MICHIGAN - MDOT	37566		12/16/2012	15,693.55
			Local Progress Billing - Maple		AP 348662		
202-000-938.000	Winter Mai		PATRICK SWIDORSKI TRUCKING	37567		01/26/2013	528.00
			Haul Snow - River Street		731		
202-000-938.000	Winter Mai		PATRICK SWIDORSKI TRUCKING	37567		02/04/2013	264.00
			Haul Snow - River Street		745		
202-000-938.000	Winter Mai		CITY OF MANISTEE GENERAL FUND	37510		02/01/2013	8,083.33
			Major & Local Street Reimburse				
							-----
Total							39,031.02
							-----
Fund Total							39,031.02
Fund: LOCAL STREET FUND							
Dept:							

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Fund: LOCAL STREET FUND							
Dept:							
203-000-936.000	PreservSts		CITY OF MANISTEE GENERAL FUND Major & Local Street Reimburse	37510		02/01/2013	3,750.00
203-000-938.000	Winter Mai		CITY OF MANISTEE GENERAL FUND Major & Local Street Reimburse	37510		02/01/2013	2,666.67
					Total		6,416.67
						Fund Total	6,416.67
Fund: CITY REFUSE FUND							
Dept:							
226-000-829.002	Yard Waste		CITY OF MANISTEE GENERAL FUND Reimburse for Yard Waste	37510		02/01/2013	1,666.67
					Total		1,666.67
						Fund Total	1,666.67
Fund: BUILDING INSPECTOR							
Dept:							
249-000-860.000	Trav/Train		SNYDER CODE SERVICES Building Inspector Training	37563		01/30/2013	299.00
					Total		299.00
						Fund Total	299.00
Fund: EPA GRANT - HAZARDOUS							
Dept:							
252-000-810.000	Engineer		NTH CONSULTANTS, LTD Professional Services	37554	587311	01/25/2013	8,238.65
252-000-810.000	Engineer		NTH CONSULTANTS, LTD Professional Services	37554	587311	01/25/2013	31.36
252-000-810.000	Engineer		NTH CONSULTANTS, LTD Professional Services	37554	587548	02/06/2013	4,464.16
					Total		12,734.17
						Fund Total	12,734.17
Fund: GRANT MANAGEMENT FUND							
Dept: LOCAL REVENUE SHARING GRANTS							
275-901-965.056	2012 Cycle		DXE MEDICAL INC Lifepak, Mobile Battery Charge	37520	68534	02/21/2013	9,207.00
275-901-965.056	2012 Cycle		MOORE MEDICAL CORP. Mask, IV Cath, Elctrds,	37549	82043528I	02/23/2013	3,395.53
275-901-965.056	2012 Cycle		BOUND TREE MEDICAL, LLC King Vision Kit	37504	80982562	02/17/2013	1,109.00
					Total LOCAL REVENUE SHARING GRANTS		13,711.53
Dept: OTHER GRANTS							
275-902-979.011	Fish Clean		STATE OF MICHIGAN Plan Examination Appl Fee Bal.	37564	15134	01/22/2013	80.74
					Total OTHER GRANTS		80.74
						Fund Total	13,792.27
Fund: PEG COMMISSION							
Dept:							
290-000-728.000	OperSupp		KEITH R BROWN PHD Reimburse - Postage, Sling	37505	Jan 2013	01/31/2013	311.36
290-000-801.000	Pro.Serv.		KEITH R BROWN PHD MPA Operations - Feb 2013	37505		02/01/2013	3,333.33
290-000-930.000	Repairs/Ma		KEITH R BROWN PHD Reimburse - Postage, Sling	37505	Jan 2013	01/31/2013	11.60
					Total		3,656.29
						Fund Total	3,656.29

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Fund: RAMSDELL THEATRE							
Dept:							
296-000-308.000	Principal		WEST SHORE BANK	37575		02/16/2013	14,841.07
			Ramsdell Roof-Note #1104879710				
296-000-308.002	Ramsdell T		THE HUNTINGTON NATIONAL BANK	37532		01/17/2013	32,854.49
			Ramsdell HVAC		11310017290		
296-000-751.000	Concession		ABBIE M FINNER	37522		01/05/2013	50.00
			Ramsdell - Concessions		LES TROYENS		
296-000-753.000	Performanc		METROPOLITAN OPERA ASSOC. INC.	37545		02/01/2013	570.00
			Ramsdell - Les Troyens, Maria		HD4203		
296-000-753.000	Performanc		KOPY SALES INC.	37538		02/14/2013	61.87
			Cost Per Copy - Finance/Clerk		86891		
296-000-801.000	Pro.Serv.		SHELLY ANNETTE JURCEVIC	37536		01/24/2013	315.00
			Ramsdell Lessons		Jan 2013		
296-000-801.000	Pro.Serv.		ADT SECURITY SERVICES INC	37493		01/25/2013	71.71
			Balance Due - Ramsdell Theatre		#103611739 - Jan 13		
296-000-831.000	Con.Repair		TOP LINE ELECTRIC LLC	37568		01/23/2013	2,550.00
			Ramsdell - Basement Exit/Egres		4026		
296-000-831.000	Con.Repair		TOP LINE ELECTRIC LLC	37568		01/23/2013	335.51
			Ramsdell - Storage Room		4032		
296-000-831.000	Con.Repair		NORTHERN FIRE & SAFETY	37552		01/03/2013	300.00
			Monitoring - Annual Renewal		0131689-IN		
296-000-831.000	Con.Repair		MARK HANSEN	37530		01/31/2013	81.49
			Ramsdell - Sound Room				
296-000-831.000	Con.Repair		MARK HANSEN	37530		01/30/2013	1,280.32
			Ramsdell - Sinks/Countertops				
296-000-850.000	Phone		AT&T	37498		02/12/2013	40.36
			Monthly Service		2013 - 231398075401		
296-000-870.000	Membership		ARTS AND CULTURE ALLIANCE	37497		02/08/2013	25.00
			Membership - Ramsdell Theatre		2013		
296-000-922.000	Water		CITY OF MANISTEE WATER &	37511		01/25/2013	26.09
			Water Usage				
296-000-925.000	Electric		CONSUMERS ENERGY	37514		02/25/2013	918.81
			Electric Usage				
296-000-970.000	Cap.Outlay		PNC BANK	37558		02/24/2013	599.98
			Credit Card Charges		Jan 2013		
296-000-998.000	Interest		WEST SHORE BANK	37575		02/16/2013	2,628.91
			Ramsdell Roof-Note #1104879710				
296-000-998.002	Ramsdell T		THE HUNTINGTON NATIONAL BANK	37532		01/17/2013	21,620.51
			Ramsdell HVAC		11310017290		
					Total		79,171.12
						Fund Total	79,171.12
Fund: CAPITAL IMPROVEMENT FUND							
Dept:							
430-000-979.005	First St B		TRAVERSE CITY RECORD-EAGLE INC	37570		03/02/2013	109.13
			Legal Notice Advertisement		011314879		
430-000-979.005	First St B		THE PIONEER GROUP	37556		02/20/2013	168.15
			Advertisements		#41100167 - 1/31/13		
430-000-979.009	Playground		PLAY WITH A PURPOSE	37557		03/01/2013	2,089.08
			Platform Climber		8598596		
430-000-979.011	Fish Clean		TRAVERSE CITY RECORD-EAGLE INC	37570		03/02/2013	109.12
			Legal Notice Advertisement		011314879		
430-000-979.011	Fish Clean		THE PIONEER GROUP	37556		02/20/2013	168.15
			Advertisements		#41100167 - 1/31/13		
					Total		2,643.63
						Fund Total	2,643.63
Fund: BOAT RAMP FUND							
Dept:							
508-000-850.000	Phone		AT&T	37498		02/12/2013	17.29
			Monthly Service		2013 - 231398258501		
508-000-925.000	Electric		CONSUMERS ENERGY	37514		02/25/2013	114.32
			Electric Usage				
					Total		131.61
						Fund Total	131.61

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Fund: WATER & SEWER UTILITY							
Dept: ADMINISTRATION							
573-541-728.000	OperSupp		KOPY SALES INC.	37538		02/14/2013	10.70
			Cost Per Copy & Toner - Garage		86893		
573-541-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37535		03/07/2013	59.95
			Stor File		346463-0		
573-541-728.000	OperSupp		LORI HANSEN	37529		01/27/2013	75.00
			Office Cleaning				
573-541-728.000	OperSupp		WAHR HARDWARE, INC.	37572		03/02/2013	4.38
			Key		1341		
573-541-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37535		03/02/2013	339.95
			Exec Chair		346462-0		
573-541-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37535		03/02/2013	434.97
			24" WS Monitor, USB Switch		346169-0		
573-541-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37535		03/08/2013	167.97
			Batteries, Toner		346841-0		
573-541-820.000	admin		CITY OF MANISTEE GENERAL FUND	37510		02/01/2013	23,083.33
			Administration - Water				
573-541-831.000	Con.Repair		KOPY SALES INC.	37538		02/14/2013	30.53
			Cost Per Copy & Toner - Garage		86893		
573-541-831.000	Con.Repair		MARK HANSEN	37530		02/04/2013	67.07
			DPW Utility Director's Office				
573-541-850.000	Phone		AT&T	37498		02/12/2013	522.88
			Monthly Service		2013 - 231723149601		
							-----
			Total ADMINISTRATION				24,796.73
Dept: WATER OPERATION							
573-542-770.000	Vehicle Ga		BLARNEY CASTLE FLEET PROGRAM	37503		02/20/2013	747.44
			Fuel Usage		BC177 - 02/06/13		
573-542-824.000	Lab Test		WAHR HARDWARE, INC.	37572		01/11/2013	8.88
			Freight		99746		
573-542-824.000	Lab Test		WAHR HARDWARE, INC.	37572		01/09/2013	8.88
			Freight		99648		
573-542-831.000	Con.Repair		TOP LINE ELECTRIC LLC	37568		01/31/2013	661.93
			Well #10 Heater		4061		
573-542-925.000	Electric		CONSUMERS ENERGY	37514		02/25/2013	174.51
			Electric Usage				
573-542-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37572		02/23/2013	76.47
			Heater, Shovel, 18" Artic Blas		1126		
573-542-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37572		01/04/2013	8.88
			Freight		99465		
573-542-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37572		01/02/2013	9.23
			Freight		99326		
573-542-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37572		02/28/2013	2.97
			Brass Bush		1249		
573-542-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37572		03/01/2013	18.06
			Latex Glove		1286		
573-542-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37572		02/28/2013	39.97
			Batteries, Jersey Gloves		1231		
573-542-957.000	Motor Pool		CITY OF MANISTEE COMMON ACCT	37509		02/01/2013	2,916.67
			Equipment Rental - Motor Pool				
							-----
			Total WATER OPERATION				4,673.89
Dept: SEWER - WWTP							
573-543-715.000	Cleaning		MODEL COVERALL SERVICE, INC.	37548		02/27/2013	36.80
			Uniform Cleaning - WWTP		321372		
573-543-728.000	OperSupp		KOPY SALES INC.	37538		02/14/2013	360.00
			Canon Toners - WWTP		86842		
573-543-728.000	OperSupp		ABSOLUTE SAFETY, INC.	37490		03/03/2013	96.50
			Safety Meeting - WWTP		WWTP010213		
573-543-728.000	OperSupp		NCL OF WISCONSIN, INC.	37551		02/21/2013	346.91
			Potassium Persulfate, Ammonia,		315904		
573-543-728.000	OperSupp		MODEL COVERALL SERVICE, INC.	37548		02/27/2013	29.88
			Uniform Cleaning - WWTP		321372		
573-543-745.000	Chemicals		WEBB CHEMICAL SERVICE CORP.	37573		01/16/2013	5,241.13
			Ferric Chloride Solution		390478		
573-543-770.000	Vehicle Ga		BLARNEY CASTLE FLEET PROGRAM	37503		02/20/2013	610.58
			Fuel Usage		BC177 - 02/06/13		
573-543-801.000	Pro.Serv.		FISHBECK, THOMPSON, CARR &	37523		02/27/2013	1,295.00
			WWTP Regulatory Assistance		279239		
573-543-824.000	Lab Test		KAR LABORATORIES, INC.	37537		02/23/2013	340.00
			Mercury Analysis		130318		

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<b>Fund: WATER &amp; SEWER UTILITY</b>							
<b>Dept: SEWER - WWTP</b>							
573-543-824.000	Lab Test		DOUGLAS HILL Microscopic Examination	37531	377	01/24/2013	100.00
573-543-860.000	Trav/Train		PNC BANK Credit Card Charges	37558	Jan 2013	02/24/2013	185.00
573-543-920.000	Gas		DTE ENERGY Gas Usage - 15 9th Street	37519		02/16/2013	2,219.00
573-543-925.000	Electric		CONSUMERS ENERGY Electric Usage	37514		02/25/2013	1,301.27
573-543-930.000	Repairs/Ma		CALHOUN-AYERS PLUMBING & Backflow Testing	37506	2270	02/01/2013	225.00
573-543-930.000	Repairs/Ma		J.O. GALLOUP COMPANY 30# Ashcroft 1/4 LM Liquid Fil	37534	1637191-00	02/21/2013	13.71
573-543-930.000	Repairs/Ma		ALLIED MECHANICAL SERVICES INC Boiler Repair - WWTP	37494	108554	01/31/2013	1,083.28
573-543-930.000	Repairs/Ma		NAPA AUTO PARTS Western Blade Marker	37550	158986	01/25/2013	13.32
573-543-930.000	Repairs/Ma		NAPA AUTO PARTS Western Shoe	37550	159470	02/04/2013	31.07
573-543-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES Zip Wax Wash, Brush, Wipes	37500	256-808582	03/03/2013	33.66
573-543-930.000	Repairs/Ma		MANISTEE ACE HARDWARE Keys	37492	107715	03/02/2013	1.99
573-543-957.000	Motor Pool		CITY OF MANISTEE COMMON ACCT Equipment Rental - Motor Pool	37509		02/01/2013	2,916.67
							16,480.77
<b>Dept: SEWER COLLECTION (STREETS)</b>							
573-544-715.000	Cleaning		MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewers	37548	0321374	02/27/2013	18.40
573-544-715.000	Cleaning		MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewers	37548	0323108	03/06/2013	18.40
573-544-801.000	Pro.Serv.		ABONMARCHE CONSULTANTS, INC. Sanitary Sewer Evaluation	37489	106025	02/23/2013	23,181.50
573-544-801.000	Pro.Serv.		ABONMARCHE CONSULTANTS, INC. Interceptor Sewer Cleaning	37489	105993	02/22/2013	405.00
573-544-801.000	Pro.Serv.		ABONMARCHE CONSULTANTS, INC. Storm Damage Litigation	37489	106026	02/23/2013	3,354.75
573-544-957.000	Motor Pool		CITY OF MANISTEE COMMON ACCT Equipment Rental - Motor Pool	37509		02/01/2013	2,916.67
							29,894.72
<b>Fund Total</b>							75,846.11
<b>Fund: MARINA FUND</b>							
<b>Dept:</b>							
594-000-892.500	Marketing		MANISTEE COUNTY CONVENTION & Visitors Guide 2013	37542	4768	01/09/2013	450.00
594-000-920.000	Gas		DTE ENERGY Gas Usage - 460 River St	37519		03/06/2013	146.71
594-000-925.000	Electric		CONSUMERS ENERGY Electric Usage	37514		02/25/2013	1,097.68
							1,694.39
<b>Fund Total</b>							1,694.39
<b>Fund: CURRENT TAX COLLECTION</b>							
<b>Dept:</b>							
703-000-215.000	Due DDA		DOWNTOWN DEVELOPMENT Winter Tax Distribution	37518		03/10/2013	3,671.87
703-000-215.000	Due DDA		DOWNTOWN DEVELOPMENT Summer Tax Distribution	37518		03/10/2013	16.89
703-000-221.000	Due City		CITY OF MANISTEE Summer Tax Distribution - Ops	37508		02/08/2013	17,395.62
703-000-221.001	Due Refuse		CITY OF MANISTEE COMMON ACCT Summer Tax Distribution - Refu	37509		02/08/2013	1,023.64
703-000-221.002	Due Admin		CITY OF MANISTEE Winter Tax Distribution - Adm	37508		02/08/2013	3,790.46
703-000-221.002	Due Admin		CITY OF MANISTEE Summer Tax Distribution - Adm	37508		02/08/2013	300.88

