



City Council Meeting

December 16, 2019

6:00 p.m.

Cadillac Municipal Complex

Council Chambers

200 N. Lake St.

Cadillac, MI 49601



December 16, 2019 City Council Meeting Agenda
6 p.m. at City Hall – 200 N. Lake St. – Cadillac, MI 49601

We are all accountable

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 December 2, 2019.
Support Document III-A

IV. COMMUNICATIONS

- A. Cadillac Area OASIS/FRC Polar Dip
Support Document IV-A

V. APPOINTMENTS

- A. Recommendation regarding reappointment to the Local Development Finance Authority.
Support Document V-A
- B. Recommendation regarding reappointment to the Local Development Finance Authority.
Support Document V-B

Cadillac City Council Agenda

December 16, 2019

Page 2

C. Recommendation regarding appointment to the Local Development Finance Authority.
Support Document V-C

D. Recommendation regarding appointment to the Local Development Finance Authority.
Support Document V-D

E. Recommendation regarding appointment to the Local Development Finance Authority.
Support Document V-E

VI. CITY MANAGER'S REPORT

A. Calendar Year 2020 Council Meeting Schedule.
Support Document VI-A

VII. INTRODUCTION OF ORDINANCES

A. Adopt resolution to introduce Ordinance to Amend Section 10-2 of the Cadillac City Code (Recreational Marihuana Establishments) and set a public hearing for January 21, 2020.
Support Document VII-A

B. Adopt resolution to introduce Ordinance to Amend Section 10-3 of the Cadillac City Code (Medical Marihuana Facilities) and set a public hearing for January 21, 2020.
Support Document VII-B

VIII. ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution Amending General Appropriations Act for Fiscal Year 2020.
Support Document VIII-A

IX. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Planning Commission
Support Document IX-A

B. Downtown Development Authority
Support Document IX-B

X. PUBLIC COMMENTS

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

XI. GOOD OF THE ORDER

XII. 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

December 2, 2019

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, Engels, Schippers, King, Mayor Filkins
Council Absent: None
Staff Present: Peccia, Ottjepka, Wallace, Wasson

APPROVAL OF AGENDA

2019-257 Approve agenda as presented.

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

Motion unanimously approved.

PUBLIC COMMENTS

Bryan Elenbaas complimented City staff on the Christmas lights.

Doreen Lanc, Cadillac Community Foundation, thanked Council Member Spoelman for her service to the City and to the Rotary Club.

CONSENT AGENDA

2019-258 Approve consent agenda as presented.

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

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Alliance for Economic Success Update

Lisa Leedy, Executive Director Alliance for Economic Success, presented information on the following topics: (see attachment)

- Mitchell Street Corridor Study

- MSHDA Neighborhood Improvement Grant with Wexford-Osceola Habitat for Humanity
- Retail/Restaurant Study
- Consumers Energy Foundation People Fund Application with Baker College and the Cadillac Area Human Resources Association (CAHRA)

Spoelman stated she likes what is being conceptualized for the Clam River at Mitchell Street.

ADOPTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt Resolution to Enter into Contract with the Michigan Department of Transportation for Trunkline Maintenance.

Peccia stated this is a standard 5-year contract that allows MDOT to reimburse the City for winter related maintenance of various portions of M-55 and US 131.

2019-259 Adopt Resolution to Enter into Contract with the MDOT for Trunkline Maintenance.

Motion was made by Spoelman and supported by Engels to adopt the Resolution to Enter into Contract with the Michigan Department of Transportation for Trunkline Maintenance.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

- A. Elected Officials Compensation Commission

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Schippers noted the Cadillac Mayor's Youth Council will be performing work on "Project Sticker Shock" which is a project they have adopted in collaboration with the Police Department. She stated they place stickers that remind people not to purchase alcoholic beverages for minors. She mentioned the tragic loss that occurred recently in the Pine River School District.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

