



City Council Meeting

July 16, 2018

6:00 p.m.

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



July 16, 2018 City Council Meeting Agenda
6 p.m. at City Hall – 200 N. Lake St. – Cadillac, MI 49601

We are continuous learners

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 18, 2018.

Support Document III-A

B. Minutes from the closed session held on June 18, 2018.

IV. PUBLIC HEARINGS

A. Public hearing to consider a request from G & M Precision, LLC for an Industrial Facilities Tax Exemption Certificate in the amount of \$500,000.

Support Document IV-A

B. Public hearing to consider adoption of 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 IV-B

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V. COMMUNICATIONS

- A. After 26 Depot Music Festival
Support Document V-A

VI. APPOINTMENTS

- A. Recommendation regarding reappointment to the Cadillac Housing Commission.
Support Document VI-A
- B. Recommendation regarding appointment to the Cadillac Housing Commission.
Support Document VI-B

VII. CITY MANAGER'S REPORT

- A. Discussion regarding Non-Discrimination Ordinance.
Support Document VII-A

VIII. INTRODUCTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt resolution to introduce Ordinance to Amend Section 12-84 of the City Code Regarding Duration of the Maple Hill Apartments Service Charge in Lieu of Taxes and set a public hearing for August 20, 2018.
Support Document VIII-A

IX. ADOPTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt Resolution to Approve Municipal Service Agreement for Cadillac Castle.
Support Document IX-A

X. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

- A. Wexford County Airport Authority
Support Document X-A
- B. Historic Districts Commission
Support Document X-B

XI. PUBLIC COMMENTS

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

XII. GOOD OF THE ORDER

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XIII. CLOSED SESSION

Adjourn to closed session to consult with the City Attorney regarding trial or settlement strategy in connection with Wexford County Circuit Court Consolidated Case Nos. 13-24803-CH and 17-27610-CZ, *TeriDee LLC et al. v Clam Lake Township and Haring Charter Township v City of Cadillac and HOP Family, LLC and City of Cadillac v Haring Charter Township and Clam Lake Township*.

XIV. 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 18, 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, Roberts, Dietlin, Bertram, Homier, Wasson

APPROVAL OF AGENDA

Mayor Filkins noted the agenda is being amended to add a sign request from Munson Healthcare Cadillac to the City Manager's Report as Item V-F and to add a Closed Session to consult with the City Attorney regarding trial or settlement strategy related to the TeriDee property.

2018-131 Approve agenda as amended.

Motion was made by Schippers and supported by King to approve the agenda as amended.

Motion unanimously approved.

PUBLIC COMMENTS

Bill Barnett noted he is currently running for State Representative.

Bill Benson expressed concerns regarding the abandoned well off of 41 Road.

CONSENT AGENDA

2018-132 Approve consent agenda as presented.

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

Motion unanimously approved.

COMMUNICATIONS

A. Festival of the Arts

2018-133 Approve banner, street, and parking lot closures for the Festival of the Arts.

Motion was made by Spoelman and supported by Engels to approve the display of a banner from July 16, 2018 to July 23, 2018; the closure of Lake St. between Harris St. and Cass St. from 7:00 am July 20,

2018 to 10:00 pm July 21, 2018; and the closure of the Cadillac Commons Gateway to the City Park from 5:00 pm July 19, 2018 to 10:00 pm July 21, 2018.

Motion unanimously approved.

B. Senior Citizens Picnic

2018-134 Approve street closure for the Senior Citizens Picnic.

Motion was made by Engels and supported by Schippers to approve the closure of Lake St. between Harris St. and Cass St. from 8:00 am to 3:00 pm on July 15, 2018 for the Senior Citizens Picnic.

Motion unanimously approved.

C. Call to All Festival

Engels asked for additional details about the festival.

Judy Coffey stated that members of the Revival Center decided to move the festival to the City. She briefly described some of the events that are planned. She asked about utilizing golf carts to transport people to the area.

Peccia stated golf carts have been utilized during other events.

2018-135 Approve banner and street closures for the Call to All Festival.

Motion was made by King and supported by Engels to approve the display of a banner from August 6, 2018 to August 13, 2018; the closure of Lake St. between Harris St. and Cass St. from 6:00 pm to 10:00 pm on August 10, 2018 and August 12, 2018; and the closure of Lake St. between Harris St. and Cass St. from 1:00 pm to 10:00 pm on August 11, 2018 for the Call to All Festival.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Bids and recommendation regarding Worker's Compensation Insurance.

Peccia noted one (1) bid was received from the Michigan Municipal League Worker's Compensation Fund in the amount of \$83,955.

2018-136 Award purchase of Worker's Compensation Insurance.

Motion was made by Schippers and supported by Spoelman to award the purchase of Worker's Compensation Insurance beginning July 1, 2018 to the Michigan Municipal League Worker's Compensation Fund in accordance with their proposal.

Motion unanimously approved.

B. Bids and recommendation regarding Liability & Property Insurance.

Peccia noted three (3) bids were received. He stated it is being recommended to award the purchase to Peterson McGregor of Cadillac in the amount of \$115,637. He noted the FY2019

premium is approximately \$6,000 below the FY2018 premium.

2018-137 Award purchase of Liability & Property Insurance.

Motion was made by King and supported by Schippers to award the purchase of Liability & Property Insurance beginning July 1, 2018 to Peterson McGregor of Cadillac in accordance with their proposal.

Motion unanimously approved.

C. Bids and recommendation regarding Manhole Rehabilitation.

Peccia explained that the FY2018 and FY2019 budgets include appropriations for manhole rehabilitation and for repair work as identified by Stormwater, Asset Management, and Wastewater (SAW) grant-related inspections. He noted five (5) bids were received. He stated it is being recommended to award the contract to Culy Contracting, Inc. out of Winchester, Indiana for the bid amount of \$57,522 and to approve a 10% contingency bringing the total award amount to \$63,274.

2018-138 Award contract for Manhole Rehabilitation Project.

Motion was made by Engels and supported by Schippers to award the contract for the Manhole Rehabilitation Project to Culy Contracting, Inc. for the bid amount of \$57,522 and to approve a 10% contingency for City engineer-approved field changes, bringing the total award amount to \$63,274.

Motion unanimously approved.

D. Bids and recommendation regarding Work Trucks.

Peccia noted two (2) bids were received with lowest bid from Signature Ford-Lincoln out of Owosso, Michigan in the amount of \$81,542.

2018-139 Award purchase of three (3) Work Trucks.

Motion was made by Spoelman and supported by Schippers to award the purchase of three (3) Work Trucks to Signature Ford-Lincoln of Owosso, Michigan in the amount of \$81,542.

Motion unanimously approved.

E. Bids and recommendation regarding Cass Street Improvements Project.

Peccia noted two (2) bids were received. He stated it is being recommended to award the contract to the lowest bidder, CJ'S Excavating, Inc. in the amount of \$319,225.59 and to approve a 15% contingency bringing the total award amount to \$367,109.43.

King asked if there are plans to redirect some of the water from Cass Street to catch basins.

Dietlin stated they are planning to replace "as is" but it is something that could be investigated. He noted it is so close to the lake that it may not be beneficial to redirect the water into catch basins.

Schippers stated that whenever storm sewers are replaced catch basins should be considered

if at all possible.

2018-140 Award contract for Cass Street Improvements Project.

Motion was made by Schippers and supported by King to award the contract for the Cass Street Improvements Project to CJ's Excavating, Inc. for the bid amount of \$319,225.59 and to approve a 15% contingency for City engineer-approved field changes in unit quantity or scope, bringing the total award amount to \$367,109.43.

Spoelman noted that even though it is close to the lake there is still a large amount of road salt and other items. She stated it would be ideal if there is any way that some of it can run into a catch basin.

Dietlin noted that they all run into catch basins but they go from catch basin to catch basin and will eventually get to the lake. He stated soakaways are just catch basins that have seep away holes in them. He noted that every catch basin naturally slows down the flow.

King stated that even redirection to grassy areas is beneficial.

Motion unanimously approved.

F. Sign request from Munson Healthcare Cadillac.

Peccia stated Munson Healthcare Cadillac is requesting the placement of three (3) signs to notify the public about the grand opening of the Urgent Care Office. He noted the grand opening is scheduled for July 10, 2018.

2018-141 Approve sign request from Munson Healthcare Cadillac.

Motion was made by Spoelman and supported by Schippers to grant permission for Munson Healthcare Cadillac to place signs for the new Urgent Care Facility at the requested locations on July 9, 2018 and July 10, 2018.

Motion unanimously approved.

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).

Peccia noted the development will contain approximately forty-six (46) two bedroom units and will be located on Mitchell Street across from Dairy Queen. He stated the City Code does allow for construction of senior housing. He noted the City is seeking to create a fifth division within the Code to allow specifically for this development. He stated the public hearing would be set for July 16, 2018.

Phil Seybert stated he has been developing affordable housing since 1986. He noted he has developed many projects across the State of Michigan. He briefly described some of the development projects he has completed. He stated he believes there is a need for affordable senior housing in Cadillac.

King asked if a link to the Clarecastle can be placed on the City's website so people can see the type of development that is being proposed.

Spoelman asked how the number of units for the Cadillac Castle development was determined.

Seybert noted it is currently a concept plan and the number of units may change.

2018-142 Set public hearing for Ordinance 2018-08.

Motion was made by Schippers and supported by Spoelman to adopt the 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) and set a public hearing for July 16, 2018.

Motion unanimously approved.

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.

Peccia stated G & M Precision, LLC is planning to construct a new building that will accommodate some additional equipment. He noted it will assist in the retention of eight (8) positions and the creation of two (2) to four (4) new positions. He stated they have acquired property adjacent to their existing location.

Martin Crandall noted his partner is Gary Vandeboss. He stated they have completed a number of upgrades since it was purchased in 2014 but they are in need of additional space. He explained G & M Precision is a machine shop that is a sister company of Crandall Precision. He noted they support many of the local factories.

2018-143 Set public hearing for G & M Precision, LLC IFT Application.

Motion was made by Spoelman and supported by King to adopt the resolution regarding application for an Industrial Facilities Tax Exemption Certificate filed by G & M Precision, LLC for real property located at 460 Fifth Street and set a public hearing for July 16, 2018.

Motion unanimously approved.

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

Peccia noted the resolution is regarding MDOT Contract #18-5150 for reconstruction work along Leeson Avenue from Chestnut Street to West Division Street.

Owen Roberts, Director of Finance, noted the contract has already been approved by Council. He added the resolution containing specific language is required by MDOT.

2018-144 Adopt resolution regarding contract with MDOT.

Motion was made by Schippers and supported by Spoelman to adopt the resolution regarding the Contract (#18-5150) with MDOT for reconstruction work along Leeson Avenue from Chestnut Street to West Division Street.

Motion unanimously approved.

C. Adopt Resolution to Waive the Collection of Penalties or Fines for the Non-Filing or Late Filing of Property Transfer Affidavits.

