

## **City Council Meeting**

June 18, 2018 6:00 p.m.

Cadillac Municipal Complex Council Chambers 200 N. Lake St. Cadillac, MI 49601



June 18, 2018 City Council Meeting Agenda 6 p.m. at City Hall – 200 N. Lake St. – Cadillac, MI 49601

#### We trust and assume goodness in intentions

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 June 4, 2018. Support Document III-A
- B. Minutes from the closed session held on June 4, 2018.

#### IV. COMMUNICATIONS

- A. Festival of the Arts
  Support Document IV-A
- B. Senior Citizens Picnic Support Document IV-B
- C. Call to All Festival
  Support Document IV-C

#### Cadillac City Council Agenda

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#### V. CITY MANAGER'S REPORT

- A. Bids and recommendation regarding Worker's Compensation Insurance. Support Document V-A
- B. Bids and recommendation regarding Liability & Property Insurance. Support Document V-B
- C. Bids and recommendation regarding Manhole Rehabilitation. Support Document V-C
- D. Bids and recommendation regarding Work Trucks. Support Document V-D
- E. Bids and recommendation regarding Cass Street Improvements Project. Support Document V-E

#### VI. INTRODUCTION OF ORDINANCES AND RESOLUTIONS

A. Adopt resolution to introduce Ordinance to Amend City Code to Provide for a Service Charge in Lieu of Taxes for Dwelling Units for Low to Moderate Income Elderly Persons (Cadillac Castle).

Support Document VI-A

#### VII. ADOPTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt resolution and set a public hearing for July 16, 2018 to consider a request from G & M Precision, LLC for an Industrial Facilities Tax Exemption Certificate in the amount of \$500,000.

  Support Document VII-A
- B. Adopt resolution regarding contract with MDOT for reconstruction work along Leeson Avenue from Chestnut Street to West Division Street.

  Support Document VII-B
- C. Adopt Resolution to Waive the Collection of Penalties or Fines for the Non-Filing or Late Filing of Property Transfer Affidavits.
   Support Document VII-C
- D. Adopt Resolution Amending General Appropriations Act for Fiscal Year 2018. Support Document VII-D

#### VIII. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Historic Districts Commission Support Document VIII-A

#### **Cadillac City Council Agenda**

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#### IX. PUBLIC COMMENTS

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

#### X. GOOD OF THE ORDER

#### XI. 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

6:00 PM – June 4, 2018 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: Spoelman, Schippers, Engels, King, Mayor Filkins

Council Absent: None

Staff Present: Peccia, Bertram, Dickinson, Wasson

#### APPROVAL OF AGENDA

#### 2018-122 Approve agenda as amended.

Motion was made by King and supported by Spoelman to approve the agenda as amended to add an appointment to the CWTA after the Communications section of the agenda.

Motion unanimously approved.

#### PUBLIC COMMENTS

Billie Ritzema asked Council to revisit public water fluoridation.

Tim Elenbaas thanked everyone involved in the planning and construction of the two (2) new pickleball courts at Diggins Hill; specifically Ken Payne, DPW Operations Manager; Marcus Peccia, City Manager; Mayor Filkins and the entire City Council.

#### **CONSENT AGENDA**

#### 2018-123 Approve consent agenda as presented.

Motion was made by Schippers and supported by Spoelman to approve the consent agenda as presented.

Motion unanimously approved.

#### **COMMUNITY SPOTLIGHT**

A. Wexford County Council on Aging – Kathy Kimmel, Executive Director

Kathy Kimmel, Executive Director, provided information on the services offered by the Wexford County Council on Aging.

#### B. Shop with a Cop Special Recognition

Sgt. Nick Bertram, Cadillac Police Department, presented a Certificate of Appreciation to the Disabled American Veterans in recognition of their involvement in the 2017 Shop with a Cop Program.

#### COMMUNICATIONS

#### A. Freedom Festival

2018-124 Approve banner, parade route, street/parking closures and beverage tent for Freedom Festival. Motion was made by Schippers and supported by King to approve the display of a banner from June 18, 2018 to July 2, 2018; the parade route on June 30, 2018 beginning at 10:00 am; the requested street and parking lot closures from June 28, 2018 through July 2, 2018; and a beverage tent from June 29, 2018 through July 1, 2018 for the Cadillac Freedom Festival.

Motion unanimously approved.

#### B. Clam Lake Band

#### 2018-125 Approve street closure for Clam Lake Band.

Motion was made by Schippers and supported by Spoelman to approve the closure of Lake St. between Harris St. and Cass St. from 6:30 pm to 8:30 pm on Mondays from July 2, 2018 through August 13, 2018 for the Clam Lake Band.

Mayor Filkins requested the area be monitored for vehicles parking on Lake St. during the street closure.

Motion unanimously approved.

#### C. UpBeat Cadillac

#### 2018-126 Approve street closure for UpBeat Cadillac.

Motion was made by Spoelman and supported by Schippers to approve the closure of Lake St. between Harris St. and Cass St. from 5:00 pm to 9:30 pm on Thursdays from June 21, 2018 through August 23, 2018 for UpBeat Cadillac.

Motion unanimously approved.

#### **APPOINTMENTS**

A. Recommendation regarding appointment to the Cadillac/Wexford Transit Authority.

Michael Hayes stated he is looking forward to serving on the CWTA.

Mayor Filkins stated she received a recommendation letter for Michael Hayes from Carrie Thompson, Executive Director CWTA.

#### 2018-127 Approve appointment to the CWTA.

Motion was made by King and supported by Schippers to approve the appointment of Michael Hayes to the CWTA as the City-appointed member for a 2-year term to expire on June 5, 2020.

Mayor Filkins thanked Council Member King for his service on the CWTA.

Motion unanimously approved.

#### CITY MANAGER'S REPORT

A. Medical Marihuana – Introductory Discussion Regarding Process & Future Engagement with the Community

Peccia recommended that Council discuss how the City should engage its constituents regarding medical marihuana facilities within the community. He stated after data and feedback have been obtained from the community then the item can be brought back to the Council for further discussion.

Peccia stated all of the information provided in the City Council Packet is available on the City's website at <a href="https://www.cadillac-mi.net">www.cadillac-mi.net</a> under the section entitled Agendas & Packets.

Peccia noted the State of Michigan put in place the Medical Marihuana Facilities Licensing Act (MMFLA). He stated the following five (5) categories are included in the Act:

- Growers
- Processors
- Provisioning Centers
- Secure Transporters
- Safety Compliance Facilities

Peccia noted in accordance with the Act the default position is that a municipality is "optedout". He stated if a community wants to get into the business of having any or all of the above different types of facilities operating within its borders, it must first "opt-in" by ordinance. He added the ordinance would stipulate which or all of the five (5) categories will be permitted, how many will be allowed, and the distance between facilities.

Peccia stated the State of Michigan has not issued a single license to any business operating within any of the five (5) categories.

Peccia noted there will be a ballot initiative regarding recreational marihuana on the ballot in November 2018. He stated, if approved, it will be an "opt-out" program rather than an "opt-in" program meaning every community will automatically be "opted-in" to having to allow for recreational marihuana sales. He added if a community chooses not to be included it will need to "opt-out".

Peccia stated that in order to receive feedback from the community regarding whether the City should consider "opting-in" under the MMFLA there is an opportunity to insert a survey-type postcard into utility bills that will be sent to every customer of the City. He noted

this would include residential, commercial, and industrial customers.

Peccia stated once information is received from the survey, the City could host a public forum to share the results and provide people with the opportunity to address the City Council.

Peccia stated that following the public forum the City Council can decide whether to proceed and, if so, how to proceed.

Peccia stated if the City Council decides to proceed with allowing medical marihuana facilities it will require an official public hearing and will also require involvement by the Planning Commission.

Peccia stated another option is to continue with the "wait and see" approach regarding whether to "opt-in" or remain in the default "opted-out" position.

Mayor Filkins stated she doesn't believe Council can conduct an in-depth conversation without receiving feedback from the community so she is in support of a survey through the use of utility billing. She mentioned the possibility of utilizing the group from the MML Capital Conference to facilitate community forums on this topic.

King stated the most important aspect is to provide information to the community members and invite them to provide feedback. He noted he agreed that holding a community forum would be beneficial.

Spoelman stated she supports providing education with the forums. She noted she would rather see the City have a dialogue with community members and provide information prior to sending out surveys through utility billing.

Peccia suggested that he contact the MML to create a panel for the forum(s).

Mayor Filkins suggested utilizing the utility billings, along with the website and the newspaper, to notify the community about the forums.

Peccia noted surveys could be made available at the forums to gather feedback from the residential, commercial, and industrial members of the City. He stated he wants to ensure that the City Council is being responsive to their constituents.

Spoelman echoed the importance of receiving feedback from the residents of the City of Cadillac.

King noted the importance of providing education first rather than receiving initial emotional reactions on the subject.

Spoelman stated she would like to begin engaging the community in conversations related to this topic.

#### PUBLIC COMMENTS

There were no public comments.

#### GOOD OF THE ORDER

Peccia mentioned there is no power to the lakeside pavilion or the parking area at Kenwood Park during the construction of the new restroom facilities.

Peccia showed a rendering of the Clarecastle Senior Housing facility in Claire, Michigan. He noted the developer contacted him with interest in building a similar development on Mitchell Street in the vacant lot between the former Hagstrom's Flower Shop and the former Altered Tattoo Parlor. He stated the facility in Cadillac could potentially be around forty (40) apartments for individuals fifty-five (55) and older. He noted there would also be some income requirements for the facility. He mentioned it will likely be introduced at the next Council meeting on June 18, 2018 and the public hearing will be set for July 16, 2018. He stated amendments to the City Code will be necessary before this development can move forward.

Mayor Filkins noted the Mayor's Fit City Challenge IV will begin on June 18, 2018. She briefly mentioned some of the new activities and events.

Mayor Filkins encouraged the Council Members to participate in the Fourth of July Parade to be held on June 30, 2018.

#### **CLOSED SESSION**

Adjourn to closed session for a strategy and negotiation session connected with a collective bargaining agreement.

#### 2018-128 Adjourn to closed session.

Motion was made by Schippers and supported by Engels to adjourn to closed session for a strategy and negotiation session connected with a collective bargaining agreement; invite Todd Keway, Human Resources Generalist.

Motion unanimously approved.

#### 2018-129 Return to open session.

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

Motion unanimously approved.

Peccia stated it would be appropriate to consider a motion to approve the Letter of Understanding One between the Police Officers Association of Michigan and the City of Cadillac and the Letter of Understanding Two between the Command Officers Association of Michigan and the City of Cadillac.

#### 2018-130 Approve Letter of Understanding One and Letter of Understanding Two.

Motion was made by Engels and supported by Schippers to approve the Letter of Understanding One between the Police Officers Association of Michigan and the City of Cadillac and the Letter of Understanding Two between the Command Officers Association of Michigan and the City of Cadillac.

Motion unanimously approved.

### <u>ADJOURNMENT</u>

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk



Today's Date	1/22	[18]
City Received	Date	- 6:20 to 101 (P) A

City Received Date

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#### **Request Planning Guide**

This form must be completed and return to the City <u>30 days</u> before an event. Any requests that are longer than a single day will require more planning therefore forms and documents must be received <u>45 days</u> before the event. Additionally a representative for the event must meet with City Event Team to verify all details for the event before going to City Council for approval.

Failure to comply will result in a denial of your event. Please call (231) 775-0181 x 120 if you have questions.