WEXFORD-MISSAUKEE

Economic Development



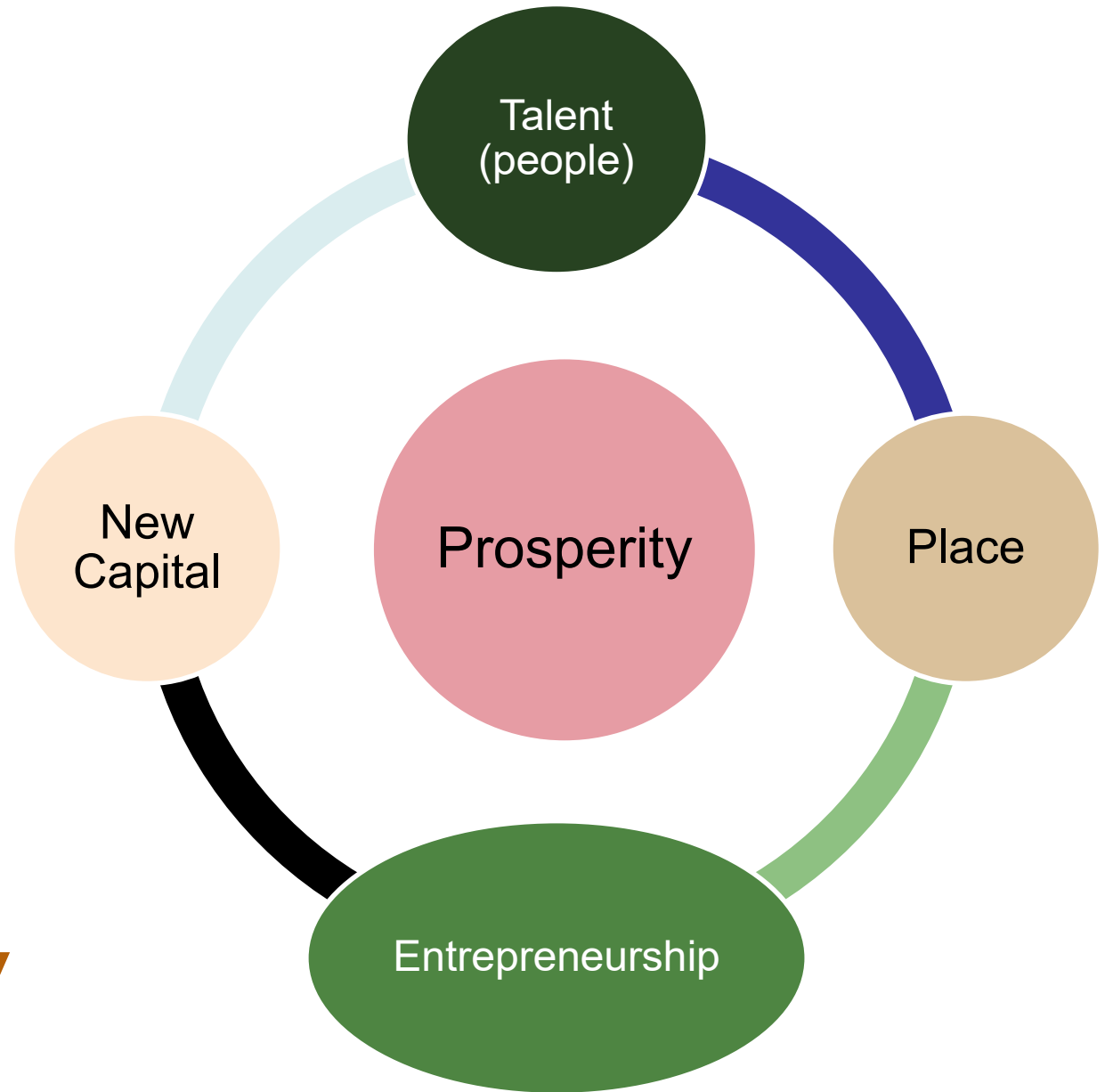
Who We Are

Local business leaders in the Wexford-Missaukee area created a collaborative body to facilitate economic development in 2017

- A fund was formed and held at the Community Foundation
- A list of priorities was developed
- AES was contracted to begin the work in 2017 for a 3 year trial to see what could be accomplished

The Goal: Prosperity

Factors of
Prosperity



Our Leadership Team

Jeremy Winkle, VanDries

Eric Baker, Wolverine Power

Kelly Smith, Baker College

Tonya Smith, Munson Healthcare

Pete Stalker, Mercantile Bank

Dan Minor, Cadillac Castings

Doug DeYoung, Consumers Energy

Local Work Partners

Doreen Lanc, Community
Foundation

Joy VanDrie, Visitor's Bureau

Cadillac Area Chamber of Commerce

Amy Gibbs, Habitat for Humanity

Marcus Peccia, City of Cadillac

John Wallace, City of Cadillac

Funders (2017-2019)

Baker College

Cadillac Casting Inc.

Cadillac Industrial Fund

Consumers Energy

Chemical Bank

Cadillac Chamber of Commerce

Wolverine Power

Munson Healthcare

VanDries Home Furnishings

Cadillac Downtown Fund

Rec Boating Holdings

Housing Study

Our first project in 2017 was to conduct a Housing Study

The study was provided to developers including those for Cadillac Castle and Cadillac Lofts resulting in **130 new housing units** in Cadillac.



A Housing Market
Analysis of
Wexford County

August 18, 2017



Prepared for:
Alliance for Economic Success
395 Third Street
Manistee, MI 49660

Prepared by:
Community Research Services, LLC
800 South US 27, #105
St. Johns, MI 48879
(517) 290-8116
kmurdock@cr-services.com



CADILLAC WEST

Partner

- Organize a partnership with the City, Robb Mungar, & Networks Northwest to share costs

Engage

- Engage nearly 150 people to develop a needs assessment and a Corridor Study was completed with action items

Action

- We have begun achieving the action items in the study.

Our leadership granted Boon Sports Management and Wexford County our staff's time and expertise to apply for capital improvement grants.

- DNR Passport Grant for the HVAC System
(awaiting notice if we are funded)
- Gerstacher Foundation for the Chiller System and HVAC System *(not funded)*



The Wex Grants





BUSINESS DEVELOPMENT

- SITE SELECTION PROCESS MARKETING VACANT COMMERCIAL SITES
- MARKETING WEXFORD-MISSAUKEE FOR LARGE INVESTMENT
ATTRACTION
- HAVE WORKED SPECIFICALLY WITH 2 NEW BUSINESSES
INTERESTED IN THE AREA



McAuley Children's Center



We connected the center owner to Munson Healthcare for the location and introduced the center owners to resources to help with capital needs, which resulted in new daycare spots for **76** children.



Impact of Child Care

“...for every additional federal dollar spent for child care subsidies to help parents work, there’s a \$3.80 increase in state economic activity.”

%) Women’s Labor
Participation

57.0%

Ranked 38

The Child Care as an industry employs an average of **559** direct workers in Michigan per county and **122** indirect jobs.

Planning & Design Recommendations

In order to move forward and execute the design considerations, there are a number of policy-related recommendations that can be implemented. As with the design considerations, these recommendations are framed within five key themes that are intended to contribute to the vitality and draw of the Mitchell Street Corridor.

The five themes are Streetscape, Visual Quality, Connectivity, Identity and Housing. Policy and implementation recommendations have been developed for each.



Streetscape—These recommendations are meant to improve the pedestrian experience within the project site. They are concerned with the walkability of the area, as well as its aesthetic appeal and overall sense of place.



Visual Quality—These recommendations focus on both natural and urban visual appearances. They address building appearances, infrastructure, landscaping and beautification practices.