Peccia stated the City is trying to be proactive in advance of the auditing process, specifically the audit of minimal assessing requirements next year. He noted that assessing the fees are more cumbersome than they are worth. He added there are only a small number of individuals to which these fees are assessed.

Joe Porterfield, City Assessor, stated that if people utilize a title company the documents are filed on-time. He noted the fee would apply if people are handling their own property transfer documents and don't file a Property Transfer Affidavit within forty-five (45) days. He stated it is a \$5 per day fee for residential properties not to exceed \$200. He briefly described the collection process and added that telling someone a fee will be levied puts conflict where it doesn't necessarily have to be.

Spoelman asked if they will still require the transfer documents be filed.

Porterfield stated the transfer documents will be required but even if they aren't filed the information can be obtained from the document itself or a realtor. He noted it mostly occurs when there are property transfers between family members.

2018-145 Adopt resolution regarding Property Transfer Affidavits.

Motion was made by Engels and supported by King to adopt the Resolution to Waive the Collection of Penalties or Fines for the Non-Filing or Late Filing of Property Transfer Affidavits.

Motion unanimously approved.

D. Adopt Resolution Amending General Appropriations Act for Fiscal Year 2018.

Roberts summarized the proposed budget amendment.

2018-146 Adopt Resolution Amending General Appropriations Act for Fiscal Year 2018.

Motion was made by Spoelman and supported by Schippers to adopt the Resolution Amending General Appropriations Act for Fiscal Year 2018 as presented.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Historic Districts Commission

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Peccia noted that some of the grassy areas along the walkway are being allowed to grow in order to deter the Canadian Geese. He stated there will be a capture program later in the week.

Peccia stated the new Kenwood Park restroom facilities are nearly completed.

Peccia noted there is a lot of construction activity occurring at the Market.

Mayor Filkins asked for an update on the well along 41 Road.

Dietlin noted he had instructed his staff to close the well and was under the impression it had been completed.

Bill Benson commented on the abandoned well.

Schippers stated that she and Council Member Spoelman have been approached by a couple of groups within the community that are interested in the City moving forward with exploring a human rights ordinance. She noted many municipalities in the State of Michigan have a human rights ordinance.

Spoelman stated they feel it is probably a good idea to move forward with a human rights ordinance. She requested that a discussion regarding a human rights ordinance be added to the next agenda.

Mayor Filkins noted the kick-off for the Mayor's Fit City Challenge IV will be held at 5:30 pm on June 19, 2018 at the Carl T. Johnson Walkway.

CLOSED SESSION

Adjourn to closed session to consult with the City Attorney regarding trial or settlement strategy in connection with Wexford County Circuit Court Consolidated Case Nos. 13-24803-CH and 17-27610-CZ, *TeriDee LLC et al. v Clam Lake Township and Haring Charter Township v City of Cadillac and HOP Family, LLC and City of Cadillac v Haring Charter Township and Clam Lake Township*.

2018-147 Adjourn to closed session.

Motion was made by Spoelman and supported by Schippers to adjourn to closed session to consult with the City Attorney regarding trial or settlement strategy in connection with Wexford County Circuit Court Consolidated Case Nos. 13-24803-CH and 17-27610-CZ, *TeriDee LLC et al. v Clam Lake Township and Haring Charter Township v City of Cadillac and HOP Family, LLC and City of Cadillac v Haring Charter Township and Clam Lake Township*; invite Jeff Dietlin, Director of Utilities.

Motion unanimously approved.

2018-148 Return to open session.

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

Motion unanimously approved.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

DRAFT

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
Robert J. Engels
Stephen King
Tiyi Schippers

RESOLUTION NO. _____

**RESOLUTION APPROVING APPLICATION FOR INDUSTRIAL FACILITIES
TAX EXEMPTION CERTIFICATE FOR G & M PRECISION, LLC AND
APPROVING LETTER OF AGREEMENT**

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 16th day of July, 2018, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by _____ and seconded by _____.

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 Industrial Development 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

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, before acting on the Application, the City Council held a hearing at 6:00 p.m. on July 16, 2018, in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan; and

WHEREAS, in accordance with Section 5 of the Act, the Applicant, the City Assessor, and the legislative body of each taxing unit that levies ad valorem property taxes in the City were given notice of the hearing and were afforded an opportunity to be heard on the Application; and

WHEREAS, construction of the real property improvements had not begun earlier than six (6) months before June 6, 2018, the date of acceptance of the Application for the Industrial Facilities Tax Exemption Certificate; and

WHEREAS, completion of the construction is calculated to and will at the time of the issuance of the certificate have the reasonable likelihood to retain, create, or prevent the loss of employment in the City; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the City, plus the SEV of personal and real property thus exempted; and

WHEREAS, pursuant to Section 22 of the Act, the City has negotiated the terms of a proposed Letter of Agreement with Applicant, which has been signed by an authorized representative of Applicant. A copy of the proposed Letter of Agreement is attached as Exhibit B; and

WHEREAS, the City Council has reviewed the terms and conditions of the proposed Letter of Agreement and has determined that it is in the best interests of the City and its residents to enter into the Letter of Agreement.

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

1. The City Council finds and determines that the granting of the Industrial Facilities Exemption Certificate, considered together with the aggregate amount of certificates previously granted and currently in force under Public Act 198 of 1974 and Public Act 255 of 1978, shall not have the effect of substantially impeding the operation of the City or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City.
2. The Application is hereby approved.
3. The Industrial Facilities Tax Exemption Certificate when issued shall be and remain in force for a period of 12 years after completion.
4. The City Council hereby approves the terms of the proposed Letter of Agreement in the form attached as Exhibit B, and made a part hereof, and does hereby authorize and direct the City Mayor to execute the same on behalf of the City.

5. Any and all resolutions that are in conflict with this Resolution are hereby repealed upon the effective date of the Ordinance 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 16th day of July, 2018.

Sandra Wasson
Cadillac City Clerk

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 <i>Janet L. Wasson</i>	Date Received by Local Unit <i>June 6, 2018</i>
STC Use Only	
Date Received by STC	Application Number

APPLICANT INFORMATION

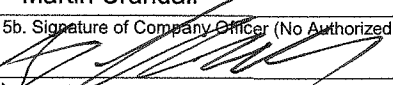
All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) G & M Precision, LLC		1b. Standard Industrial Classification (SIC) Code - 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 ☐ Speculative Building (Sec. 3(8)) ☐ Rehabilitation (Sec. 3(6)) ☐ Research and Development (Sec. 2(10)) ☐ Increase/Amendment		3a. School District where facility is located CADILLAC	3b. School Code 83010
		4. Amount of years requested for exemption (1-12 Years) 12	
5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed. The facility will be a 9,000 sq. ft. building for a precision machine shop. The building will be new and the building will be housing office's and precision machine equipment such as CNC Machines (Mill's and Lathe's)			
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.		▶ 500,000.00 Real Property Costs	
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total		▶ 0 Personal Property Costs	
6c. Total Project Costs * Round Costs to Nearest Dollar		▶ 500,000.00 Total of Real & Personal Costs	
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC. Begin Date (M/D/Y) End Date (M/D/Y) Real Property Improvements ▶ <u>June 1, 2018</u> <u>October 1, 2019</u> ▶ ☒ 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			
9. No. of existing jobs at this facility that will be retained as a result of this project. 8		10. No. of new jobs at this facility expected to create within 2 years of completion. 2-4	
11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation. a. TV of Real Property (excluding land) b. TV of Personal Property (excluding inventory) c. Total TV			
12a. Check the type of District the facility is located in: ☒ Industrial Development District ☐ Plant Rehabilitation District			
12b. Date district was established by local government unit (contact local unit) 10-17-1977		12c. Is this application for a speculative building (Sec. 3(8))? ☐ 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 Martin Crandall	13b. Telephone Number 231-775-7101	13c. Fax Number 231-775-7191	13d. E-mail Address crandallprecision@gmail.cc
14a. Name of Contact Person Martin Crandall	14b. Telephone Number 231-775-7101	14c. Fax Number 231-775-7191	14d. E-mail Address crandallprecision@gmail.cc
▶ 15a. Name of Company Officer (No Authorized Agents) Martin Crandall			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number 231-775-7191	15d. Date 05-11-2018
▶ 15e. Mailing Address (Street, City, State, ZIP Code) P.O. Box 224 Cadillac, MI 49601		15f. Telephone Number 231-775-7101	15g. E-mail Address 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 ☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion ☐ Yes ☐ No ☐ Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable ☐ 1. Original Application plus attachments, and one complete copy ☐ 2. Resolution establishing district ☐ 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) ☐ 9. Speculative building resolution and affidavits (if applicable)	
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 establishing a district. ☐ 2. Notice to taxing authorities of opportunity for a hearing. ☐ 3. List of taxing authorities notified for district and application action. ☐ 4. Lease Agreement showing applicants tax liability.			
16c. LUCI 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 documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

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

**INDUSTRIAL FACILITIES TAX EXEMPTION
LETTER OF AGREEMENT**

**City of Cadillac, Michigan, and
G & M Precision, LLC**

This Agreement between the City of Cadillac, Wexford County, Michigan, a Michigan municipal corporation (the "City"), and G & M Precision, LLC, a Michigan limited liability company (the "Applicant"), whose registered office address is 460 Fifth Street, Cadillac, Michigan 49601, is entered into by and between the parties to comply with the provisions of the Plant Rehabilitation and Industrial Development Districts Act, Public Act 198 of 1974, MCL 207.551 *et seq.*, as amended (the "Act").

The City, by resolution adopted July 16, 2018, approved the granting of a twelve (12) year Industrial Facilities Tax Exemption Certificate to the Applicant for real property improvements at the Applicant's Cadillac Facility, which is identified with particularity in its Application for Industrial Facilities Tax Exemption Certificate, attached as Exhibit A, and incorporated by reference subject to the terms and conditions of this Agreement.

By accepting the Industrial Facilities Tax Exemption Certificate, the Applicant agrees to the following terms and conditions:

IMPROVEMENTS: INVESTMENT COSTS TO PROPERTY

The Applicant shall invest a sum of not less than Five Hundred Thousand and no/100 Dollars (\$500,000.00) for certain real property improvements at the Cadillac Facility, also more particularly described in Exhibit A.

IMPROVEMENTS: COMPLIANCE

The City shall have the right to withdraw from this Agreement if the Applicant fails to complete the real property improvements on the schedule described in Exhibit A. Within six (6) months following the completion of the real property improvements as set forth in Exhibit A, the Applicant shall provide the City Assessor's Office with proof of the actual costs of the improvements. If the costs associated with the real property improvements identified in Exhibit A are less than the amounts set forth therein, the City may revoke or alter the terms of the Industrial Facilities Tax Exemption Certificate after a hearing and in accordance with the provisions of the Act.

JOB RETENTION

The Applicant shall retain at least eight (8) existing jobs and create at least two (2) new jobs and shall maintain the positions for the entire abatement period. Demonstration by the Applicant of the need for reduction of jobs due to non-controllable economic or casualty conditions may be considered an exception from this requirement subject to

provisions found in the "Periodic Review/Non-Compliance Hearing" section of this Agreement.