Applicant Name (Print) Kurtis Barey Contact Person(s) Kurtis Bruz or Kashy Sa
Contact Em
Sponsoring Organization Galoffa CAH Cowell Private Mon-Profit Exemption
Purpose(s) & Benefit(s) to Community Festival of the Arts is 9. Fre event
Fratory Live MUSIC, Crafts and Games for youthing Artist Boothy and
Beginning Date: 7 /19/18 Ending Date: 7 /21/18 Reoccurring: YES NO
1st Day J, ly 9 Set-up 3:05 AM/PM Start : AM/PM End : AM/PM Tear-down : AM/PM
2nd Dax July 20 Set-up 7:00 ANI/PM Start II:00 AM/PM End 9:00 AM/PM Tear-down : AM/PM
3rd Day V J Set-up 7: 10 AM/PM Start 9: WAM/PM End 5:00 AM/PM Tear-down 10:00 AM/PM
4th Day July 12 Set-up : AM/PM Start : AM/PM End : AM/PM Tear-down 9: WAN/PM
5th Day Set-up:AM/PM Start _:AM/PM End:AM/PM Tear-down:AM/PM
YES NO Will you be requesting permission to close any streets or parking lots? (Form 1) YES NO Will you be requesting permission to display any off site signage? (Form 2) YES NO Will you be requesting permission to display a banner over Mitchell Street? (Form 3) YES NO Will you be requesting permission to hold Farmer's Markets? (Form 4) YES NO Will you be requesting permission to reserve the Rotary Pavilion? (Form 5) YES NO Will you be requesting permission to use any City Parks? (Form 6) YES NO Will you be requesting permission to have a parade? (Form 7) YES NO Will you be requesting permission to hold any races? (Form 8) YES NO Will you be requesting permission to serve alcoholic beverages? (Form 9) YES NO Will your event include a craft show, trade show, fair, carnival, fireworks display, tent/membrane structure, or other large assembly functions? (Form 10)  If you answered YES to any of the above questions, additional form(s) must be completed for each one. All forms must be completely filled out and all information provided before requests will be brought to City Council for approval. No additional requests other than those requested on these forms will be approved.
Form must be mailed or delivered to the above address or emailed to: <u>javila@cadillac-mi.net</u> (No Faxes accepted)
I understand and agree to these requirements & understand if these are not met the request will be denied.
Print Name Luts Bony Signature Date 1/22/2018



1/22/18

**City Received Date** 

Comments

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#### Street & Parking Lot Closure Request Form

Please fill out a separate form for each date Reason for Request Contact Person Contact Email Date: \_\_/ \_\_/ \_\_ **Street Closures** Beginning Location Ending Location Street Name Beginning Time : AM/PM Ending Time : AM/PM Beginning Location Ending Location \_\_\_\_\_ Street Name Beginning Time : AM/PM Ending Time : AM/PM Beginning Location\_\_\_\_\_ Ending Location Street Name\_ Beginning Time \_\_\_:\_\_AM/PM Ending Time \_\_\_:\_\_AM/PM Beginning Location\_\_\_\_\_ Ending Location \_\_\_\_ Street Name Beginning Time \_\_\_:\_\_AM/PM Ending Time \_\_\_:\_\_AM/PM Date  $\frac{1}{2} / \frac{19}{19} / \frac{2018}{2018} - \frac{7}{124} \approx 18$  Parking Lot Closures Lot Location Cadella Commanistreet Gakway Nearest Cross Street Beginning Time : AM/PM Ending Time : AM/PM Street \_\_\_\_ Nearest Cross Street Lot Location Beginning Time : AM/PM Ending Time : AM/PM Street Nearest Cross Street Lot Location Beginning Time \_\_: \_AM/PM Ending Time \_\_: \_AM/PM Form must be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net (No Faxes accepted) I understand and agree to these requirements & understand if these are not met the request will be denied. Signature\_ C Date 1 12212018 Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied. For Office Use Only Streets \_\_\_\_\_\_\_ Date Approved Comments Parks \_\_\_\_\_ Date Approved Comments Date Approved Comments Fire \_\_\_\_\_\_ Date Approved \_\_\_ Police Comments City Manager\_\_\_\_\_ Date Approved Comments

Date Approved

City Council \_\_\_\_\_



Today's Date	122/18	
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www.cadillac-mi.net			
City Parks Request Form			
Reason for Request 50+4 Fighted at The Arts	_		
Organization Carlly Arts Convil Contact Person Kints Range			
_ Contact Email_			
Date 11/19-21 2018 Times 7: AM - 10pm			
<u>City Parks</u>			
Please Check One	-		
Downtown "Fountain" City Park			
Sound Garden			
☐ The Bridge			
□ Naval Reserve Flower Open Space			
City of Cadillac Guidelines:			
Please read the following and initial to acknowledge your understanding			
All Parks are for public use			
The City does not provide any tents, tables, chairs, rugs, extension cords etc  The fountain may not be operating due to equipment break downs or weather conditions such as wind			
I understand and agree to these requirements and understand if these are not met the request will be deni	ed.		
Not all parks have space for tents, chairs etc.			
	-		
Form must be emailed, mailed or brought to:			
Cadillac City Hall			
Attn: Public Works Department-Events 200 N. Lake Street			
Cadillac, MI 49601			
Print Name Signature Signature Date 1/23/18	<u>\$</u>		
Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or deni	ed.		



Today's Date	1/22/18	
City Received Da	ate	

	Cadillac Rotar	y Perforn	ning Arts Pa	wilion Reserva	tion Request	Form
		Ple	ase Submit 30-day	s Prior to Event Date	-	-
Event	Festives of	- tu	Arts			_
Organizat	tion Cabillac	Aits	CFUNCIL	Contact Number		, ·
_	vent: 19/2018 Se				nding Time (I)	ma d
Date of E	1	et-up rime: <u>(                                   </u>	_AM PM Startin	ig time: 11 Aivi Pivi E	nding time: TOAIVI	PIVI)
	-7/22/2018					
		_	Special Requ	ests: Please Circle		
Fle	ctricity Water	Wing	Screens	Sound System	Movie Screen/Pro	niertor System
, (		. (		grand o forage	100000000000000000000000000000000000000	Jector System
Usage Ru	iles					
1. F	Profanity and offensive la	anguage is stric	tly prohibited.			
	Noise must be limited to			ce, and must be lowered	at the City's request	
3.	No decorations, props, o	r appurtenance	s shall be used or p	placed in a manner that	will cause damage to	the Pavilion, grounds
(	(including trees), or surre	ounding areas.	The use of nails, ta	cks, staples, etc. is strict	y prohibited, along w	ith the use of stakes in the
٤	ground.					
4	Movies/programs shown	at the Pavilion	are at the discreti	on of the City, and prope	er licensing to show co	pyrighted material is
r	required. One potential i	resource is <u>ww</u>	w.swank.com. MPA	A ratings of G and PG ar	e appropriate.	
	Any signage or decoration					
	No vehicles are permitte					
	temporary parking for th		rop-off and/or pick	-up of equipment only. I	Parking is prohibited o	n Lake Street, even if it
	has been closed for the o					
	The sale of food and non					•
	The consumption or sale					•
	Fees - A \$35 non-refunda					applied to the first
. '	hour. After the first hou	r, rental fees ar	e \$30 per nour and	are due 30-days prior t	o the event date.	
Lundore	tand and agree to comp	ly with those ru	los and acknowled	lan that the City recons	the right to change	or cancal any ayant or
	n that is not in compliant		iles, and acknowled	lige that the City reserve:	s the right to change t	or cancer any event of
program	t that is not in compliant	e with them.	Signature			
	Form must be	mailed or deliv		ty Hall, Attention Public	Works Department-F	vents at
	, om mast be			Al 49601 (Faxes will not		TOTAL DE
	. 0			,		
Print Nan	ne Kuvtis K	Tota	il Fees Required:	Total Fees P	aid: Dat	e //
Re	equest will be reviewed	<u>&amp; you will be n</u>			and/or if request is a	pproved or denied.
			For Office	•		
Parks		<del>· · · · · · · · · · · · · · · · · · · </del>	Comments		Date Date	Approved
Communi	itv —	Dev.				Approved Approved
City	,	Police				Approved
•			Comments		Date Appro	• •



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Today's Date	1/22/18

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#### **Request Planning Guide**

This form must be completed and return to the City 30 days before an event. Any requests that are longer than a single day will require more planning therefore forms and documents must be received 45 days before the event. Additionally a representative for the event must meet with City Event Team to verify all details for the event before going to City Council for approval.

Failure to comply will result in a denial of your event. Please call (231) 775-0181 x 120 if you have questions.

	Applicant Name (Print) Kurtis Barly Contact Person(s) Kurtis Brug or Kathy Sa
	Contact Email
	Sponsoring Organization Galolla C Art Courcil Private Mon-Profit Exemption
	Purpose(s) & Benefit(s) to Community Festing 1 of the Arts is 9 Fre event
	Fratory Use music, Crafts and Gones for youth, Artist Booths and
	Beginning Date: 7 /19/15 Ending Date: 7 /21/18 Reoccurring: YES NO
	1st Day J, 14 9 Set-up 2 :05 AM/PM Start : _AM/PM End : _AM/PM Tear-down : _AM/PM
	2nd Day July 20 Set-up 7:00 AM/PM Start II:00 AM/PM End 9:00 AM/PM Tear-down :AM/PM
	3rd Day July 31 Set-up 7: 10 AM/PM Start 9:00 AM/PM End 5:00 AM/PM Tear-down 10:00 AM/PM
	4th Day 1 y 22 Set-up :AM/PM Start :AM/PM End :AM/PM Tear-down 9 : WAM/PM
	5th Day Set-up _:AM/PM Start:AM/PM End:AM/PM Tear-down:AM/PM
	YES X NO Will you be requesting permission to close any streets or parking lots? (Form 1)
	YESNOX_ Will you be requesting permission to display any off site signage? (Form 2)
	YES NO Will you be requesting permission to display a banner over Mitchell Street? (Form 3)
•	YES NO Will you be requesting permission to hold Farmer's Markets? (Form 4) YES NO Will you be requesting permission to reserve the Rotary Pavilion? (Form 5)
	YES X NO Will you be requesting permission to use any City Parks? (Form 6)
	YES NO Will you be requesting permission to have a parade? (Form 7)
	YES NO Will you be requesting permission to hold any races? (Form 8)
	YESNO_X Will you be requesting permission to serve alcoholic beverages? (Form 9)
	YES NO Will your event include a craft show, trade show, fair, carnival, fireworks display, tent/membrane
	structure, or other large assembly functions? (Form 10)
	If you answered YES to any of the above questions, additional form(s) must be completed for each one. All forms must be
	completely filled out and all information provided before requests will be brought to City Council for approval.
	No additional requests other than those requested on these forms will be approved.
	Form must be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net (No Faxes accepted)
٠	I understand and agree to these requirements & understand if these are not met the request will be denied.
	Print Name Lur NS Kowy Signature Date 1/22/2018



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#### **Banner Request Form** Monday Banner Start Date 7 10 / 2018 Monday Banner End Date 7 /23/2018 (Banners are installed and removed on Mondays unless it is a Holiday, then it will be the following day) (Banners may only be requested for one week at a time per form) Reason for Banner Organization Contact Person Contact Email **City of Cadillac & State of Michigan Guidelines:** Banner requested date is a minimum of 2 months prior to display date requested. Banner picture or a design proof is attached with this request form or it will not be approved. The City reserves the right to determine when the banner is hung during inclement weather. The City is not responsible for any damages to the banner. Banner requested is for a reasonable and public purpose. Banner does not display any legend or symbol which may be construed to advertise, promote the sale of, or publicize any merchandise or commodity, or be political in nature. The legend may contain the name of the sponsor paying for the banner if such is not an obvious advertising of and promotion of the sale of the sponsor's goods or services. The lettering of the sponsor's name or a logo does not exceed three inches if on a single line or two-inches if on more than one line. Banner does not contain an address or directions to location. Banner meets all the design specifications on the back of this form. The banner will be delivered to City Garage a minimum of 1 week before banner is to be displayed. City Garage is located at 1001 6<sup>th</sup> Street and hours. Call Street Supervisor at (231)920 -7800 to schedule time. Banner will be picked up within 1 week after being displayed; if it is not picked up, the banner will be disposed of. Form must be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net (No Faxes accepted) I understand and agree to these requirements & understand if these are not met the request will be denied. Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied. For Office Use Only Streets Date Approved Comments Date Approved City Manager Comments State of Michigan Date Approved Comments City Council \_\_\_\_\_ Date Approved\_ Comments\_

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#### **Request Planning Guide**

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Failure to comply will result in a denial of your event. Please call (231) 775-0181 x 120 if you have questions.

