



## **City Council Meeting**

February 17, 2020

6:00 p.m.

Cadillac Municipal Complex

Council Chambers

200 N. Lake St.

Cadillac, MI 49601



February 17, 2020 City Council Meeting Agenda  
6 p.m. at City Hall – 200 N. Lake St. – Cadillac, MI 49601

*We support each other in serving our community*

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

I. APPROVAL OF AGENDA

II. PUBLIC COMMENTS

It is requested that comment time be limited to three (3) minutes.

III. CONSENT AGENDA

All items listed on the consent agenda are considered routine and will be enacted by one motion with roll call vote. There will be no separate discussion of these items unless a Council Member so requests it, in which event the items will be removed from the consent agenda and discussed separately.

A. Minutes from the regular meeting held on February 3, 2020.

Support Document III-A

B. Minutes from the closed session held on February 3, 2020.

IV. APPOINTMENTS

A. Recommendation regarding reappointment to the Brownfield Redevelopment Authority.

Support Document IV-A

B. Recommendation regarding reappointment to the Cadillac Historic Districts Commission.

Support Document IV-B

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## V. CITY MANAGER'S REPORT

- A. Bids and recommendation regarding Automated External Defibrillators.  
Support Document V-A
- B. Bids and recommendation regarding vehicle for Police Department.  
Support Document V-B
- C. Agreement with Cadillac Industrial Fund.  
Support Document V-C
- D. State of the City Presentation.

## VI. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

- A. Downtown Development Authority  
Support Document VI-A

## VII. PUBLIC COMMENTS

It is requested that comment time be limited to three (3) minutes.

## VIII. GOOD OF THE ORDER

## IX. ADJOURNMENT

### ***Core Values (R.I.T.E.)***

*Respect*

*Integrity*

*Trust*

*Excellence*

### ***Guiding Behaviors***

*We support each other in serving our community*

*We communicate openly, honestly, respectfully, and directly*

*We are fully present*

*We are all accountable*

*We trust and assume goodness in intentions*

*We are continuous learners*

CITY COUNCIL MEETING MINUTES

February 3, 2020

Cadillac City Hall – 200 N. Lake St. - Cadillac, Michigan 49601

CALL TO ORDER

Mayor Filkins called the City Council meeting to order at approximately 6:00 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Present: Elenbaas, Schippers, King, Mayor Filkins  
Council Absent: Engels  
Staff Present: Peccia, Roberts, Ottjepka, Homier, Wasson

APPROVAL OF AGENDA

2020-017 Approve agenda as amended.

Motion was made by Schippers and supported by King to approve the agenda as amended to add a Closed Session to discuss a written confidential legal opinion with the City Attorney.

Motion unanimously approved.

PUBLIC COMMENTS

John Taylor briefly described his company and stated they are planning to submit an application for a medical marihuana facility.

Corey Wiggins, Chief Assistant Prosecuting Attorney, stated he is planning to run for the position of Prosecuting Attorney. He noted Jason Elmore, Prosecuting Attorney, is planning to run for Circuit Court Judge.

CONSENT AGENDA

2020-018 Approve consent agenda as presented.

Motion was made by King and supported by Elenbaas to approve the consent agenda as presented.

Motion unanimously approved.

PUBLIC HEARINGS

- A. Public hearing to consider adoption of Ordinance to Amend Section 12-84 of City Code Regarding Duration of the Maple Hill Apartments Service Charge in Lieu of Taxes.

Peccia stated the proposed ordinance would allow more time for construction regarding the complete renovation of Maple Hill Apartments.

Craig Patterson, Woda Cooper Companies, stated \$3.1 million is being invested to renovate twenty-four (24) units. He displayed a few photographs showing the buildings and individual units before and after renovation. He noted the Payment in Lieu of Taxes (PILOT) program is essential to the project. He stated they are requesting an extension of the PILOT and plan to have the project completed in early summer.

Peccia noted the proposed ordinance extends the PILOT to sixty (60) months.

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

2020-019 Adopt Ordinance 2020-03.