LOCATION OF FACILITY

The Applicant shall maintain its facility within the boundaries of the City during the entire abatement period. Should the Applicant fail to do so, the Applicant shall pay the taxing units affected by the Industrial Facilities Tax Exemption Certificate an amount equal to the sum abated under the terms of the Certificate, as well as any required administrative fees.

VALUATIONS BY THE CITY ASSESSOR'S OFFICE

The Applicant shall not appeal the valuations placed by the City on the real property owned by the Applicant at the Cadillac Facility that is the subject of this Agreement, provided that the City applies Michigan State Tax Commission real property multipliers to the respective acquisition costs of the property.

PERIODIC REVIEW/NON-COMPLIANCE HEARING

The City shall have the right to periodically review the business and facilities of the Applicant to assure compliance with the terms of this Agreement. Should any review identify non-compliance with the terms of this Agreement, the City reserves the right to amend the Industrial Facilities Tax Exemption Certificate and/or this Agreement, or revoke it in its entirety after a hearing is conducted. The hearing will provide an opportunity to explain why there may be non-compliance with the terms of this Agreement.

AFFIDAVIT OF FEES

The City and the Applicant swear and affirm by their signatures below that no payment of any kind in excess of the fee allowed by Public Act 198 of 1974, as amended by Public Act 323 of 1996, has been made or promised in exchange for favorable consideration of the exemption certificate application.

It is agreed by and between the parties that the above conditions shall remain in effect for the life of the Industrial Facilities Tax Exemption Certificate.

IN WITNESS WHEREOF, the parties have caused this Agreement to be properly executed as of the ____ day of July, 2018.

[SIGNATURES FOLLOW]

CITY OF CADILLAC
a Michigan municipal corporation

By: _____
Its: Carla J. Filkins
Mayor

G & M Precision, LLC
a Michigan limited liability company

By: _____
Its: _____

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 Engels
Stephen King

RESOLUTION NO. 2018-_____

**RESOLUTION TO ADOPT
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 16th day of July, 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

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, on July 16, 2018, the City held a public hearing regarding the adoption of an ordinance to provide the service charge in lieu of taxes described above (the "Ordinance"); and

WHEREAS, following the public hearing, the City has determined it is in the best interests of the health, safety and welfare of City residents to adopt the Ordinance, with the amendments included in the version of the Ordinance attached as Exhibit A.

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

1. 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) is hereby adopted.

2. The Ordinance shall be filed with the City Clerk.
3. The City Clerk is directed to publish a Notice of Adoption within seven (7) days after its adoption.
4. 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. 2018-____, duly adopted at a regular meeting of the City Council held on the 16th day of July, 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 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 Cadillac Castle Limited Dividend Housing Association Limited Partnership (the "Sponsor") 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 831 Aspen 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. Annual Shelter Rent 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. Authority means the Michigan State Housing Development Authority, a public body, corporate and politic of the State of Michigan.

D. Housing Development 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. LIHTC Program 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. Elderly 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. 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.

H. Utilities 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 multiple dwellings for Elderly persons of low to moderate income, 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 Cadillac Castle 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 one percent (1)% 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 August 15th, 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 30th 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 thirty-six (36) months 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.

Sandra Wasson, City Clerk

Dated: _____

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 Engels
Stephen King

**NOTICE OF ADOPTION OF
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)**

On July 16, 2018, the City Council of the City of Cadillac adopted 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"). A true copy of the Ordinance is available for inspection at the offices of the City of Cadillac, located at 200 North Lake Street, Cadillac, Michigan, 49601. Inspections may take place during normal business hours. Members of the public may obtain a copy of the Ordinance for a reasonable charge. The following is a summary of the ordinance:

Section 1 amends the City Code of Ordinances to add Division 5 to Chapter 12, Article II, which establishes a service charge in lieu of property taxes equal to one percent (1%) of the difference between the Annual Shelter Rent actually collected for the first year, and each year thereafter, plus Utilities. The terms, conditions, limitations, and duration of this service charge are set forth in the Ordinance.

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

Section 3 provides that this ordinance takes effect 20 days after its adoption.

CITY COUNCIL OF THE
CITY OF CADILLAC, MICHIGAN

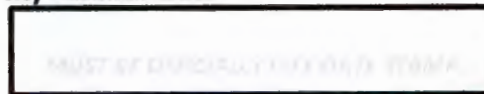
By: Sandra Wasson, City Clerk
Cadillac Municipal Complex
200 North Lake Street
Cadillac, Michigan 49601
Telephone No: (231) 775-0181



200 N. Lake Street
Cadillac MI 49601
Phone (231) 775-0181
www.cadillac-mi.net

Today's Date 2-9-18

City Received Date



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) After 26 Project Contact Person(s) David Grant

Contact Email

Sponsoring Organization After 26 Project ☐ Private ☒ Non-Profit Exemption

Purpose(s) & Benefit(s) to Community After 26 Fundraiser & Annual Community Event

Beginning Date: 2/14/18 Ending Date: 2/14/18

Reoccurring: YES NO

1st Day <u>2-14-18</u>	Set-up <u>10:00 AM/PM</u>	Start <u>3:00 AM/PM</u>	End <u>9:00 AM/PM</u>	Tear-down <u>10:00 AM/PM</u>
2nd Day _____	Set-up ____:____ AM/PM	Start ____:____ 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 ☒ 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: 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.

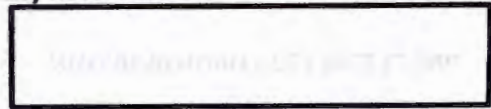
Print Name David Grant Signature David Grant Date 2/14/18



200 N. Lake Street
Cadillac MI 49601
Phone (231) 775-0181
www.cadillac-mi.net

Today's Date 2-9-18

City Received Date



Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request 4th Annual Depot Music Fest

Contact Person David Gault

Contact Email

Date: 8/4/18

Street Closures

Street Name Lake St Beginning Location Harris St Ending Location Cass St

Beginning Time 10:00 AM/PM Ending Time 10:00 AM/PM

Street Name _____ Beginning Location _____ Ending Location _____

Beginning Time ____:____ AM/PM Ending Time ____:____ AM/PM

Street Name _____ Beginning Location _____ Ending Location _____

Beginning Time ____:____ AM/PM Ending Time ____:____ AM/PM

Street Name _____ Beginning Location _____ Ending Location _____

Beginning Time ____:____ AM/PM Ending Time ____:____ AM/PM

Date ____/____/____

Parking Lot Closures

Lot Location _____ Street _____ Nearest Cross Street _____

Beginning Time ____:____ AM/PM Ending Time ____:____ AM/PM

Lot Location _____ Street _____ Nearest Cross Street _____

Beginning Time ____:____ AM/PM Ending Time ____:____ AM/PM

Lot Location _____ Street _____ Nearest Cross Street _____

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.

Print Name David Gault Signature David Gault Date 8/4/18

Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied.

Streets _____	Date Approved _____	Comments _____
Parks _____	Date Approved _____	Comments _____
Fire _____	Date Approved _____	Comments _____
Police _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____



200 N. Lake Street
Cadillac MI 49601
Phone (231) 775-0181
www.cadillac-mi.net

Today's Date 2-9-18

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event 4th Annual Depot Music Fest

Organization After 26 Project Contact Number _____

Date of Event: 8/4/18 Set-up Time: 10 AM/PM Starting Time: 3 AM/PM Ending Time: 12 AM/PM

Special Requests: Please Circle

Electricity

Water ?

Wind Screens

Sound System

Movie Screen/Projector System

Usage Rules

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace, and must be lowered 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 use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Movies/programs shown at the Pavilion are at the discretion of the City, and proper licensing to show copyrighted material is required. One potential resource is www.swank.com. MPAA ratings of G and PG are appropriate.
5. Any signage or decorations must be removed immediately following any event.
6. No vehicles are permitted on sidewalks or grass. However, the sidewalk immediately south of the pavilion can be utilized for temporary parking for the purpose of drop-off and/or pick-up of equipment only. Parking is prohibited on Lake Street, even if it has been closed for the event.
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 approval of City Council. (Code of Ordinances-Chapter 26)
9. Fees - A \$35 non-refundable deposit is required to reserve the date and time of the event, and Rental Fees of \$30 per hour are due 30-days prior to the event date. Non-profit

I understand and agree to comply with these rules, and acknowledge that the City reserves the right to change or cancel any event or program that is not in compliance with them.

David Gault
Signature

Form must be mailed or delivered to Cadillac City Hall, Attention Public Works Department-Events at
200 N. Lake Street in Cadillac, MI 49601 (Faxes will not be accepted)

Print Name David Gault Total Fees Required: Non-Profit Total Fees Paid: 0 Date 2/9/18

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

Parks _____
Streets _____
Community Dev. _____
City Police _____
City Fire _____

Comments _____
Comments _____
Comments _____
Comments _____
Comments _____

Date Approved _____
Date Approved _____
Date Approved _____
Date Approved _____
Date Approved _____



City Received Date

Downloaded At: 11:53 11 September 2009

Event Name 4th Annual Depot Music Fest
Requesting Organization After 26 Project

Contact Email

Starting Time 10am Ending Time 10 pm

Print Name David Grant Signature David Grant Date 8/4/18

Streets _____	Date Approved _____	Comments _____
Parks _____	Date Approved _____	Comments _____
Fire _____	Date Approved _____	Comments _____
Police _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
State of MI _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____



200 N. Lake Street
Cadillac MI 49601
Phone (231) 775-0181
www.cadillac-mi.net

Today's Date 2-9-18

City Received Date

City Parks Request Form

Reason for Request 4th Annual Depot Music Fest
Organization After 26 Project Contact Person David Grant
[Redacted] Contact Email [Redacted]

Date 8-4-18 Times 10am - 10pm

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

- DG All Parks are for public use
DG The City does not provide any tents, tables, chairs, rugs, extension cords etc
DG The fountain may not be operating due to equipment break downs or weather conditions such as wind
DG I understand and agree to these requirements and understand if these are not met the request will be denied.
DG 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 David Grant Signature David Grant Date 8/4/18

Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied.

July 16, 2018

COUNCIL COMMUNICATION

Re: Reappointment of Tom Olmsted to a Five-Year Term on the Cadillac Housing Commission

Tom Olmsted has expressed his interest in continuing his service on the Cadillac Housing Commission for another five year term. Tom Olmstead has served on this board for an impressive 22 years. He was first appointed in 1996.

Requested Council Action:

It is being recommended that Tom Olmsted be reappointed to the Cadillac Housing Commission for a 5-year term to expire on 7/19/23.

July 16, 2018

COUNCIL COMMUNICATION

Re: Appointment to Cadillac Housing Commission

Ronald Puruleski has indicated his interest in being appointed to serve on the Cadillac Housing Commission. He would be replacing Mike Paulin who resigned last month and would fulfill the remainder of the term that expires on 7/18/20.