Applicant Name (Print) LOYAL OF DET OF THE MOOSE Contact Per	son(s) KENNETH CIIPS				
Contact Email					
Sponsoring Organization LOYAL OF DEF OF THE MOOSE	Sponsoring Organization LOYAL OF DEF OF THE MOOSE Private Mon-Profit Exemption				
Purpose(s) & Benefit(s) to Community SENTOR CITZENS 1					
Beginning Date: 7 / 15 / 18 Ending Date: 7 / 15 / 19	Reoccurring: YES NO				
1st Day Set-up <u>\$ :60 AM</u> /PM Start 12 :00 AM/PM	End 2:30 AM PM Tear-down 3:00 AM PM				
2nd Day Set-up:AM/PM	End:AM/PM Tear-down:AM/PM				
3rd Day Set-up:AM/PM Start:AM/PM	End:AM/PM Tear-down:AM/PM				
4th Day Set-up:AM/PM Start:AM/PM	End:AM/PM Tear-down:AM/PM				
5th Day Set-up:AM/PM Start:AM/PM	End:AM/PM Tear-down:AM/PM				
YES X NO Will you be requesting permission to close any stree					
YESNOWill you be requesting permission to display any off					
YES NO X Will you be requesting permission to display a banne					
	YESNO_X Will you be requesting permission to hold Farmer's Markets? (Form 4) YES NOWill you be requesting permission to reserve the Rotary Pavilion? (Form 5)				
YES Y NO Will you be requesting permission to use any City Pa					
	YES NO_X Will you be requesting permission to have a parade? (Form 7)				
YESNO_X_Will you be requesting permission to hold any races? (Form 8)					
YES NO X Will you be requesting permission to serve alcoholic beverages? (Form 9)					
YESNOX Will your event include a craft show, trade show, fair, carnival, fireworks display, tent/membrane structure, or other large assembly functions? (Form 10)					
If you answered <u>YES</u> to any of the above questions, additional form(s) must be completed for each one. All forms must be completely filled out and all information provided before requests will be brought to City Council for approval.  No additional requests other than those requested on these forms will be approved.					
Form must be mailed or delivered to the above address or emailed					
I understand and agree to these requirements & understand if thes	al an				
Print Name KENNETH CSIPS Signature	n Crys Date 4 15 1 18				



Today's Date	2	-]	9	/18	
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**City Received Date** 

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City Parks Request Form
Reason for Request Senior Picnic
Organization For Loval Order of Moose Contact Person Ken Crips
Contact Email_
Date 7/15/18 Times 8 am - 4 pm
City Parks Please Check One
☑ Downtown "Fountain" City Park
□ Sound Garden
☐ The Bridge
□ Naval Reserve Flower Open Space
City of Cadillac Guidelines:
Please read the following and initial to acknowledge your understanding  All Parks are for public use
上C The City does not provide any tents, tables, chairs, rugs, extension cords etc
The fountain may not be operating due to equipment break downs or weather conditions such as wind
understand and agree to these requirements and understand if these are not met the request will be denied.
KC Not all parks have space for tents, chairs etc.
Form must be emailed, mailed or brought to:
Cadillac City Hall
Attn: Public Works Department-Events
200 N. Lake Street Cadillac, MI 49601
Print Name Ken Crips Signature Ken Crips Date 419118
Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied.



200 N. Lake Street Cadillac MI 49601

Today's Date 4-5-18	
City Received Date	

Phone (231) 775-0181 www.cadillac-mi.net		
Cadillac Rotary Performing Arts Pav	ilion Reserv	ation Request Form
Please Submit 30-days I	Prior to Event Date	
Event SENIOR CITIZERS PICKPIC		
Organization LOYAL OSDES OF THE MOOSE	Contact Numbe	er
Date of Event: 1/15/19 Set-up Time: 8:00 AM PM Starting	Time: <u>/</u> / AM PM	Ending Time: 3 <u>00</u> AMPM
Special Reques	sts: Please Circle	
Usage Rules Wind Screens S	Sound System	Movie Screen/Projector System*
<ol> <li>Profanity and offensive language is strictly prohibited.</li> <li>Noise must be limited to levels that do not disturb the peace.</li> <li>No decorations, props, or appurtenances shall be used or pla (including trees), or surrounding areas. The use of nails, tacks ground.</li> </ol>	ced in a manner tha	t will cause damage to the Pavilion, grounds
<ol> <li>Movies/programs shown at the Pavilion are at the discretion required. One potential resource is <a href="www.swank.com">www.swank.com</a>. MPAA</li> <li>Any signage or decorations must be removed immediately fo</li> <li>No vehicles are permitted on sidewalks or grass. However, the temporary parking for the purpose of drop-off and/or pick-up has been closed for the event.</li> </ol>	ratings of G and PG a blowing any event. ne sidewalk immedia	are appropriate.
7. The sale of food and non-alcoholic beverages may require an	additional license. (	Code of Ordinances-Chapter 28)
8. The consumption or sale of alcoholic beverages requires app	•	• •
<ol> <li>Fees - A \$35 non-refundable deposit is required to reserve th hour. After the first hour, rental fees are \$30 per hour and a</li> </ol>		• • •
I understand and agree to comply with these rules, and acknowledge program that is not in compliance with them.  Signature	e that the City reserv	
Form must be mailed or delivered to Cadillac City	Hall. Attention Publ	lic Works Denartment-Events at
	in Cadillac, MI 4960:	
Print Name KENNETH CIIPS Total Fees Required:	Total Fees	Paid:Date/
Request will be reviewed & you will be notified if additional in	oformation is needed	d and/or if request is approved or denied.

\*Weather Dependent



Today's Date 4-6-18

**City Received Date** 

Comments

MUST BE OFFICIALLY CITY DATE STAMP

#### **Street & Parking Lot Closure Request Form**

Please fill out a separate form for each date

Reas	on for Request SEMIOF C	CITIZENS PICKIC		
Conta	act Person <u>KENNETH</u>	CIIPS		
46116		-		
		Contact Emai		
	Date: <u>7/16/18</u>	<b>Street Closures</b>		•
	Street Name LAKE	Beginning Location CAS 5	Ending Location HAITS	
		Beginning Time <u>\$ .00</u> AM/PM		
	Street Name	Beginning Location	_ Ending Location	
,		Beginning Time:AM/PM	Ending Time:AM/PM	
	Street Name	Beginning Location	Ending Location	
			Ending Time:AM/PM	97
	Street Name	Beginning Location	_ Ending Location	,
		Beginning Time:AM/PM	Ending Time AM/PM	٠, ,,
	Date//	Parking Lot Closure	s	
	Lot Location	StreetN	earest Cross Street	
		Beginning Time:/	AM/PM Ending Time:AM/PM	
•	Lot Location	Street N	earest Cross Street	
		Beginning Time:/	AM/PM Ending Time:AM/PM	
	Lot Location	Street N	earest Cross Street	
	·	Beginning Time:/	AM/PM Ending Time:AM/PM	
l und	lerstand and agree to these re	quirements & understand if these a	i <u>avila@cadillac-mi.net</u> (No Faxes accepted) are not met the request will be denied.	
Print	Name KENNEYH CTI	Signature Kinen	Cips Date 4 161	19
Re	equest will be reviewed & you wi	ll be notified if additional information	is needed and/or if request is approved or deni	ied.
****	********	For Office Use Önly .	**********************	<b>+</b> **
Stree	ets		Comments	-
. 5	S			
•				
Polic	ce	Date Approved		
City	Manager	Date Annroised	Comments	

Date Approved

City Council



Today's Date	· · · · · · · · · · · · · · · · · · ·	
City Received Date	RECEIVED	
MUST DE OESMAII	FEB. 2.6. 2019	

## **Request Planning Guide**

This form must be completed and return to the City 30 days before an event. Any requests that are longer than a single day with
require more planning therefore forms and documents must be received 45 days before the event. Additionally a representative
for the event must meet with City Event Team to verify all details for the event before going to City Council for approval.
Failure to comply will result in a denial of your event, Please call (231) 775-0181 x 120 if you have questions,

rounce to comply win result in a demail of your event. Flease can (251) 775-0161 x 120 if you have questions.
Applicant Name (Print) Living Light Christian Contact Person(s) Josiah Cui
Contact Email cadillac@livinglightchurch.com
Sponsoring Organization LLCC Private Non-Profit Exemption
Purpose(s) & Benefit(s) to Community Offering ecumental services to the
Community's churches (non-denominational)
Beginning Date: 08/10/18 Ending Date: 08/12/18 Reoccurring: YES NO (+illio:3
1st Day 08/10/18 Set-up 4: AMPM Start 7: ODAMPM End 9: ODAMPM Tear-down 9:00 AMPM
2nd Day 8 /11 18 Set-up 4:00 AM/PM Start 7:00 AM/PM End 9:00 AM/PM Tear-down 9:00 AM/PM
3rd Day 08 / 12 18 Set-up 4: @AM/PM Start 7: OCAM/PM End 9: @AM/PM Tear-down 9: @AM/PM
4th Day Set-up _:AM/PM Start:AM/PM End:AM/PM Tear-down:AM/PM
5th Day Set-up:AM/PM Start:AM/PM End:AM/PM Tear-down:AM/PM
YESNO Will you be requesting permission to close any streets or parking lots? (Form 1)  YESNO Will you be requesting permission to display any off site signage? (Form 2)  YESNO Will you be requesting permission to display a banner over Mitchell Street? (Form 3)  YESNO Will you be requesting permission to hold Farmer's Markets? (Form 4)  YESNO Will you be requesting permission to reserve the Rotary Pavillon? (Form 5)
YESNOWill you be requesting permission to use any City Parks? (Form 6) YESNOWill you be requesting permission to have a parade? (Form 7)
YES NO Will you be requesting permission to hold any races? (Form 8)
YES NOWill you be requesting permission to serve alcoholic beverages? (Form 9) YES NOWill your event include a craft show, trade show, fair, carnival, fireworks display, tent/membrane
structure, or other large assembly functions? (Form 10)
If you answered <u>YES</u> to any of the above questions, additional form(s) must be completed for each one. All forms must be completely filled out and all information provided before requests will be brought to City Council for approval.  No additional requests other than those requested on these forms will be approved.
Form must be mailed or delivered to the above address or emailed to: <a href="mailed-emailec-mi.net"><u>iavila@cadillac-mi.net</u></a> (No Faxes accepted)
I understand and agree to these requirements & understand if these are not met the request will be defied.
Print Name Josiah Cui Signature Signature Date 02/26/18



Today	y's Dat	e	····	U÷-t		بنبتيه الاصل	<del></del> .
City F	Receive	ed Da	te				
		•			. ,		
		•					