Connectivity—These designs are focused on making it easier for residents and visitors to easily access the many natural and cultural amenities within the area. Similar to the streetscape recommendations, improved connectivity can make the corridor more pedestrian-oriented.



Identity—Identity recommendations aim to create a unified theme throughout the project site. These recommendations may highlight new development ideas, as well as preserve existing community features that reflect to the local character. Ultimately, they seek to create a shared sense of place through design practices.



Housing—Housing recommendations help meet the housing needs of a variety of demographics. They also promote non-motorized and public transportation options and can contribute to a greater sense of community.

Vision for Clam River

One important outcome of the process was re-imagining the use and function of a “daylighted” Clam River along the Mitchell St Corridor. This design concept can help the corridor work towards sustainability and resilience and help create a sense of place in the community. Below are descriptions of how this concept aligns with themes for the design considerations and recommendations.



Streetscape—This vision for the Clam River adds a new dimension to the area’s streetscape. This recommendation emphasizes this unique natural feature by making it part of the pedestrian experience.



Visual Quality—This plan improves the site’s visual quality by replacing part of a large parking lot with greenery and water. In addition, seating, paving and lighting all work to improve the overall visual quality.



Connectivity—This vision improves pedestrian connections to retail and points of interest along the corridor by making this busy intersection more walkable. It also enhances the White Pine Trail’s overall connectivity and user safety across Mitchell St, which promotes non-motorized transportation near the corridor.



Identity—This improved site would add to the area’s identity by creating a unique sense of place. The Clam River is a key asset for the community and should be highlighted as such.



Housing—Improvements to the Clam River’s accessibility would have a positive effect on nearby neighborhoods and may also promote demand for housing near the site.

Vision for Clam River

Mitchell Street:
Open up the
Clam River

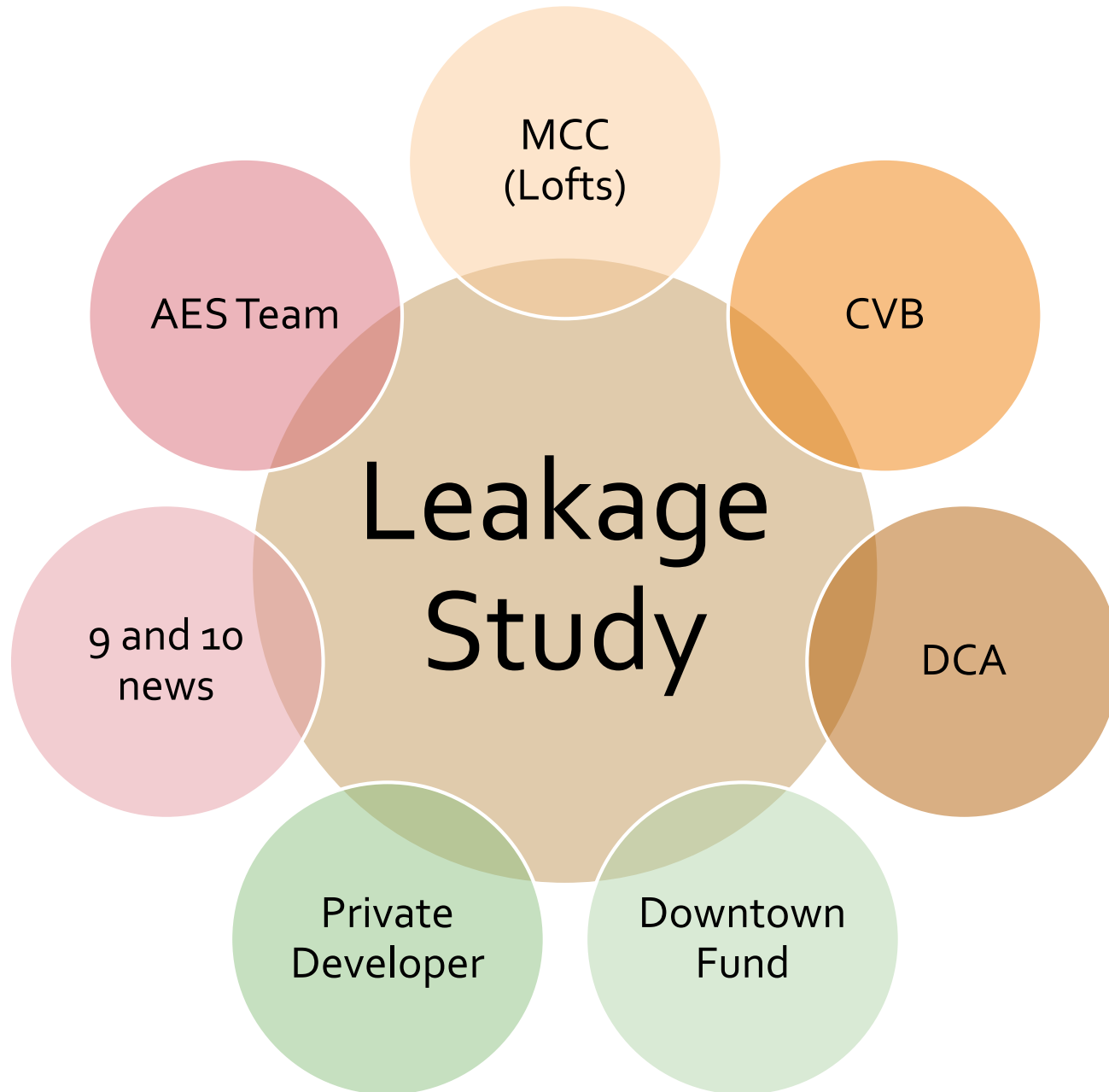




Mitchell Street Vision Community Input for Implementation Focus



See **Appendix C: Meeting Three Implementation Preferences** for more details.