Requested Council Action:

It is recommended that Ronald Puruleski be appointed to the Cadillac Housing Commission for a partial term to expire on 7/18/20.



Application for Appointment to Standing and Special Committees, Boards & Commissions

RECEIVED
JUN 18 2018
BY

The information provided on this form is for the use of the Cadillac City Council in its deliberation to fill vacancies on standing and special committees, boards and commissions. Applications may be submitted at any time and will be kept on file for a period of one (1) year. In most cases, you must be a resident of the City of Cadillac to serve on its committees, boards and commissions. Exceptions include the DDA, CBOA, LDFA, Clam River Greenway Committee and Brownfield Redevelopment Authority. Applicants may be required to interview with the City Manager for appointment consideration.

To which committee, board or commission are you seeking appointment? Please check all that apply.

- | | |
|--|--|
| ☐ Airport Authority | ☐ Downtown Development Authority |
| ☐ Board of Review | ☐ Economic Development Corporation |
| ☐ Brownfield Redevelopment Authority | ☐ Elected Officials Compensation Commission |
| ☐ Cadillac Area Council for the Arts | ☐ Election Commission |
| ☐ Cadillac-Wexford Transit Authority | ☒ Housing Commission |
| ☐ Cadillac West Corridor Improvement Authority | ☐ Local Development Finance Authority |
| ☐ Cemetery Board | ☐ Planning Commission |
| ☐ Civil Service Commission | ☐ Retirement Board to Administer Act 345 |
| ☐ Clam River Greenway Committee | ☐ Zoning Board of Appeals |
| ☐ Courthouse Hill Historic District Commission | ☐ Construction Board of Appeals |
| ☐ Diggins Hill Tennis Court Fundraising Committee | ☐ Other _____ |

Please print or type:

Name Ronald Puruleski Address [REDACTED]

Telephone: Home [REDACTED] Business/cell [REDACTED]

E-mail [REDACTED] Date available for appointment 6-19-18

Please complete the following. You may use additional sheets as needed.

Community Service

List boards, commissions, committees or community service organizations that you are currently serving or have served upon, offices held, and in what municipality or county.

Westford County, Friend of Court (It met and formed shortly in ^{late} 1990s
or early 2000s

Employment and Education

List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained.

Field Auditor - Unemployment Agency 1982-2013. Performed audit and investigations.

MBA Central Mich University 1981

B.S. Accounting - Ferris State College - 1980

Have you ever worked for the City of Cadillac? ☐ Yes ☒ No
If yes, please list dates and names of departments.

Personal

Rules of law and ethics prohibit appointees from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest? ☐ Yes ☒ No

If yes, please indicate potential conflicts.

Are you aware of the time commitment necessary to serve on the committee, board and/or commission to which you seek appointment, and will you have such time? ☒ Yes ☐ No

Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek.

I hereby certify that the preceding information is correct to the best of my knowledge.

Signature Ronald Bunker

Date 6-18-18

You are invited to attach additional pages, enclose a copy of your résumé or submit supplemental information that you feel may assist in the evaluation of your application.

Mail or return your completed application to:

Marcus Peccia, City Manager
City of Cadillac
200 N. Lake St.
Cadillac MI 49601

Thank you for giving us the opportunity to consider you for appointment.



RONALD PURULESKI

EDUCATION

1980-1981 Central Michigan University, Mt Pleasant, MI
MBA

1976-1980 Ferris State College, Big Rapids MI
B.S. in Accounting

WORK EXPERIENCE

November 2017 thru December 2017 (Seasonal), July 2017 to September 2017 (Seasonal), November 2016 thru December 2016 (Seasonal), JC Penney, Cadillac MI. Sales Associate

1982-2013 Unemployment Agency, State of Michigan, Cadillac MI
Field Auditor

- Audit Payroll Records
- Investigations

July 16, 2018

COUNCIL COMMUNICATION

Re: Civil Rights/Non-Discrimination Ordinance

At the City Council's last meeting in June it was briefly discussed that there is interest to explore a human rights type of ordinance. Subsequently, the following is a summary that shows a listing of other communities that have adopted a civil rights/non-discrimination type of ordinance, what their respective enforcement mechanisms are, and a draft ordinance for the City of Cadillac for discussion purposes.

Recommended Action:

Discuss the opportunity to consider adopting a non-discrimination ordinance.

MEMO

TO: City of Cadillac
FROM: Michael D. Homier
DATE: July 10, 2018
RE: Civil Rights/Non-Discrimination Ordinances

The City has asked for data regarding other cities in Michigan that have adopted civil rights/non-discrimination ordinances. There are ~43 municipalities in Michigan that have adopted such ordinances. Please refer to the table below for this research. In addition, we have attached a sample City-specific Ordinance for consideration.

MUNICIPALITY	DATE OF ADOPTION	ENFORCEMENT MECHANISMS
City of Adrian	Amended April 2014	Referred to state/federal agency for prosecution or, if not a violation of state/federal laws, prosecuted through conciliation agreement, municipal civil infraction or city attorney filing for injunctive relief.
City of Albion	Amended July 2015	Prosecuted per sample ordinance below.
City of Ann Arbor	October 2014	Prosecuted per sample ordinance below.
City of Battle Creek	August 2013	Prosecuted like City of Adrian.
City of Birmingham	September 2017	Prosecuted through conciliation first and, if unsuccessful, by City Attorney.
Canton Township	June 2014	Referred to state/federal agency for prosecution or, if not a violation of state/federal laws, prosecuted through conciliation agreement or as a municipal civil infraction.
City of Chelsea	January 2016	Prosecuted per sample ordinance below.
Delhi Township	October 2013	Complaint review committee conducts hearing; may also

		enforce through conciliation agreement or as a municipal civil infraction.
Delta Charter Township	October 2013	Prosecuted like Delhi Township.
City of Detroit	1988	Fairly comprehensive; Prosecuted through civil action and injunctive relief; separate human rights department.
Village of Douglas	Amended 1995	Prosecuted like Delhi Township.
City of East Grand Rapids	Amended March 2015	Cross-references to PAs 220 and 453 of 1976 for prosecution and referral to state agency.
City of East Lansing	Amended September 2014	Prosecuted like sample ordinance below.
City of Farmington Hills	April 2015	Prosecuted like Canton Township.
City of Fenton	June 2014	Prosecuted like Canton Township.
City of Ferndale	November 2006	Prosecuted as municipal civil infractions.
City of Flint	March 2012	Human Relations Committee prosecutes through mediation; may also prosecute as a municipal civil infraction or for injunctive relief.
City of Grand Rapids	October 2015	Community Relations Commission investigates and refers for prosecution to the City Commission.
City of Howell	June 2016	Prosecuted like City of Adrian.
City of Huntington Woods	October 2011	Prosecuted as municipal civil infractions.
City of Jackson	February 2017	Prosecuted like Canton Township with a Human Relations Commission.
City of Kalamazoo	Amended June 2010	Prosecuted like City of Adrian.
Kalamazoo Charter Township	July 2013	Prosecuted like Canton

		Township.
City of Lansing	December 2006	Prosecuted like Delhi Township.
Village of Lathrup	February 2014	Prosecuted as municipal civil infractions.
City of Linden	September 2013	Prosecuted as misdemeanors.
City of Marquette	December 2015	Prosecuted like City of Adrian.
Meridian Township	July 2013	Prosecuted like Delhi Township with a Human Resources Director.
City of Muskegon	2002	Prosecuted as municipal civil infractions.
City of Mt. Pleasant	July 2012	Prosecuted like City of Adrian.
Oshtemo Township	August 2013	Prosecuted like City of Adrian.
City of Pleasant Ridge	April 2013	Prosecuted as municipal civil infractions.
City of Portage	June 2016	Prosecuted like City of Adrian.
City of Royal Oak	November 2013	Prosecuted as municipal civil infractions or with conciliatory agreements.
City of Saginaw	1984	Civil or criminal enforcement (misdemeanor) or conciliation agreements.
City of Saline	March 2018	Referred to state/federal agency for prosecution or, if not a violation of state/federal laws, prosecuted by mediation or municipal civil infraction/nuisance per se.
Saugatuck Township	August 2018	Prosecuted as municipal civil infractions.
City of Trenton	November 2013	Prosecuted as municipal civil infractions.
City of Southfield	January 2015	Prosecuted like City of Adrian.
City of Traverse	October 2010	Prosecuted like City of Adrian.
Union Township	2012	Prosecuted like City of Adrian.

City of Wayland	May 2015	Prosecuted like City of Adrian.
City of Ypsilanti	Amended January 2017	Prosecuted through conciliation agreements or with injunctive relief.

The City of Holland voted no in January 2018.

MDH:LAD

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
Stephen King
Robert J. Engels

ORDINANCE NO. 2018-xx

NON-DISCRIMINATION ORDINANCE

THE CITY OF CADILLAC ORDAINS:

Section 1. PURPOSE

It is the policy of the City of Cadillac to exercise its police power in order to ensure public safety, public health, and a person's general welfare. It is the intent of the City that no individual be denied equal protection of the laws, nor shall an individual be denied the enjoyment of his or her civil rights or be discriminated against because of age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, or weight.

Section 2. ADDITION OF ARTICLE VII TO CHAPTER 2 OF CITY CODE ENTITLED "HUMAN RELATIONS"

The City hereby adds an Article VII to Chapter 2 of the City Code entitled "Human Relations" which shall read, in its entirety, as follows:

ARTICLE VII. – HUMAN RELATIONS

Sec. 2-397. – Definitions.

As used in this Article, the following words and phrases have the following meanings:

Discrimination or discriminate shall mean without limitation, any act which, because of age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, or weight results in the unequal treatment or separation of any person, or denies, prevents, limits, or adversely affects the benefit or enjoyment of any person, of employment, ownership, or occupancy of real property, or public accommodations and public services.

Sexual Orientation shall mean emotional, romantic, and/or sexual attractions, or the absence thereof, to people. Sexual orientation also refers to a person's sense of identity based on those attractions, related behaviors, and membership in a community of others who share those attractions.

Gender Expression shall be defined as a gender-based appearance, expression, or behavior of an individual, regardless of the individual's assigned sex at birth.

Gender Identity shall be defined as an individual's internal sense of their own sex and a defining component of sex.

Sec. 2-398. – Prohibition.

No person or persons shall discriminate against any person or persons within the City regarding employment, housing, public accommodations, and public services on the basis of age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, or weight. To the extent that this ordinance confers benefits on any classes protected from discrimination under this ordinance, it shall not be construed to be preempted by state or federal statute.

Sec. 2-399. – Exceptions.

Section 2-398 shall not apply to:

(a) a private club or other establishment not in fact open to the public, except to the extent that the goods, services, facilities, privileges, advantages, or accommodations of the private club or establishment are made available to the customers or patrons of another establishment that is a place of public accommodation or is licensed by the state under Act No. 8 of the Public Act of 1933, being MCL §§ 436.1—436.58, the Michigan Liquor Control Act, as amended.

(b) a religious educational institution or an educational institution operated, supervised, or controlled by a religious institution or organization which limits admission or gives preference to an applicant of the same religion.