Phone (231) 775-0181 www.cadillac-mi.net	: -	
Cadillac Rotary Performing	Arts Pavilion Reserva	ation Request Form
	bmit 30-days Prior to Event Date	and the second s
AND DOLLAR	elanas	
$\alpha$ $\alpha$	ian Church Contact Number	
Date of Event: 08/10/2018 Set-up Time: 4 AM	PM) Starting Time: 7 AMPM) E	inding Time:AM_@M)
- 08/12/2018		_
	pecial Requests: Please Circle	
Electricity Water Wind Screen	ens Sound System	Movie Screen/Projector System
Usage Rules	*	
1. Profanity and offensive language is strictly pro	hibited.	
2. Noise must be limited to levels that do not dis		d at the City's request.
3. No decorations, props, or appurtenances shall	be used or placed in a manner that	will cause damage to the Pavilion, grounds
(including trees), or surrounding areas. The us ground.	e of nails, tačks, staples, etc. is strict	ly prohibited, along with the use of stakes in the
4. Movies/programs shown at the Pavilion are a	t the discretion of the City, and prop	er licensing to show copyrighted material is
required. One potential resource is www.swa	nk.com. MPAA ratings of G and PG a	re appropriate.
5. Any signage or decorations must be removed	immediately following any event.	
6. No vehicles are permitted on sidewalks or gra	ss. However, the sidewalk immediate	ely south of the pavilion can be utilized for
temporary parking for the purpose of drop-of has been closed for the event.	f and/or pick-up of equipment only.	Parking is prohibited on Lake Street, even if it
7. The sale of food and non-alcoholic beverages	may require an additional license (C	ode of Ordinances-Chanter 28)
8. The consumption or sale of alcoholic beverage		
9. Fees - A \$35 non-refundable deposit is require		
due 30-days prior to the event date.	to reserve the date and time or the	ie-evening and memory ees or \$50, per mour are
1		
I understand and agree to comply with these rules, as	nd acknowledge that the City reserve	s the right to change or cancel any event or
program that is not in compliance with them.	478	
	ignature ·	
Form must be mailed or delivered t		Works Department-Events at
200 N. Lake Street	n Cadillac, MI 49601 (Faxes will not	be accepted)
Print Name Joseph Cui Total Fees	Required:Total Fees P	'aid:/
Request will be reviewed & you will be notified		and/or if request is approved or denied.
- 1	Far Office Use Only	Sufr Aumanusii
	mments	
	mments	
City Police Co	mments	
	mments	



Today's	Date		· interest	- Administra	 
		_			

**City Received Date** 

MUST BE OFFICIALLY CITY DATE STAMP

S	treet & Parking Lot Closure  Please fill out a separate form	•	orm	
Reason for Request Safet	y during Call to All	A St. A. Address of the Control of t	Meetings for	ellende
Contact Person Josish	Cvi	•		
editact ferson	Continue Division	dillac @	livinglightchurch	Com
			7.7.	
Date: 08/ 10/ 2018	3 - 08/12/2018 Street Closures	A.		
Street NameS Lake	St Beginning Location W Cass	Ending Loc	ation W Harris St	1
	Beginning Time_6: ○○AMÆ			1
Street Name	Beginning Location	Ending Loc	ation	1
	Beginning Time : AM/F			
Street Name				
Street Name	Beginning Time:_AM/F			i
Street Name	Beginning Location			:
	Beginning Time:AM/F	M Ending Tir	ne:AM/PM	
Date//	_ Parking Lot Closu	ıres		
Lot Location	Street	Nearest Cross	Street	l.
200 20000.011			ling Time;AM/F	M
lot Logation	Street	₹/		
LOT LOCATION			ling TimeAM/P	м
2.5				1:
Lot Location				
	seginning i)me;_	AW/PW ENC	ling Time:AM/P	19.1
Company to the smallest or deliver	ered to the above address or emailed	to: lavila@ccd	Illac mi not /No Enver	rcented)
	se requirements & understand if the			
Print Name Josiah Cu	Signature	4865	Date 02	126/18
Triat Name 7303	- Spinetare		<del></del>	,
. Request will be reviewed & yo	ou will be notified if additional informat	ion is needed an	d/or if request is approve	ed or denied.
	******			
	For Office Use Only	<b>~</b>	- F1	
Streets		comme	nts	
Parks		Comme	nts	
FirePolice			nts	
City Manager		Comme	nts.	
City Council	Date Approved	Comme	nts	



#### CERTIFICATE OF LIABILITY INSURANCE

03/02/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). Page E Thums PHONE 1-800-554-2642 Option 1 E-MAIL cs5@hcurch 855-264-2329 FAX (A/C. No): Church Mutual Insurance Company 3000 Schuster Lane P.O. Box 357 INSURER(S) AFFORDING COVERAGE NAIC # INSURERA: Church Mutual Insurance Company Merrill Wi 54452 18767 INSURED, LIVING LIGHT CHRISTIAN CHURCH, INC INSURER B; INSURER C: 7700 W BLUE RD INSURER D : INSURER E MI 49651-8951 LAKE CITY INSURER F: COVERAGES **CERTIFICATE NUMBER: REVISION NUMBER:** THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. ADDL SUBR POLICY EFF POLICY EXP TYPE OF INSURANCE **POLICY NUMBER** X COMMERCIAL GENERAL LIABILITY EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 CLAIMS-MADE X OCCUR \$ 1,000,000 10,000 MED EXP (Any one person) 03/15/2016 03/15/2019 0181696-02-876423 PERSONAL & ADV INJURY s 1,000,000 \$ 3,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE PRO-JECT 1,000,000 X POLICY PRODUCTS - COMP/OP AGG OTHER: COMBINED SINGLE LIMIT (Ea accident) AUTOMOBILELIABILITY ANY AUTO **BODILY INJURY (Per person)** SCHEDULED OWNED **BODILY INJURY (Per accident)** AUTOS ONLY AUTOS NON-OWNED PROPERTY DAMAGE. AUTOS ONLY AUTOS ONLY 5 UMBRELLALIAB **EACH OCCURRENCE** OCCUR FYCESS LIAR CLAIMS-MADE AGGREGATE DED RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY STATUTE ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? E.L. EACH ACCIDENT (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Evidence of Liability Insurance for Outdoor Services on August 10, 2018 through August 12, 2018 from 7pm until 9pm, at 100 S Lake St., Cadillac, MI. Commercial General Liability Additional Insured = The City of Cadillac, subject to the coverage provided by the referenced policy. A220 SRAP532 CANCELLATION CERTIFICATE HOLDER SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. City of Cadillac 200 N Lake St. **AUTHORIZED REPRESENTATIVE** 

ACORD 25 (2016/03) The ACORD name and logo

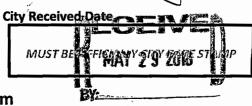
Cadillac

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MI 49601-2800



Today's Date 29 may 2018



#### **Banner Request Form**

<u>Monday</u>	Banner	Start	Date	8	16	1 <u>2018</u>

Monday Banner End Date / 8 / 12/2018

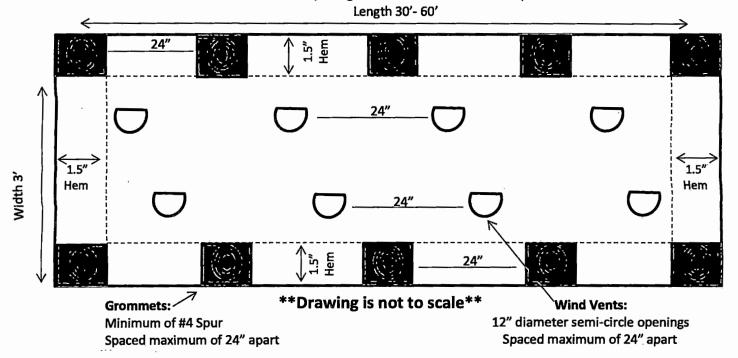
(Banners are installed and removed on Mondays unless it is a Holiday, then it will be the following day)
(Banners may only be requested for <u>one week at a time</u> per form)

Reason for Banner Cadillac Ares Cherches having service troubler at the City Pavillion

Organization <u>Cadillac Area</u>	a Churches	Contact Person Jim Ransom
	Contact Email	
City of	Cadillac & State of Mic	higan Guidelines:
Banner picture or a design pro The City reserves the right to The City is not responsible for Banner requested is for a reas Banner does not display any leading to publicize any merchandise or The legend may contain the new and promotion of the sale of the sale of the sponsor's more than one line. Banner does not contain an acceptable banner will be delivered to City Garage is located at 1001	determine when the banner is any damages to the banner. conable and public purpose. egend or symbol which may be commodity, or be political in rame of the sponsor paying for the sponsor's goods or services, name or a logo does not excee ddress or directions to location becifications on the back of this of City Garage a minimum of 1 v 6th Street and hours. Call Street	to the banner if such is not an obvious advertising of three inches if on a single line or two-inches if on
		o: <u>iavila@cadillac-mi.net</u> (No Faxes accepted) are not met the request will be denied.
Print Name James A Ransom J		Date <u>5/29/2018</u>
Request will be reviewed & you will be		on is needed and/or if request is approved or denied.
``	For Office Use Only	
Streets	Date Approved	Comments
City Manager	Date Approved	Comments
State of Michigan	Date Approved	Comments
City Council	Date Approved	Comments

#### **Banner Specifications**

- -Banner must be made of a minimum of 18 oz. vinyl or of comparable material
- -Hem must be 1.5" double folded and stitched on inside & outside
- -Grommets must be a minimum of # 4 Spur and not more than 24" apart along top & bottom
- -Wind Vents must 12-18" semi-circle openings and not be more than 24" apart



Attach a photo of the banner or provide a detailed design proof (Request will not be approved without a proof or picture)

City
Call To All Festival Weekend
Pavillion
August

Re: Workers Compensation Insurance Renewal

The City of Cadillac recently accepted competitive proposals to provide workers compensation insurance beginning July 1, 2018. The following bid was received:

Vendor	Bid
Michigan Municipal League Workers' Compensation Fund Lansing, Michigan	\$83,955

The City has participated in the MML's Workers' Compensation Fund for many years and is very pleased with the coverage and service provided by the organization.

#### **Recommended Action**

It is recommended that the purchase of Workers' Compensation Insurance beginning July 1, 2018 be awarded to the Michigan Municipal League Workers Compensation Fund in accordance with their proposal. Funds are available in various funds and activities within the Annual Operating Budget.

Re: Liability and Property Insurance Renewal

The City of Cadillac recently accepted competitive proposals to provide comprehensive liability and property insurance beginning July 1, 2018. The following bids were received:

Vendor	Bid
Peterson McGregor of Cadillac Argonaut/Travelers Insurance Cadillac, Michigan	\$115,637
Michigan Municipal League Lansing, Michigan	\$190,802
IBEX Insurance Agency/Michigan Municipal Risk Management Authority Farmington Hills, MI	\$176,760

The City has been covered through Peterson McGregor of Cadillac since July 2010 and has been very pleased with the coverage and service provided by the company. The FY2019 premium is approximately \$6,000 below the FY2018 premium.

#### **Recommended Action**

It is recommended that the purchase of property and liability insurance beginning July 1, 2018 be awarded to Peterson McGregor of Cadillac in accordance with their proposal. Funds are available in various funds and activities within the FY2019 Annual Operating Budget.

RE: FY2018 and FY2019 Manhole Rehabilitation

The FY2018 and FY2019 budgets include appropriations for manhole rehabilitation and for repair work as identified by Stormwater, Asset Mangement, and Wastewater (SAW) grant-related inspections. As part of these projects, Utilities staff identified twenty-seven manholes that needed repairs. The work includes:

- Rehabilitation/reconstruction of nineteen (19) sanitary sewer manholes with lining coatings for corrosion protection.
- Rehabilitation/reconstruction of eight (8) sanitary sewer manholes for structural improvements and application of a corrosion lining.

On June 12, 2018 the City of Cadillac held a bid opening on the above referenced work. The following bids were received:

Contractor	Corrosion Protection Bid	Structural Improvements Bid	Total Bid
Culy Contracting, Inc. Winchester, IN	\$42,586	(*) \$14,936	\$57,522
Advance Rehabilitation Technology Bryan, OH	\$45,380	\$18,100	\$63,480
R&A Environmental Rehab Clare, MI	\$58,764	\$22,698	\$81,462
Plummer's Environmental Services, Inc. Byron Center, MI	\$115,325	\$36,860	\$152,185
Spectrum Contracting Corp. Grafton, WI	\$131,565	\$87,700	\$219,265

<sup>(\*)</sup> Original bid for structural improvements portion of the project was \$9,936. During bid analysis, it was determined that a portion of the project was not factored into the contractor's original bid. This added portion increased the costs by \$5,000 but Culy remained the lowest bidder.