Retail/Restaurant Leakage Study Partnership

Gibbs
Planning Group

Workplace Adaptability and Success Skills (Soft Skills Training)

One of 14 groups statewide invited to submit an application for **\$250,000** grant funding with Consumers Energy Foundation



**Baker
College**

Our
partners



MSHDA Neighborhood Improvement
Grant application submitted Dec 5 to
improve homes of income-eligible
applicants in Wexford County in
partnership with Habitat for Humanity

Our partner



Wexford-Osceola
Habitat
for Humanity®



Results of 3 years of partnering

Public, Private, and Non-profit

**\$19 million current
investment**



**\$8 million upcoming
future investment**

76 daycare spots



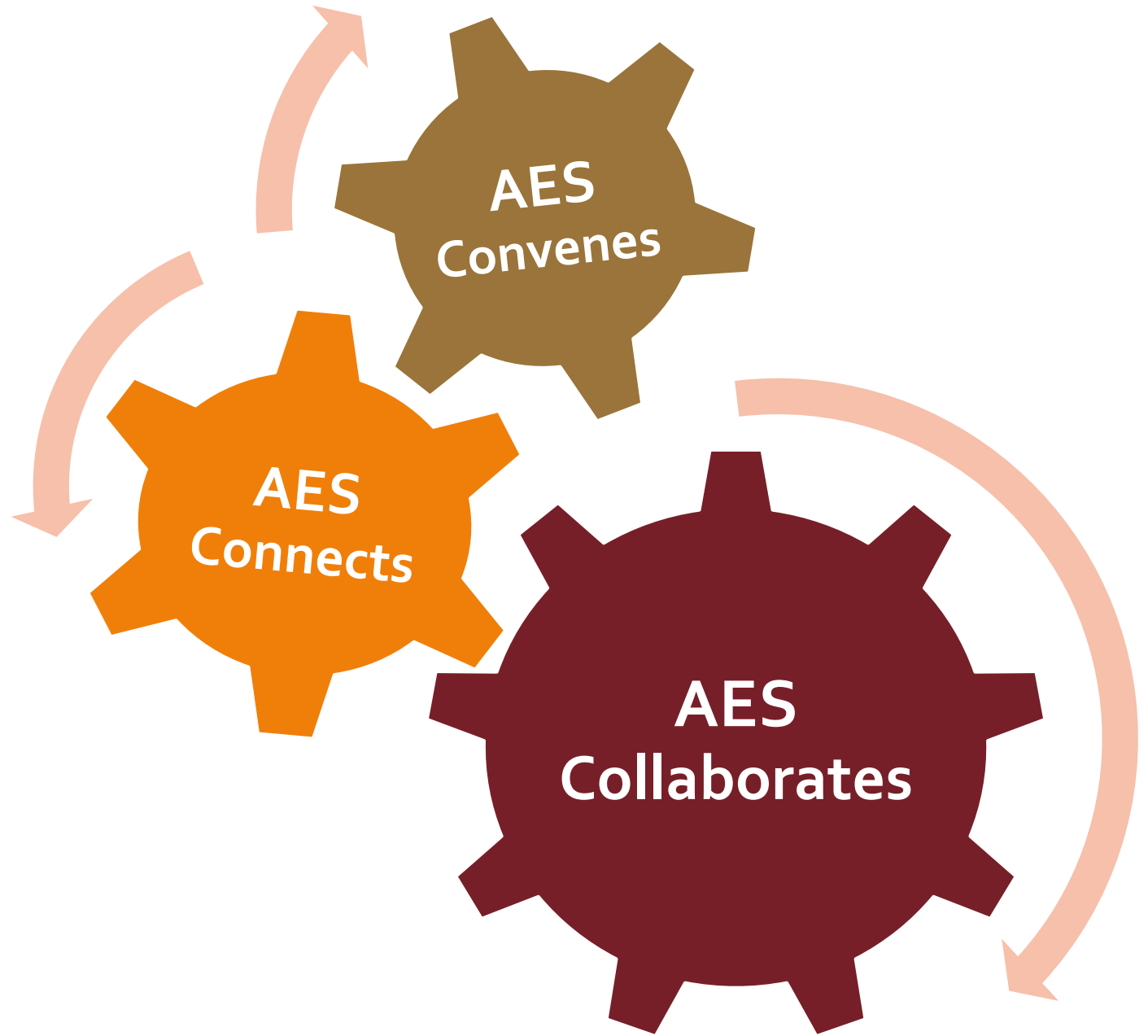
**Increase in labor
participation rate**

**42 housing units
under construction**



**88 housing units
planned beginning
2020**

All of our progress
was a result of
working together
with partner
agencies.





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

Today's Date 11/25/19

City Received Date

The Market at the Cadillac Commons Reservation Form

Event Cadillac Area OASIS/FRC Polar Dip Please Submit 60-days Prior to Event Date Feb 1, 2020

Special Requests: Please Circle

Electricity/Lights

Heat

Wind Screens

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 Market, 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. Any signage or decorations must be removed immediately following any event.
5. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
6. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
7. Quilted floor **MUST BE** protected at all times please make sure tables; chairs and etc. are equipped with rubber or felt protection.

Reservation Fees:

- Daily Rate (4 hours or more) \$100
- Hourly Rate (less than 4 hours) \$55 per hour
- Non-Profit Daily Rate (4 hours or more) \$50
- Non-Profit Hourly Rate (less than 4 hours) \$25 per hour

Reoccurring Events: Events that are a minimum of once a week, for four consecutive weeks or more

- Daily Rate of \$25:
- Non-Profit Daily Rate of \$15

All Fee options require a deposit of \$25 that will be applied to your total cost to hold your date(s), and would only be refunded if event was denied for any reason.