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Fund: CURRENT TAX COLLECTION							
Dept:							
703-000-221.003		Due Pe\In	CITY OF MANISTEE Summer Tax Distribution - Pena	37508		02/08/2013	1,361.06
703-000-221.004		Due WatDel	CITY OF MANISTEE WATER & Summer Tax Distribution - Dlq	37512		02/08/2013	116.41
703-000-222.000		Due County	MANISTEE COUNTY TREASURER Winter Tax Distribution	37543		02/08/2013	72,413.20
703-000-222.000		Due County	MANISTEE COUNTY TREASURER Summer Tax Distribution - Ops	37543		02/08/2013	5,095.76
703-000-225.002		MAPS Ops	MANISTEE AREA PUBLIC SCHOOLS Winter Tax Distribution - Ops	37541		03/10/2013	231,719.10
703-000-225.003		MAPS Bond	MANISTEE AREA PUBLIC SCHOOLS Winter Tax Distribution - Debt	37541		03/10/2013	62,583.33
703-000-228.000		Due State	STATE OF MICHIGAN Winter Tax Distribution - IFT	37565		02/08/2013	9,007.20
703-000-228.000		Due State	MANISTEE COUNTY TREASURER Summer Tax Distribution - SET	37543		02/08/2013	5,340.82
703-000-234.000		Due ISD	MANISTEE INTERMEDIATE SCHOOL Summer Tax Distribution	37544		03/10/2013	2,047.27
703-000-235.000		Due WSCC	WEST SHORE COMMUNITY COLLEGE Summer Tax Distribution	37576		03/10/2013	2,734.20
Total							418,617.71
Fund Total							418,617.71
Grand Total							746,353.21

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Fund: GENERAL FUND							
Dept: GENERAL							
101-100-801.000	Pro.Serv.		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	285.00
			Flex/HRA Admin, Annual Fee		6948		
101-100-801.000	Pro.Serv.		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	495.00
			Flex/HRA Admin, Annual Fee		6948		
101-100-901.000	Postage		EASYPERMIT POSTAGE	37604		02/08/2013	1,087.33
			Postage		#8000-9090-0723-7170 - Feb 13		
							-----
					Total GENERAL		1,867.33
Dept: MANAGER							
101-172-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	6.95
			Flex/HRA Admin, Annual Fee		6948		
101-172-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	6.95
			Flex/HRA Admin - Feb 2013		6949		
101-172-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37614		03/21/2013	78.99
			Stamp - Manager's Office		347192-0		
101-172-860.000	Trav/Train		IAAP - MICHIGAN DIVISION	37611		02/22/2013	210.00
			Registration - C. Lokovich				
							-----
					Total MANAGER		302.89
Dept: CLERK							
101-215-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	6.95
			Flex/HRA Admin, Annual Fee		6948		
101-215-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	6.95
			Flex/HRA Admin - Feb 2013		6949		
101-215-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	5.25
			Flex/HRA Admin, Annual Fee		6948		
101-215-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	5.25
			Flex/HRA Admin - Feb 2013		6949		
101-215-801.000	Pro.Serv.		CIC BENEFIT CONSULTING GROUP	37592		02/24/2013	42.75
			COBRA Admininstration		Jan 2013		
101-215-801.000	Pro.Serv.		CIC BENEFIT CONSULTING GROUP	37592		03/03/2013	42.75
			COBRA Admininstration		Feb 2013		
101-215-900.000	PrintPub		MANISTEE COUNTY REGISTER OF	37578		03/17/2013	49.00
			Record - Riverfront Leases (2)				
							-----
					Total CLERK		158.90
Dept: FINANCE / TREASURER							
101-253-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	6.95
			Flex/HRA Admin, Annual Fee		6948		
101-253-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	6.95
			Flex/HRA Admin - Feb 2013		6949		
101-253-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	10.50
			Flex/HRA Admin, Annual Fee		6948		
101-253-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	10.50
			Flex/HRA Admin - Feb 2013		6949		
101-253-728.000	OperSupp		JACKPINE BUSINESS CENTERS	37614		03/15/2013	77.99
			HP 12A LJ Print Cartg		347252-0		
101-253-735.000	Periodical		BLOOMBERG BUSINESSWEEK	37586		03/27/2013	40.00
			Subscription Renewal		2013 - #0006776223		
101-253-735.000	Periodical		WALL STREET JOURNAL	37655		03/27/2013	536.80
			Subscription Renewal		2013 - #041602957394		
101-253-801.000	Pro.Serv.		MANISTEE COUNTY CONTROLLER	37624		02/01/2013	14,737.50
			Tax Maps, Assess/Tax Rolls,		2012		
101-253-900.000	PrintPub		JACKPINE BUSINESS CENTERS	37614		03/15/2013	40.50
			Business Cards - H. Pefley		31312		
101-253-985.000	Lease Pur.		US BANK EQUIPMENT FINANCE	37652		02/14/2013	125.90
			Kyocera Copier - Finance		222415754		
							-----
					Total FINANCE / TREASURER		15,593.59
Dept: ASSESSOR							
101-257-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	6.95
			Flex/HRA Admin, Annual Fee		6948		
101-257-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	6.95
			Flex/HRA Admin - Feb 2013		6949		
101-257-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	5.25
			Flex/HRA Admin, Annual Fee		6948		
101-257-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	5.25
			Flex/HRA Admin - Feb 2013		6949		
							-----
					Total ASSESSOR		24.40
Dept: MUNICIPAL BUILDINGS							

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Fund: GENERAL FUND							
Dept: MUNICIPAL BUILDINGS							
101-265-728.000	OperSupp		FASTENAL COMPANY	37605		03/14/2013	239.53
			Hand Towel, Bathroom Tissue,		MIMAN95974		
101-265-728.000	OperSupp		MANISTEE ACE HARDWARE	37579		03/09/2013	54.99
			Snow Pusher		107931		
101-265-728.000	OperSupp		FASTENAL COMPANY	37605		03/17/2013	107.91
			Ice Melt		MIMAN96041		
101-265-831.000	Con.Repair		CUSTOM CONVEYOR CORPORATION	37600		03/02/2013	370.91
			Diverter Valve - City Hall		0000010945		
101-265-831.000	Con.Repair		MARK HANSEN	37610		02/22/2013	50.88
			City Hall - Chipped Plaster,				
101-265-850.000	Phone		AT&T	37583		03/15/2013	170.00
			Monthly Service		2013 - 231723351902/03		
101-265-850.000	Phone		AT&T	37583		03/15/2013	300.00
			Monthly Service		2013 - 231398067902/03		
101-265-850.000	Phone		AT&T	37583		03/15/2013	275.00
			Monthly Service		2013 - 231723180302/03		
101-265-920.441	Gas - DPW		DTE ENERGY	37603		03/08/2013	9,000.00
			Gas Usage - 280 Washington St				
101-265-920.446	Gas - Brid		DTE ENERGY	37603		03/13/2013	400.00
			Gas Usage - 51 Maple St				
101-265-922.000	Water		CITY OF MANISTEE WATER &	37596		02/22/2013	213.44
			Water Usage				
101-265-922.336	Water - Fi		CITY OF MANISTEE WATER &	37596		02/22/2013	89.72
			Water Usage				
101-265-922.441	Water - DP		CITY OF MANISTEE WATER &	37596		02/22/2013	174.35
			Water Usage				
101-265-922.446	Water - Br		CITY OF MANISTEE WATER &	37596		02/22/2013	41.78
			Water Usage				
							-----
Total MUNICIPAL BUILDINGS							11,488.51
Dept: ATTORNEY							
101-266-802.000	Prof. Serv		GOCKERMAN, WILSON, SAYLOR AND	37609		03/02/2013	4,050.00
			Professional Services		25231		
101-266-803.000	Prof. Serv		MIKA MEYERS BECKETT & JONES	37628		02/18/2013	450.00
			Professional Services		568514		
							-----
Total ATTORNEY							4,500.00
Dept: POLICE							
101-301-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	69.50
			Flex/HRA Admin, Annual Fee		6948		
101-301-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	69.50
			Flex/HRA Admin - Feb 2013		6949		
101-301-715.000	Cleaning		NYE UNIFORM COMPANY	37635		03/06/2013	13.50
			Strion Flashlight Holder		407234		
101-301-715.000	Cleaning		NYE UNIFORM COMPANY	37635		03/06/2013	11.00
			Buckle - Cook		408360		
101-301-715.000	Cleaning		MANISTEE CLEANING SOLUTIONS	37622		01/31/2013	173.01
			Uniform Cleaning		Jan 2013		
101-301-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	5.25
			Flex/HRA Admin, Annual Fee		6948		
101-301-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	5.25
			Flex/HRA Admin - Feb 2013		6949		
101-301-728.000	OperSupp		OLESON'S FOOD STORES	37636		03/08/2013	4.99
			Dish Soap		#8929 - 02/06/13		
101-301-831.000	Con.Repair		KOPY SALES INC.	37619		02/14/2013	34.36
			Cost Per Copy - Police		86890		
							-----
Total POLICE							386.36
Dept: FIRE							
101-336-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	55.60
			Flex/HRA Admin, Annual Fee		6948		
101-336-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	55.60
			Flex/HRA Admin - Feb 2013		6949		
101-336-715.000	Cleaning		SPORTS INK SCREEN PRINTING	37648		08/20/2012	21.00
			Navy S/S Tees - Fire		3069		
101-336-715.000	Cleaning		SPORTS INK SCREEN PRINTING	37648		02/01/2013	193.00
			Navy S/S Tees - Fire		3284		
101-336-715.000	Cleaning		NYE UNIFORM COMPANY	37635		03/08/2013	146.39
			Shirts, Pant - Jeffries		407777		
101-336-715.000	Cleaning		NYE UNIFORM COMPANY	37635		03/08/2013	372.00
			Shirts, Pants - Dominick		407778		

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Fund: GENERAL FUND							
Dept: FIRE							
101-336-715.000	Cleaning		NYE UNIFORM COMPANY	37635		03/08/2013	115.00
			Pants - Peddie		407782		
101-336-715.000	Cleaning		NYE UNIFORM COMPANY	37635		03/08/2013	172.50
			Pants - LaPoint		407780		
101-336-715.000	Cleaning		NYE UNIFORM COMPANY	37635		03/08/2013	184.00
			Shirts, Pants - Cameron		407781		
101-336-715.000	Cleaning		NYE UNIFORM COMPANY	37635		03/08/2013	163.00
			Shirts, Pant - Henderson		407779		
101-336-715.000	Cleaning		NYE UNIFORM COMPANY	37635		03/08/2013	184.00
			Shirts, Pants - Haskin		407776		
101-336-715.000	Cleaning		NYE UNIFORM COMPANY	37635		12/03/2012	185.40
			Coat - Peddie		394802A		
101-336-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	15.75
			Flex/HRA Admin, Annual Fee		6948		
101-336-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	15.75
			Flex/HRA Admin - Feb 2013		6949		
101-336-728.000	OperSupp		WAHR HARDWARE, INC.	37654		03/08/2013	3.20
			Nmbr Reflect		1541		
101-336-728.000	OperSupp		WAHR HARDWARE, INC.	37654		03/16/2013	16.24
			Freight		1803		
101-336-728.000	OperSupp		CHARTER COMMUNICATIONS INC.	37591		02/08/2013	78.10
			Monthly Service - Fire		#8245 12 209 0073420 - Mar 13		
101-336-732.000	SUPPLIES -		MOORE MEDICAL CORP.	37631		02/24/2013	35.60
			Flexi-Set Cuffed 8.0mm		82044505I		
101-336-732.000	SUPPLIES -		DASH MEDICAL GLOVES INC	37601		03/06/2013	129.80
			Halo Nitrile Exam Gloves		INV0779623		
101-336-831.000	Con.Repair		KOPY SALES INC.	37619		02/14/2013	33.68
			Cost Per Copy - Fire		86894		
101-336-860.000	Trav/Train		LIFE EMS AMBULANCE	37620		02/01/2013	200.00
			Education/Training - Henderson		12-116344		
101-336-874.000	Blue Cross		DANIEL J JANOWIAK	37615		02/25/2013	250.00
			In Lieu of Blue Cross Insuranc				
101-336-874.000	Blue Cross		MARK A MODJESKI	37630		02/25/2013	250.00
			In Lieu of Blue Cross Insuranc				
101-336-874.000	Blue Cross		SID SCRIMGER	37645		02/25/2013	250.00
			In Lieu of Blue Cross Insuranc				
101-336-874.000	Blue Cross		TIMM H SMITH	37646		02/25/2013	250.00
			In Lieu of Blue Cross Insuranc				
101-336-874.000	Blue Cross		JERRY J TABACZKA	37650		02/25/2013	250.00
			In Lieu of Blue Cross Insuranc				
101-336-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37584		03/16/2013	15.98
			Aerovantage Blad		256-809626		
101-336-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37584		03/16/2013	14.79
			Brk Control Adpt		256-809653		
101-336-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37584		03/16/2013	76.99
			Elect Brk Control		256-809631		
101-336-930.000	Repairs/Ma		MANISTEE TIRE SERVICE	37627		03/14/2013	674.94
			Tires, Valve, Mount		141100		
					Total FIRE		4,408.31
Dept: PUBLIC WORKS							
101-441-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	76.45
			Flex/HRA Admin, Annual Fee		6948		
101-441-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	76.45
			Flex/HRA Admin - Feb 2013		6949		
101-441-715.000	Cleaning		SNYDER'S SHOES	37647		02/04/2013	143.00
			Safety Boots - S. Taylor		13556		
101-441-715.000	Cleaning		MODEL COVERALL SERVICE, INC.	37629		03/13/2013	28.01
			Uniform Cleaning - DPW		0324802		
101-441-715.000	Cleaning		MODEL COVERALL SERVICE, INC.	37629		03/20/2013	28.01
			Uniform Cleaning - DPW		0326492		
101-441-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	10.50
			Flex/HRA Admin, Annual Fee		6948		
101-441-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	10.50
			Flex/HRA Admin - Feb 2013		6949		
101-441-801.000	Pro.Serv.		NTH CONSULTANTS, LTD	37634		12/09/2012	2,329.20
			Profession Services - DPW		586520		
101-441-801.000	Pro.Serv.		NTH CONSULTANTS, LTD	37634		01/06/2013	518.64
			Professional Services - DWP		586944		
101-441-831.000	Con.Repair		MARK HANSEN	37610		02/22/2013	1,076.20
			DPW - Ceiling Grids & Tile				