#### **Recommended Action**

It is recommended that the contract for the Manhole Rehabilitation Project be awarded to Culy Contracting, Inc. for the bid amount of \$57,522. In addition, a 10% contingency is requested for City engineer-approved field changes in unit quantity or scope due to knowns in underground municipal construction, bringing the total recommended award to a total of \$63,274.

*Re:* Purchase of three (3) service trucks

The FY2019 budget for the Water and Sewer Fund includes appropriations of \$83,000 for the replacement of three (3) service trucks. The City recently sought competitive bids for these trucks and the following bids were received:

Dealer	Truck #			
Dealei	1	2	3	Total
Signature Ford-Lincoln Owosso, Michigan	\$26,714	\$27,438	\$27,390	\$81,542
Jorgensen Ford Detroit, Michigan	\$26,700	\$28,000	\$27,555	\$82,255

#### **Recommended Action**

It is recommended that the purchase of three (3) work trucks be awarded to Signature Ford-Lincoln in the amount of \$81,542. Funds are available in the FY2019 budget of the Water and Sewer Fund.

#### **City Council**

200 North Lake Street Cadillac, Michigan 49601 Phone (231) 775-0181 Fax (231) 775-8755



**Mayor** Carla J. Filkins

**Mayor Pro-Tem** Shari Spoelman

Councilmembers
Tiyi Schippers
Robert J. Engels
Stephen King

#### RESOLUTION NO. 2018-\_\_\_\_

# RESOLUTION INTRODUCING AND SETTING PUBLIC HEARING FOR ORDINANCE TO AMEND CITY CODE TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR DWELLING UNITS FOR LOW TO MODERATE INCOME ELDERLY PERSONS (CADILLAC CASTLE)

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, on the 18th day of June, 2018, at 6:00 p.m.

PRESENT:	
ABSENT:	
The following preamble and resolution was offered by	and
seconded by .	

WHEREAS, the State Housing Development Authority Act of 1966, PA 346, as amended, MCL 125.1401 *et seq*) (the "Act"), provides in part that certain non-profit housing projects financed with the federally aided or housing authority aided mortgage, advance, or grant are exempt from all ad valorem property taxes, provided that the owner of such exempt housing project "shall pay to the municipality in which the project is located an annual service charge for public services in lieu of all taxes" (MCL 125.1415a); and

WHEREAS, Cadillac Castle Limited Dividend Housing Association Limited Partnership, as management agent, has requested that the City charge an annual service

City of Cadillac Resolution No. 2018-\_\_\_ Page 2 of 3

charge in lieu of taxes for the Cadillac Castle housing project, which is located within the City; and

WHEREAS, Cadillac Castle Limited Dividend Housing Association Limited
Partnership has provided documentation in support of its request; and

WHEREAS, the Act provides that a municipality may, by ordinance, establish or change, by any amount it chooses, the service charge to be paid in lieu of taxes by all or any class of housing projects exempt from taxation under this Act, provided that the service charge shall not exceed the taxes that would be paid but for the Act; and

WHEREAS, the City wishes to consider granting the request, determine the amount of the annual service charge, and adopt an ordinance establishing the amount of such annual service charge; and

WHEREAS, Section 5.2 of the City Charter requires the City to hold a public hearing prior to final adoption of said ordinance and publish notice once at least five (5) days prior to the public hearing.

NOW, THEREFORE, the City Council of the City of Cadillac, Wexford County, Michigan, resolves as follows:

1. Pursuant to Section 5.2 of the City Charter, the City introduces Ordinance No. 2018-\_\_\_\_, Ordinance to Amend City Code to Provide for a Service Charge in Lieu of Taxes for Dwelling Units for Low to Moderate Income Elderly Persons (Cadillac Castle) (the "Ordinance," attached as Exhibit A).

City of Cadillac Resolution No. 2018-\_\_\_ Page 3 of 3

2. A public hearing regarding the Ordinance shall be held on the 16th day of July, 2018, at 6:00 p.m. in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan.

3. The City Clerk is directed to publish a summary of the Ordinance in a newspaper of general circulation in the City of Cadillac, together with a notice setting the time and place for a public hearing on the Ordinance, within seven days. The summary and notice of the hearing shall be substantially in the form of Exhibit B.

4. A copy of the Ordinance shall be available for examination at the office of the City Clerk, and copies may be provided for a reasonable charge.

5. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. 2018-\_\_\_, duly adopted at a regular meeting of the City Council held on the 18th day of June, 2018.

Sandra Wasson Cadillac City Clerk

#### **City Council**

200 North Lake Street Cadillac, Michigan 49601 Phone (231) 775-0181 Fax (231) 775-8755



**Mayor** Carla J. Filkins

**Mayor Pro-Tem** Shari Spoelman

Councilmembers
Tiyi Schippers
Robert J. Engels
Stephen King

ORDINANCE NO. 2018-

# ORDINANCE TO AMEND CITY CODE TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR DWELLING UNITS FOR LOW TO MODERATE INCOME ELDERLY PERSONS (CADILLAC CASTLE)

#### THE CITY OF CADILLAC ORDAINS:

#### Section 1

The City hereby amends the City Code of Ordinances to add Division 5 to Chapter 12, Article II, which shall read as follows:

#### **DIVISION 5 – CADILLAC CASTLE**

12-87. Purpose.

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its citizens of low to moderate income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the State Housing Development Authority Act of 1966 (1966 PA 346, as amended, MCL 125.1401, et seq). The City of Cadillac is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for persons of low to moderate income is a public necessity, and as the City will be benefitted and improved by such housing, the encouragement of the same by providing certain real estate tax exemption for such housing is a valid public purpose; further, that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of housing developments which are constructed and financed in reliance on such tax exemption.

The City acknowledges that <u>Cadillac Castle Limited Dividend Housing Association</u> <u>Limited Partnership</u> (the "Sponser") has offered, subject to receipt of an allocation under the LIHTC Program from the Michigan State Housing Development Authority and or federally or authority aided financing for the project, to erect, own and operate a housing development identified as

<u>Cadillac Castle</u> on certain property located at 820, 824, 900, and 924 S. Mitchell Street, as well as 823, and 831Aspen Street, as legally described in "Exhibit A" in the City of Cadillac, to serve persons and families of low to moderate income, and that the Sponsor has offered to pay the City of Cadillac on account of this housing development, an annual service charge for public services in lieu of all taxes.

#### 12-88. Definitions.

All terms shall be defined as set forth in the State Housing Development Authority Act of 1966, being Public Act 346 of 1966 of the State of Michigan, as amended, except as follows:

- A. Act means the State Housing Development Authority Act, being Public Act 346 of 1966 of the State of Michigan, as amended.
- B. <u>Annual Shelter Rent</u> means the total collections during an agreed annual period from all occupants of a housing development representing rent or occupancy charges, exclusive of charges for gas, electricity, heat, trash, water and sewer charges, or other utilities furnished to the occupants.
- C. <u>Authority</u> means the Michigan State Housing Development Authority, a public body, corporate and politic of the State of Michigan.
- D. <u>Housing Development</u> means a development which contains a significant element of housing for persons of low to moderate income and such elements of other housing, commercial, recreational, industrial, communal, and educational facilities as the Authority determines improve the quality of the development as it relates to housing for persons of low to moderate income.
- E. <u>LIHTC Program</u> means the Low Income Housing Tax Credit Program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.
- F. <u>Elderly</u> means those persons 55 years of age or older or a household in which at least one member is 55 years of age and all other members are 50 years of age or older.
- G. <u>Sponsor</u> means Cadillac Castle Limited Dividend Housing Association Limited Dividend Housing Association, which has applied to the Authority for an allocation under the LIHTC Program to finance a Housing Development.
- H. <u>Utilities</u> mean water, sanitary sewer service, trash, gas and/or electrical services which are paid by the Housing Development.

#### 12-89. Class of Housing Developments Exempt from Taxation.

It is determined that the class of Housing Developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be <u>multiple</u> <u>dwellings for Elderly persons of low to moderate income</u>, which are financed or assisted pursuant to

the Act and is limited to the number of units allowable by zoning. It is further determined that <u>Cadillac Castle</u> is of this class. Passage of the ordinance from which this division is derived shall not be deemed precedent for other similar PILOT ordinances. The classes of Housing Developments exempt from taxation are defined in Section 12-19 of the City Code of Ordinances.

#### 12-90. Establishment of Annual Service Charge.

The Housing Development identified as Cadillac Castle, and the property on which it shall be constructed shall be exempt from all property taxes from and after the commencement of construction. The City, acknowledging that the Sponsor and the Authority have established the economic feasibility of the Housing Development in reliance upon the enactment and continuing effect of this Ordinance from which this division is derived, and the qualification of the Housing Development for exemption from all property taxes and a payment in lieu of taxes as established in this Ordinance, and in consideration of the Sponsor's offer, subject to receipt of an allocation under the LIHTC Program, to construct, own and operate the Housing Development, agrees to accept payment of an annual service charge for public services in lieu of all property taxes. The annual service charge shall be equal to two percent (2)% of the difference between the Annual Shelter Rent actually collected for the first year, and each year thereafter, plus Utilities.

#### 12-91. Limitation on the Payment of Annual Service Charge.

Notwithstanding Section 12-90, the service charge to be paid each year in lieu of taxes for the part of the Housing Development which is tax exempt and which is occupied by other than low to moderate income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the Housing Development if the Housing Development were not tax exempt.

The term "low to moderate income persons or families" as used herein means, with respect to any housing development that is tax-exempt, persons or families eligible to move into that development.

#### 12-92. Contractual Effect of Ordinance.

Notwithstanding the provisions of section 15(a)(5) of the Act to the contrary, a contract between the City and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance from which this division is derived.

#### 12-93. Payment of Service Charge.

The annual service charge in lieu of taxes as determined under the Ordinance shall be payable in the same manner as general property taxes are payable to the City except that the annual payment shall be paid on or before <u>August 15th</u>, of each year. The Sponsor shall verify annual shelter rent revenues to the City with a statement of profit and loss of the housing development as reported to the State Housing Development Authority by an independent certified public accountant. The statement of profit and loss, together with a statement showing how the service charge was

calculated shall be submitted to the City Treasurer by April 30<sup>th</sup> of each year. Any adjustment or claim for overpayment will be adjusted in the next year's payment.

#### **12-94. Duration.**

This Ordinance shall remain in effect and shall not terminate so long as the Housing Development is supported by a federally or Authority–aided mortgage and remains subject to income and rent restrictions pursuant to Section 42 of the Internal Revenue Code of 1986, as amended; and provided that construction of the Housing Development commences within one year from the effective date of this Ordinance from which this division is derived. Notwithstanding the above, the exemption shall cease for that portion of the project which is not operated consistent with section 12-89 above.

#### 12-95. Termination.

Notwithstanding anything contained herein to the contrary, should the Sponsor fail to pay the final adjusted service charge in lieu of taxes granted hereunder, or fail to provide the verification of the calculations used to make the payment, the service charge in lieu of taxes granted by the Ordinance shall automatically be terminated, retroactive to January 1 of that year. The City shall file a Notice of Termination to the Sponsor of the Housing Development and the Authority, by certified mail, within thirty (30) days of such termination.

#### 12-96. Severability.

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of the Ordinance as a whole or any section or provision of this Ordinance other than the section or provision so declared to be unconstitutional or invalid.

#### **Section 2**

All other ordinances inconsistent with the provisions of this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

#### Section 3

This Ordinance shall take effect 20 days after its adoption.