(c) the rental of housing accommodations in a building which contains housing accommodations for not more than two families living independently of each other if the owner or a member of the owner's immediate family resides in one of the housing accommodations, or to the rental of a room or rooms in a single-family dwelling by a person if the lessor or a member of the lessor's immediate family resides in the dwelling.

(d) the rental of housing accommodations for not more than three months by the owner or lessor where it was occupied by him/her and maintained as his/her home

for at least three months immediately preceding occupancy by the tenant and is temporarily vacated while maintaining legal residence.

(e) with respect to age only, the sale, rental or lease of housing accommodations meeting the requirements of federal, state or local housing programs for senior citizens, or accommodations otherwise intended, advertised, designed or operated, bona fide, for the purpose of providing housing accommodations for persons 50 years of age or older.

(f) with respect to gender only, a private educational institution which now or hereafter provides an education to only persons of one gender.

A governmental exemption shall not apply to any action by a governmental entity or agency where a person's qualification is expressly limited by statute, charter, ordinance or policy as otherwise provided at law.

Sec. 2-400. – Complaint Procedures.

(a) Any person claiming a violation of this chapter shall file a signed, written complaint with the city manager, or his or her designee, setting forth the details, including names, dates, witnesses and other factual matters relevant to the claim, within 180 days of the incident forming the basis of the complaint.

(b) No person shall provide false information to any authorized employee investigating a complaint regarding a violation of this chapter.

(c) In the course of investigation, the city manager, or his or her designee, may request a person to produce books, papers, records or other documents which may be relevant to an alleged violation of this chapter. If said person does not comply with such request, the city attorney may apply to the Wexford County Circuit Court for an order requiring production of said materials.

(d) Within 30 days of a written complaint being filed, the city manager, or his or her designee, shall undertake an investigation of any complaint filed in accordance with this section alleging a violation of this chapter not currently recognized or proscribed by Michigan or federal anti-discrimination statutes, and cause all other complaints to be referred to an appropriate state or federal agency for review. After the completion of an investigation, the city manager, or his or her designee, shall give written notice of the results of the investigation to the person who filed the complaint and the person accused of the violation. If the investigation establishes that a violation of this chapter occurred, the city manager, or his or her designee, shall attempt to resolve the matter by conciliation and persuasion or refer the complaint to the city attorney for prosecution in a court of competent jurisdiction.

(e) Conciliation agreements: In cases involving alleged violations of this Article, the city manager, or his or her designee, may enter into agreements whereby persons agree to methods of terminating discrimination or to reverse the effects of past discrimination.

(f) The city attorney may commence a civil action to obtain injunctive relief to prevent discrimination prohibited by this chapter, to reverse the effects of such discrimination, or to enforce a conciliation agreement.

Sec. 2-401 – Violations, Fines and Penalties.

Any person in violation of any of the provisions of this Article shall be responsible for a municipal civil infraction, and upon a determination or admission of responsibility shall be subject to a civil fine of not more than \$500.00, costs of prosecution and such other costs, damages, expenses, sanctions, and remedies as authorized by law, including but not limited to, the Revised Judicature Act, and specifically MCL 600.8302, as amended. Each day upon which a violation occurs shall constitute a separate and new violation.

Sec. 2-402 – Private Civil Action.

(a) To the extent allowed by law, an individual who is the victim of discriminatory action in violation of this chapter may bring a civil action for appropriate injunctive relief or damages or both against the person(s) who acted in violation of this Article.

(b) As used in subsection (a), "damages" means damages for injury or loss caused by each violation of this chapter, including reasonable attorney fees.

(c) Private actions and remedies under this section shall be in addition to any actions for violations which the City may take.

Sec. 2-403 – Interpretation.

This Non-Discrimination ordinance shall not be read to prohibit or interfere with a person's, or religious institution's, free exercise of religion as protected by the First Amendment to the United States Constitution and Article 1, Section 4, of the Michigan Constitution.

Section 3. SEVERABILITY

Any section or subsection not expressly amended by this Ordinance shall remain in full force and effect. Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 4. REPEALER

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 5. EFFECTIVE DATE

This Ordinance shall take effect twenty (20) days after its adoption.



WODA COOPER COMPANIES

500 South Front St
10th Floor
Columbus, Ohio 43215
Office: 614.396.3200
www.wodagroup.com

July 10, 2018

Mr. Marcus Peccia
City Manager
City of Cadillac
200 North Lake Street
Cadillac, Michigan 49601

Re: PILOT Extension Request; Maple Hill Apartments

Ms. Peccia,

In follow up to our conversation, Woda Cooper Companies, Inc. would like to formally request a PILOT extension be approved for the Maple Hill Apartments 24-unit multi-family development located at 207, 209 and 211 Pearl Street. Once completed, the existing Maple Hill Apartments will be fully rehabbed with updated units, energy efficient appliances, water saving faucets/toilets and other lifestyle upgrades that will be enjoyed by current and future residents for many years to come. All units will retain their restricted but affordable rents to help singles, families and seniors enjoy quality housing while residing in Cadillac. Once Woda Construction completes the rehab, Woda Cooper Companies will have invested an estimated \$3,144,000.

To fund the acquisition and rehab of Maple Hill Apartments, Woda Cooper received housing tax credits from MSHDA and plans to close on equity and perm debt in August 2018. Construction will commence within one week of closing. However, prior to closing, Woda's lenders are requiring that our September 2016 PILOT be extended. As indicated in the attached PILOT Resolution No. 2016-3183, construction needed to begin by March 6, 2018 for the PILOT to remain in effect. Unfortunately, due to longer than anticipated due diligence and property transfer approval, construction has been delayed.

In September 2016 Woda Cooper Companies Inc. received approval for a 6% PILOT plus a Municipal Services Agreement.

I appreciate you considering this request and I look forward to updating City leadership at the upcoming Council meeting on July 16.

Sincerely

P. Craig Patterson,
Senior Vice President

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 Engels
Stephen King

RESOLUTION NO. 2018-_____

**RESOLUTION INTRODUCING AND SETTING PUBLIC HEARING FOR
ORDINANCE TO AMEND SECTION 12-84 OF CITY CODE REGARDING DURATION OF
THE MAPLE HILL APARTMENTS SERVICE CHARGE IN LIEU OF TAXES**

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 16th day of July, 2018, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by _____ and
seconded by _____ .

WHEREAS, pursuant to the State Housing Development Authority Act of 1966, PA 346, as amended, MCL 125.1401 *et seq*) (the "Act"), the City of Cadillac adopted an Ordinance No. 2016-10 to provide for a service charge in lieu of taxes for dwelling units for low to moderate income persons identified as Maple Hill Apartments; and

WHEREAS, the City wishes to consider an ordinance amending Ordinance No. 2016-10 to change the duration of the Ordinance's effect from eighteen (18) months to thirty-six (36) months; 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 Section 12-84 of City Code Regarding Duration of the Maple Hill Apartments Service Charge in Lieu of Taxes (the "Ordinance," attached as Exhibit A).

2. A public hearing regarding the Ordinance shall be held on the 20th day of August, 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.

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. 2018-____, duly adopted at a regular meeting of the City Council held on the 16th day of July, 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

Stephen King

Robert J. Engels

ORDINANCE NO. 2018-_____

**ORDINANCE TO AMEND SECTION 12-84 OF CITY CODE REGARDING DURATION
OF THE MAPLE HILL APARTMENTS SERVICE CHARGE IN LIEU OF TAXES**

THE CITY OF CADILLAC ORDAINS:

Section 1. Amendment of Section 12-84.

Section 12-84 of the City Code regarding the duration of the Maple Hill Apartments Service Charge in Lieu of Taxes Ordinance is hereby amended to read, in its entirety, as follows:

Sec. 12-84. – Duration.

This division shall remain in effect so long as the longer of (a) the project mortgage loan remains outstanding and unpaid, (b) the housing development remains subject to income and rent restrictions pursuant to Section 42 of the Internal Revenue Code of 1986, as amended, (c) the authority has any interest in the project (including without limitation regulatory agreement restrictions), provided that rehabilitation of the housing development occurs within **thirty-six (36) months** from the effective date of this division; provided, however, that in no event shall this division remain in effect for longer than 16 years after completion of rehabilitation. Notwithstanding the above, the exemption shall cease for that portion of the project which is not operated consistent with section 12-79 above.

Section 2. Validity and Severability.

Any section or subsection not expressly amended by this Ordinance shall remain in full force and effect. Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 3. Repealer.

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

Section 4. Effective Date.

This Ordinance shall take effect twenty (20) days after its adoption.

Approved this _____ day of _____, 2018.

Sandra Wasson, Clerk

Carla Filkins, Mayor

I, Sandra Wasson, City Clerk of the City of Cadillac, Michigan, do hereby certify that a summary of Ordinance No. 2018-_____ was published in the Cadillac News on the _____ day of _____, 2018.

Sandra Wasson, City Clerk

City Council

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

NOTICE OF PROPOSED ORDINANCE AND 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 August 20, 2018, at 6:00 p.m., at a Meeting of the City Council, to consider the adoption of Ordinance No. 2018-__, Ordinance to Amend Section 12-84 of City Code Regarding Duration of the Maple Hill Apartments Service Charge in Lieu of Taxes. 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 TO AMEND SECTION 12-84 OF CITY CODE REGARDING DURATION OF THE MAPLE HILL APARTMENTS SERVICE CHARGE IN LIEU OF TAXES

Section 1 of the proposed ordinance amends Section 12-84 of the City Code to change the duration of the service charge in lieu of taxes from eighteen (18) months to thirty-six (36) months.

Section 2 provides that any section or subsection not expressly amended by the Ordinance shall remain in full force and effect. Should any portion of the Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of the Ordinance.

Section 3 provides that all other ordinances inconsistent with the provisions of the Ordinance are hereby repealed only to the extent necessary to give the Ordinance full force and effect.

Section 4 provides the effective date of the ordinance.

CITY COUNCIL OF THE
CITY OF CADILLAC, MICHIGAN

By: Sandra Wasson, City Clerk

Cadillac Municipal Complex
200 N. Lake Street
Cadillac, Michigan 49601
Telephone No: (231) 775-0181

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 Engels
Stephen King

RESOLUTION NO. 2018-____

**RESOLUTION TO APPROVE MUNICIPAL SERVICE AGREEMENT
FOR CADILLAC CASTLE**

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 16th day of July, 2018, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by _____ and seconded by _____.