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Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: PUBLIC WORKS							
101-441-831.000	Con.Repair		MARK HANSEN	37610		02/22/2013	1,946.65
			DPW - Build Wall, Insulate,				
101-441-870.000	Membership		ARBOR DAY FOUNDATION	37582		02/01/2013	15.00
			Membership #865-714-1452		2013		
101-441-870.000	Membership		AMERICAN PUBLIC WORKS ASSOC.	37581		02/12/2013	169.00
			Membership Renewal - J. Garber		2013 - ID #7059		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37584		03/23/2013	37.77
			Grease		256-810132		
101-441-930.000	Repairs/Ma		MANISTEE TIRE SERVICE	37627		03/16/2013	45.00
			Dismount/Mount, Valve Stems		12574		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37584		03/17/2013	64.52
			PM 50/50 Blend, Bar S Leak		256-809726		
101-441-930.000	Repairs/Ma		NAPA AUTO PARTS	37632		02/14/2013	9.49
			Test Ins		160038		
101-441-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37654		03/14/2013	46.17
			Chip Brushes, Bright White		1713		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37584		02/23/2013	24.39
			Western Mark		256-807893		
101-441-930.000	Repairs/Ma		MANISTEE TIRE SERVICE	37627		03/14/2013	37.00
			Dismount/Mount, Valve Stems		12517		
101-441-930.000	Repairs/Ma		OLSON LUMBER COMPANY	37637		03/13/2013	19.56
			2" Torx Scions		101988		
101-441-930.000	Repairs/Ma		OLSON LUMBER COMPANY	37637		03/13/2013	24.64
			1x4- 14 #2 Pine		101989		
101-441-930.000	Repairs/Ma		FREIGHTLINER OF GRAND RAPIDS	37607		02/17/2013	465.92
			Shipping		X001449062:01		
101-441-930.000	Repairs/Ma		WAHR HARDWARE, INC.	37654		03/23/2013	4.93
			Bolts		2028		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37584		03/20/2013	315.81
			U-Bolts		256-809894		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37584		03/22/2013	291.15
			Reman Shoe Kit, Duo-Grip Snobr		256-810066		
101-441-930.000	Repairs/Ma		FASTENAL COMPANY	37605		03/23/2013	61.48
			Screw Pin Anchor Shackles		MIMAN96125		
101-441-930.000	Repairs/Ma		MANISTEE ACE HARDWARE	37579		03/23/2013	9.58
			Mailbox, Letters		108353		
101-441-930.000	Repairs/Ma		MANISTEE ACE HARDWARE	37579		03/23/2013	10.49
			Drill Bit		108356		
101-441-930.000	Repairs/Ma		MANISTEE ACE HARDWARE	37579		03/23/2013	41.59
			Mailboxes, Numbers		108351		
101-441-930.000	Repairs/Ma		G.T. TIRE & WHEEL, INC. OF	37608		02/20/2013	21.00
			Small Dismount/Mount		287		
101-441-930.000	Repairs/Ma		WELLER AUTO PARTS INC	37656		03/21/2013	795.00
			New Rad.		8574657		
101-441-930.000	Repairs/Ma		K.L. MCCOY & ASSOCIATES, INC.	37617		03/02/2013	375.18
			Shaft Sleeve, Seal Kit, O-Ring		138289		
101-441-930.000	Repairs/Ma		CADILLAC PLUMBING-HEATING	37590		02/15/2013	277.70
			Alto		643658		
101-441-930.000	Repairs/Ma		CADILLAC PLUMBING-HEATING	37590		02/22/2013	333.36
			Alto		644040		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37584		03/20/2013	34.97
			Hyd Couplers, Fitting Asst		256-809854		
101-441-930.000	Repairs/Ma		AUTO VALUE \ BTB PARTS STORES	37584		03/20/2013	137.88
			Anti-Freeze		256-809832		
							-----
					Total PUBLIC WORKS		9,912.19
Dept: COMMUNITY DEVELOPMENT OFFICE							
101-748-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	13.90
			Flex/HRA Admin, Annual Fee		6948		
101-748-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	13.90
			Flex/HRA Admin - Feb 2013		6949		
101-748-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	10.50
			Flex/HRA Admin, Annual Fee		6948		
101-748-728.000	OperSupp		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	10.50
			Flex/HRA Admin - Feb 2013		6949		
							-----
					Total COMMUNITY DEVELOPMENT OFFICE		48.80
Dept: PARKS & RECREATION							
101-751-712.012	Costs-HRA		CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	13.90
			Flex/HRA Admin, Annual Fee		6948		

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Fund: GENERAL FUND							
Dept: PARKS & RECREATION							
101-751-712.012		Costs-HRA	CIC BENEFIT CONSULTING GROUP	37592		03/14/2013	13.90
			Flex/HRA Admin - Feb 2013		6949		
101-751-831.000		Con.Repair	TURF CARE LAWN SERVICE INC.	37651		03/05/2013	8,747.42
			Parks - Yearly Service Plan		2013 - #8456		
101-751-870.000		Membership	NATIONAL RECREATION & PARK	37633		02/18/2013	150.00
			Membership		2013 - #83671		
101-751-920.000		Gas	DTE ENERGY	37603		03/14/2013	300.00
			Gas Usage - 580 Maple St				
101-751-922.000		Water	CITY OF MANISTEE WATER &	37596		02/22/2013	158.02
			Water Usage				
101-751-930.000		Repairs/Ma	AUTO VALUE \ BTB PARTS STORES	37584		03/17/2013	33.49
			3/8 Tool & Bits		256-809756		
101-751-930.000		Repairs/Ma	WAHR HARDWARE, INC.	37654		03/17/2013	1.21
			Philips Bit		1859		
101-751-930.000		Repairs/Ma	WAHR HARDWARE, INC.	37654		03/17/2013	68.36
			Sawhorse, Chip Brush, Sandppr		1857		
101-751-930.000		Repairs/Ma	WAHR HARDWARE, INC.	37654		03/02/2013	37.11
			Cap Foam Sealant		1357		
101-751-930.000		Repairs/Ma	WAHR HARDWARE, INC.	37654		03/21/2013	39.13
			Chip Brush, Paint Remover		1958		
101-751-930.000		Repairs/Ma	WAHR HARDWARE, INC.	37654		03/22/2013	111.63
			Random Orb Sander, Sandpaper		1998		
101-751-930.000		Repairs/Ma	WAHR HARDWARE, INC.	37654		03/22/2013	59.83
			Gloss White Paint		1995		
101-751-930.000		Repairs/Ma	FASTENAL COMPANY	37605		03/22/2013	10.67
			Flap Disc		MIMAN96112		
					Total PARKS & RECREATION		9,744.67
						Fund Total	58,435.95
Fund: MAJOR STREET FUND							
Dept:							
202-000-938.000		Winter Mai	PATRICK SWIDORSKI TRUCKING	37649		02/08/2013	396.00
			Haul Snow - River Street		750		
202-000-938.000		Winter Mai	PATRICK SWIDORSKI TRUCKING	37649		02/18/2013	176.00
			Haul Snow - River Street		752		
202-000-938.000		Winter Mai	PATRICK SWIDORSKI TRUCKING	37649		02/20/2013	352.00
			Haul Snow - River Street		754		
					Total		924.00
						Fund Total	924.00
Fund: CITY REFUSE FUND							
Dept:							
226-000-826.000		Res Cntrct	ALLIED WASTE SERVICES #239	37580		03/02/2013	24,759.13
			Residential, Recycling		0239-001696160		
226-000-827.000		Muncpl Rfs	MANISTEE CONSERVATION DISTRICT	37623		02/18/2013	1,990.00
			Household Hazardous Waste		2013		
226-000-827.000		Muncpl Rfs	ALLIED WASTE SERVICES #239	37580		03/02/2013	200.00
			DPW, Fire		0239-001691345		
					Total		26,949.13
						Fund Total	26,949.13
Fund: BROWNFIELD REDEVELOPMENT AUTHO							
Dept:							
243-000-799.000		MiscExp	JACKPINE BUSINESS CENTERS	37614		03/13/2013	15.00
			Insert, 2x8 Clr		346867-0		
					Total		15.00
						Fund Total	15.00
Fund: BUILDING INSPECTOR							
Dept:							
249-000-870.000		Membership	INTERNATIONAL CODE COUNCIL INC	37612		01/04/2013	125.00
			Membership Renewal - M. Niesen		2936333		

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Fund: BUILDING INSPECTOR							
Dept:							
					Total		125.00
						Fund Total	125.00
Fund: GRANT MANAGEMENT FUND							
Dept: LOCAL REVENUE SHARING GRANTS							
275-901-965.052		2012 Cycle	PLAY WITH A PURPOSE Shipping	37639	8579744	01/09/2013	785.45
275-901-965.056		2012 Cycle	PROGRESSIVE MEDICAL INT'L Intubation Module, IV Module	37642	0394589	03/01/2013	136.42
275-901-965.056		2012 Cycle	VIDACARE 25mm Needle, 15mm Needle,	37653	70344	03/07/2013	1,178.02
275-901-965.056		2012 Cycle	BOUND TREE MEDICAL, LLC Responder BLS Bag	37587	81005627	03/14/2013	175.86
275-901-965.058		2012 Cycle	KEITH R BROWN PHD Reimburse - Batteries, Tools,	37589	Feb 2013	02/28/2013	307.32
					Total LOCAL REVENUE SHARING GRANTS		2,583.07
						Fund Total	2,583.07
Fund: PEG COMMISSION							
Dept:							
290-000-728.000		OperSupp	KEITH R BROWN PHD Reimburse - Batteries, Tools,	37589	Feb 2013	02/28/2013	192.58
					Total		192.58
						Fund Total	192.58
Fund: RAMSDELL THEATRE							
Dept:							
296-000-728.000		OperSupp	KERRY SCHUBACH Ramsdell - Site Manager	37644	BENZIE CHORUS	07/13/2012	40.00
296-000-728.000		OperSupp	KERRY SCHUBACH Ramsdell - Site Manager	37644	SISTER WILENE	01/19/2013	52.50
296-000-728.000		OperSupp	JACKPINE BUSINESS CENTERS Duster Cleaner	37614	345036-0	02/09/2013	9.49
296-000-728.000		OperSupp	JAMES L COX Piano Tuning - Ramsdell Theatr	37599	15331	02/18/2013	225.00
296-000-751.000		Concession	ABBIE M FINNER Ramsdell - Concessions	37606	RIGOLETTE	02/16/2013	30.00
296-000-753.000		Performanc	DAVID CHOWN Ramsdell Theatre Performance	37577		02/15/2013	400.00
296-000-753.000		Performanc	MARK SCHROCK Ramsdell Theatre Performance	37643		02/18/2013	400.00
296-000-753.000		Performanc	CORY A BROWN Ramsdell - Clean Up	37588	WHOS AFRAID OF THE BIG BAD WO	02/08/2013	30.00
296-000-801.000		Pro.Serv.	SHELLY ANNETTE JURCEVIC Ramsdell - Lessons	37616	Feb 2013	02/22/2013	265.00
296-000-831.000		Con.Repair	PERSONAL PLUMBING INC Kiln Room Project	37638	130215-1	02/15/2013	868.33
296-000-850.000		Phone	AT&T Monthly Service	37583	2013 - 231398075402/03	03/15/2013	100.00
296-000-920.000		Gas	DTE ENERGY Gas Usage - 101 Maple St	37603		03/10/2013	5,000.00
296-000-922.000		Water	CITY OF MANISTEE WATER & Water Usage	37596		02/22/2013	17.00
					Total		7,437.32
						Fund Total	7,437.32
Fund: BOAT RAMP FUND							
Dept:							
508-000-728.000		OperSupp	COMMUNICRAFT LTD. Seasonal Ramp Permit	37597	28145	02/04/2013	298.66
508-000-850.000		Phone	AT&T Monthly Service	37583	2013 - 231398258502/03	03/15/2013	50.00