Market Hours 7:00 AM through 11:00 PM

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.

Amanda Sittima
Signature

Form must be mailed/emailed or delivered to Cadillac City Hall, Attention Events Coordinator at

200 N. Lake Street in Cadillac, MI 49601

jayla@cadillac-mi.net

Print Name _____ Total Fees Required: _____ Total Fees Paid: _____ Date ____/____/____



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

Today's Date 11/25/19

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request Cadillac Area OASIS/FRC Polar Dip

Contact Person Mandy Sikkema

Contact Phone 231-775-7299 Contact Email mandy.sikkema@cadillac-oasis-frc.org

Date: <u>2/1/20</u>		Street Closures	
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	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____AM/PM	Ending Time ____:____AM/PM	

Date <u>02/01/2020</u>		Parking Lot Closures	
Lot Location <u>Marketplace</u>	Street <u>W Cass St</u>	Nearest Cross Street <u>Mitchell St</u>	
	Beginning Time <u>9:00</u> AM/PM	Ending Time <u>4:00</u> 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	

North
lot in
Front of
Market

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 Amanda Sikkema Signature Amanda Sikkema Date 11/25/19

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

For Office Use Only

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

December 16, 2019

COUNCIL COMMUNICATION

Re: Reappointment of City Manager Marcus Peccia to a Four-Year Term on the Local Development Finance Authority (LDFA).

Historically, the City Manager has served on the Local Development Finance Authority.

Recommended Council Action:

Reappoint City Manager Marcus Peccia to a four-year term on the Local Development Finance Authority (LDFA), which will expire on December 16, 2023.

December 16, 2019

COUNCIL COMMUNICATION

Re: Reappointment of James Petersen to a Four-Year Term on the Local Development Finance Authority (LDFA).

James Petersen has expressed interest in being reappointed to the Local Development Finance Authority (LDFA). He has served on the LDFA since 1990.

Recommended Council Action:

Reappoint James Petersen to a four-year term on the Local Development Finance Authority (LDFA), which will expire on December 16, 2023.



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

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

Please print or type:

Name James Peterson Address [REDACTED]

Telephone: Home [REDACTED] Business/cell

E-mail [REDACTED] Date available for appointment

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.

Current LDFA member
Chamber
Rotary

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.

Community Pres of Chemical Bank
" " " Citizen "
B.S. from Western Michigan

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

Why do you have interest in serving on this board/commission/committee?

Current Member

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.

Current member

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

Signature

James Peters

Date

12-4-19

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.

December 16, 2019

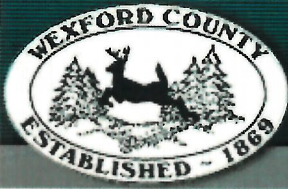
COUNCIL COMMUNICATION

Re: Appointment of Mike Bengelink to a Four-Year Term on the Local Development Finance Authority (LDFA) as the Wexford County Board of Commissioners Representative.

Mike Bengelink was appointed by the Wexford County Board of Commissioners to serve as a member of the Local Development Finance Authority (see attached letter).

Recommended Council Action:

Appoint Mike Bengelink to a four-year term on the Local Development Finance Authority (LDFA), which will expire on December 16, 2023.



WEXFORD COUNTY, MICHIGAN

Administration Office, 437 E. Division, Cadillac, MI 49601 231-779-9453 231-779-9745 FAX

December 6, 2019

Mr. Marcus Peccia
200 N. Lake St.
Cadillac, MI 49601

Dear Mr. Peccia:

At the December 4, 2019, meeting of the Wexford County Board of Commissioners, Commissioner Michael Bengelink was appointed as the 2019 Board Member to the City of Cadillac - LDFA. His contact information is below:

Michael Bengelink
437 E. Division
Cadillac, MI 49601
mbengelink@wexfordcounty.org

Please do not hesitate to contact me if I may be of further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Janet Koch".

Janet Koch
County Administrator

JK:njk

December 16, 2019

COUNCIL COMMUNICATION

Re: Appointment of Emily Kearney to a Four-Year Term on the Local Development Finance Authority (LDFA).

Emily Kearney has expressed interest in serving on the Local Development Finance Authority (LDFA). Emily Kearney is currently the CFO of the Cadillac Area Public Schools.

Recommended Council Action:

Appoint Emily Kearney to a four-year term on the Local Development Finance Authority (LDFA), which will expire on December 16, 2023.

December 16, 2019

COUNCIL COMMUNICATION

Re: Appointment of Mike Hamner to a Four-Year Term on the Local Development Finance Authority (LDFA).

Mike Hamner has expressed interest in serving on the Local Development Finance Authority (LDFA).

Recommended Council Action:

Appoint Mike Hamner to a four-year term on the Local Development Finance Authority (LDFA), which will expire on December 16, 2023.



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

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

Please print or type:

Name Mike Hamner Address [REDACTED]

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

E-mail [REDACTED] Date available for appointment 12/4/19

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.

CADILLAC INDUSTRIAL FUND - PRESIDENT
CADILLAC AREA INDUSTRIAL GROUP (CAIG) - MEMBER
MUNSON HOSPITAL CADILLAC - VICE CHAIR
BAKER COLLEGE BOARD OF REGENTS - MEMBER
PAST ED CHAMBER OF COMMERCE CADILLAC.
PAST MERCY HOSPITAL FINANCE COMMITTEE

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.

PLANT MANAGER & VP OPERATIONS AVON PROTECTION SYSTEMS
B.A. ENGINEERING FSU
M.B.A. LEADERSHIP BC.

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

Why do you have interest in serving on this board/commission/committee?

TO FURTHER DEVELOP CADILLAC ECONOMICALLY.