Motion was made by Schippers and supported by Elenbaas to approve the resolution to adopt Ordinance to Amend Section 12-84 of City Code Regarding Duration of the Maple Hill Apartments Service Charge in Lieu of Taxes.

Motion unanimously approved.

APPOINTMENTS

- A. Recommendation regarding reappointment to the Cadillac Historic Districts Commission.

2020-020 Approve reappointment to the Historic Districts Commission.

Motion was made by King and supported by Schippers to approve the reappointment of John Iehl to the Cadillac Historic Districts Commission for a 3-year term to expire on February 6, 2023.

Motion unanimously approved.

CITY MANAGER'S REPORT

- A. Cadillac Housing Commission compensation change request.

Peccia noted the ordinance that established the Cadillac Housing Commission (CHC) requires the City to approve these types of requests. He stated funding of the CHC does not come from City funds.

2020-021 Approve Cadillac Housing Commission compensation change request.

Motion was made by Schippers and supported by Elenbaas to approve the compensation change request from the Cadillac Housing Commission as presented.

Motion unanimously approved.

B. Bids and recommendation regarding Stand-On Leaf Blower.

Peccia stated two (2) bids were received. He noted it is being recommended to award the purchase to the lowest bidder, Ellens Equipment, in the amount of \$9,351.

He noted the leaf blower will be used to assist with spring and fall cleanup activities at Maple Hill Cemetery and throughout the City park system. He stated this is a zero-turn unit that will allow for better maneuverability in tighter spaces. He noted funds are available in the Cemetery Operating Fund and the Parks Department of the General Fund.

Elenbaas stated it is badly needed and will be used in conjunction with the current leaf blower.

2020-022 Award purchase of Stand-On Leaf Blower.

Motion was made by Elenbaas and supported by Schippers to award the purchase of one (1) Stand-On Leaf Blower to Ellens Equipment in the amount of \$9,351.

Motion unanimously approved.

C. Request for out-of-state travel.

Peccia stated it is being recommended to approve the out-of-state travel request for Ken Payne, DPW Operations Manager, to attend the North American Snow Conference in Cleveland, Ohio in April 2020.

2020-023 Approve request for out-of-state travel.

Motion was made by Schippers and supported by Elenbaas to approve the out-of-state travel request for Ken Payne, DPW Operations Manager, as presented.

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Schippers stated the Mayor's Youth Council has recently gained two (2) new members. She noted they are planning to host a family skate outing in the Cadillac Commons from 1:00 pm to 3:00 pm on February 15, 2020.

Elenbaas complimented Diane Patterson on the work she does at the Senior Center. He noted they offer healthy lunches at affordable prices, activities, and a family atmosphere.

CLOSED SESSION

Adjourn to closed session to discuss a written confidential legal opinion with the City Attorney.

2020-024 Adjourn to closed session.

Motion was made by Elenbaas and supported by King to adjourn to closed session to discuss a written confidential legal opinion with the City Attorney; invite Adam Ottjepka, Director of Public Safety.

Motion unanimously approved.

2020-025 Return to open session.

Motion was made by King and supported by Elenbaas to return to open session.

Motion unanimously approved.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

DRAFT

February 17, 2020

## **COUNCIL COMMUNICATION**

*Re: Reappointment of Brian Warner to a Three-Year Term on the Brownfield Redevelopment Authority*

Brian Warner has expressed interest in continuing his service on the Brownfield Redevelopment Authority for another three-year term. Brian was originally appointed in 2017.

### **Recommended Council Action:**

Reappoint Brian Warner to a three-year term on the Brownfield Redevelopment Authority, which will end on 3/06/2023.



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## **COUNCIL COMMUNICATION**

*Re: Reappointment of Michelle Carder to a Three-Year Term on the Cadillac Historic Districts Commission*

Michelle Carder has expressed interest in continuing her service on the Cadillac Historic Districts Commission for another three-year term. Michelle was first appointed in 2017.

### **Recommended Council Action:**

Reappoint Michelle Carder to a three-year term on the Cadillac Historic Districts Commission, which will end on 3/20/2023.