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Fund: BOAT RAMP FUND							
Dept:							
					Total		348.66
						Fund Total	348.66
Fund: WATER & SEWER UTILITY							
Dept:							
573-000-300.003	1997 B Pri	BANK OF NEW YORK TRUST COMPANY 2969-MGA Princ + Int	37585		02/04/2013		30,000.00
573-000-300.009	2006 Princ	BANK OF NEW YORK TRUST COMPANY 2969-MGA Princ + Int	37585	Feb 2013	02/04/2013		130,000.00
573-000-300.013	2011 SRF	BANK OF NEW YORK TRUST COMPANY 2969-MGA Princ + Int	37585	Feb 2013	02/04/2013		55,000.00
573-000-300.014	2011 DWRP	BANK OF NEW YORK TRUST COMPANY 2969-MGA Princ + Int	37585	Feb 2013	02/04/2013		20,000.00
					Total		235,000.00
Dept: ADMINISTRATION							
573-541-712.012	Costs-HRA	CIC BENEFIT CONSULTING GROUP Flex/HRA Admin, Annual Fee	37592		03/14/2013	6948	6.95
573-541-712.012	Costs-HRA	CIC BENEFIT CONSULTING GROUP Flex/HRA Admin - Feb 2013	37592		03/14/2013	6949	6.95
573-541-728.000	OperSupp	FASTENAL COMPANY Flashlight, Battery	37605		03/15/2013	MIMAN95997	37.24
573-541-728.000	OperSupp	JACKPINE BUSINESS CENTERS Card Holder, Pens, Scissors,	37614		03/14/2013	347120-0	62.57
573-541-728.000	OperSupp	JACKPINE BUSINESS CENTERS 12" Scales, Guest Chair, Setup	37614		03/15/2013	347171-0	171.37
573-541-728.000	OperSupp	JACKPINE BUSINESS CENTERS Post It Flags, Notes, Lgl Pad,	37614		03/20/2013	347424-0	28.41
573-541-728.000	OperSupp	PRINTING SYSTEMS, INC. Utility Bills	37641		03/13/2013	79416	768.35
					Total ADMINISTRATION		1,081.84
Dept: WATER OPERATION							
573-542-712.012	Costs-HRA	CIC BENEFIT CONSULTING GROUP Flex/HRA Admin, Annual Fee	37592		03/14/2013	6948	13.90
573-542-712.012	Costs-HRA	CIC BENEFIT CONSULTING GROUP Flex/HRA Admin - Feb 2013	37592		03/14/2013	6949	13.90
573-542-824.000	Lab Test	KENT COUNTY HEALTH DEPARTMENT Water Samples	37618		03/10/2013	EH013113-3921	336.00
573-542-925.000	Electric	CONSUMERS ENERGY Electric Usage	37598		03/08/2013		10,000.00
573-542-925.000	Electric	CONSUMERS ENERGY Electric Usage	37598		03/08/2013		1,600.00
573-542-930.000	Repairs/Ma	AUTO VALUE \ BTB PARTS STORES Mirror	37584		03/15/2013	256-809545	146.80
					Total WATER OPERATION		12,110.60
Dept: SEWER - WWTP							
573-543-712.012	Costs-HRA	CIC BENEFIT CONSULTING GROUP Flex/HRA Admin, Annual Fee	37592		03/14/2013	6948	20.85
573-543-712.012	Costs-HRA	CIC BENEFIT CONSULTING GROUP Flex/HRA Admin - Feb 2013	37592		03/14/2013	6949	20.85
573-543-728.000	OperSupp	ALLIED WASTE SERVICES #239 2 yd Front Load - 53 9th St	37580		03/02/2013	0239-001691319	140.66
573-543-824.000	Lab Test	COMMUNICRAFT LTD. Shipping - WWTP	37597		02/20/2013	28160	39.73
573-543-920.000	Gas	DTE ENERGY Gas Usage - 15 9th St	37603		03/20/2013		5,000.00
573-543-925.000	Electric	CONSUMERS ENERGY Electric Usage	37598		03/08/2013		16,500.00
					Total SEWER - WWTP		21,722.09
Dept: SEWER COLLECTION (STREETS)							
573-544-712.012	Costs-HRA	CIC BENEFIT CONSULTING GROUP Flex/HRA Admin, Annual Fee	37592		03/14/2013	6948	13.90
573-544-712.012	Costs-HRA	CIC BENEFIT CONSULTING GROUP Flex/HRA Admin - Feb 2013	37592		03/14/2013	6949	13.90
573-544-715.000	Cleaning	MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewers	37629		03/13/2013	0324800	18.40

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Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: WATER & SEWER UTILITY							
Dept: SEWER COLLECTION (STREETS)							
573-544-715.000	Cleaning		MODEL COVERALL SERVICE, INC. Uniform Cleaning - Str Sewers	37629	0326490	03/20/2013	18.40
573-544-930.000	Repairs/Ma		JACK DOHENY SUPPLIES, INC. Bumper	37613	A62023	03/07/2013	491.34
573-544-930.000	Repairs/Ma		WAHR HARDWARE, INC. Latex Gloves, Battery, Spotlig	37654	1745	03/15/2013	143.89
573-544-930.000	Repairs/Ma		PLUMMER'S ENVIRONMENTAL PACP Video Inspected	37640	73535	02/01/2013	1,170.00
Total SEWER COLLECTION (STREETS)							1,869.83
Dept: Water & Sewer Bond & Interest							
573-574-995.003	1997 B Int		BANK OF NEW YORK TRUST COMPANY 2969-MGA Princ + Int	37585	Feb 2013	02/04/2013	1,743.75
573-574-995.005	1998 B Int		BANK OF NEW YORK TRUST COMPANY 2969-MGA Princ + Int	37585	Feb 2013	02/04/2013	10,406.25
573-574-995.007	1999 B Int		BANK OF NEW YORK TRUST COMPANY 2969-MGA Princ + Int	37585	Feb 2013	02/04/2013	13,187.50
573-574-995.009	2006 SRF B		BANK OF NEW YORK TRUST COMPANY 2969-MGA Princ + Int	37585	Feb 2013	02/04/2013	17,405.94
573-574-995.010	2010 SRF I		BANK OF NEW YORK TRUST COMPANY 2969-MGA Princ + Int	37585	Feb 2013	02/04/2013	7,575.94
573-574-995.011	2010 DWRF		BANK OF NEW YORK TRUST COMPANY 2969-MGA Princ + Int	37585	Feb 2013	02/04/2013	5,312.50
573-574-995.013	2011 SRF B		BANK OF NEW YORK TRUST COMPANY 2969-MGA Princ + Int	37585	Feb 2013	02/04/2013	15,947.18
573-574-995.014	2011 DWRF		BANK OF NEW YORK TRUST COMPANY 2969-MGA Princ + Int	37585	Feb 2013	02/04/2013	5,399.00
Total Water & Sewer Bond & Interest							76,978.06
Fund Total							348,762.42
Fund: MARINA FUND							
Dept:							
594-000-728.000	OperSupp		CHARTER COMMUNICATIONS INC. Monthly Service - Marina	37591		01/18/2013	59.22
					#8245 12 209 0099730 - Feb 13		
Total							59.22
Fund Total							59.22
Fund: CURRENT TAX COLLECTION							
Dept:							
703-000-215.000	Due DDA		DOWNTOWN DEVELOPMENT Winter Tax Distribution	37602		03/27/2013	13,275.08
703-000-215.000	Due DDA		DOWNTOWN DEVELOPMENT Summer Tax Distribution	37602		03/27/2013	17.02
703-000-221.000	Due City		CITY OF MANISTEE Summer Tax Distribution - Oper	37593		02/25/2013	13,771.14
703-000-221.001	Due Refuse		CITY OF MANISTEE COMMON ACCT Summer Tax Distribution - Refu	37594		02/25/2013	868.72
703-000-221.002	Due Admin		CITY OF MANISTEE Winter Tax Distribution -Admin	37593		02/25/2013	8,566.83
703-000-221.002	Due Admin		CITY OF MANISTEE Summer Tax Distribution - Admi	37593		02/25/2013	294.18
703-000-221.003	Due Pe\In		CITY OF MANISTEE Summer Tax Distribution - Pen	37593		02/25/2013	844.71
703-000-221.004	Due WatDel		CITY OF MANISTEE WATER & Summer Tax Distribution - Dlq	37595		02/25/2013	1,084.07
703-000-221.005	DueRefDel		CITY OF MANISTEE COMMON ACCT Summer Tax Distribution - Dlq	37594		02/25/2013	67.88
703-000-221.007	DueStImpDe		CITY OF MANISTEE COMMON ACCT Winter Tax Distribution -Oxf C	37594		02/25/2013	313.04
703-000-222.000	Due County		MANISTEE COUNTY TREASURER Winter Tax Distribution	37625		02/25/2013	136,422.54
703-000-222.000	Due County		MANISTEE COUNTY TREASURER Summer Tax Distribution - Ops	37625		02/25/2013	4,155.10
703-000-225.002	MAPS Ops		MANISTEE AREA PUBLIC SCHOOLS Winter Tax Distribution - Ops	37621		03/27/2013	575,606.10
703-000-225.003	MAPS Bond		MANISTEE AREA PUBLIC SCHOOLS Winter Tax Distribution - Debt	37621		03/27/2013	133,199.78

INVOICE APPROVAL LIST BY FUND  
02/25/13

Date: 02/25/2013  
Time: 1:10pm  
Page: 9

City of Manistee

Fund						
Department	GL Number	Vendor Name	Check	Invoice	Due	
Account	Abbrev	Invoice Description	Number	Number	Date	Amount
Fund: CURRENT TAX COLLECTION						
Dept:						
703-000-228.000	Due State	MANISTEE COUNTY TREASURER Summer Tax Distribution - SET	37625		02/25/2013	4,630.36
703-000-234.000	Due ISD	MANISTEE INTERMEDIATE SCHOOL Summer Tax Distribution	37626		03/27/2013	1,812.84
703-000-235.000	Due WSCC	WEST SHORE COMMUNITY COLLEGE Summer Tax Distribution	37657		03/27/2013	2,434.11
				Total		897,363.50
					Fund Total	897,363.50
					Grand Total	1,343,195.85

City of Manistee

Fund	Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND							
Dept: GENERAL							
	101-100-801.000	Pro.Serv.	INFO GEOGRAPHICS INC GIS Services, ArcGIS Desktop	37662	13020714	03/09/2013	665.00
							-----
Total GENERAL							665.00
Dept: MANAGER							
	101-172-735.000	Periodical	THE PIONEER GROUP Subscription Renewals	37663	2013	03/17/2013	151.25
							-----
Total MANAGER							151.25
Dept: CLERK							
	101-215-728.000	OperSupp	THE PIONEER GROUP Subscription Renewals	37663	2013	03/17/2013	151.25
							-----
Total CLERK							151.25
Dept: ASSESSOR							
	101-257-735.000	Periodical	THE PIONEER GROUP Subscription Renewals	37663	2013	03/17/2013	151.25
							-----
Total ASSESSOR							151.25
Dept: FIRE							
	101-336-860.000	Trav/Train	STATE OF MICHIGAN Paramedic License - M. Cameron	37658		02/26/2013	80.00
	101-336-860.000	Trav/Train	STATE OF MICHIGAN Paramedic License - H. Darling	37658		02/26/2013	80.00
							-----
Total FIRE							160.00
Dept: PUBLIC WORKS							
	101-441-735.000	Periodical	THE PIONEER GROUP Subscription Renewals	37663	2013	03/17/2013	151.25
							-----
Total PUBLIC WORKS							151.25
Dept: COMMUNITY DEVELOPMENT OFFICE							
	101-748-735.000	Periodical	THE PIONEER GROUP Subscription Renewals	37663	2013	03/17/2013	151.25
							-----
Total COMMUNITY DEVELOPMENT OFFICE							151.25
							-----
Fund Total							1,581.25
Fund: RAMSDELL THEATRE							
Dept:							
	296-000-753.000	Performanc	ALEXANDER WOLKOW Ramsdell - Sound Tech	37665		02/16/2013	100.00
	296-000-753.000	Performanc	KIRSTEN BISH Ramsdell - Sound Tech	37660	PICO & CHOWN / RIGOLETTO	02/16/2013	50.00
	296-000-801.000	Pro.Serv.	ALEXANDER WOLKOW Ramsdell - Sound System	37665	PICO & CHOWN	01/30/2013	30.00
	296-000-801.000	Pro.Serv.	KIRSTEN BISH Ramsdell - Sound System	37660		01/30/2013	30.00
	296-000-892.500	Marketing	CRYSTAL MOUNTAIN RESORT Vendor Showcase - Reg. Booth	37661		02/27/2013	200.00
							-----
Total							410.00
							-----
Fund Total							410.00
Fund: WATER & SEWER UTILITY							
Dept: ADMINISTRATION							
	573-541-735.000	Periodical	THE PIONEER GROUP Subscription Renewals	37663	2013	03/17/2013	151.25
							-----
Total ADMINISTRATION							151.25
Dept: WATER OPERATION							
	573-542-801.000	Pro.Serv.	INFO GEOGRAPHICS INC GIS Services - Utilities Data-	37662	13020713	03/09/2013	1,000.00
							-----
Total WATER OPERATION							1,000.00
Dept: SEWER - WWTP							
	573-543-801.000	Pro.Serv.	ABONMARCHE CONSULTANTS, INC. 6th Avenue Pump Replacement	37659	106067	02/28/2013	25,000.00

INVOICE APPROVAL LIST BY FUND  
02/27/13

Date: 02/27/2013  
Time: 3:14pm  
Page: 2

City of Manistee

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Abbrev	Invoice Description	Number	Number	Date		
Fund: WATER & SEWER UTILITY							
Dept: SEWER - WWTP							
573-543-860.000	Trav/Train	STATE OF MICHIGAN - MDEQ WWTP Operator Cerification	37664		02/27/2013		70.00
							-----
Total SEWER - WWTP							25,070.00
Dept: SEWER COLLECTION (STREETS)							
573-544-801.000	Pro.Serv.	INFO GEOGRAPHICS INC GIS Services - Utilities Data-	37662	13020713	03/09/2013		925.00
							-----
Total SEWER COLLECTION (STREETS)							925.00
							-----
Fund Total							27,146.25
							-----
Grand Total							29,137.50

# RESOLUTION

## First Street Beach Playground Land and Water Conservation and Other Grant Applications

**WHEREAS**, The Manistee City Council Strategic Plan recognizes the importance of the City's Lake Michigan beaches to the quality of life and economic well-being of the community and to the City's vision of being a community of choice along the Lake Michigan shoreline; and

**WHEREAS**, With the assistance of public and private sources of funding and the grant seeking support of the Alliance for Economic Success, the City is developing facilities and resources to enhance and improve access and use of City beaches by residents and visitors of all ages, needs and abilities; and

**WHEREAS**, The expansion and development of playground facilities within the First Street Beach complex is in keeping with the concept plan for the beach and the City's Strategic Plan and will be of immense benefit to families and children who reside in or visit Manistee; and

**WHEREAS**, City Council recognizes and appreciates the many hours of volunteer assistance and the open process that have been instrumental to the siting, design and contractor selection for new playground equipment; now, therefore, be it

**RESOLVED**, That the City collaborates with the Alliance for Economic Success in developing a grant application from the City to the Land and Water Conservation Fund administered by the Michigan Department of Natural Resources to support fifty percent (50%) of the cost of the playground equipment and installation in accord with the recommendations of the volunteer Playground Committee and, be it further

**RESOLVED**, That the City seek other such funds from public or private resources as may become available to support this playground development.