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

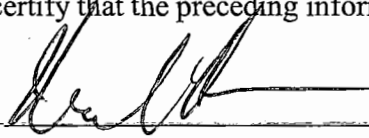
If yes, please indicate potential conflicts.

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



Date

12/4/19

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.

December 16, 2019

Council Communication

Re: Calendar Year 2020 Council Meeting Schedule

Pursuant to Article 3, Section 3.2 of the City Charter, the City Council shall meet at least one time per month on a regular day and hour to be established by the City Council.

In the past, the City Council has set its regular meeting schedule for two meetings per month that are held on the first and third Mondays at 6:00 p.m., unless the meeting day falls on or near a holiday or is the day before an election. In those instances when there is a conflict, the City Council has traditionally set its annual schedule in a manner to avoid the conflict by either not scheduling two regular meetings in that specific month, and/or by scheduling the meeting on an alternative day. Note, regardless of whether two regular meetings are scheduled monthly, or if in some months only one regular meeting is scheduled, the Council may call a special meeting anytime.

Recommended Action

It is recommended that the 2020 City Council Meeting Schedule be approved as follows:

Regular Council Meetings will be monthly on the first and third Mondays starting at 6:00 p.m. except for the following months-

- January – Schedule one regular meeting for the third Tuesday, January 21, 2020. Due to Christmas, New Years, and Martin Luther King Jr. holidays, City Offices are closed December 24, 25, and 31, 2019, and January 1, and 20, 2020 respectively. Additionally, it is common for staff to take vacation and/or personal time off during this timeframe.
- July – Schedule one regular meeting for the third Monday, July 20, 2020. Due to the proximity of Independence Day in the first week of the month, it is common for staff to take vacation and/or personal time off during this timeframe, even though the holiday is not on Monday.
- August – Schedule one regular meeting for the third Monday, August 17, 2020. Due to the Primary Election scheduled for Tuesday, August 4, 2020.
- September – Schedule the first meeting of the month for Tuesday, September 8, 2020. Due to City Offices being closed on September 7, 2020 for Labor Day.
- November – Schedule one regular meeting for the third Monday, November 16, 2020. Due to the General Election scheduled for Tuesday, November 3, 2020.

Should other elections be scheduled, a recommendation would come forward accordingly requesting the meeting prior be cancelled. Otherwise, as previously noted, all other regularly scheduled Council Meetings would be on the first and third Mondays of every month starting at 6 p.m. aside from the exceptions listed above or any special meetings that are called as needed.

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

RESOLUTION NO. 2019-____

**RESOLUTION AMENDING GENERAL APPROPRIATIONS ACT
FOR FISCAL YEAR 2020**

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 December, 2019, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the City adopted Ordinance No. 2019-04, Ordinance Adopting General Appropriations Act for Fiscal Year 2020 ("General Appropriations Ordinance") on May 20, 2019, which approved a general appropriations act for the 2020 fiscal year; and

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

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

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

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

1. The general appropriations act for the 2020 fiscal year is hereby amended in
the manner set forth in the attached Exhibit A, which is incorporated by reference.

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

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF WEXFORD)

I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and
complete copy of Resolution No. _____, duly adopted at a regular meeting of the
City Council held on the 16th day of December, 2019.

Sandra Wasson
Cadillac City Clerk

City of Cadillac

EXHIBIT A

Financial Services Department
FY2020 Budget Amendment #1
December 16, 2019

Current Budget	Amended Budget	Increase (Decrease)
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GENERAL FUND

Department: City Manager	\$305,500	\$315,600	\$10,100
Amended Line Items Detail			
Salaries and Wages	197,500	202,500	5,000
Travel and Education	7,000	11,500	4,500
Vehicle Allowance	4,200	4,800	600

Purpose: To appropriate additional funds based on City Manager compensation changes, and for additional travel and education costs for the City Manager and related staff.

Department: Police Department	\$2,122,500	\$2,152,500	\$30,000
Amended Line Items Detail			
Capital Outlay	35,000	65,000	30,000

Purpose: To appropriate funds for replacement vehicle for Police Captain. Current vehicle is former K-9 officer vehicle and is rusting apart and in need of significant repair. More cost effective to replace vehicle at this point.

Department: Parks	\$274,000	\$309,000	\$35,000
Amended Line Items Detail			
Salaries and Wages	47,000	82,000	35,000

Purpose: To appropriate funds for final benefit payout for retiring Parks and Cemetery superintendent; funds reserved for sick and vacation payouts will be utilized.

General Fund Summary	Prior Approved	Amended
Revenues	6,961,100	6,961,100
Expenditures	7,558,100	\$7,633,200
Revenues Over (Under) Expenditures	(\$597,000)	(\$672,100)

City of Cadillac

EXHIBIT A

Financial Services Department
FY2020 Budget Amendment #1
December 16, 2019

Current Budget	Amended Budget	Increase (Decrease)
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CEMETERY OPERATING FUND

Department: Revenue	\$116,000	\$126,000	\$10,000
Amended Line Items Detail			
Transfer In - Perpetual Care	0	10,000	10,000

Purpose: To recognize a transfer from the perpetual care fund to cover a portion of the costs of a new piece of equipment for cemetery maintenance, and for a sign update project.

Department: Cemetery	\$115,400	\$125,400	\$10,000
Amended Line Items Detail			
Operating Supplies	15,000	17,500	2,500
Capital Outlay	0	7,500	7,500

Purpose: To appropriate funds to cover a portion of the costs of a new piece of equipment for cemetery maintenance, and for a sign update project.

CEMETERY PERPETUAL CARE FUND

Department: Cemetery	\$500	\$10,500	\$10,000
Amended Line Items Detail			
Transfer Out	0	10,000	10,000

Purpose: To appropriate funds to transfer out to Cemetery Operating Fund to cover costs of a new piece of equipment for cemetery maintenance, and for a sign update project.