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## Council Communication

*Re: Purchase of Automated External Defibrillators (AED)*

In conjunction with the Department of Homeland Security via the Federal Emergency Management Agency (FEMA), the Cadillac Fire Department (CFD) applied for and was awarded an Assistance to Firefighters Grant (AFG) in the amount of \$20,000. These grant to purchase new AED instruments to outfit all CFD vehicles with new devices, replacing two units that were purchased between 1999 and 2003 and equipping all other vehicles in the CFD fleet with these important, life-saving tools.

Pursuant to the grant, the City recently requested bids for seven (7) new AEDs along with materials required to use the instruments. The following bids were received:

<b>Vendor</b>	<b>Bid</b>
<b>Stryker Sales Corporation</b> Redmond, WA	\$16,295.50
<b>Medco Supply</b> Amhurst, NY	\$18,881.25
<b>ZOLL Medical</b> Chelmsford, MA	\$27,455.86
<b>Bound Tree Medical</b> Dublin, OH	\$17,215.60
<b>Holzberg Communications, Inc.</b> Totowa, NJ	\$22,197.00
<b>Medline Industries</b> Northfield, IL	\$14,872.43

The CFD is recommending that the purchase be awarded to Stryker Sales Corporation. Though the bid from Stryker is not the lowest bid, the CFD carefully considered the balance of quality, familiarity, and price when analyzing the bids. CFD feels confident that the LifePak 1000 Physio Control AED sold by Stryker offers the best option for the department. Currently, CFD is using older LifePak 500 models that are approximately 20 years old. With the purchase of LifePak 1000 AEDs, CFD will need less training on new equipment because of current LifePak usage enabling the units to be placed in service almost immediately. LifePak AEDs have proven to be a rugged, easy to use, and long-lasting product designed for use in the harsh conditions of the fire service.

Only 2 AEDs are currently on board the CFD fleet of apparatus. This purchase will enable the department to carry an AED onboard every unit in the fleet, including the rescue boat, Fire Marshal pickup, and the Director vehicle. This will ensure that no time will be wasted waiting for an AED and life saving measures can begin immediately.

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**Council Communication – AED Purchase**

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Because the recommended bid is below the grant amount of \$20,000 the CFD is recommending the purchase of eight (8) units instead of seven. In addition, additional ancillary supplies (like adult pads, pediatric pads, etc.) may be purchased in order to maximize the use of grant funds.

**Recommended Action**

It is recommended that the purchase of eight (8) AEDs and ancillary supplies be awarded to Stryker Sales Corporation in the maximum amount of \$21,000. Funds are available through the AFG grant, with matching funds of \$1,000 available in the General Fund.

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## Council Communication

*Re: Purchase of Vehicle for Police Department*

The FY2020 budget includes an appropriation of \$30,000 to purchase a vehicle for the Police Department. Bids were recently received for the purchase of a 2020 4x4, Crew Cab pickup. The following bids were received:

<b>Vendor</b>	<b>Model</b>	<b>Bid</b>
<b>Signature Ford</b> Redmond, WA	2020 Ford F-150	\$31,249
<b>Jorgensen Ford</b> Amhurst, NY	2020 Ford F-150	\$31,333
<b>Galeana's Van Dyke Dodge</b> Warren, MI	2020 Dodge Ram Tradesman 1500	\$29,163
<b>Watson Benzie</b> Benzonia, MI	2020 Dodge Ram 1500 Classic	\$27,807
<b>Tubbs Brothers</b> Totowa, NJ	2020 Dodge Ram 1500 Classic	\$30,937
<b>Tubbs Brothers</b> Northfield, IL	2020 Ford F-150	\$31,100

The Ram Tradesman model offered by Galeana's Van Dyke Dodge is an upgraded model, with a longer wheelbase (153.5 inches v. 140 inches) for increased stability and a longer box (6'4" v. 5'7") to provide additional storage/hauling space in the bed of the truck. This model is also the most recent, improved technology body style with improved safety features and drivability.

### **Recommended Action**

It is recommended that the purchase of one (1) truck for the Police Department be awarded to Galeana's Van Dyke Dodge in the amount of \$29,163. Funds are available in the General Fund.