WHEREAS, on July 16, 2018, the City of Cadillac ("City") adopted Ordinance No. 18-____, 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 "PILOT Ordinance"); and

WHEREAS, among other things, the PILOT Ordinance provides that Cadillac Castle Limited Dividend Housing Association Limited Partnership shall pay an annual service charge for public services in lieu of all property taxes, which charge shall be equal to one percent (1%) of the difference between the Annual Shelter Rent actually collected for the first year, and each year thereafter, plus Utilities, as set forth in the PILOT Ordinance; and

WHEREAS, the City proposes to enter into a Municipal Services Agreement with Cadillac Castle Limited Dividend Housing Association Limited Partnership ("Owner"),

which is the party that construct Cadillac Castle; and

WHEREAS, pursuant to the Municipal Services Agreement, the City will provide certain municipal services (as defined in the Municipal Services Agreement) to Cadillac Castle in exchange for an annual payment of three percent (3%) of Annual Shelter rents, exclusive of Utilities; and

WHEREAS, the payment under the Municipal Services Agreement is in addition to the annual PILOT payment; and

WHEREAS, the City concludes that entering into the Municipal Services Agreement is in the best interest of the public health, safety, and welfare.

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

1. The City hereby approves the Municipal Services Agreement.
2. The City Clerk and City Manager are authorized to execute the Municipal Services Agreement, with any non-substantive changes recommended by the City Attorney.
3. The Municipal Services Agreement shall take effect on the same date that the PILOT Ordinance takes effect.
4. 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)
) ss
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. 2018-____, duly adopted at a regular meeting of the City Council held on the 16th day of July, 2018.

Sandra Wasson
Cadillac City Clerk

MUNICIPAL SERVICES AGREEMENT

THIS MUNICIPAL SERVICES AGREEMENT entered into this ____ day of July, 2018, by and between CADILLAC CASTLE LIMITED DIVIDEND HOUSING ASSOCIATION, LIMITED PARTNERSHIP, a Michigan Limited Partnership OF 1302 S. Mission Road, Mt. Pleasant, Michigan 48858, (hereinafter referred to as "Owner"), and the City of Cadillac, a Michigan municipal corporation, of 200 N. Lake Street, Cadillac, Michigan 49601, (hereinafter referred to as the "City").

RECITALS

- A. The Owner intends to construct a housing project for low to moderate income persons or families , to be known as Cadillac Castle, financed in part with Low Income Housing Tax Credits (LIHTC), allocated by the Michigan State Housing Development Authority (MSHDA) under its Low Income Housing Tax Credit Program on real property more particularly described on Exhibit A attached hereto and made a part hereof, (hereinafter referred to as the "Project")
- B. The Owner desires to guarantee that certain municipal services will be provided to the Project by THE City during the term of the Payment in Lieu of Taxes (hereinafter referred to as the "PILOT") Ordinance for said Project. Such municipal services will be of the type that the City typically provides to the public as part of its General Fund expenditures and shall include, but not be limited to:
 1. Emergency Services, including EMS and or ambulance service, police protection, fire protection, and other public safety services specifically administered by or through the City, as may from time to time, be mutually agreed to for the benefit of the Project;
 2. Said municipal services shall be provided in the customary way, in a competent and workmanlike manner, and in accordance with all laws, rules and regulations of the United States of America, State of Michigan, County of Wexford, City of Cadillac, or other applicable jurisdictions or bodies.

(All of the above collectively referred to as "Municipal Services")

The parties agree as follows:

1. The City will provide the Municipal Services.
2. The payment for Municipal Services shall be computed at three percent (3%) of Annual Shelter rents, exclusive of Utilities, the definition of which is found in Section 12-88 of the City Code adopted by Pilot Ordinance No.____. Payment for Municipal Services shall be made concurrent with the annual PILOT payment for Cadillac Castle.

3. The duration of this payment for Municipal Services shall commence with the first payment made to the City by the Owner under the PILOT Ordinance and will end with the termination of the Pilot Ordinance.

IN WITNESS WHEREOF, this Municipal Services Agreement is executed as of the day and year first written above.

Cadillac Castle LDHA LP

By: Seybert New L.P.

It's: General partner

By: Seybert G.P. LLC

Its: General Partner

By: _____

Phillip R. Seybert

Its: Member

City of Cadillac

By: _____

Its: _____

WEXFORD COUNTY AIRPORT AUTHORITY

MINUTES

Meeting of Wednesday, January 10, 2018

1. Meeting was called to order at 6:01 p.m. by Hill.
Present: Hill, Osborn, , King, Dehnbostel, Holder and Buisch
Absent: Payne
Also present: Manager Bob Johnson
2. Introduction of Guests: Brandon Butler from Network Butler
3. Additions or Deletions to the Agenda:
Addition: Surplus funds discussion. Karen as a new minutes recorder.
4. Approval of November 2017 Meeting Minutes (No December Meeting):
MOTION by Osborn to accept the November 2017 Meeting Minutes.
Supported by King.
All in favor. Motion carried.
5. Treasurer's Report
Dehnbostel gave the Treasurer's Report.
Reviewed Profit/Loss for December. Had an issues with the COGS for fuel, payroll taxes and accrued salaries, card fees, shirt sales and purchases, tax eft. Bank reconciliation will be done by Bob Johnson. Carol had many issues with line item coding.
MOTION by Osborn to accept the Treasurer's Report. Supported by King.
All in favor. Motion carried.
6. Committee Reports
 - a. Finance Committee: None - did not meet.
 - b. Personnel Committee: None - did not meet.
 - c. Facilities Committee: None - did not meet
 - d. By-Law Committee: The group met and reviewed the by-laws (Osborn and Holder). How to implement and develop by-laws by maybe a public comment i.e.; purchasing. Also setting the agendas for meetings and the timing of adding items to the agenda. Also discussed moving payroll to a 1 week delay. Hill asked about changes being done to the employee manual.
7. President's Report
MAP meeting discussed next 5 years, fence project on south/southwest side next year and electric gates. Letter received from Steve Witherspoon on behalf of the airport management and Bob doing such a good job.

8. Manager's Report

Lenny Ward paid in full. AV Gas has set up the accounts for the proper people including credit card access. Contract signed for security cameras but Board wants further review.

9. New Business

a. Election of Officers: All members kept their prior position with the exception of Buisch who will be replaced by Holder as Secretary.

b. Network Butler presented many options for technology improvements.

c. Approve contract for AWOS (\$3,200)

MOTION by Dehnbostel to increase the AWOS budget to \$3,200. Supported by Osborn.

All in favor. Motion carried.

d. Confirm dates for BCB Audit and pre-audit appointments.
To be determined by a special meeting

e. Approve Final Adjustments to 2017 Budget.
Handled earlier in meeting during Treasurers report

f. Surplus Funds
Funds can be put into approved accounts to gain interest.

g. Making Karen the meeting minutes recorder.
Discussed paying her at least \$40 per meeting.

10. Old Business:

a. Status of Mercantile Account, receive credit cards.
2 credit cards received each with a \$2000 limit. 1 in the safe and 1 for manager/office staff. The cards do not have personal names. Hangar fund has been put into Mercantile bank.

b. Security Cameras:
Already discussed

11. Public Comments

Brandon Butler from Network Butler discussed the following: Network security upgrades, backups, website update, adding a new server to the airport, security cameras and QuickBooks file locations.

12. Members Comments:

Bill King may miss the February meeting.

13. Next Meeting date is February 14, 2018, at 6:00 p.m.

14. Adjournment

MOTION by Dehnbostel to adjourn at 8:30 pm. Supported by
Holder.

All in favor. **Motion carried.**

Prepared by William Buisch

WEXFORD COUNTY AIRPORT AUTHORITY

MINUTES

Meeting of Wednesday, February 21, 2018

1. Meeting was called to order at 6:02 p.m. by Hill.

Present: Hill, Osborn, King, Dehnbostel and Holder

Absent: Buisch and Payne

Also present: Manager Bob Johnson

2. Introduction of Guests: Bill Paul and Catherine Gouge (recording minutes)

3. Additions or Deletions to the Agenda:

Addition: 9. d. Additional pay for Manager

9. e. Resolutions (3)

4. Approval of January 2018 Meeting Minutes:

MOTION by Dehnbostel to accept the January 2018 Meeting Minutes. Supported by Holder.

All in favor. Motion carried.

5. Treasurer's Report

Dehnbostel gave the Treasurer's Report. A Profit & Loss Prev Year Comparison and Balance Sheet Prev Year Comparison was distributed and reviewed. Last year's comparison to this year is pretty similar. The requests for information for the audit are not going well.

MOTION by Holder to accept the Treasurer's Report. Supported by King.

All in favor. Motion carried.

6. Committee Reports

- a. Finance Committee: None - did not meet.
- b. Personnel Committee: None - did not meet.
- c. Facilities Committee: None - did not meet.
- d. By-Law Committee: None - did not meet.

7. President's Report

Hill reported that he has been spending time on the audit and updated the board on the things they are finding.

8. Manager's Report

Johnson reported that Networking Butler has installed the new router, etc. The audit being done by Baird Cotter & Bishop began February 5th.

9. New Business

a. Audit

Hill reported that because of the changes that occurred in the last year, things are a mess. It has been difficult getting BCB the information they request. The board discussed the problems along with options to finish up the audit. Hill will check with Mike Cool to find out where we are at in the audit, what current costs are, and what it will cost to finish it.

b. Change from dial-up to wireless for Fuel Farm

The board discussed the estimate from Networking Butler and the charge for a consulting fee.

MOTION by Dehnbostel to get more free quotes on a wireless system, UniFi Switch, and security cameras. Supported by King.

All in favor. Motion carried.

c. Urinal estimate

The board discussed the estimate from Maveric Mechanical & Plumbing and the Kohler material list. Johnson will check into the questions the board has regarding the charges.

MOTION by Osborn to spend up to \$765.92 with the idea the manager will get another quote in reasonable time. Supported by King.

All in favor. Motion carried.

d. Additional pay for Manager

The board discussed the amount of hours the salaried manager has been working, exempt versus non-exempt, and a manager's contract. The matter will go to the Personnel Committee for a recommendation.

e. Resolutions (3)

Hill presented three resolutions requested by the state to the board.

Resolution 18-1: Authorize the WCAA President to sign the engineering agreement with QoE for perimeter fence and power gates. Discussion regarding the cost.

MOTION by Dehnbostel to adopt Resolution 18-1 for engineering for the fence and electric gates in the amount of \$1090. Supported by Osborn.

All in favor. Motion carried.

Resolution 18-2: Authorize the WCAA President to sign the Contract No.

2018-0152 for AWOS maintenance with the State of Michigan (MDOT).
Discussion regarding the cost.

MOTION by Dehnbostel to approve Resolution 18-2 for AWOS maintenance. Supported by King.

All in favor. Motion carried.

Resolution 18-3: Authorize the WCAA President to sign the Contract No. 2018-0229 for the upgrade of AWOS with the State of Michigan (MDOT).
Discussion regarding the cost.

MOTION by Dehnbostel to approve Resolution 18-3 for AWOS upgrade. Supported by Holder.

All in favor. Motion carried.

10. Old Business:

a. Security Cameras, quote from Butler

Also previously discussed under item 9.b. The board discussed the quote and Networking Butler's quote. The board agreed to take it to the facilities committee for a recommendation.

11. Public Comments

Bill Paul commented on the audit problem, the quote and consulting bill from Networking Butler, and the additional pay for the Manager.