CITY CLERK	
DATED:	

200 North Lake Street Cadillac, Michigan 49601 Phone (231) 775-0181 Fax (231) 775-8755



**Mayor** Carla J. Filkins

**Mayor Pro-Tem** Shari Spoelman

Councilmembers

Tiyi Schippers Robert Engels Stephen King

ORDINANCE NO. 2018-\_\_\_\_

ORDINANCE TO AMEND CITY CODE TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR DWELLING UNITS FOR LOW TO MODERATE INCOME ELDERLY PERSONS
(CADILLAC CASTLE)

#### THE CITY OF CADILLAC ORDAINS:

#### Section 1

<u>The City hereby amends the City Code of Ordinances to add Division 5 to Chapter 12, Article II, which shall read as follows:</u>

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#### **DIVISION 5 – CADILLAC CASTLE**

#### 12-87. Purpose.

#### Preamble.

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its citizens of low to moderate income and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the State Housing Development Authority Act of 1966 (1966 PA 346, as amended, MCL 125.1401, et seq). The City of Cadillac is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for persons of low to moderate income is a public necessity, and as the City will be benefitted and improved by such housing, the encouragement of the same by providing certain real estate tax exemption for such housing is a valid public purpose; further, that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of housing developments which are constructed and financed in reliance on such tax exemption.

The City acknowledges that Cadillac Castle Limited Dividend Housing Association

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Limited Partnership (the "Sponser") has offered, subject to receipt of an allocation under the LIHTC Program from the Michigan State Housing Development Authority and or federally or authority aided financing for the project, to erect, own and operate a housing development identified as Cadillac Castle on certain property located at 820, 824, 900, and 924 S. Mitchell Street, as well as 823, and 831Aspen Street, as legally described in "Exhibit A" attached to ordinance no...\_\_\_\_\_in the City of Cadillac, to serve persons and families of low to moderate income, and that the Sponsor has offered to pay the City of Cadillac on account of this housing development, an annual service charge for public services in lieu of all taxes.

SECTION 3. <u>Definitions.</u>
12-88. Definitions.

All terms shall be defined as set forth in the State Housing Development Authority Act of 1966, being Public Act 346 of 1966 of the State of Michigan, as amended, except as follows:

- A. <u>Act</u> means the State Housing Development Authority Act, being Public Act 346 of 1966 of the State of Michigan, as amended.
- B. <u>Annual Shelter Rent</u> means the total collections during an agreed annual period from all occupants of a housing development representing rent or occupancy charges, exclusive of charges for gas, electricity, heat, trash, water and sewer charges, or other utilities furnished to the occupants.
- C. <u>Authority</u> means the Michigan State Housing Development Authority, a public body, corporate and politic of the State of Michigan.
- D. <u>Housing Development</u> means a development which contains a significant element of housing for persons of low to moderate income and such elements of other housing, commercial, recreational, industrial, communal, and educational facilities as the Authority determines improve the quality of the development as it relates to housing for persons of low to moderate income.
- E. <u>LIHTC Program</u> means the Low Income Housing Tax Credit Program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.
- F. <u>Elderly means those persons 55 years of age or older or a household in which at</u> least one member is 55 years of age and all other members are 50 years of age or older.

G. <u>Utilities mean water, sanitary sewer service, trash, gas and/or electrical services which are paid by the Housing Development.</u>

**HG.** Sponsor means Cadillac Castle Limited Dividend Housing Association Limited Dividend Housing Association, which has applied to the Authority for an allocation under the LIHTC Program to finance a Housing Development.

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H. Utilities mean water, sanitary sewer service, trash, gas and/or electrical services which are paid by the Housing Development.

SECTION 4. <u>Class of Housing Developments.</u>

12-89. Class of Housing Developments Exempt from Taxation.

It is determined that the class of Housing Developments to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be <u>multiple</u> <u>dwellings for Elderly persons of low to moderate income</u>, which are financed or assisted pursuant to the Act <u>and is limited to the number of units allowable by zoning</u>. It is further determined that <u>Cadillac Castle</u>; is of this class. Passage of the ordinance from which this division is derived shall not be deemed precedent for other similar Pilot ordinances. The classes of Housing Developments exempt from taxation are defined in Section 12-19 of the City Code of Ordinances.

SECTION 5. <u>Establishment of Annual Service Charge.</u>

12-90. Establishment of Annual Service Charge.

The Housing Development identified as Cadillac Castle, and the property on which it shall be constructed shall be exempt from all property taxes from and after the commencement of construction. The City, acknowledging that the Sponsor and the Authority have established the economic feasibility of the Housing Development in reliance upon the enactment and continuing effect of this Ordinance from which this division is derived, and the qualification of the Housing Development for exemption from all property taxes and a payment in lieu of taxes as established in this Ordinance, and in consideration of the Sponsor's offer, subject to receipt of an allocation under the LIHTC Program from the Authority, and or a Federally or Authority aided financing for the project, to construct, own and operate the Housing Development, agrees to accept payment of an annual service charge for public services in lieu of all property taxes. The annual service charge shall be equal to Two (2)% of the difference between the Annual Shelter Rent actually collected for the first year, and each year thereafter, and plus Utilities.

SECTION 6. <u>Limitation on the Payment of Annual Service Charge.</u>

12-91. Limitation on the Payment of Annual Service Charge.

Notwithstanding Section <u>\$12-90</u>, the service charge to be paid each year in lieu of taxes for the part of the Housing Development which is tax exempt and which is occupied by other than low to moderate income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the Housing Development if the Housing Development were not tax exempt.

The term "low to moderate income persons or families" as used herein means, with respect to any housing development that is tax-exempt, persons or families eligible to move into that development shall be the same meaning as found in Section 15(a) (7) of the Act.

SECTION 7. <u>Contractual Effect of Ordinance</u>.

Legal 030A Ordinance - LIHTC

#### 12-92. Contractual Effect of Ordinance

Notwithstanding the provisions of section 15(a)(5) of the Act to the contrary, a contract between the City and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance from which this division is derived.

#### SECTION 8. <u>Payment of Service Charge.</u> 12-93. Payment of Service Charge.

The annual service charge in lieu of taxes as determined under the Ordinance shall be payable in the same manner as general property taxes are payable to the City except that the annual payment shall be paid on or before <u>August 15th</u>, of each year. The Sponsor shall verify annual shelter rent revenues to the City with a statement of profit and loss of the housing development as reported to the State Housing Development Authority by an independent certified public accountant. The statement of profit and loss, together with a statement showing how the service charge was calculated shall be submitted to the City Treasurer by April 30<sup>th</sup> of each year. Any adjustment or claim for overpayment will be adjusted in the next year's payment.

### 12-94. Duration. SECTION 9. Duration.

This Ordinance shall remain in effect and shall not terminate so long as the Housing Development is supported by a federally or Authority –aided mortgage and remains subject to income and rent restrictions pursuant to Section 42 of the Internal Revenue Code of 1986, as amended; and provided that construction of the Housing Development commences within one year from the effective date of this Ordinance from which this division is derived. Notwithstanding the above, the exemption shall cease for that portion of the project which is not operated consistent with section 12-89 above.

#### 12-95. Termination.

Notwithstanding anything contained herein to the contrary, should the Sponsor fail to pay the final adjusted service charge in lieu of taxes granted hereunder, or fail to provide the verification of the calculations used to make the payment, the service charge in lieu of taxes granted by the Ordinance shall automatically be terminated, retroactive to January 1 of that year. The City shall file a Notice of Termination to the Sponsor of the Housing Development and the Authority, by certified mail, within thirty (30) days of such termination.

### 12-96. Severability. SECTION 10. Severability.

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent

jurisdiction to be unconstitutional or invalid the same shall not affect the validity of the Ordinance as a whole or any section or provision of this Ordinance other than the section or provision so declared to be unconstitutional or invalid.	
SECTION 11. Acknowledgment.	
The City-hereby acknowledges receipt of documentation from the Authority indicating that the Authority's participation with the Housing Development is limited solely to the allocation of tax credits under the LIHTC Program.	
SECTION 12. Effective Date.	
This Ordinance shall become effective on, or as otherwise provided in the Charter. All ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of such conflict.	
Section 2	Formatted: Font: Bold, Underline
All other ordinances inconsistent with the provisions of this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.	Formatted: Indent: Left: 0.5"
Section 3 •	Formatted: Font: Bold, Underline
This Ordinance shall take effect 20 days after its adoption.	Formatted: Indent: Left: 0.5"

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CITY CLERK

DATED:

200 North Lake Street Cadillac, Michigan 49601 Phone (231) 775-0181 Fax (231) 775-8755



**Mayor** Carla J. Filkins

**Mayor Pro-Tem** Shari Spoelman

Councilmembers
Tiyi Schippers
Robert J. Engels
Stephen King

#### NOTICE OF PUBLIC HEARING AND SUMMARY OF PROPOSED ORDINANCE

On June 18, 2018, the City Council of the City of Cadillac introduced Ordinance No. 2018—, Ordinance to Amend City Code to Provide for a Service Charge in Lieu of Taxes for Dwelling Units for Low to Moderate Income Elderly Persons (Cadillac Castle).

**NOTICE IS HEREBY GIVEN** that a Public Hearing on the proposed ordinance will be held in the Council Chambers, Cadillac, Municipal Complex, 200 Lake Street, Cadillac, Michigan, on July 16, 2018, at 6:00 p.m., at a Meeting of the City Council.

The City of Cadillac complies with the "Americans with Disabilities Act." If auxiliary aids or services are required at a public meeting for individuals with disabilities, please contact Sandra Wasson, City Clerk, at least three (3) business days prior to any such meeting. Copies of the proposed ordinance are available for examination at the office of the City Clerk and copies may be provided at a reasonable charge. The following is a summary of the proposed ordinance.

#### **ORDINANCE NO. 2018-\_\_\_\_**

# ORDINANCE TO AMEND CITY CODE TO PROVIDE FOR A SERVICE CHARGE IN LIEU OF TAXES FOR DWELLING UNITS FOR LOW TO MODERATE INCOME ELDERLY PERSONS (CADILLAC CASTLE)

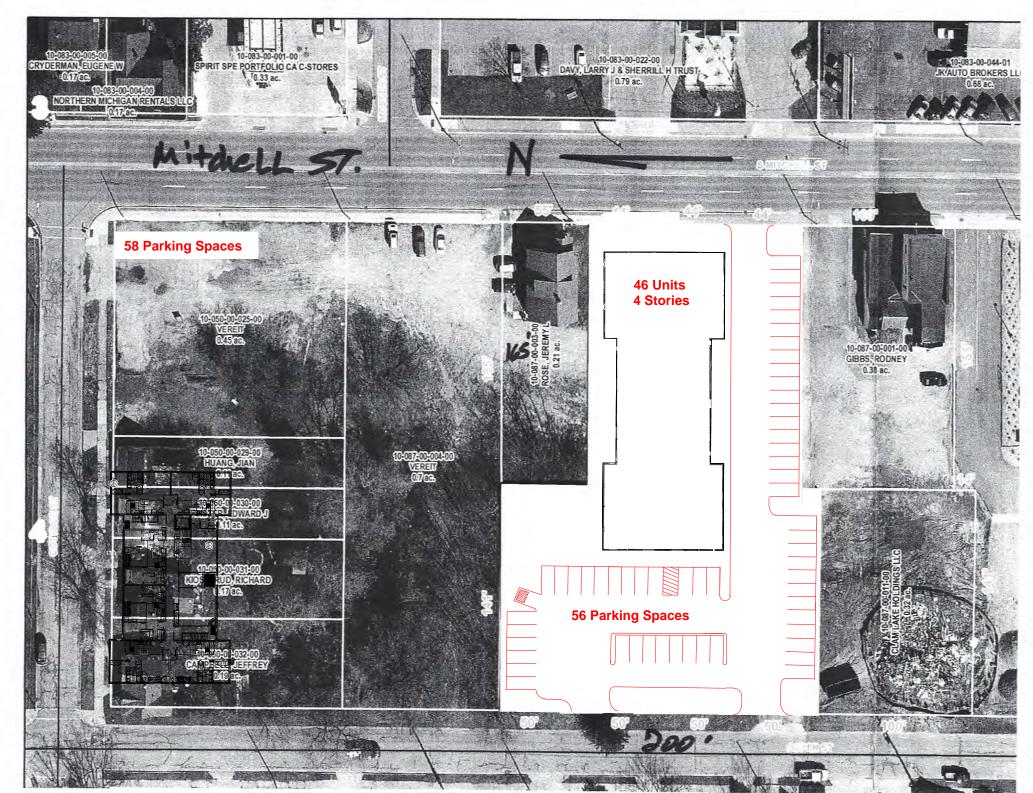
Section 1 of the proposed ordinance amends the Cadillac City Code to add Division 5 to Chapter 12, Article II to establish a service charge in lieu of taxes for the Cadillac Castle housing project, which serves elderly persons of low to moderate income.