**FURTHER SAYETH NOT THIS RESOLUTION.**

ATTEST:

\_\_\_\_\_  
Mayor Colleen Kenny

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Mary Bachman, Deputy Clerk

\_\_\_\_\_  
Dated

MEMO TO: Mayor Colleen Kenny  
Members of City Council

FROM: Mitch Deisch, City Manager

DATE: March 13, 2013

SUBJECT: Prosecuting Attorney Agreement



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

---

The City of Manistee has been utilizing the services of the Manistee County Prosecuting Attorney's Office for many years to prosecute misdemeanors or felonies under the City Code of Ordinances and State Statute. The current four year agreement expired on December 31, 2012.

Administration is recommending a three year agreement with the Prosecuting Attorney's Office with the following cost increases:

2013	1%
2014	1%
2015	2%

Both Public Safety Director Dave Bachman and I are satisfied with the services provided and recommend approval. City Attorney George Saylor has reviewed and approved the three year agreement.

MDD:cl

## PROSECUTING ATTORNEY SERVICE AGREEMENT

**THE AGREEMENT** entered into this \_\_\_\_\_ day of March, 2013 between the **CITY OF MANISTEE** (hereinafter "City"), a Michigan Municipal Corporation of 70 Maple Street, Manistee, Michigan, the **COUNTY OF MANISTEE** (hereinafter "County") of 415 Third Street, Manistee, Michigan and the **MANISTEE COUNTY PROSECUTING ATTORNEY** (hereinafter "PA");

**WHEREAS**, the City desires to retain the services of the County and PA to prosecute violations of certain City Ordinances and Codes and State Statutes, which are by definition misdemeanors and felonies, including those acts identified in the City's Code of Ordinances, Chapters 410 (Uniform Traffic Code), 658 (Offensives Related to Property), 662 (Peace Disturbances) 670 (River, Lake and Harbor Regulations), 690 (Weapons and Explosives) and Chapter 693 (Drug Paraphernalia); and

**WHEREAS**, the County and PA desire to agree to provide prosecutor services as to such misdemeanor and felony matters occurring within the City's jurisdictional boundaries;

**NOW, THEREFORE**, the City, County and PA, for good and valuable consideration, receipt of which is hereby acknowledged, do agree and contract as follows:

1. **Prosecutorial Services:**

The County and PA agree to prosecute those occurrences that occur within the City that constitute misdemeanors or felonies under the City's Code of Ordinances or State Statute, and to provide all services which are necessary to promptly and efficiently prosecute such violations which, in the sole discretion of the PA, merit the authorization of a formal complaint and warrant. Such cases shall be prosecuted in the name of the City of Manistee.

2. **Prosecutorial Services Not Included:**

The City agrees that this agreement *does not* include the prosecution of any act(s) that is only a civil infraction under the City's Code of Ordinances, the prosecution of which matters shall remain the responsibility of the City and its City Attorney.

3. **Term & Effective Date of Agreement:**

This Agreement shall cover the period(s) from January 1, 2013 through December 31, 2015. The Agreement may be renewed for additional 4-year periods upon written agreement of the Parties. The Parties may terminate this Agreement by providing written notice to the other Party(ies) by November 15 of each calendar year. Such termination shall become effective at the close of business on December 31 of the calendar year in which the notice is given. If no notice of termination is timely given, it is expressly understood that the agreement shall continue for an additional year at the last effective annual rate of compensation.

4. **Payments for Services:**

The City shall pay for the services to be rendered by the County and the PA as follows:

YEAR	TOTAL PAYMENT	PAYMENT TO COUNTY	PAYMENT TO PROSECUTOR
01/01/13 – 12/31/13	\$11,789	\$5,423	\$6,366
01/01/14 – 12/31/14	\$11,907	\$5,477	\$6,430
01/01/15 – 12/31/15	\$12,145	\$5,587	\$6,558

Total payments shall be split 54% to County Prosecutor and 46% to Manistee County.

Annual payments shall be due on the 15<sup>th</sup> day of January of the respective years. The payments designated above are for the County and PA. The allocation of such payment between the County and the PA shall be subject to change at the sole responsibility and prerogative of the County and PA. The City shall be notified of such changes prior to the payment date.

5. **Interpretation:**

This Agreement shall be interpreted in accordance with the laws of the State of Michigan.

6. **Entire Agreement:**

The Parties acknowledge and agree that this is the entire agreement between them regarding the subject matter hereof, and there are no other agreements, express or implied, written or oral, that have not been specifically incorporated herein.

7. **Binding Effect:**

This Agreement shall be binding upon the respective Parties, their heirs, successors and assigns.

**City of Manistee**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Colleen Kenny, Mayor

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mary Bachman, Deputy Clerk

**County of Manistee**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Jim Krolczyk, Chairperson, Board of Commissioners

**Manistee County Prosecuting Attorney**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Ford K. Stone, Prosecuting Attorney



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

## MEMORANDUM

TO: Mitch Deisch, City Manager *M Deisch*  
FROM: *R* Jon R. Rose, Community Development Director  
DATE: March 12, 2013  
RE: Maple Street Sidewalk Construction



Mitch, during a rain event, water from Water Street runs down the Maple Street sidewalk rather than being captured by the storm sewer. This creates undermining and settling of the sidewalk. In addition this run off creates a flooding issue for the sidewalk cavity of the Ramsdell Building (TJ's Pub). Water from the Water Street parking lot drains north onto private property.

The condition of the sidewalk and pavers has been identified as a priority for the MSDDA Design Committee. They pledged their entire Capital Improvement Funding from 2012 toward correcting this issue. Additional funding is being received from the owner of the Ramdell Inn.

Abonmarche has prepared designs which capture storm water at the intersection of Water and Maple Street, the Water Street Parking Lot, and divert water from the sidewalk.

Bids were opened on January 27, 2013 for the Maple Street Sidewalk Construction Project. Five bids were received in response to the project.

Elmer's	\$45,897.25 * Low Bidder
Ferguson	\$53,881.29
Joseph Helminski	\$56,936.34
McCormick Sand	\$75,428.10
Pete's Contracting	\$52,179.91

Elmer's was the low bid for \$45,897.25. A Contract has been prepared and Reviewed by the City Attorney with Elmer's for the Maple Street Sidewalk Project.

Another component of the project is to address an ongoing issue with stormwater runoff and roof drains for some buildings on River Street. The design will allow these buildings to hook into a new connection that will take their roof drain run off through a pipe that runs through the crawlspace of the Lighthouse Group/Manistee Abstract building at 63 Maple Street.

The installation of this 12 inch storm sewer pipe results in the need for an easement from 63 Maple LLC, who recently purchased the building. Discussion is ongoing with the owner of the property regarding granting the City an easement in exchange for an easement on City Right-of-way to allow the construction of a handicap ramp to his entrance. These discussions are ongoing and approval will be sought from City Council once negotiations are finalized.

JRR:djb

Owner: City of Manistee  
 Project Name: Maple Street Sidewalk  
 Project Number: 12-0506  
 Date and Time: 01/27/2013

Legend: Correction

## Bid Tabulation

Item	Unit	Estimated Quantity	Elmer's		Pete's Contracting		Ferguson		Joseph Helminski		McCormick Sand	
			Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1 Mobilization	LS	1	\$ 7,500.00	\$7,500.00	\$ 1,412.00	\$ 1,412.00	\$ 400.00	\$ 400.00	\$ 1,928.00	\$1,928.00	\$ 5,900.00	\$ 5,900.00
2 Sewer, Rem. Less than 24 inch	FT	60	\$ 10.00	\$ 600.00	\$ 6.25	\$ 375.00	\$ 16.00	\$ 960.00	\$ 16.24	\$ 974.40	\$ 25.00	\$ 1,500.00
3 Curb and Gutter, Rem	FT	48	\$ 10.00	\$ 480.00	\$ 3.63	\$ 174.24	\$ 24.79	\$1,189.92	\$ 22.04	\$1,057.92	\$ 20.00	\$ 960.00
4 Sidewalk, Rem	SYD	196	\$ 3.25	\$ 637.00	\$ 4.62	\$ 905.52	\$ 28.20	\$5,527.20	\$ 14.79	\$2,898.84	\$ 20.00	\$ 3,920.00
5 Brick, Rem	SYD	70	\$ 13.50	\$ 945.00	\$ 6.00	\$ 420.00	\$ 9.00	\$ 630.00	\$ 34.80	\$2,436.00	\$ 21.00	\$ 1,470.00
6 Pavt, Rem, Modified	SYD	18	\$ 13.25	\$ 238.50	\$ 13.50	\$ 243.00	\$ 22.50	\$ 405.00	\$ 17.40	\$ 313.20	\$ 25.00	\$ 450.00
7 Soil Erosion Control	LS	1	\$ 250.00	\$ 250.00	\$ 300.00	\$ 300.00	\$ 380.00	\$ 380.00	\$ 638.00	\$ 638.00	\$ 500.00	\$ 500.00
8 Sewer, CI IV, 12 inch, Tr Det B	FT	121	\$ 22.60	\$2,722.50	\$ 22.00	\$ 2,662.00	\$ 35.67	\$4,316.07	\$ 55.68	\$6,737.28	\$ 55.00	\$ 6,655.00
9 Sewer, PVC, 12 inch	FT	83	\$ 15.75	\$ 992.25	\$ 40.00	\$ 2,520.00	\$ 37.10	\$2,337.30	\$ 40.60	\$2,557.80	\$ 50.00	\$ 3,150.00
10 Dr Structure Cover, Type B	EA	2	\$ 500.00	\$1,000.00	\$ 414.00	\$ 828.00	\$ 597.30	\$1,194.60	\$ 469.60	\$ 939.60	\$ 800.00	\$ 1,600.00
11 Dr Structure Cover, Type K	EA	4	\$ 650.00	\$2,600.00	\$ 150.00	\$ 600.00	\$ 801.42	\$3,205.68	\$ 687.00	\$2,688.00	\$ 1,000.00	\$ 4,000.00
12 Dr Structure, 24 inch dia	EA	2	\$ 1,200.00	\$2,400.00	\$ 425.00	\$ 850.00	\$ 1,735.72	\$3,471.44	\$ 1,000.00	\$2,000.00	\$ 1,000.00	\$ 2,000.00
13 Dr Structure, 48 inch dia	EA	2	\$ 1,500.00	\$3,000.00	\$ 825.00	\$ 1,650.00	\$ 2,336.19	\$4,672.38	\$ 1,050.00	\$2,100.00	\$ 3,000.00	\$ 6,000.00
14 Dr Structure, Top, 12 inch	EA	2	\$ 100.00	\$ 200.00	\$ 200.00	\$ 400.00	\$ 380.00	\$ 760.00	\$ 374.00	\$ 748.00	\$ 150.00	\$ 300.00
15 Sewer Bulkhead, 6 inch	EA	1	\$ 350.00	\$ 350.00	\$ 50.00	\$ 50.00	\$ 175.00	\$ 175.00	\$ 203.00	\$ 203.00	\$ 100.00	\$ 100.00
16 Hand Patching	TON	4	\$ 250.00	\$1,000.00	\$ 275.00	\$ 1,100.00	\$ 176.00	\$ 704.00	\$ 349.00	\$1,396.00	\$ 100.00	\$ 400.00
17 Conc. Base Cse, Nonreinf, 6 inch	SYD	18	\$ 25.00	\$ 450.00	\$ 33.50	\$ 603.00	\$ 34.10	\$ 613.80	\$ 44.83	\$ 806.94	\$ 80.00	\$ 1,080.00
18 Waterproof Membrane	SFT	350	\$ 10.00	\$3,500.00	\$ 45.00	\$15,750.00	\$ 8.90	\$3,115.00	\$ 7.60	\$2,680.00	\$ 23.70	\$ 8,295.00
19 Curb, Conc, Det E4	FT	113	\$ 21.00	\$2,373.00	\$ 24.00	\$ 2,712.00	\$ 30.62	\$3,480.08	\$ 28.83	\$3,257.79	\$ 27.80	\$ 3,118.80
20 Curb and Gutter, Conc, Det C4	FT	48	\$ 19.00	\$ 912.00	\$ 22.00	\$ 1,056.00	\$ 26.45	\$1,269.60	\$ 27.67	\$1,328.16	\$ 26.60	\$ 1,276.80
21 Detectable Warning Surface	FT	10	\$ 40.00	\$ 400.00	\$ 44.00	\$ 440.00	\$ 57.00	\$ 570.00	\$ 44.54	\$ 445.40	\$ 70.00	\$ 700.00
22 Sidewalk Ramp, Conc, 4 inch	SFT	137.00	\$ 3.00	\$ 411.00	\$ 3.75	\$ 513.75	\$ 4.80	\$ 657.60	\$ 5.10	\$ 698.70	\$ 5.50	\$ 753.50
23 Sidewalk, Conc, 4 inch	SFT	1,630	\$ 2.70	\$4,401.00	\$ 3.50	\$ 5,705.00	\$ 3.20	\$5,216.00	\$ 3.60	\$5,868.00	\$ 5.50	\$ 8,965.00
24 Stamped Concrete, 4 inch	SFT	629	\$ 11.00	\$6,919.00	\$ 12.60	\$ 7,925.40	\$ 6.70	\$5,472.30	\$ 13.28	\$8,353.12	\$ 16.00	\$10,064.00
25 Traffic Control	LS	1	\$ 1,000.00	\$1,000.00	\$ 2,600.00	\$ 2,600.00	\$ 2,376.00	\$2,376.00	\$ 2,658.00	\$2,658.00	\$ 1,500.00	\$ 1,500.00
26 Slope Restoration	SYD	77	\$ 8.00	\$ 616.00	\$ 5.00	\$ 385.00	\$ 10.42	\$ 802.34	\$ 16.24	\$1,250.48	\$ 10.00	\$ 770.00
27			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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41			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>			\$ 45,807.25	\$ 45,807.25	\$ 52,179.91	\$ 52,179.91	\$ 53,881.29	\$ 53,881.29	\$ 56,936.23	\$ 56,936.23	\$ 75,428.10	\$ 75,428.10
			% of Eng. Est. 94.57%		% of Eng. Est. 107.52%		% of Eng. Est. 111.02%		% of Eng. Est. 117.32%		% of Eng. Est. 155.42%	

SUGGESTED FORM OF AGREEMENT  
BETWEEN OWNER AND CONTRACTOR  
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

THIS AGREEMENT is by and between City of Manistee ("Owner") and  
Elmer's Crane and Dozer, Inc. ("Contractor").