**Minutes**  
**Downtown Development Authority (DDA)**  
**Business Improvement District (BID) Board**  
*Regular Meeting*  
*October 30, 2019*

A regular meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board was held on Wednesday, October 30, 2019 in the Municipal Complex Conference Room, 200 N. Lake St., Cadillac, Michigan.

**MEMBERS PRESENT:** Bosscher, Cinco, Coffey, Crawley, Kelsey, LeVand, Peccia, Schultz, Swanson  
**STAFF PRESENT:** Wallace, Coy, Cornell

**CALL TO ORDER** Meeting was called to order by Chairman LeVand at 7:30 a.m.

Peccia recently attended a convention in Nashville and shared that he learned of a new type of garbage container that is approximately the size of a dumpster that is designed to be on main streets underground. The only part that is above ground is the device for opening the bin and disposing of trash. A garbage truck with an articulating arm picks up the container and empties it. It may be something to consider in the future streetscape plans, though undoubtedly would be expensive.

LeVand reminded members that the next DDA meeting is 12/11/19 (combining November and December meetings due to holidays at the end of those months).

LeVand announced changes to the agenda. Ken Payne has information on Christmas decorations and there was a request for consideration of adding a handicap parking space in the south lot of the City building. LeVand would also like to discuss pedestrian crossing and whether there is an enforceable ordinance.

**MINUTES/REPORTS**

Motion by Coffey, seconded by Cinco to approve the minutes from 9/25/19. Motion passed unanimously.

Treasurer's Report was presented by Peccia. Motion by Cinco, seconded by Coffey to approve the report as presented. Motion passed unanimously.

**COMMITTEE REPORT/UPDATE:**

**Streetscape.** The final visioning report has been sent to the board members. It focuses on ideas and images of what the streetscape plan could become, including where landscaping could be and how certain sites could be better improved. The streetscape committee can use this report as a guide as we move forward. A Streetscape subcommittee meeting was set for 7:30 a.m. on November 20, 2019.

**Administrative.** Wallace said we need to continue discussion on the strategic plan. LeVand also mentioned that we need to further discuss boundaries. Wallace developed a map showing the redevelopment and rehabilitation act boundary for the zone being created. He tried to have that boundary align with what we had talked about in terms of DDA and we can start the process working off that map.

Peccia distributed summary sheets from MEDC regarding Commercial Redevelopment Act and Commercial Rehabilitation Act. He stated that for Cadillac Lofts establishing a community redevelopment district became necessary in order to provide necessary tax abatements. This district was established specific to that parcel. Now, we are working on the former Sands property. There is a rehabilitation district incentive available that works very well. In a rehab district, the project can still qualify if it is already started or even finished as long as it is within a certain period of time. These tools (redevelopment and rehabilitation) go away a year from December unless the State renews them. City Council set some thresholds as far as investments in properties in order to be eligible for the incentives.

An Administrative subcommittee meeting was set for 7:30 a.m. on Thursday, November 14, 2019 to further discuss boundaries and strategic plan.

**Parking Lot.** A Parking Lot subcommittee meeting was set for 7:30 a.m. on Wednesday, November 6, 2019 to develop surveys to move forward to decide whether we need to undertake a parking study and to get clarification as to what everyone thinks our parking issues are.

**OLD BUSINESS** – Trailhead update. Bid is anticipated to go out in the winter months with construction planned for spring or summer.

### **NEW BUSINESS**

**Christmas decorations.** Payne distributed quotes he received from Evangeline Specialties, Inc. and Northern Lights Display on Christmas decorations. All 50 old style light poles from Chapin Street to Nelson Street will be wrapped and we may have enough for the Commons area. Motion by Cinco, seconded by Swanson to accept the quote from Evangeline of up to \$5,147.60. Motion passed unanimously.

**Handicap parking space.** Chris Crawley asked if a handicap parking space could be put in the south lot of the City building. LeVand asked Payne if he could do a quick survey of the parking lots from Elk Avenue to Lake Street and behind the 100 block of West Harris Street. LeVand said this will be taken up at the next subcommittee meeting and we will get info back to Crawley.