12. Members Comments

Osborn commented that the auditor knows what they want and why they need something. The Personnel Committee will meet to talk about the manager's pay and bring something to the next meeting.

King commented that it was an interesting meeting, everybody wants what is best for the airport, and it is good to hash it out.

Dehnbostel commented that there is \$8000 in budget for information when Hill talks to Mike Cool.

Holder commented that the Personnel Committee should start looking at job descriptions for everyone.

13. Next Meeting date is March 14, 2018, at 6:00 p.m.

14. Adjournment

MOTION by Dehnbostel to adjourn at 7:31 pm. Supported by
Holder.

All in favor. Motion carried.

Prepared by Catherine Gouge

WEXFORD COUNTY AIRPORT AUTHORITY

MINUTES

Meeting of Wednesday, March 14, 2018

1. Meeting was called to order at 6:25 p.m. by Osborn.
Present: Osborn, King, Dehnbostel, Holder and Buisch by phone.
Absent: Hill and Payne
Also present: Manager Bob Johnson
2. Introduction of Guests: Bill Paul and Catherine Gouge (recording minutes)
3. Additions or Deletions to the Agenda:
Addition: 9. c. Pay for audit by Baird Cotter & Bishop
9. d. Corrective action plan
9. b. 5. New rate for after hours fee
10. c. Conversation about Networking Butler
Correction: 9. b. to read: After hours fee to pay employees to come in / new rate.
4. Approval of February 2018 Meeting Minutes:
MOTION by Dehnbostel to accept the February 2018 Meeting Minutes. Supported by King.
All in favor. Motion carried.
5. Treasurer's Report
Dehnbostel gave the Treasurer's Report. A Profit & Loss Prev Year Comparison and Balance Sheet Prev Year Comparison was distributed and reviewed. Dehnbostel reported 100 LL sales are up, the budget has been loaded in, and a couple journal entries are needed to correct entries made on wrong line.
MOTION by Holder to accept the Treasurer's Report. Supported by King.
All in favor. Motion carried.
6. Committee Reports
 - a. Finance Committee: None - did not meet.
 - b. Personnel Committee: Osborn reported that the committee met to consider the schedule of the manager and the expectations of hours he works. It was unanimous that the position requires, on a regular basis, 40-45 hours per week. If over 50 hours are worked, time and half should be paid based on a 40 hour week. The intent is to try to avoid overtime, or come to the board to explain why overtime is needed.

MOTION by Holder to accept the Personnel Committee's recommendation on the manager's wage to modify his pay up to 50 hours, anything over that he gets paid time and a half. Supported by King.

Four in favor. Dehnbostel opposed. Motion carried.

Agreed to move forward with a protest from Dehnbostel whether or not phone ins are valid.

c. Facilities Committee: None - did not meet.

d. By-Law Committee: None - did not meet.

7. President's Report: None - Hill absent.

8. Manager's Report

Johnson reported that all the hangars are full and the urinal has been ordered. He will be gone on vacation May 30th through June 3rd, he will be back to work on June 4th.

9. New Business

a. Website would be very helpful for pilots as well as Air Race information, etc.

Johnson reported that they have been receiving many calls regarding the air race. A website would be helpful. The board discussed the quote from Networking Butler on the website and it was agreed it was not in the budget, they should get another quote, and the topic was tabled.

b. After hours fee to pay employee to come in / new rate.

The board discussed new afterhours rates and employee rate schedule:

5pm - 11pm \$150 / employee gets \$60

11pm - 7am \$300 / employee gets \$150

MOTION by King to accept the new fee schedule and new employee rate schedule. Supported by Holder.

The board discussed the rates.

Holder amended the motion to accept the new fee schedule and new employee rate schedule:

5pm - 11pm \$150 / employee gets \$75

11pm - 7am \$300 / employee gets \$150

The board discussed the rates.

All in favor. Motion carried.

c. Pay for audit by Baird Cotter and Bishop

MOTION by Dehnbostel to approve up to \$2000 extra for Baird Cotter & Bishop to finish the audit. Supported by Holder.
All in favor. Motion carried.

d. Corrective action plan

A letter dated June 26, 2017, from the State of Michigan, regarding fiscal year 2016, was sent to the previous manager. It asked for a corrective action plan to resolve the deficiencies noted in the audit report. The board discussed the matter. Dehnbostel will come up with answers to the letter.

10. Old Business:

a. Urinal replacement being done by Maverick Mechanical & Plumbing
 Johnson reported that the urinal is being replaced and it has been ordered.

b. Security cameras

The board agreed to put purchasing the security cameras on hold, as it is not in the budget.

c. Conversation about Networking Butler

Johnson reported that Networking Butler reduced the bill by \$100 and it has been paid. The board discussed the matter.

11. Public Comments

Bill Paul asked how long have employees been paid for coming in after hours. He commented that there was an issue a few years ago when they couldn't get a hold of anybody - he asked what happens in that situation. He commented that the airport is lucky to have Carol Dehnbostel here for the treasury, bookkeeping, and accounting stuff.

12. Members Comments

King wanted to mention the article in today's paper regarding the city spending and the Sheriff's Department asking for an increase for patrols. He commented that the airport is still at the same level. He is willing to go along and ask for an increase.

Holder commented that at the next meeting, the public comments should be moved to earlier in the meeting.

Osborn commented that the fire truck mentioned in the article is only going to be bought by a grant.

13. Next Meeting date is April 11, 2018, at 6:00 p.m.

14. Adjournment

MOTION by Dehnbostel to adjourn at 7:24 pm. Supported by King.

All in favor. Motion carried.

Prepared by Catherine Gouge

WEXFORD COUNTY AIRPORT AUTHORITY

MINUTES

Meeting of Wednesday, April 11, 2018

1. Meeting was called to order at 7:00 p.m. by Hill.
Present: Hill, Osborn, King, Dehnbostel, Holder.
Absent: Buisch and Payne
Also present: Manager Bob Johnson
2. Introduction of Guests: Bill Paul, Bob Clark, and Catherine Gouge (recording minutes)
3. Additions or Deletions to the Agenda:
Addition: 9. f. Discussion regarding Public Comments
4. Approval of March 2018 Meeting Minutes:
MOTION by King to accept the March 2018 Meeting Minutes with a correction to the time of the next meeting date to 7:00 pm. Supported by Holder.
All in favor. Motion carried.
5. Treasurer's Report
Dehnbostel gave the Treasurer's Report. She met with Baird Cotter and Bishop regarding the audit. She explained the changes they would like to make with the funds. Mike Cool will be coming to the next meeting.
MOTION by Dehnbostel to transfer \$80,000 from the T-Hangar Fund to the General Fund. Supported by Holder.
Discussion.
All in favor. Motion carried.

MOTION by Dehnbostel to adjust the 2018 Budget to put in \$280,000 receipt & expenditure for the grant and \$14,000 for local match. Supported by Osborn.
All in favor. Motion carried.

MOTION by Dehnbostel to adjust the 2018 Budget to put \$6,000 snowplowing fees in the T-Hangar fund. Supported by King.
Discussion.
All in favor. Motion carried.

Discussion regarding splitting the audit costs between the T-Hangar Fund and the General Fund. The board agreed to wait until the bill is received.

Dehnbostel also reviewed the Profit & Loss Budget vs. Actual report that was distributed.

6. Committee Reports

- a. Finance Committee: None - did not meet.
- b. Personnel Committee: None - did not meet.
- c. Facilities Committee: None - did not meet.
- d. By-Law Committee: None - did not meet.

7. President's Report: Hill reported that he had a pre-design meeting with the engineer and the state this morning. They discussed the fencing project that is scheduled for this year. The fencing project will include areas that are not presently fenced and other areas where the fencing is to be replaced. The swing gate will be replaced with a slide gate. There will be two electronic gates. The fencing and gates will help keep deer out of airport and provide convenience and better access around the buildings. Bids will start in June and the project will be done by November.

MOTION by Dehnbostel to approve Resolution 18-4, Authorize the WCAA president to sign State of Michigan (MDOT) Contract No. 2018-0389, (Federal Project #B-26-0015-2717) for perimeter fence and power gates. Supported by Holder.

Discussion.

All in favor. Motion carried.

8. Manager's Report

Johnson reported that the urinal has been replaced. He proposed to change the pay period in order to have the pay period end before Friday and have more time to get the payroll checks signed by the board before paying the employees on Friday. He proposed withholding one day per pay period to make an easier transition. The board discussed the proposal. It was agreed the manager will implement the transition.

MOTION by Osborn for the manager to complete the payroll transition by May 30th. Supported by King.

Discussion. Motion withdrawn by Osborn.

MOTION by Dehnbostel for the transition to be completed by May 31st. Supported by King.

Four in favor. Osborn opposed. Motion carried.

9. New Business

- a. Transfer funds from T-Hangar to General to be in compliance with State

Law.

See the Treasurer's Report for the discussion and motion.

b. Revise Vacation Policy to cover unused vacation.

Discussion. It was agreed that the board will leave it up to the manager to figure out and bring it to the board for discussion.

MOTION by Osborn to table the topic until next meeting. Supported by Holder.

All in favor. Motion carried.

c. Resolution 18-4 Fencing and Gates Project.

See the President's Report for the discussion and motion.

d. Pre order John Deere tractor.

Hill explained the trade in procedure for the John Deere tractor. This is done yearly and costs \$3000 per year. The cost has already been included in the budget.

MOTION by Holder to go forward with the pre-order of the John Deere tractor. Supported by King.

All in favor. Motion carried.

e. Withhold one day per pay period?

See the Manager's Report for the discussion and motion.

f. Discussion regarding Public Comments.

Holder proposed to move the public comments from #11 to after the approval of the minutes. Discussion. The board agreed to have additional public comments somewhere at the beginning of the meeting and look back at minutes in the past to see where the additional public comments were in the past.

10. Old Business:

a. Urinal replacement is done.

11. Public Comments

Bill Paul commented that the John Deere tractor expires April 17 - the decision is to be given to them by April 17. He added that paid vacation time is usually on the anniversary date, then on calendar date after that.

12. Members Comments

Osborn commented that he is still confused about the two accounts. He

would like to ask the finance director from the city to give advice and possibly have a meeting.

King commented that he agrees to keep things as simple as possible, but understands why there are the two funds.

Dehnbostel commented on the information in the agenda packet on the potential budget for the air race. The board discussed the need for the potential expenses as this is not really a spectator event and it is held during the week. Volunteer timers are needed. A porta-potty and canopy might be considered. A canopy could possibly be borrowed from the cemetery and a donation jar for possible contributions/donations could be set up.

13. Next Meeting date is May 9, 2018, at 7:00 p.m.

14. Adjournment

MOTION by King to adjourn at 8:29 pm. Supported by Dehnbostel.
All in favor. Motion carried.

Prepared by Catherine Gouge

Wexford County Airport Authority

Minutes

May 9th, 2018

1. Meeting was called to order at 7:05 pm by **Hill**
2. Introduction of guests: Representative from Baird, Cotter, and Bishop
3. Additions or deletions to the Agenda: None
4. Approval of May 9th, 2018 Meeting Minutes

Motion by: Dehnbostel to accept

Supported by: King

All in Favor of the motion and motion passes.