CADILLAC DEVELOPMENT FUND

Department: Community Development	\$0	\$30,000	\$30,000
Amended Line Items Detail			
Contractual Services	0	30,000	30,000

Purpose: To appropriate the use of economic development reserve funds on hand to cover the costs of a city-wide survey to determine eligibility for CDBG funds.

City of Cadillac

EXHIBIT A

Financial Services Department
FY2020 Budget Amendment #1
December 16, 2019

Current Budget	Amended Budget	Increase (Decrease)
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MITCHELL BENTLEY CLEANUP PROJECT FUND

Department: Revenue	\$0	\$1,000,000	\$1,000,000
Amended Line Items Detail			
State of Michigan	0	700,000	700,000
Loan Proceeds	0	300,000	300,000

Purpose: To recognize revenue related to grants and loans received from the Michigan Department of Environment, Great Lakes and Energy (EGLE) for the cleanup of the former Mitchell Bentley site.

Department: Construction	\$0	\$1,000,000	\$1,000,000
Amended Line Items Detail			
Contractual Services	0	160,000	160,000
Construction/Demolition	0	840,000	840,000

Purpose: To record project costs related to the clean up and site restoration activities at the former Mitchell Bentley site.

INDUSTRIAL PARK FUND

Department: Revenue	\$12,000	\$112,000	\$100,000
Amended Line Items Detail			
State of Michigan	0	100,000	100,000

Purpose: To recognize revenue pursuant to a grant awarded from the Michigan Economic Development Corporation for a Site Readiness Grant to be utilized for work in the industrial park.

Department: Administration	\$2,500	\$127,500	\$125,000
Amended Line Items Detail			
Contractual Services	0	125,000	125,000

Purpose: To appropriate funds to cover costs pursuant to a grant awarded from the Michigan Economic Development Corporation for a Site Readiness Grant to be utilized for work in the industrial park. Grant funds will cover \$100,000 and reserve funds on hand will be utilized for the local match of \$25,000.



**MEETING MINUTES
CADILLAC PLANNING COMMISSION
September 23, 2019 6:00 P.M.**

CALL TO ORDER

Chairman Putvin called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

MEMBERS PRESENT: Schultz, Bunce, Gregg, Fent, Putvin

STAFF PRESENT: Wallace, Peccia

APPROVAL OF AGENDA

Motion by Fent, supported by Bunce to approve the agenda for the September 23, 2019 meeting.
Motion passed unanimously.

PUBLIC COMMENTS: None.

**APPROVAL OF PLANNING COMMISSION MINUTES FROM JUNE 11, 2019
SPECIAL MEETING**

Motion by Putvin, supported by Fent to approve the minutes from June 11, 2019 special meeting.
Motion passed unanimously.

PUBLIC HEARINGS: None.

NEW BUSINESS – Discussion on marihuana regulations for the zoning ordinance.

City Manager Marcus Peccia began by stating that the objective at tonight's meeting is to set a public hearing and to get a good framework for the direction that the City Council has set. There will be a presentation by Mr. Wallace on both the medical and recreational sides and how it involves the Planning Commission after the City Council established the policy position of allowing for the City to issue licenses.

Wallace stated that the pathway to our mission was established in the adoption of two ordinances by the City Council and the ordinances outline what the City Council was willing to approve in the way of the various licenses. The Commission was provided with copies of the ordinances that have already been adopted to-date.

In an effort of simplicity, Wallace broke down various types of marihuana facilities, whether they would be in the medical or recreational side. Essentially there are growing operations, processing of the product, transporting of the product, and safety compliance or testing of product to meet various safety standards. The final piece would be the retailing.

Wallace brought to the Commission's attention the various categories that were established in the two ordinances. Those categories will become the basis for the proposals for how we zone these operations.

The growing operations would be allowed in the I-1 and I-2 Industrial zoning districts. The mid-level operations between growing and retailing, which are processing, transporting and safety compliance, would also be allowed in I-1 and I-2 districts. Retailing or provisioning would be allowed in portions of the B-2, B-3, and TS-2 zoning districts, though not 100% of the parcels located therein. Those allowed in the I-1 and I-2 zoning districts would be 100% of the parcels with the exception of those that might be eliminated because of our establishment separation distances.

The retailing or provisioning centers in the B-2 and B-3 zoning districts must have frontage on Mitchell Street or Paluster Street. No retailers would be located on the section of Mitchell Street between North Street and South Street unless they met one of two requirements as follows. The retailer must be located on an upper level or a subgrade level of the building and not on the ground level with the ground level being measured at the Mitchell Street level. The entrance for the retailer must face the alley located behind the building and not on Mitchell Street.

Retailing in the TS-2 zoning district would require frontage on M-115 or on M-55, except that no retailers could be located on any parcel with frontage on Lake Cadillac.

There will be a separation distance of 1000 feet from any public or private K-12 school, college, or university or a licensed child care center. A grower, processor or safety compliance establishment or micro business may not be located within 500 feet of any public building or property zoned residential or used for residential purposes. A retailing or provisioning center may not be located within 100 feet of any public building or property zoned residential or used for residential purposes. There would not be a minimum separation distance between any of the types of marihuana establishments or facilities. The separation distances are measured from the nearest edges of the two parcels involved with the exception of the 100 feet standard, which is measured from the closest point of the two buildings involved.

There will be zero designated consumption establishments as part of any of these zoning regulations. There will be zero temporary marihuana events.

Special Use Permit issued will be unique and specific to the applicant and will not run with the land. A special use permit may be transferred to another marihuana establishment only with City approval and subject to Section 10.2-04 of the City Code.

Operational and design characteristics were not discussed in great detail, but we have tried to capture commonplace standards with respect to the operational characteristics and provided for a

relatively high quality of new construction for marihuana establishments with respect to the exterior design of the buildings.