**Pedestrian crossing.** Cadillac does not have a special local ordinance governing the lawfulness of pedestrians and how they cross the street. LeVand asked if there have been any complaints about the signs. Peccia said he has heard only complements.

### **CITY MANAGER REPORTS**

Swanson asked for update on Robb Munger's building and Ben Bigelow's building. Peccia said Munger has just been licensed to open a beer and wine tasting room. He has started construction of exterior façade. Regarding the Bigelow building, Ben decided to shore up the building and stabilize it and then would decide what to do. We are not aware of future tenants. Façade loan has been approved up to \$30,000 but Ben has not decided how he wants to use it. He is aware that any proposed improvements would have to be reviewed and approved by City staff. Schultz asked about the Payne Tire site. Peccia said the Zoning Board of Appeals tabled the request for a variance that would have allowed for a gas station.

Meeting adjourned at 8:50 a.m.

**Minutes**  
**Downtown Development Authority (DDA)**  
**Business Improvement District (BID) Board**  
*Regular Meeting/Public Informational Meeting*  
*December 11, 2019*

A regular meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board as well as public informational meeting was held on Wednesday, December 11, 2019 in the Municipal Complex Council Chambers, 200 N. Lake St., Cadillac, Michigan.

**MEMBERS PRESENT:** Cinco, Coffey, Huckle, Kelsey, LeVand,  
**STAFF PRESENT:** Coy, Cornell, Roberts, Wallace

**PUBLIC INFORMATION**

Finance Director Owen Roberts addressed the Board and explained the legislative requirement that was effective January 1<sup>st</sup> for the DDA to hold two public informational meetings per fiscal year. These meetings can be held in conjunction with other DDA meetings.

He explained the reporting requirements and information posting requirements as far as information provided on the website. We were required to post a notice 14 days prior to the meeting and a notice was also mailed to all local taxing jurisdictions that are impacted by the tax capture.

Wallace stated that the legislation that started DDAs is Act 197 of 1975. Cadillac established a DDA with the primary role being the redevelopment of the downtown area. The DDA approves an annual budget which is approved by the City Council and all financial documents are audited annually and are included in the City's comprehensive annual financial report. The DDA's current plan was adopted in November of 1992 and a plan was set for the years 1993 -2033. It speaks to the DDA addressing issues including, but not limited to, parking, burying of utilities, banner and sign improvements, streetscape, curb and gutters, and storm water and wastewater improvements. Wallace outlined the DDA subcommittees and the issues that each address.

Wallace spoke of numerous DDA projects including the Plaza project, boundary expansion, coordinating with AES to fund a retail market analysis for the downtown. The DDA is looking into different streetscape design elements, such as outdoor eating areas and traffic safety improvements (pedestrian crossings). We have been coordinating on a long-term project regarding establishing passenger rail traffic between Ann Arbor and Traverse City and preliminarily identifying target sites for a depot location in Cadillac. The DDA continues to look for future funding opportunities by achieving redevelopment ready community certification status. We will be submitting an application to be approved to conduct a community survey with the goal of qualifying Cadillac for community development block grant funding that could be used for downtown projects, including streetscape. We are working on a property availability listing to be put on the website, which would include photos of a property with a link to owner or realtor handling the listing to provide additional information.

**MINUTES/REPORTS** - Tabled until next meeting due to lack of quorum present.

**OLD BUSINESS** – Business owner parking survey was briefly reviewed. Huckle suggested a change that instead of asking the business owner about the largest number of employees on one shift that we ask how many parking spaces are needed during the largest shift. The survey will be further reviewed by the Parking Lot subcommittee prior to bringing it to the DDA/BID board.

Wallace mentioned that Krist Oil will be applying to the Zoning Board of Appeals for a variance and, if granted, they will need Planning Commission approval for a Special Use Permit for a gas station/convenience store at 605 N. Mitchell Street.

Wallace stated that Robb Munger is continuing to make improvements at 412 S. Mitchell (former Better Bodies). A site plan will be submitted soon to work toward completion of this project.

List of current assignments to subcommittees was distributed. This will be discussed at a future meeting.