Section 2 of the proposed ordinance provides that all other ordinances inconsistent with the provisions of the Ordinance are repealed only to the extent necessary to give the Ordinance full force and effect.

Section 3 of the proposed ordinance provides that it shall take effect twenty (20) days after its adoption.

CITY COUNCIL OF THE CITY OF CADILLAC, MICHIGAN

By: Sandra Wasson, City Clerk Cadillac Municipal Complex 200 Lake Street Cadillac, Michigan 49601 Telephone No: (231) 775-0181





200 North Lake Street Cadillac, Michigan 49601 Phone (231) 775-0181 Fax (231) 775-8755



**Mayor** Carla J. Filkins

**Mayor Pro-Tem** Shari Spoelman

Councilmembers
Robert J. Engels
Stephen King
Tiyi Schippers

RESOLUTION TO SET PUBLIC HEARING REGARDING APPLICATION FOR INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE FILED BY G & M PRECISION, LLC, FOR REAL PROPERTY LOCATED AT 460 FIFTH STREET, CADILLAC, MICHIGAN.

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, on the 18th day of June, 2018, at 6:00 p.m.

PRESENT:		 				 
ABSENT:		 				 
The following seconded by	_		was	offered	by	 _and

WHEREAS, pursuant to the Plant Rehabilitation and Industrial Development Districts Act, Public Act 198 of 1974, MCL 207.551 *et seq.*, as amended (the "Act"), the City Council established Cadillac Plant Rehabilitation District No. 2 (the "District") by resolution on October 17, 1977; and

WHEREAS, G & M Precision, LLC (the "Applicant"), a Michigan limited liability company whose registered office address is 460 Fifth Street, Cadillac, MI 49601, intends to operate a new industrial facility located at 460 Fifth Street, Cadillac, Michigan (the "Facility"), which is located within the District; and

City of Cadillac Resolution No. \_\_\_\_ Page 2 of 3

WHEREAS, the Applicant filed with the City Clerk an application for an Industrial Facilities Tax Exemption Certificate ("Application") on or about June 6, 2018, which is attached as Exhibit A; and

WHEREAS, the Application provides that the Applicant intends to make real property improvements at the Facility; and

WHEREAS, Section 5 of the Act requires the City to afford the Applicant, the City Assessor, and the legislative body of each taxing unit that levies ad valorem property taxes in the City an opportunity for a hearing regarding the Application;

NOW, THEREFORE, the City Council of the City of Cadillac, Wexford County, Michigan, resolves as follows:

- 1. A public hearing regarding the Application shall be held on July 16, 2018, at 6:00 p.m. in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan.
- 2. The City Clerk is directed to publish notice of the hearing once in a newspaper of general circulation in the City of Cadillac. The notice of the hearing shall be substantially in the form of Exhibit B.
- 3. The City Clerk is further directed to provide notice of the hearing by sending letters to the Applicant, the City Assessor, and a representative of each taxing unit that levies ad valorem property taxes in the City. The letters shall be substantially in the form of Exhibit C.
  - 4. The Application shall remain on file in the office of the City Clerk.

City of Cadillac Resolution No Page 3 of 3	
5. Any and all resolutions that are in conflict	with this Resolution are hereby
repealed to the extent necessary to give this Resolution ful	ll force and effect.
YEAS:	
NAYS:	
STATE OF MICHIGAN )	
COUNTY OF WEXFORD )	
I, Sandra Wasson, City Clerk of the City of Cadillac, her complete copy of Resolution No, duly adopted at a m the 18th day of June, 2018.	-
	andra Wasson adillac City Clerk
G.	admac dity dietk

### **Application for Industrial Facilities Tax Exemption Certificate**

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk	of Local Government Unit			
Signature of Clerk	Date Received by Local Unit			
Sanda Lwasson	June 6, 2018			
STCU	se Only			
Application Number	▶ Date Received by STC			
APPLICANT INFORMATION All boxes must be completed.				
▶ 1a. Company Name (Applicant must be the occupant/operator of the facility) G & M Precision, LLC	▶ 1b. Standard Industrial Classification (SIC) C	ode - Sec. 2(10) (4 or 6 Digit Code)		
▶ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) P.O. Box 224 Cadillac, MI 49601	▶ 1d. City/Township/Village (indicate which) Cadillac	▶ 1e. County Wexford		
2. Type of Approval Requested     New (Sec. 2(5))     Transfer	3a. School District where facility is located	▶ 3b. School Code 83010		
Research and Development (Sec. 2(10)) Increase/Amendment	4. Amount of years requested for exemption (1-1	·		
5. Per section 5, the application shall contain or be accompanied by a general descriptinature and extent of the restoration, replacement, or construction to be undertaken, a dimore room is needed.				
The facility will be a 9,000 sq. ft. building for a precision machine equiptment such as				
6a. Cost of land and building improvements (excluding cost of land)  * Attach list of improvements and associated costs.  * Also attach a copy of building permit if project has already begun.  6b. Cost of machinery, equipment, furniture and fixtures  * Attach itemized listing with month, day and year of beginning of inst	Re • 0	00,000.00 eal Property Costs ersonal Property Costs		
6c. Total Project Costs  * Round Costs to Nearest Dollar		00,000.00 otal of Real & Personal Costs		
7. Indicate the time schedule for start and finish of construction and equipment installati certificate unless otherwise approved by the STC.	on. Projects must be completed within a two year	period of the effective date of the		
	End Date (M/D/Y)	·		
Real Property Improvements > 2002 7,2018 0	<u>Chobe 2, 2018</u> ► <b>★</b> Owned	Leased		
Personal Property Improvements	▶ Owned	Leased		
▶ 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. Yes No				
<ul><li>9. No. of existing jobs at this facility that will be retained as a result of this project.</li></ul>	▶ 10. No. of new jobs at this facility expected to 2-4	· ·		
11. Rehabilitation applications only: Complete a, b and c of this section. You must attac obsolescence statement for property. The Taxable Value (TV) data below must be as o		lant rehabilitation district and n.		
a. TV of Real Property (excluding land)				
c. Total TV				
▶ 12a. Check the type of District the facility is located in:  X Industrial Development District  Plant Rehab	ilitation District			
▶ 12b. Date district was established by local government unit (contact local unit)	▶ 12c. Is this application for a speculative build	ing (Sec. 3(8))?		
10-17-1977	Yes No			

#### APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name	13b. Telephone Number	13c. Fax Number	13d. E-mail Address
Martin Crandall	231-775-7101	231-775-7191	crandallprecision@gmail.cc
14a. Name of Contact Person	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
Martin Crandall	231-775-7101	231-775-7191	crandallprecision@gmail.cc
▶ 15a. Name of Company Officer (N Martin Crandall			
15b. Signature of Company Officer (N	No Authorized Agents)	15c. Fax Number	15d. Date
4/1////		231-775-7191	05-11-2018
15e. Mailing Address (Street, City		15f. Telephone Number	15g. E-mail Address
P.O. Box 224 Cadillac,	MI 49601	231-775-7101	crandallprecision@gmail.cc

#### LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application:	n		
Abatement Approved for Yrs Real (1-12),	Yrs Pers (1-12) Check or Indicate N/A if Not Applicable			
After Completion Yes No	1. Original Application plus attachments, and one complete copy	y		
Denied (Include Resolution Denying)  16a. Documents Required to be on file with the Local Unit  Check or Indicate N/A if Not Applicable  1. Notice to the public prior to hearing establishi 2. Notice to taxing authorities of opportunity for 3. List of taxing authorities notified for district ar 4. Lease Agreement showing applicants tax liab	hearing. 7. Equipment List with dates of beginning of installation 8. Form 3222 (if applicable)	3. Resolution approving/denying application. 4. Letter of Agreement (Signed by local unit and applicant) 5. Affidavit of Fees (Signed by local unit and applicant) 6. Building Permit for real improvements if project has already begun 7. Equipment List with dates of beginning of installation 8. Form 3222 (if applicable)		
16c. LUCI Code	16d. School Code	16d. School Code		
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application			
Attached hereto is an original application and all do unit for inspection at any time, and that any leases s	uments listed in 16b. I also certify that all documents listed in 16a are on file at the loc now sufficient tax liability.	al:		
19a. Signature of Clerk 19b	Name of Clerk 19c. E-mail Address			
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)				
19e. Telephone Number	19f. Fax Number			

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

Michigan Department of Treasury State Tax Commission PO Box 30471 Lansing, MI 48909

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

		STC USE ONLY		
LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

200 North Lake Street Cadillac, Michigan 49601 Phone (231) 775-0181 Fax (231) 775-8755



**Mayor** Carla J. Filkins

**Mayor Pro-Tem** Shari Spoelman

Councilmembers Robert J. Engels Stephen King Tiyi Schippers

#### **NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be held in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan, on July 16, 2018, at 6:00 p.m., at a Meeting of the City Council, to consider an application for an Industrial Facilities Tax Exemption Certificate filed by G & M Precision, LLC for real property located at 460 Fifth Street, Cadillac, Michigan.

The City of Cadillac complies with the "Americans with Disabilities Act." If auxiliary aids or services are required at a public meeting for individuals with disabilities, please contact Sandra Wasson, City Clerk, at least three (3) business days prior to any such meeting.

CITY COUNCIL OF THE CITY OF CADILLAC, MICHIGAN

By:

Sandra Wasson, City Clerk Cadillac Municipal Complex 200 Lake Street Cadillac, Michigan 49601 Telephone No: (231) 775-0181 June \_\_\_\_, 2018

Cadillac/Wexford Transit Authority 951 Casa Road Cadillac, MI 49601

**Taxing Authority:** 

The City of Cadillac has received an application from G & M Precision, LLC (the "Applicant") for an Industrial Facilities Tax Exemption Certificate. With regard to this application, please be advised of the following:

- a. That the City of Cadillac has established Cadillac Industrial Development District No. 2 (the "District") and has now received and will consider the Applicant's request for an Industrial Facilities Tax Exemption Certificate for real property located at 460 Fifth Street, Cadillac, Michigan, which is located within the District.
- b. That the City Council shall meet on Monday, July 16, 2018, at 6:00 p.m. at the Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, to afford the Applicant, the City Assessor, and a representative of each taxing unit that levies ad valorem property taxes in the City an opportunity to be heard with regard to the application.
- c. That the total cost of the real property improvements as stated in the application is \$500,000.

Sincerely,

Sandra Wasson City Clerk

cc: Applicant
City Assessor
Cadillac Area Public Schools
Wexford/Missaukee Intermediate School District
Wexford County Commission
Cadillac/Wexford Transit Authority
Cadillac/Wexford Public Library
Council on Aging
Wexford County Dept. of Equalization

# CITY OF CADILLAC Cadillac, Michigan RESOLUTION MDOT CONTRACT #18-5150

Minutes of a regular meeting of the Cadillac City Council held in the Council Chambers, Cadillac Municipal Complex, 200 N. Lake Street, Cadillac, Michigan on Monday, June 18, 2018 at 6:00 p.m.