Peccia asked the Commission to consider a special meeting date for the public hearings in order to meet the City Council's established starting date of December 9, 2019.

Commission members briefly discussed the ordinance information that was provided to them. They briefly reviewed the scoring process that will be used when issuing licenses.

Motion by Gregg, seconded by Bunce to set a special Planning Commission meeting date of Monday, October 14, 2019 at 6:00 p.m. for the purposes of hosting two public hearings regarding the medical and recreational marihuana zoning amendments provided there is a quorum. Motion passed unanimously.

More details will be given at the special meeting regarding operational and design characteristics and a map will be developed and distributed which will show spatial separation distances.

OLD BUSINESS – None.

BOARD MEMBERS COMMENTS – None.

COMMUNICATIONS – None.

PUBLIC COMMENTS – Tom Krauss, real estate broker from Traverse City, addressed the Commission. He asked if a lottery system would be used to select locations. Peccia said it will be a competitive process on a point-based system. Mr. Krauss wished the City well in this process.

OTHER BUSINESS – None.

ADJOURN – There being no additional business, Putvin adjourned the meeting at 6:45 p.m.

Minutes
Downtown Development Authority (DDA)
Business Improvement District (BID) Board
Regular Meeting
September 25, 2019

A regular meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board was held on Wednesday, September 25, 2019 in the Municipal Complex Conference Room, 200 N. Lake St., Cadillac, Michigan.

MEMBERS PRESENT: Barnes, Bosscher, Cinco, Coffey, Crawley, Huckle, LeVand, Swanson

STAFF PRESENT: Wallace, Coy, Cornell

GUEST: Mac McClelland, Otwell Mawby, PC

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

MINUTES/REPORTS

Motion by Cinco, seconded by Huckle to approve the minutes from 7/31/19. Motion passed unanimously.

Treasurer's Report. Owen Roberts will be asked to cover this.

COMMITTEE REPORT:

Item C under Old Business (update from Parking Lot subcommittee) will be moved up to the Committee Report/Update section on the agenda.

Parking Lot – The subcommittee met on 8/21/19. A proposal had been submitted to the City for a parking study, which would cost \$20,000 to \$25,000. Wallace will forward a copy of the proposal to the DDA members. We need to determine to what degree and if there is a parking problem and if we want to invest in a parking study or invest in a solution to create more parking. It was suggested that a survey be sent out, electronically as well as paper, to commercial entities in the core downtown to get input from a customer perspective and employee perspective of any parking issues and possibly solicit help from the DCA to encourage their members to participate in the survey. Wallace will prepare a draft survey.

Administrative – Boundary expansion ongoing. Wallace is working on setting up a redevelopment district essentially for the entire Mitchell Street corridor to open up the door for financial assistance for rehabilitating and upgrading facilities. This district will have a large correlation between the DDA district but does not have to be identical.

OLD BUSINESS

- A. Update on former Better Bodies façade.** Wallace was informed by Mr. Munger that he has received financing through a non-participating institution so he will forego the façade loan approval granted by the DDA.
- B. Update on sidewalk cafes.** Coy reported that an MDOT sidewalk café permit is not required at this time, although this may change in the future. This is provided that the business puts table and chairs near the building (with 5-foot clearance for pedestrian traffic), wait staff does not go outside to take orders, and that no alcohol is being served. A suggestion was made to post on the City's website a statement directing those interested in a sidewalk café to contact the City for information. Parklets were not discussed with MDOT. Wallace will follow up on this.

UPDATE ON PARKING LOTS: Owen Roberts addressed the Board.

Roberts stated that it is the Business Improvement District (BID) Board that sets the assessment and was created to be essentially the same board as the DDA because of the tie with the DDA. Any action taken will be by the BID Board.

Roberts reported that this was not sent out in a competitive bidding manner. Quotes had been obtained by Ken Payne. We can get a few lots done for \$18,000 to \$20,000 and Payne is supportive of having the work done yet this fall, weather permitting. The work would include crack filling and sealing; restriping may be held until Spring.

The BID would need to waive the requirement to do competitive bidding and then award the quote from Asphalt Armor, LLC. We will ask them to honor their quote if the work cannot be done until the spring.

Motion by Cinco, seconded by Bosscher to waive the formal competitive bidding process. Motion passed unanimously.

Motion by Cinco, seconded by Bosscher to award up to \$20,000 to Asphalt Armor, LLC for sealing of Lots W-2, W-1 and E-1. Motion passed unanimously.

A brief comment was made by Roberts on the Treasurer's report. He reported that July 1 was tax billing season so we see 80-90% of the revenue of the DDA millage is collected in July and August, so that will slow down.

NEW BUSINESS – Interlocal agreement Northwood Hotel, 101 Harris.

Mac McClelland, Brownfield consultant, addressed the Board. He reviewed his memorandum dated September 22, 2019 regarding the 101 Harris Brownfield Plan.

LeVand asked if the assessment we are receiving now would continue and that it will be just the increased value we will not get until this is paid off. McClelland answered yes and that we will know after the project is on-line and after the improvements are made and assessed what the increase in value is. We will know what the eligible activity obligations are and have a much better picture of the timeframe when it will be paid off.

LeVand asked for a report on previously approved interlocal agreements. McClelland said such projects are reported to the State and that he can put together some information.

Motion by Barnes, supported by Huckle to authorize the Chair to sign the Interlocal Agreement between the Cadillac Downtown Development Authority and the Cadillac Brownfield Redevelopment Authority to transfer local tax capture to the CBRA for reimbursement of approved Brownfield Eligible Activities as described in the proposed Brownfield Plan for the redevelopment of the former Northwood Hotel, known as the 101 Harris Project. Motion passed unanimously.

Meeting adjourned at 8:45 a.m.