Owner and Contractor hereby agree as follows:

**ARTICLE 1 – WORK**

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

Maple Street Sidewalk Improvements

**ARTICLE 2 – THE PROJECT**

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

Maple Street Sidewalk Improvements

**ARTICLE 3 – ENGINEER**

3.01 The Project has been designed by Abonmarche (Engineer), which is to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

**ARTICLE 4 – CONTRACT TIMES**

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Dates for Substantial Completion and Final Payment*

A. The Work will be completed on or before May 17, 2013, in accordance with Paragraph 14.07 of the General Conditions.

4.03 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$300 for each day that expires after the time specified in Paragraph 4.02 above for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner \$300 for each day that expires after the time specified in Paragraph 4.02 above for completion and readiness for final payment until the Work is completed and ready for final payment.

**ARTICLE 5 – CONTRACT PRICE**

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraphs 5.01.A, 5.01.B, and 5.01.C below:

A. For all Work other than Unit Price Work, a lump sum of: \$ \_\_\_\_\_

All specific cash allowances are included in the above price in accordance with Paragraph 11.02 of the General Conditions.

B. For all Unit Price Work, an amount equal to the sum of the established unit price for each separately identified item of Unit Price Work times the actual quantity of that item:

		<u>UNIT PRICE WORK</u>			
<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Bid Unit Price</u>	<u>Bid Price</u>

**(SEE ATTACHED BID)**

Total of all Bid Prices (Unit Price Work) \$ 45,896.00

The Bid prices for Unit Price Work set forth as of the Effective Date of the Agreement are based on estimated quantities. As provided in Paragraph 11.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer as provided in Paragraph 9.07 of the General Conditions.

C. For all Work, at the prices stated in Contractor’s Bid, attached hereto as an exhibit.

**ARTICLE 6 – PAYMENT PROCEDURES****6.01 Submittal and Processing of Payments**

- A. Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

**6.02 Progress Payments; Retainage**

- A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment during performance of the Work as provided in Paragraph 6.02.A.1 below. The contractor may make an Application for Payment every two weeks. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.
1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the General Conditions.
    - a. 90 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
    - b. 50 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

**6.03 Final Payment**

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 14.07 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 14.07.

**ARTICLE 7 – INTEREST**

- 7.01 All moneys not paid when due as provided in Article 14 of the General Conditions shall bear interest at the rate of 0 percent per annum.

**ARTICLE 8 – CONTRACTOR’S REPRESENTATIONS**

- 8.01 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:
- A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
  - B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
  - C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
  - D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities), if any, that have been identified in Paragraph SC-4.02 of the Supplementary Conditions as containing reliable "technical data," and (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in Paragraph SC-4.06 of the Supplementary Conditions as containing reliable "technical data."
  - E. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and (3) Contractor’s safety precautions and programs.
  - F. Based on the information and observations referred to in Paragraph 8.01.E above, Contractor does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
  - G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
  - H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
  - I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

**ARTICLE 9 – CONTRACT DOCUMENTS**9.01 *Contents*

A. The Contract Documents consist of the following:

1. This Agreement (pages 1 to 8, inclusive).
2. Performance bond (pages \_\_\_\_\_ to \_\_\_\_\_, inclusive).
3. Payment bond (pages \_\_\_\_\_ to \_\_\_\_\_, inclusive).
4. Other bonds (pages \_\_\_\_\_ to \_\_\_\_\_, inclusive).
  - a. \_\_\_\_\_ (pages \_\_\_\_\_ to \_\_\_\_\_, inclusive).
  - b. \_\_\_\_\_ (pages \_\_\_\_\_ to \_\_\_\_\_, inclusive).
  - c. \_\_\_\_\_ (pages \_\_\_\_\_ to \_\_\_\_\_, inclusive).
5. General Conditions (pages 1 to 63, inclusive).
6. Supplementary Conditions (pages 1 to 11, inclusive).
7. Specifications as listed in the table of contents of the Project Manual.
8. Drawings consisting of 2 sheets with each sheet bearing the following general title: Maple Street Sidewalk and Drainage Improvements [or] the Drawings listed on attached sheet index.
9. Addenda (numbers N/A to N/A, inclusive).
10. Exhibits to this Agreement (enumerated as follows):
  - a. Contractor's Bid (pages 1 to 6, inclusive).
  - b. Documentation submitted by Contractor prior to Notice of Award (pages 1 to 7, inclusive).
    - 1) *Unanimous Written Consent of the Board of Directors (pages 1 to 1)*
    - 2) *Required Information Supplemental Sheet (pages 1 to 2)*
    - 3) *General Company Information (pages 1 to 3)*
    - 4) *MDOT Prequalification Ratings (pages 1 to 1)*
11. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
  - a. Notice to Proceed (pages \_\_\_\_\_ to \_\_\_\_\_, inclusive).

- b. Work Change Directives.
  - c. Change Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in Paragraph 3.04 of the General Conditions.

## ARTICLE 10 – MISCELLANEOUS

### 10.01 *Terms*

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

### 10.02 *Assignment of Contract*

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

### 10.03 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

### 10.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

### 10.05 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:

1. “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

#### 10.06 *Other Provisions*

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. Counterparts have been delivered to Owner and Contractor. All portions of the Contract Documents have been signed or have been identified by Owner and Contractor or on their behalf.

This Agreement will be effective on \_\_\_\_\_ (which is the Effective Date of the Agreement).

OWNER:

City of Manistee

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Address for giving notices:

70 Maple Street

P.O. Box 358

Manistee, MI 49660

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)

CONTRACTOR

Elmer's Crane and Dozer, Inc.

By: \_\_\_\_\_

Title: \_\_\_\_\_

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Address for giving notices:

3600 Rennie School Road

Traverse City, MI 49685

License No.: #2102053411

(Where applicable)

*NOTE TO USER: Use in those states or other jurisdictions where applicable or required.*

Agent for service of process:

\_\_\_\_\_

**ARTICLE 1 – BID RECIPIENT**

1.01 This Bid is submitted to:

City of Manistee  
ATTN: City Clerk  
70 Maple Street  
P.O. Box 358  
Manistee, MI 49660

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS**

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

**ARTICLE 3 – BIDDER’S REPRESENTATIONS**

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged:

<u>Addendum No.</u>	<u>Addendum Date</u>
N/A	
_____	_____
_____	_____
_____	_____

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has considered the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the

specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and (3) Bidder's safety precautions and programs.

- E. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- F. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.
- G. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

#### **ARTICLE 4 – BIDDER'S CERTIFICATION**

##### 4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
  - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
  - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
  - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

**ARTICLE 5 – BASIS OF BID**

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1.	Mobilization.	LS	1	\$ 7,500	\$ 7,500. <sup>00</sup>
2.	Sewer, Rem, Less than 24 inch	FT	60	\$ 10 -	\$ 600. <sup>00</sup>
3.	Curb and Gutter, Rem	FT	48	\$ 10 -	\$ 480. <sup>00</sup>
4.	Sidewalk, Rem	SYD	196	\$ 3.25	\$ 637. <sup>00</sup>
5.	Brick, Rem	SYD	70	\$ 13.50	\$ 945. <sup>00</sup>
6.	Pavt, Rem, Modified	SYD	18	\$ 13.25	\$ 238. <sup>50</sup>
7.	Soil Erosion Control	LS	1	\$ 250	\$ 250. <sup>00</sup>
8.	Sewer, CI IV, 12 inch, Tr Det B	FT	121	\$ 22. <sup>50</sup>	\$ 2,722. <sup>50</sup>
9.	Sewer, PVC, 12 inch	FT	63	\$ 15.75	\$ 992. <sup>25</sup>
10.	Dr Structure Cover, Type B	EA	2	\$ 500. <sup>00</sup>	\$ 1,000. <sup>00</sup>
11.	Dr Structure Cover, Type K	EA	4	\$ 650. <sup>00</sup>	\$ 2,600. <sup>00</sup>
12.	Dr Structure, 24 inch dia	EA	2	\$ 1,200. <sup>00</sup>	\$ 2,400. <sup>00</sup>
13.	Dr Structure, 48 inch dia	EA	2	\$ 1,500. <sup>00</sup>	\$ 3,000. <sup>00</sup>
14.	Dr Structure, Tap, 12 inch	EA	2	\$ 100. <sup>00</sup>	\$ 200. <sup>00</sup>
15.	Sewer Bulkhead, 6 inch	EA	1	\$ 350. <sup>00</sup>	\$ 350. <sup>00</sup>
16.	Hand Patching	TON	4	\$ 250. <sup>00</sup>	\$ 1,000. <sup>00</sup>
17.	Conc. Base Cse, Nonreinf, 6 inch	SYD	18	\$ 25. <sup>00</sup>	\$ 450. <sup>00</sup>
18.	Waterproof Membrane	SFT	350	\$ 10. <sup>00</sup>	\$ 3,500. <sup>00</sup>
19.	Curb, Conc, Det E4	FT	113	\$ 21. <sup>00</sup>	\$ 2,373. <sup>00</sup>
20.	Curb and Gutter, Conc, Det C4	FT	48	\$ 19. <sup>00</sup>	\$ 912. <sup>00</sup>
21.	Detectable Warning Surface	FT	10	\$ 40. <sup>00</sup>	\$ 400. <sup>00</sup>
22.	Sidewalk Ramp, Conc, 4 inch	SFT	137	\$ 3. <sup>00</sup>	\$ 411. <sup>00</sup>
23.	Sidewalk, Conc, 4 inch	SFT	1,630	\$ 2.70	\$ 4,401. <sup>00</sup>
24.	Stamped Concrete, 4 inch	SFT	629	\$ 11. <sup>00</sup>	\$ 6,919. <sup>00</sup>
25.	Traffic Control	LS	1	\$ 1,000. <sup>00</sup>	\$ 1,000. <sup>00</sup>
26.	Slope Restoration	SYD	77	\$ 8 -	\$ 616. <sup>00</sup>
Total of All Bid Prices					\$ 45,896. <sup>00</sup>

Unit Prices have been computed in accordance with Paragraph 11.03.B of the General Conditions.

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

**ARTICLE 6 – TIME OF COMPLETION**

6.01 Bidder shall provide an estimated time frame to complete the project.

**ARTICLE 7 – ATTACHMENTS TO THIS BID**

7.01 The following documents are submitted with and made a condition of this Bid:

- A. List of Proposed Subcontractors;
- B. List of Proposed Suppliers;
- C. List of Project References;
- D. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;
- E. Required Bidder Qualification Statement with Supporting Data; and

**ARTICLE 8 – BID SUBMITTAL**

9.01 This Bid is submitted by:

If Bidder is:

An Individual

Name (typed or printed): \_\_\_\_\_

By: \_\_\_\_\_  
(Individual's signature)

Doing business as: \_\_\_\_\_

A Partnership

Partnership Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

A Corporation

Corporation Name: Elmer's Crane and Dozer, Inc. (SEAL)

State of Incorporation: Michigan

Type (General Business, Professional, Service, Limited Liability): GB

By:   
(Signature -- attach evidence of authority to sign)

Name (typed or printed): Brian Peace

Title: Project Manager  
(CORPORATE SEAL)

Attest 

Date of Qualification to do business in [State where Project is located] is  
12 / 29 / 77. Michigan

A Joint Venture

Name of Joint Venture: \_\_\_\_\_

First Joint Venturer Name: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_  
(Signature of first joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

Second Joint Venturer Name: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_  
(Signature of second joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

Bidder's Business Address Elmer's Crane and Dozer, Inc.

3600 Rennie School Road , Traverse City MI 49685

Phone No. 231 943-3443 / 218-5725 M Fax No. 231-943-8975

E-mail bpeace@teamelmers.com

SUBMITTED on January 28, 2013.

State Contractor License No. #2102053411. [If applicable]

**UNANIMOUS WRITTEN CONSENT  
OF THE BOARD OF DIRECTORS**

**ELMER'S CRANE AND DOZER, INC.**

THE UNDERSIGNED, representing all of the members of the Board of Directors of Elmer's Crane and Dozer, Inc., a Michigan corporation (the "Corporation"), do hereby, pursuant to the authority of MCLA Section 450.1525, consent in writing to the following actions to be taken by the Corporation effective July 21st, intending that such actions shall be valid corporate actions as though authorized at a meeting of the Board of Directors duly called and held for such purposes:

**RESOLVED**, that the following persons each are hereby authorized until otherwise ordered to enter into and to execute and to deliver in the name and on behalf of this Corporation, any contract, agreement, conveyance, or any other instruments which may be deemed to be necessary and proper for the business of the Corporation without further act or resolution of the Board:

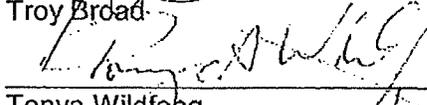
1. Troy Broad
2. Todd Broad
3. Tonya Wildfong
4. T. Eric Ritchie

**FURTHER RESOLVED**, that the following persons each are hereby authorized until otherwise ordered to enter into and to execute and to deliver in the name and on behalf of this Corporation, any proposal, contract or other document which binds the Corporation to provide materials and services of a kind provided by the Corporation in its ordinary course of business:

Max Bott	Matt Skop	Al Papcun
Michael Flaughner	Nick Broad	Jason Horton
Steve Folkersma	David Viswat	Dan Beckelic
Scott Tebben	Sonny Eley	Dean Weldon
Eric Sanborn	Brian Peace	Jeff Marceau
John Prescott	Rodney Broad	Jack Morris
Jeff Denise	Gary Holcombe	Kirsten Bott
Mike Skop	Bob Robertson	CB Lowe

IN WITNESS WHEREOF, the undersigned have duly executed this document effective as of the date first above written.