Council Members present:	
Council Members absent:	
The following resolution was offered by Council Member Member:	and supported by Council
NOW, THEREFORE BE IT RESOLVED, that the Cadillac City Clerk, to sign Contract #18-5150 between the Michiga of Cadillac for reconstruction work along Leeson Avenue for the contract work along Leeson Avenue for the contract work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac for reconstruction work along Leeson Avenue for the cadillac	an Department of Transportation and the City
AYES: Council Members:	
NAYS:	
RESOLUTION DECLARED ADOPTED.	
Sandra L. Wasson, City Clerk	
I hereby certify that the foregoing constitutes a true and con Council of the City of Cadillac, County of Wexford, Michi of June, 2018.	
Sandra L. Wasson, City Clerk	——————————————————————————————————————
200 N. Lake Street	
Cadillac, MI 49601	
(231) 775-0181	

#### **Council Communication**

Re: Resolution to Waive Interest and Penalties related to Property Transfer Affidavits

The general property tax act (PA 206 of 1893) includes a statute requiring penalties for failure to provide property transfer affidavits (MCL 211.27B) unless the local governing body has passed a resolution to waive that fee. This is an issue that will be looked at as part of the Audit of Minimal Assessing Requirements (AMAR) process next year.

For residential properties, this fee is charged by the day and cannot exceed \$200. This nominal fee is burdensome to both County assessing staff and City staff, and the information is nearly always available through another means, either by contacting the realtor involved or one of the parties to the transaction. In addition, staff feels that the threat of levying a fee may just add conflict to the situation when it is not needed. Only about 10-20 local property transfers each year do not send in the required transfer forms but the sales information is readily available from other sources.

#### **Recommended Action**

It is recommended that City Council adopt the resolution to waive interest and penalties for the failure to file a property transfer affidavit as presented.

200 North Lake Street Cadillac, Michigan 49601 Phone (231) 775-0181 Fax (231) 775-8755



**Mayor** Carla Filkins

**Mayor Pro-Tem** Shari Spoelman

Councilmembers
Tiyi Schippers
Stephen King
Robert J. Engels

#### **RESOLUTION NO. 2018-xxxx**

# TO WAIVE THE COLLECTION OF PENALTIES OR FINES FOR THE NON-FILING OR LATE FILING OF PROPERTY TRANSFER AFFIDAVITS

At a regular meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, on the 18<sup>th</sup> day of June, 2018, at 6:00 p.m.

PRESENT: COUNCIL MEMBERS:	
ABSENT: COUNCIL MEMBER:	

The following preamble and resolution was offered by <u>XXXXXXX</u> and seconded by <u>XXXXXXX</u>.

WHEREAS, Public Act 206 of 1893, MCL 211.27b requires a penalty to be assessed to buyers upon transfer of ownership of property if the filing of a Property Transfer Affidavit is not filed or not timely filed within forty-five (45) days of any transfer of ownership; and

WHEREAS, under the above referenced Act and Section, a local unit of government may waive that penalty by resolution; and

WHEREAS, the City of Cadillac desires to waive the filing penalty;

THEREFORE be it resolved that the penalty for failure to file or not timely a file a Property Transfer Affidavit upon transfer of ownership is hereby waived until further notice.

YEAS: COUNCIL MEMBERS:	
NAYS: <u>None</u>	
STATE OF MICHIGAN	)
COUNTY OF WEXFORD	)ss )

City of Cadillac

Page 2 of 2

Resolution No. 2018-xxxx

I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. 2018-xxxx, duly adopted at a regular meeting of the City Council held on the 18th day of June, 2018.

Sandra Wasson Cadillac City Clerk

200 North Lake Street Cadillac, Michigan 49601 Phone (231) 775-0181 Fax (231) 775-8755



**Mayor** Carla J. Filkins

**Mayor Pro-Tem** Shari Spoelman

Councilmembers
Tiyi Schippers
Stephen King
Robert J. Engels

#### RESOLUTION NO. 2018-\_\_\_\_

## RESOLUTION AMENDING GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2018

At a regular meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, on the 18th day of June, 2018, at 6:00 p.m.

PRESENT:	
ABSENT:	
The following preamble and resolution was offered by	and

WHEREAS, the City adopted Ordinance No. 2017-06, Ordinance Adopting General Appropriations Act for Fiscal Year 2018 ("General Appropriations Ordinance") on May 15, 2017, which approved a general appropriations act for the 2018 fiscal year; and

WHEREAS, Section 10.5 of the City Charter provides that the City Council may make additional appropriations during the fiscal year for unanticipated expenditures required of the City; and

WHEREAS, Section 9 of the General Appropriations Ordinance authorizes the City Council to make such additional appropriations by resolution; and

WHEREAS, the City Council has determined that additional appropriations are required due to unanticipated expenditures;

City of Cadillac Resolution No Page 2 of 2
NOW, THEREFORE, the City Council of the City of Cadillac, Wexford County,
Michigan, resolves as follows:
1. The general appropriations act for the 2018 fiscal year is hereby amended in
the manner set forth in the attached Exhibit A, which is incorporated by reference.
2. Any and all resolutions that are in conflict with this Resolution are hereby
repealed to the extent necessary to give this Resolution full force and effect.
YEAS:
NAYS:
STATE OF MICHIGAN
COUNTY OF WEXFORD )
I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No, duly adopted at a regular meeting of the City Council held on the 18th day of June, 2018.

Sandra Wasson Cadillac City Clerk City of Cadillac EXHIBIT A

Financial Services Department FY2018 Budget Amendment #4 June 18, 2018

Current	Amended	Increase
Budget	Budget	(Decrease)

#### **BUILDING INSPECTION FUND**

Department: Revenue	\$80,000	\$100,000	\$20,000
Amended Line Items Detail			
Building Permits	80,000	100,000	20,000

Purpose: To adjust budgeted revenue to reflect additional permitting activities.

Department: Administration	\$80,000	\$99,000	\$19,000
Amended Line Items Detail			
Contractual Services	76,000	95,000	19,000

**Purpose:** To appropriate additional funds for building inspection contractual services based on current activity.

#### ROTARY PARK PROJECT FUND

<b>Department: Construction</b>	\$0	\$8,000	\$8,000
Amended Line Items Detail			
Construction	0	8,000	8,000

**Purpose:** To appropriate funds on hand for final expenditures related to the Rotary Pavilion Renovation project. Expenditures include costs of donor recognition plaque at the pavilion, donor recognition board at the Municipal Complex, and costs of purchasing and installing shades. As of 6/30/17 there was a balance of \$9,354.37 on hand.

City of Cadillac EXHIBIT A

Financial Services Department FY2018 Budget Amendment #4 June 18, 2018

Current	Amended	Increase
Budget	Budget	(Decrease)

#### INDUSTRIAL PARK FUND

<b>Department: Revenue</b>	\$39,000	\$397,000	\$358,000
Amended Line Items Detail			
Sale of Property	35,000	393,000	358,000

Purpose: To adjust budgeted revenue to reflect sale of industrial lot to Piranha Hose Products.

<b>Department: Administration</b>	\$31,000	\$66,500	\$35,500
Amended Line Items Detail			
Fees & Commissions	3,500	39,000	35,500

**Purpose:** To appropriate the payment of 10% of proceeds of sale of industrial lots to Cadillac Industrial Fund as approved in the sale documents.

#### WATER AND SEWER FUND

Department: Administration	\$1,085,050	\$1,095,550	\$10,500
Amended Line Items Detail			
Public Relations	3,000	13,500	10,500

Purpose: To appropriate additional funds for community engagement activities and postings.

Department: Sludge Treatment	\$118,500	\$145,700	\$27,200
Amended Line Items Detail			
Injection Contract Costs	50,000	77,200	27,200

**Purpose:** To appropriate additional funds for injection contract; recent bid price was higher than prior contract, and actual volume hauled higher than originally budgeted.

#### Water and Sewer Fund Summary

Revenues	4,394,000	4,394,000
Expenditures	4,200,000	4,237,700
Revenues Over (Under) Expenditures	\$194,000	\$156,300

City of Cadillac EXHIBIT A

Financial Services Department FY2018 Budget Amendment #4 June 18, 2018

Current	Amended	Increase
Budget	Budget	(Decrease)

#### POLICE AND FIRE RETIREMENT FUND

Department: Revenue	\$956,000	\$1,385,500	\$429,500
Amended Line Items Detail			
Realized Gain/Loss on Investments	320,500	750,000	429,500

Purpose: To adjust budgeted revenue to reflect additional expected earnings on investments.

Department: Administration	\$956,000	\$1,002,000	\$46,000
Amended Line Items Detail			
Retirement Benefit Payments	915,000	961,000	46,000

Purpose: To appropriate additional funds for new retiree payments during the year.



# MEETING MINUTES THE CADILLAC HISTORIC DISTRICTS COMMISSION (HDC) AUGUST 14, 2017

An official meeting was held on August 14, 2017 at the Cadillac Administrative Offices, 200 N. Lake Street, Cadillac, MI.

#### **Roll Call**

The meeting started at 5:07

Commission Members Present: Carder, Iehl, Snider, Dubravec, and Engels

Absent: Birtles Staff Present: Coy

#### Approval of the August 14, 2017 Meeting Agenda

Coy suggested a change in the order of the agenda to accommodate the applicants Neil and Martha Wolff who were not present. Review of the work application was changed to later in the agenda after other new business and old business were discussed. A motion was made and passed unanimously.

#### **Public Comments**

None

#### **Approval of the January 9, 2017Meeting Minutes**

A motion was made by Iehl to approve the January 9, 2017 minutes. Support by Snider. Engels asked to abstain as she was not present at the January meeting. On a roll call vote the other commissioners all approved the January 9, 2017 meeting minutes.

#### New Business –

a) Election of officers for 2017 was discussed and Dubravec asked our newest members on the HDC Carder and Iehl to serve as Chairperson and Vice Chairperson for the remainder of 2017. Dubravec then made a motion to nominate Carder as Chairperson, Iehl as Vice-Chair, and Snider as Secretary for the remaining months in 2017. Support by Engels. On a roll call vote the motion passed unanimously.

#### **Old Business**

#### a) Cobbs and Mitchell Building update -

Coy gave the commission members sketches of the proposed changes to the layout of the interior which included suggestions from SHPO who toured the building with the owner. There is a plan for an interior elevator. Coy said the owner has two possible tenants for the building. Both are for professional office space. The owner also is working on a landscape plan. Snider had a couple questions asking if the owner had plans to fix and improve the drip line under the soffits. He also asked if we knew the species of the tree

that was near the front steps to the building on East Chapin Street. Coy said he would ask the owner and get back to the HDC.

#### b) Certified Local Government application

Coy said that we have a new contact person with SHPO for the application. Engels asked Coy to explain the history of the CLG program and our application.

#### c) Brick Pavers

Dubravec said the work removing the concrete off the old bricks piled at the Public Works Department by members of the JC's is a laborious process. There has not been any new patchwork of our streets with brick pavers this summer.

Engels mentioned she noticed brick pavers mixed in the material excavated on the Garfield Street road re-construction which our Streets Department may wish to keep. Coy said he would take a look at the site and notify our Public Works Manager Ken Payne of what is there.

#### **Return to New Business**

b) Construction Application submitted by Neil & Martha Wolff who live at 427 East Cass Street to replace the current asphalt shingles with a Granite Coated Metal Roof sold by the company All –Weather Seal. The surface from a distance has the appearance of shingles. Coy said at the July scheduled meeting a representative from the roofing company in Traverse City spoke and brought a sample. Iehl and Snider were able to ask questions.

After discussion Dubravec made a motion to approve the application to replace the current asphalt shingle roof with the Granite Coated Metal Roof by All-Weather Seal. Support by Snider. On a roll call vote the motion passed unanimously.

#### **Tabled Items** – None

#### <u>Informational Items</u> –

#### <u>Commissioner Comments</u> –

Snider spoke briefly about the Michigan Bell building on East Harris Street and its unique history because of who the architect may be. Coy added that he read some of the architect Yamasaki's biography and he did work for a few years at the architectural firm in Detroit who designed the Michigan Bell building here in Cadillac.

Adjourn – The meeting ended at 6:04 pm,