5. Treasurer's Report:

Representative from Bair, Cotter and Bishop gave an extensive presentation regarding the current audit along with recommendations that the Authority should make.

Discussion regarding the presentation.

Dehnbostel gave members findings on the budget.

6. Committee Reports:

Finance Committee-Did not meet

Personnel Committee-Did not meet

Facilities Committee- Did not meet

By-Law Committee-Did not meet

7. President's Report:

ALP must be updated when condition change better or worse.

Obstruction last updated in 2010, Consultant procurement can be pricey.

The Airport must have current ALP.

Inspection Report- Not completed.

Solometer & Transmitter: Total cost of \$32,000.00 with the Airport share to be \$3,200.00 One of two sites selected for replacement.

Fence, design and install to be in 2018, not 2018 and 2019.

8. Manager's Report:

Employee Vacation payout/employee back pay will be complete the end of May.

9. New Business:

A. Northern Pump Cost: Will check with additional vendors for cost comparison using current price for the replacement of fuel filters, and liability.

b. Price margin for fuel: \$4.34 to \$5.05 100% no lead

c. Airport pay for porta potties for Air Race?

d. Call in phone vote: Discussed

10. Old Business: None

11. Public Comments: None

12. Board Member Comments: None

13. Next Meeting: June 13th, 2018 @ 1800 hours

14. Meeting Adjourned at:



**MEETING MINUTES
THE CADILLAC HISTORIC DISTRICTS COMMISSION (HDC)
JUNE 11, 2018**

An official meeting was held on June 11, 2018 at the Cadillac Administrative Offices, 200 N. Lake Street, Cadillac, MI.

Roll Call

The meeting started at 5:03

Commission Members Present: Carder, Iehl, Dubravec, and Engels. Snider arrived at 5:13.

Absent: Birtles

Staff Present: Coy, Wallace

Approval of the June 11, 2018 Meeting Agenda

A motion was made by Engels, support by Iehl to approve the agenda. It was passed with unanimous support.

Public Comments

None

Approval of the August 14, 2017 Meeting Minutes

A motion was made by Iehl to approve the August 14, 2017 minutes. Support by Dubravec. Approval of the August 14, 2017 minutes passed with unanimous support.

New Business –

- a) **Update** on the remodeling, repairs, and changes to the Cobbs Mitchell Building. Carder turned the meeting over to Coy who introduced Robb Munger the new owner of the building. Coy included in the packet for the HDC an outline listing the various applications and permits Mr. Munger has submitted for the work to date (See attached). Using a power point presentation with pictures Mr. Munger discussed the changes, repairs, and refurbishing work completed and in process. He talked specifically about the engineering required for the heating, air-conditioning (HVAC) system. There was discussion about the windows Mr. Munger would like to install replacing the current metal clad, particle board windows on the second floor. The proposed windows have already been purchased. He thought SHPO and he were on the same page with the type and design. SHPO is requesting the windows be operational and the issue needs to be resolved as Mr. Munger is not planning to purchase 58 more new windows. A number of questions were asked and listed below are the answers.

Munger explained that that the plaster walls and ceilings were in many places beyond repair and drywall was installed over plaster walls.

Some additional landscaping will be done and he plans to include a hybrid Mackinaw Island flower

This is the first historic building Mr. Munger has purchased to remodel.

The exterior brick was cleaned, bleached, and then stained with a weather resistant sealer. Dubravec asked about an area on the north side that has damaged brick. Munger said there is additional brick that will be repaired and stained to match the surrounding color.

Carder asked about SHPO. Munger answered that SHPO wants the new windows to be operable.

Iehl asked if there are dual entry and exits on the building. Yes

Dubravec mentioned that possibly SHPO would consider window transoms as an alternative to purchasing new windows.

Carder asked how close the building is to occupancy. Munger said the engineering documents for the HVAC system needed to be redone to meet the mechanical inspector's request. Occupancy should be very soon after.

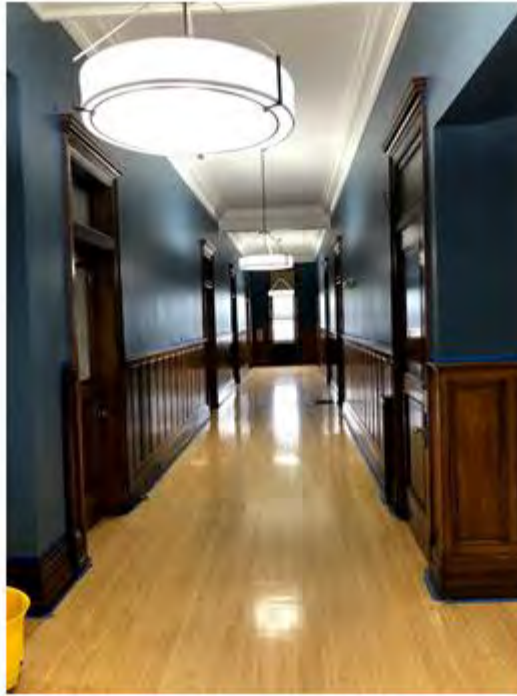
Mr. Munger hopes a compromise can be reached on the windows he purchased so he can install the new ones. Currently the particle board of the second floor windows will be replaced with particle board and broken window panes will be replaced with glass. He has already done this with some of the windows.

Dubravec asked which contractor has worked on the masonry as the HDC is often asked to recommend contractors who work on older structures. Mike Scheppers is the mason who he's used for this building. JNM did the plaster and drywall work. The owner of JNM is John Moore and he is located in Lake City. Both are local contractors.

Snider asked about the gutter system and Munger said it's an internal gutter system that when MDOT reroofed the building it then became obsolete.

Dubravec asked about the wallpaper. Munger said much of the interior office space wallpaper was salvaged. All the halls and ceilings have needed drywall as much of the peeling wallpaper had plaster and drywall falling off with the wallpaper attached. Shown on the wall screens was a picture of the finished second floor hallway.

Munger added that there are now two restrooms on the main floor and a mini-elevator for ADA accessibility.



Munger explained that a lot of the trim and crown molding was severely damaged and the contractor needed to dig and clean out the damage before repairing.

Dubravec brought up the white PVC vent pipes showing on the roof and asked if they could be wrapped in copper. SHPO suggested painting them grey.

Wallace spoke and said that the north side sidewalk in front of the building could change with the construction and development planned across Chapin Street at the former Oleson's site. Snider asked about the limestone wall and would that be affected. Munger said he plans to plant a vine type of plant to cover the wall which is short thus hiding the uneven and broken limestone surfaces on the top of the wall. Under the limestone cap are concrete blocks in most areas. SHPO asked if the wall could be dug out and reconstructed. Munger said the cost would be prohibitive. He added that it would be impossible to pass the extra costs of rebuilding the limestone wall and purchasing windows that SHPO is now asking for onto his tenant.

- b) **Work application for the construction of a four season room adding on to the rear of 311 East Harris Street.** 311 East Harris St. is owned by Michelle Carder, our Chairperson and her husband Mike. Michelle recused herself. She then described the proposed four season room they wish to add on along with planned repairs, and refurbishing they are planning for the home. They purchased the home in 2016. Coy put together a power point with the pictures and design for the new four season room submitted by the applicants. The State of Michigan Historic Survey considers this home a contributing structure adding to the historic integrity of the Courthouse Hill Historic District. It was built in 1903 in the Queen Anne architectural style.

Engels said she thinks the cement board exterior of the four season room does a nice job of matching the character and detail of the wood trim.

Dubravec asked about the windows. Carder feels they will fit well with the historic character of the original windows.

Engels said the planned design will not take anything away from this homes historic look. Dubravec added the design looks attractive.

A motion was made by Snider to approve the work application as is with no additional condition. Support by Iehl. The motion passed with unanimous support.

c) **Review and approval of the 2017 Courthouse Hill Historic District's Annual Report.**

Coy went over the Annual Report and mentioned how few work applications are coming before the HDC. There are a number of homes in the historic districts which are in need of significant repairs. He spent time going over the Activities Proposed for 2018 including the Certified Local Government application which SHPO received over a year ago and to date have not reviewed. He specifically mentioned that the activities proposed in the annual report on page 8 can be amended and updated at any time of the year. It does not have to only be on an annual basis. Coy also mentioned that Merrill Mattson with the Wexford County Historical Society has put together a number of displays in the City Hall lobby. These displays are popular and get quite a bit of attention from visitors to City Hall.

Motion was made by Dubravec to approve the 2017 Annual Report as is. Support from Snider. The motion passed with unanimous support.

d) **Election of officers for 2018** was discussed. Dubravec made a motion to nominate Carder as Chairperson, Iehl as Vice-Chair, and Snider as Secretary for 2018. Support by Engels. The motion passed with unanimous support.

Old Business

Dubravec spoke briefly about the street pavers and the extensive work it takes to remove concrete off of the old bricks the city can reuse. She mentioned the JC's and their volunteer work to remove concrete off pavers. She added it is exhausting work.

Open Discussion

Carder requested that our agenda include an open discussion about the possibility for the City of Cadillac to apply for status in the National Registry and to discuss the potential benefits in expanding the boundaries of the Courthouse Hill Historic District. She began the discussion. Michelle and her husband Mike owned a home in a large historic district at their previous address in California. Property values in the district generally were valued higher in the district than residential neighborhoods outside the district creating a demand for those homes. She feels that over time this would improve the property values in our older neighborhoods.

Many homes in our older neighborhoods are in serious need of repair. Remodeling according to our design guidelines could help property values .

Carder mentioned also possibly expanding the downtown into the Cobb Mitchell Historic District. Snider spoke and said when the historic districts were established the downtown business property owners were resistant to the downtown becoming a historic district and then needing to follow design standards.

Discussion followed on how to canvas the property owners in the areas to be considered for addition to the current district. A starting point mentioned is that the property surveys done prior to the current district include many properties not in the current district. Coy brought up a map of the neighborhoods that surround our current district that we believe property surveys were previously completed. Snider added that there are quite a few new property owners who if canvassed may be more receptive today.

Snider added that when the historic districts were established Wendy Moore did a tremendous amount of work and was the driving force to establish the Courthouse Hill Historic District.

Carder mentioned that if the National Registry is considered it would make sense to apply both nationally and at the state level at the same time. Dubravec added the importance of not letting things go backwards with respect to the protection of our historic buildings.

Tabled Items – None

Informational Items –

Commissioner Comments –

Dubravec who sits on the advisory board of the Wexford County Historical Museum spoke about repairs, refurbishing and updates coming in the future to the museum structure which is a historic former Carnegie Library building. Their fundraising goal is \$620,000 with \$260,000 currently raised. It includes plans to make the library ADA assessable with an elevator. This year the red slate on the front of the building and other masonry will be restored.

Engels volunteered to help put together a historic district newsletter this year.

Adjourn – The meeting ended at 6:41 pm,