  
\_\_\_\_\_  
Troy Broad

  
\_\_\_\_\_  
Tonya Wildfong

  
\_\_\_\_\_  
Todd Broad

  
\_\_\_\_\_  
T. Eric Ritchie



3600 Rennie School Road  
Traverse City, MI 49685  
Phone (231) 943-3443 • Fax (231) 943-8975  
www.TeamElmers.com

Beaverton • Ellsworth • Gaylord • Hillman • Ludington • Manistee • Mt. Pleasant • Omer • Oscoda • Tri-City • White Cloud

City of Manistee - Maple Street Sidewalk  
Required Information

Primary Contact for this bid: Brian Peace, Project Manager  
231 218-5725 Mobile / 231 943-3443 Office  
Fax: 231 943-8975 Attn: Brian Peace  
[bpeace@teamelmers.com](mailto:bpeace@teamelmers.com)

Company Profile Attached

References

Sewer Main Cleaning: City of Traverse City  
Attn: Justin Roy, Water & Sewer Dept.  
231-922-4923

Village of Honor  
Attn: Cliff Grostick, Street Supervisor  
231-325-8432

Grand Traverse County DPW  
Attn: George Champlin  
231-922-4896

Estimated Completion: Before May 15<sup>th</sup>, 2013  
Work to take 2-3 weeks, spring weather permitting

Equipment for this project: Loader  
Excavator  
Bobcat

Bid Form Attached



P.O. Box 6150 Traverse City, MI 49696-6150  
 1.800.3ELMERS • 231.943.3443 • 231.943.8975 FAX  
 www.TeamElmers.com

### GENERAL INFORMATION

Company Name	Elmer's Crane and Dozer, Inc.
Type of Ownership	S-Corporation
Date Established	1956
State of Incorporation	Michigan
Date of Incorporation	December 29, 1977
State ID Number	106-935
Nature of Operation	The Company mines dimension stone, crushed stone, sand and gravel; manufactures ready mix concrete, concrete products, and asphalt mixtures; and performs directional drilling, manhole repair, excavation, underground utility, paving, crane, helical pier, auger cast piles, micro-pile, rigging, snowplow and trucking services.
Trucking Authorities	Contract and common authorities in United States.
Locations	Beaverton, Big Rapids, Ellsworth, Freeland, Gaylord, Ludington, Manistee, Mount Pleasant, Omer, Oscoda, Traverse City and White Cloud.

### CONTACT INFORMATION

Accounts Payable Contact	Pam Williams or Jennifer Benson
Billing Address	Accounts Payable Department P.O. Box 6150 Traverse City, MI 49696-6150
Telephone	(231) 943-3443
Facsimile	(231) 943-8975

### CREDIT INFORMATION

Tax ID Number	38-2184549
Duns Number	01-741-8088
Purchase Order and Signature Requirements	Purchase order number required on invoices Employee signature required on packing slips



P.O. Box 6150 Traverse City, MI 49696-6150  
 1.800.3ELMERS • 231.943.3443 • 231.943.8975 FAX  
 www.TeamElmers.com

**GENERAL INFORMATION**

Name for contract	Elmer's Crane and Dozer, Inc.
Builder's license number	2102053411
Builder's license expiration date	May 31, 2014
Tax ID number	38-2184549
MESC employer number	0661487

**BONDING INFORMATION**

Bonding company	The Cincinnati Insurance Company P.O. Box 145496 Cincinnati, OH 45250
Single job bonding capacity	\$15,000,000
Company bonding capacity	\$40,000,000

**INSURANCE INFORMATION**

Insurance company	Traveler's Insurance
Insurance agent	Lighthouse Group P.O. Box 1439 Holland, MI 49423 (616) 392-6900
Worker's Compensation EMR	.91

**FINANCIAL/CREDIT INFORMATION**

Dun and Bradstreet rating	1R3
Bank reference	Eric Fournier PNC Bank 901 South Garfield Avenue Traverse City, MI 49686

**CORPORATE OFFICERS**

Corporate officers	Troy L. Broad, President Todd E. Broad, Vice President Tonya A Wildfong, Secretary T. Eric Ritchie, Treasurer
--------------------	--

TEAM

# Elmer's SITE DIRECTORY

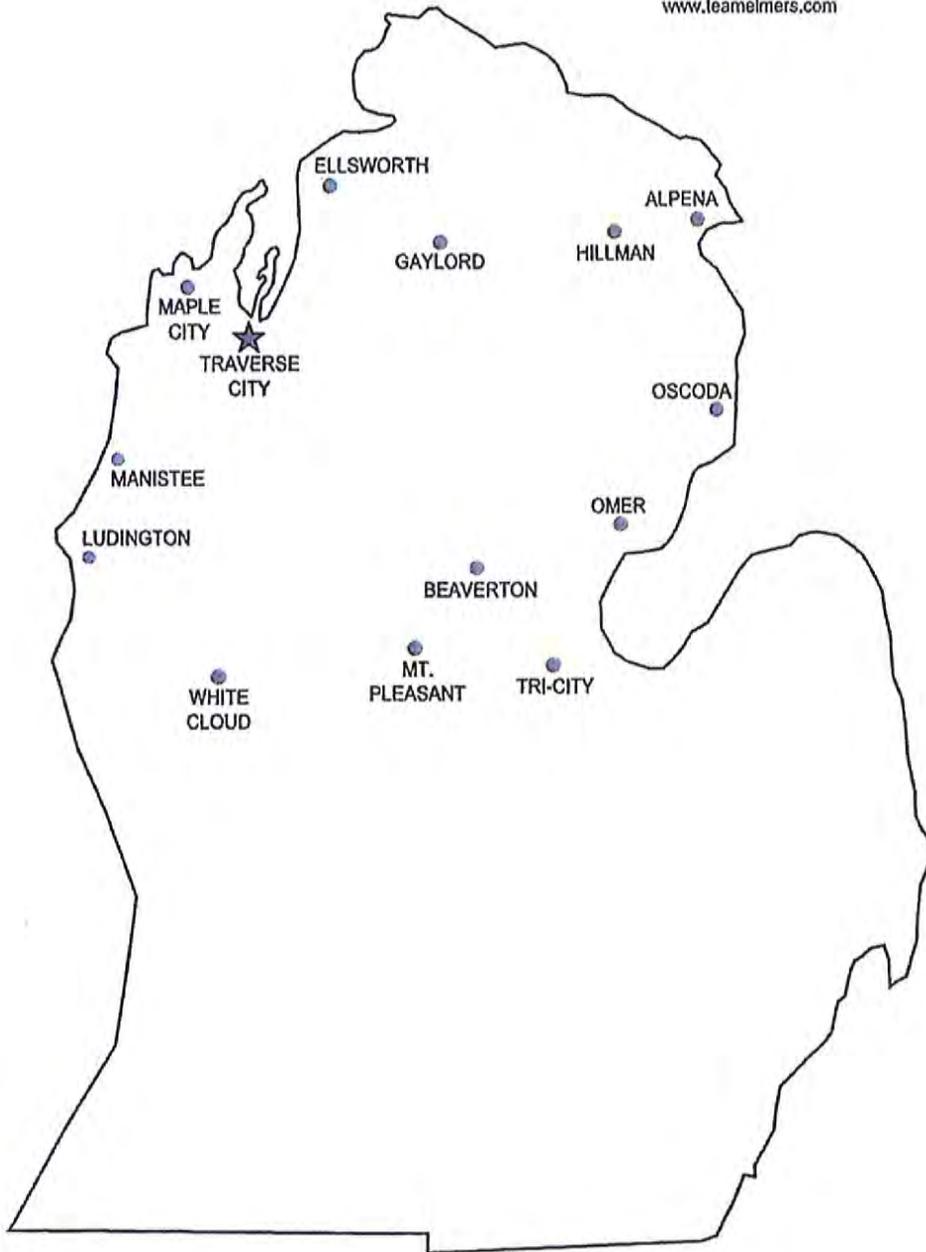
## Corporate Office Traverse City

3600 Rennie School Rd.  
Traverse City, MI 49685

P. 231.943.3443

F. 231.943.8975

[www.teamelmers.com](http://www.teamelmers.com)



**Alpena**  
3870 E. Hamilton Rd.  
Alpena, MI 49707  
P. 989.356.1649  
F. 989.356.1969

**Beaverton**  
2302 S. M-18  
Beaverton, MI 48612  
P. 989.435.9401  
F. 989.435.9496

**Ellsworth**  
7115 Essex Rd.  
Ellsworth, MI 49729  
P. 231.588.2345  
F. 231.588.6194

**Gaylord**  
2100 Milbocker  
Gaylord, MI 49735  
P. 989.732.0656  
F. 989.732.7631

**Hillman**  
704 E Progress Street  
Hillman, MI 49746  
P. 989.742.4531  
F. 989.742.4802

**Ludington**  
2775 W. US-10  
Ludington, MI 49431  
P. 231.845.7351  
F. 231.843.7038

**Maple City**  
10212 S. Coleman Rd.  
Maple City, MI 49664  
P. 231.228.2200  
F. 231.228.2206

**Manistee**  
1200 Caberfae Hwy  
Manistee, MI 49660  
P. 231.723.2538  
F. 231.723.6189

**Mt. Pleasant**  
781 S. Mission Road  
Mt. Pleasant, MI 48858  
P. 989.772.6325  
F. 989.773.3177

**Omer**  
1275 Hale Rd.  
Omer, MI 48749  
P. 989.653.2265  
F. 989.653.2998

**Oscoda**  
4356 F-41  
Oscoda, MI 48750  
P. 989.739.9118  
F. 989.739.9117

**Tri-City**  
2686 W. Salzburg Rd.  
Freeland, MI 48623  
P. 989.832.3443  
F. 989.496.7545

**White Cloud**  
1231 E. 16th St.  
White Cloud, MI 49349  
P. 231.689.1785  
F. 231.689.0091

**From:** John Murphy  
**Sent:** Thursday, July 22, 2010 2:39 PM  
**To:** Estimating  
**Cc:** Eric Ritchie  
**Subject:** Prequalification Ratings

MDOT has now approved Elmer's for the following new work classifications:

N93C	Concrete Sawing	\$100,000
N95A	Augered Piling	\$100,000
N95C	Pile Driving	\$100,000
N95D	Sheet Piling	\$100,000

John Murphy  
Team Elmer's  
Esphalt • Excavating • Concrete • Cranes  
3600 Rennie School Road • Traverse City, MI 49684  
(231) 943-5655 • [johnm@teamelmers.com](mailto:johnm@teamelmers.com)

*What else can I do for you today?*  
[www.TeamElmers.com](http://www.TeamElmers.com)



3600 Rennie School Road  
 Traverse City, MI 49685  
 Phone (231) 943-3443 • Fax (231) 943-8975  
 www.TeamElmers.com

Beaverton • Big Rapids • Cadillac • Ellsworth • Gaylord • Hillman • Houghton Lake • Ludington • Manistee • Mt. Pleasant • Omer • Oscoda • Tri-City • White Cloud

City of Manistee - Maple Street Sidewalk  
 Required Information

Primary Contact for this bid: Brian Peace, Project Manager  
 231 218-5725 Mobile / 231 943-3443 Office  
 Fax: 231 943-8975 Attn: Brian Peace  
[bpeace@teamelmers.com](mailto:bpeace@teamelmers.com)

Company Profile Attached

References

- Sewer Main Cleaning:
- City of Traverse City  
 Attn: Justin Roy, Water & Sewer Dept.  
 231-922-4923
  - Village of Honor  
 Attn: Cliff Grostick, Street Supervisor  
 231-325-8432
  - Grand Traverse County DPW  
 Attn: George Champlin  
 231-922-4896

Estimated Completion: Before May 15<sup>th</sup>, 2013  
 Work to take 2-3 weeks, spring weather permitting

Equipment for this project: Loader  
 Excavator  
 Bobcat

Bid Form Attached



## Treasurer's Office

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**Memo to:** Mitch Deisch, City Manager *M Deisch*  
**From:** Ed Bradford, Finance Director *EB*  
**Re:** Oil & Gas Investment Policy & Spending Rule  
**Date:** 3/13/2013

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Mitch,

The Oil & Gas Investment Board ("Board") met on January 18, 2013 and took action to modify the Oil & Gas Investment Policy & Spending Rule (see attached minutes). Although the Board is authorized by ordinance to adopt this policy on its own, given the great importance of the Oil & Gas fund to the City, it previously elected to have Council ratify any changes to the policy.

The changes to the previously adopted policy are in three areas. The first two changes are in Section VI - Allowed Investments \ Asset Allocation. This section in part requires that approximately 10% of the portfolio be invested in local bank CD's. This requirement was put into place in the original policy as a bridge from the old laddered CD portfolio to the new market portfolio. Now that this transition is complete and the market offers much more attractive investment opportunities, the Board felt it prudent to remove this limitation. This does not mean that the investment advisor, Bartlett, would not consider local CD's as part of the portfolio, rather it simply would not be required to hold them. Local CD rates will be provided periodically to Bartlett by the City for consideration.

The second change is in the allowable asset allocation. It is Bartlett's recommendation that the allowable allocation to equities be raised to 65% from 50%. The reason for this is to move towards a more typical asset allocation for an endowment fund and to take advantage of the relative attractiveness of the equity markets. Many endowment funds have 70% to 80% equity allocations, so this proposed change is still rather conservative for a fund of this type. However, this move balances the need for lesser portfolio volatility with the need to generate sufficient returns to allow the fund to meet its goals.

The third change is in Section X - Spending Rule. This section establishes the spending rule percentage, currently at 4.5%. This means that the City can withdraw 4.5% of the three-year average of the ending portfolio value.

The Board felt that given the intermediate-term outlook for lower rates of returns (see attached chart from Bartlett) this spending rule was too aggressive and threatened the long-term real purchasing power of the Oil & Gas Fund. The Board felt a 4% rule was a more conservative

figure that allowed ample funds for projects, yet maintained the purchasing power of the fund over time and provided for intergenerational equity.

Making this change now has an advantage in that the impact of the change is muted this year. The reason for this is that this is the third year of averaging in higher portfolio values in the spending rule calculation. As a result, the decreased spending rule percentage is largely offset by the higher portfolio value, resulting in a modest decrease in the spendable amount.

Collectively, these changes are designed to strengthen the Oil & Gas fund and position it for success in the years ahead, to the benefit of the residents of Manistee.

I recommend approval of the revised policy.

## OIL AND GAS INVESTMENT BOARD MEETING OF JANUARY 18, 2013

The City of Manistee Oil and Gas Investment Board held a regular meeting on Friday, January 18, 2013 at 12 p.m. in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, Michigan 49660. Meeting was called to order by Chair Colleen Kenny.

**MEMBERS PRESENT:** Colleen Kenny, Catherine Zaring, Ed Bradford, Doug Parkes, Steve Brower, Mitch Deisch

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** City Attorney George Saylor

### **Old Business.**

*Aztec Update* - No contact in recent months, nothing to report.

### **New Business.**

*Minutes* - Minutes from the August 28, 2012 meeting were reviewed. **MOTION** by Doug Parkes, second by Catherine Zaring to accept the minutes and place them on file. All in Favor - motion carried.

*Investment Advisor Update and Commentary* – By conference call Woody Uible and Troy Snider of Bartlett presented the Investment Update as of December 31, 2012. Information in the report includes Market Outlook, Indices, Asset Allocation, Fixed Income Characteristics, Portfolio Performance and holdings. Bartlett noted no exceptions or anything unusual in the report. Numerous questions and comments by Board members and responded to by Bartlett representatives.

*Discussion on Spending Rule.* Bartlett and the Oil Gas Board had previously discussed the spending rule percentage, asset allocation and local certificates of deposit. Bartlett feels that this is the ideal time to revisit those discussions. Bartlett feels the Spending Rule is a little on the high side which lowers future purchasing power which affects the Capital Improvement Fund. Bradford would also like to reconsider the policy language that requires 10% be held in local certificates of deposit as he feels better returns could be achieved through the investment advisor. Bartlett also feels the 50/50 asset allocation is too conservative and that there are compelling reasons to consider a 60/40 or 65/35 mix at this time. Discussion followed.

MOTION was made by Ed Bradford, second by Doug Parkes to lower the spending rule percentage to 4%. All in favor – motion carried.

MOTION was made by Doug Parkes, second by Catherine Zaring to change the asset allocation mix to 65/35. All in favor – motion carried.

MOTION was made by Doug Parkes, second by Catherine Zaring to remove the policy requirement to hold 10% in local certificates of deposit. All in favor – motion carried.

Finance Director Ed Bradford will make these recommended changes to the Investment Policy and forward them to City Council for approval.

*Meeting Dates for 2013.* Agenda was amended to add discussion on meeting dates for 2013. Consensus to schedule meetings for:

Friday, January 18, 2013 at 12 p.m.

Friday, April 19, 2013 at **11 a.m.**

Friday, August 16, 2013 at 12 p.m.

Friday, October 11, 2013 at 12 p.m.

**Communications.**

Bylaws should be reviewed on an annual basis. Copies of the current bylaws as last amended in 2011 were distributed. No changes were proposed at this time.

**Public Comments.**

None

**Adjourn.**

Next regular meeting is scheduled for Tuesday, April 19, 2013 at 11 a.m. in the Second Floor Conference Room, City Hall. **MOTION** by Catherine Zaring, second by Steve Brower to adjourn at 1:15 p.m.

Respectfully submitted,

*DRAFT -cl*

Cynthia Lokovich, Recording Secretary

- c. Manistee City Council  
Board Members  
Mitch Deisch, City Manager  
George Saylor, City Attorney

# Investment Returns

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	Historical 1926-2011	Projected 2012-2022
Stocks	9.8%	7.5%
Bonds (Government)	5.7%	2.5%
Treasury Bills	3.6%	2.0%
Inflation	3.0%	2.0%

Estimated Portfolio Return 2012-2022 (based on 50% Equity / 50% Fixed Income)	
Portfolio Annual Return	5.0%
Inflation	<u>2.0%</u>
Annual Real Return	3.0%



# **Oil & Gas Investment Board**

## **Investment Policy & Spending Rule**

~~April 19, 2011~~

**March 19, 2013**

## **I. Purpose**

The purpose of this policy statement is to establish guidelines, policies and investment objectives for the City of Manistee's Oil & Gas Fund consistent with the directives of the City Council and applicable state law.

The purpose of the Oil & Gas Board is to manage and preserve the principal of the Oil & Gas Fund, while providing investment revenue to be used for the benefit of the citizens of the City.

## **II. History of the Oil & Gas Fund**

The City of Manistee receives royalties from oil and gas production on City-owned property and/or from City-owned mineral rights. This money is set aside in the Fund. The Fund principal is was approximately \$6.7 million dollars as of June 30, 2008. The City Charter specifies that City Council shall not spend, loan or otherwise obligate any oil and gas royalty income or any of the principal in the Oil and Gas Fund without an affirmative vote by the majority of the electors of the City voting thereon.

The City of Manistee's Oil & Gas Fund and Investment Board (Board) was established in 1981 by City ordinance. This is codified as Chapter 260 in the Code of Ordinances. The stated purpose and intents of the ordinance is "...the preservation of the principal of oil, gas and related hydrocarbon revenues for the benefits of the citizens of the City." The Board is to "...manage, control, invest, re-invest and pay to the General Fund all income..." of the Fund.

Earnings from the Fund ~~are currently~~ were sent to the Water & Sewer Utility Fund to subsidize the rates paid by the users of the system. This activity was authorized by a bond ordinance adopted when the City's large sewer separation project was being undertaken.

Council has chosen to gradually remove this subsidy through the annual budget process and transfer the earnings of the Fund to the Capital Improvement Fund. Water & sewer rates have been raised to offset this revenue loss to the water & sewer utility.

## **III. Responsibility of the Board**

The Board shall exercise oversight of the Fund consistent with Charter mandates, applicable statutes, Council directives, City ordinances and policies and this Investment Policy and Spending Rule document. The Board shall exercise

prudence, judgment and due care when selecting investments and/or investment advisors (Advisor) and when reviewing the portfolio's performance.

#### **IV. Investment Objectives**

##### **Board Investment Philosophy**

The Board understands that a broad strategy of investing in a diversified portfolio of cash, stocks, bonds and real assets provides the best opportunity to attain the Fund's investment objectives. The Board seeks to achieve these objectives by investing in assets that over time will meet or exceed market returns as measured by relevant market and investment indices. The Board does not expect that all investment objectives will be attained in each year and recognizes that over various time periods, investments may produce significant over or underperformance relative to the broad markets. However, given that the Fund is perpetual and has a long time horizon, the strategy is designed to provide a satisfactory total return.

##### **Time Horizon**

It is intended that the investment objectives stated below will be achieved by the investment managers over a 5-year trailing period. However, the Board reserves the right to evaluate and make any necessary changes regarding the investment managers over a shorter-term basis using the criteria established in the "Selection of Investment Advisor(s)" section of this statement.

##### **Strategy and General Performance Objectives:**

The Fund is to be invested with the primary objectives of preserving the long-term real purchasing power of the Fund (net of inflation), and to provide a sustainable and stable level of income to support ongoing spending priorities. The objectives shall be accomplished by utilizing a balanced strategy of equities, fixed income and CD's held in local banks. Liquidity in the portfolio must be maintained to meet all reasonably anticipated spending requirements. Furthermore, the portfolio should consist largely of securities with active secondary markets. The portfolio will invest in equity or equity-like securities to provide adequate long term growth of capital. Fixed income securities will be used to lower the short-term volatility of the portfolio and to provide income stability, especially during periods of weak or negative equity markets. Cash is used as a strategic asset class for liquidity and spending needs. The portfolio will remain invested within the stated asset allocation ranges. The investment manager shall act within a reasonable period of time to correct deviations from these ranges.

## V. Available Investments

Michigan State Law limits the types of investments that the Oil and Gas fund may participate in. It is governed by PA 220 of 2008 which is codified as Section 7 of PA 20 of 1943, being MCL 129.97. This section states that, Charter provisions notwithstanding, the Oil & Gas fund to be invested in the same fashion as an investment fiduciary may invest under the public employee retirement system investment act, 1965 PA 314, MCL 38.1132 to 38.1140m.

## VI. Allowed Investments \ Asset Allocation

It is the Board's intention to not limit flexibility within the portfolio by specifying a rigid, narrow set of allowable investments. The broad limitations specified by 1965 PA 314, MCL 38.1132 to 38.1140m apply to Fund investments. This is consistent with the purpose of getting the legislature to pass PA 220 of 2008, so that the City could invest the Fund in a more appropriate mix of investments that maximizes the benefits of having had the foresight to set aside the oil & gas royalties in perpetuity.

However, the Board has established general categories of asset classes. The broad classes of assets and allocations are shown in Appendix 1, which shall be updated by the Board from time to time.

Further, the Board has specifically identified assets which are allowed by law, but which the Fund *will not invest in*:

- Illiquid securities (non-exchange traded or those for which there is not a ready market);
- Short sales;
- Direct investment in futures or options on futures;
- Puts, calls, straddles or other option strategies;
- Purchase of real estate, with the exception of Real Estate Investment Trusts;
- Non-dollar denominated securities; and
- Non-exchange traded derivatives
- Debt Swaps
- Currency

~~The Board expects to invest, or shall direct the Advisor to invest, approximately 10% of the Principal with local banks. Local banks are defined as those that have an office anywhere in Manistee County.~~

## **VII. Selection of Investment Advisor(s)**

The Board may select one or more investment advisors (Advisors) to manage the portfolio. The following criteria shall be considered when selecting an investment advisor:

1. Assets under management;
2. Experience, qualifications of personnel, financial resources and staffing levels;
3. Education and professional credentials;
4. Reference checks;
5. Experience with endowed funds;
6. Past performance, considered relative to other portfolios having similar investment objectives. Consideration shall be given to both consistency of performance and the level of risk taken to achieve results;
7. The investment style and discipline of the investment manager;
8. Quality of periodic financial reports and statements; and
9. Fee schedule

## **VIII. Duties of Investment Advisor**

The Advisor is responsible for assisting the Board in all aspects of managing and overseeing the Fund's investment portfolio. The Advisor is the primary source of investment education and information. On an ongoing basis the Advisor will:

- Ensure compliance with this document and applicable law;
- Recommend the appropriate asset allocation policy and target ranges;
- Invest the Fund in a manner appropriate to meet the investment objectives;
- Provide a mechanism to distribute spendable amounts from the Fund;
- Provide the Board with timely monthly statements and performance reports;
- Meet, in person or telephonically, with the Board at least quarterly, and more frequently as needed;
- Monitor the activities of the investment fund; and
- Supply the Board with other reports or information as reasonably requested, including all information necessary for the City's annual audit.

## **IX. Monitoring & Review**

The Board shall review the performance of the Advisor(s) on an ongoing basis. This review shall be based on a number of factors, including, but not limited to:

- Adherence to the guidelines and objectives of this document;
- Compliance with the allowable investment types;
- Meeting the investment objectives;
- Comparison of performance against relevant market indices;

- Avoidance of regulatory actions against the firm, its principals or employees;
- Responsiveness to the Board; and
- Quality of reports

## **X. Spending Rule**

In order to ensure that the dual goals of preserving the principal of the Fund and generating adequate returns to fund smooth and predictable distributions for current spending, the Board recognizes that a spending rule is necessary. A spending rule provides a formula that controls the amount of money that can be spent from the Fund annually. However, the spending rule is not intended to limit the prerogative of City Council in the choice or selection of spending priorities. The spending rule does allow the Board to manage the portfolio in a prudent fashion, using best practices.

The spending rule percentage for the Fund is initially established at ~~4.5%~~ 4.0% of the three year trailing market value. This will be calculated by taking an average of the ending market value of the Fund for the previous twelve calendar quarters. This percentage shall be reviewed each year in light of the performance of the portfolio and market conditions and adjusted as deemed necessary by the Board or as directed by City Council.

## **XI. Ratification by City Council**

The Oil & Gas Board Investment Policy and Spending Rule and any subsequent changes shall be presented to City Council for their review and approval.

## Appendix A

### Asset Allocation Table

Asset Class	Minimum %	Maximum %	Target	Benchmark Index
<b>Total Equity</b>	<b>40%</b>	<b>60%</b>	<b>50%</b>	
—U.S.	30%	50%	40%	S&P 500
—Non-U.S.	0%	20%	10%	MSCI EAFE
<b>Total Fixed Income</b>	<b>25%</b>	<b>45%</b>	<b>35%</b>	Barclays Intermediate US Government/Credit
<b>Cash</b>	<b>10%</b>	<b>20%</b>	<b>15%</b>	3 Month US T-Bill
—Local CDs	0%	20%	10%	

We believe this asset mix is appropriate in the context of the portfolio's objectives. Within the specified ranges, the allocation can be modified from time to time in response to perceived changes in relative valuation among the asset classes. During times of extreme market activity, the allocations of this account may fall outside of the stated range for temporary periods of time.

### Asset Allocation Table

Asset Class	Minimum %	Maximum %	Target	Benchmark Index
<b>Total Equity</b>	<b>50%</b>	<b>70%</b>	<b>65%</b>	
U.S.	40%	65%		S&P 500
Non-U.S.	5%	30%		MSCI EAFE
<b>Total Fixed Income</b>	<b>20%</b>	<b>40%</b>	<b>30%</b>	Barclays Intermediate US Government/Credit
<b>Cash</b>	<b>0%</b>	<b>30%</b>	<b>5%</b>	3 Month US T-Bill



MEMO



CITY CLERK'S OFFICE

To: Mitch Deisch, City Manager *MD*  
From: Michelle Wright, City Clerk/Deputy Treasurer *MW*  
Subject: Agenda Request  
Date: March 5, 2013

Mitch,

I have received a request from the Manistee County Parkinson's Support Group to proclaim the month of April as "Parkinson's Awareness Month".

Please place this request on the March 19, 2013 City Council agenda. An agenda request form is attached.

Thank you.



## PROCLAMATION

### PARKINSON'S AWARENESS MONTH

**WHEREAS**, Parkinson's disease, a chronic, progressive neurological disease with no known cause, affects approximately 35,000 people in the State of Michigan; and

**WHEREAS**, diverse symptoms mark Parkinson's disease including rigidity, slowness of movement, poor balance and tremors; and

**WHEREAS**, effective control of Parkinson's disease can be achieved through medication and surgery in addition to education and rehabilitation programs; and

**WHEREAS**, Parkinson's disease takes an enormous emotional, psychological and physical toll on those with the disease and a similar toll on caregivers, families and friends of the patients of the disease; and

**WHEREAS**, Michigan is a center of groundbreaking research and new treatments for Parkinson's disease, which offer hope for more effective control and possible cures for Parkinson's disease and related neurological disorders; and

**WHEREAS**, Michigan has, for over 20 years, established programs through a largely volunteer effort to provide education and support for people with Parkinson's disease, their families and healthcare professionals;

**NOW, THEREFORE, BE IT RESOLVED**, the City of Manistee does hereby proclaim the month of April as Parkinson's Awareness Month, and thank those people within our community who have done so much to assist others to cope with this frustrating disease.

Dated this \_\_\_\_ day of March, 2013.

\_\_\_\_\_  
Colleen Kenny, Mayor