



City Council Meeting

May 4, 2020

6:00 p.m.

By Remote Electronic Participation

Cadillac Municipal Complex

200 N. Lake St.

Cadillac, MI 49601



May 4, 2020 City Council Meeting Agenda
6 p.m. by Remote Electronic Participation
200 N. Lake St. – Cadillac, MI 49601

We are continuous learners

CALL TO ORDER
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 April 20, 2020.

Support Document III-A

IV. CITY MANAGER'S REPORT

A. COVID-19 Update

B. Bids and recommendation regarding W. Mason Street & W. Bremer Street Improvement Project.

Support Document IV-B

V. INTRODUCTION OF ORDINANCES AND RESOLUTIONS

A. Adopt resolution to introduce Ordinance Establishing General Appropriations Act for Fiscal Year 2021 and set a public hearing for May 18, 2020.

Support Document V-A

Cadillac City Council Agenda

May 4, 2020

Page 2

- B. Adopt resolution to introduce Ordinance to Amend Section 42-201 and 42-202(3) of Chapter 42 of the Cadillac City Code to Increase Water Rates in the City of Cadillac 7.5% and set a public hearing for May 18, 2020.

Support Document V-B

- C. Adopt resolution to introduce Ordinance to Amend Section 42-374 of Chapter 42 of the Cadillac City Code to Increase Sewer Rates in the City of Cadillac 5% and set a public hearing for May 18, 2020.

Support Document V-C

VI. TABLED ITEMS

- A. Rotary Pavilion Sign Upgrade

Support Document VI-A

VII. PUBLIC COMMENTS

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

VIII. GOOD OF THE ORDER

IX. ADJOURNMENT

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

Respect

Integrity

Trust

Excellence

Guiding Behaviors

We support each other in serving our community

We communicate openly, honestly, respectfully, and directly

We are fully present

We are all accountable

We trust and assume goodness in intentions

We are continuous learners

CITY COUNCIL MEETING MINUTES

April 20, 2020

By Remote Electronic Participation
200 N. Lake St. - Cadillac, Michigan 49601

CALL TO ORDER

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

ROLL CALL

Council Present: Elenbaas, Schippers, Engels, King, Mayor Filkins
Council Absent: None
Staff Present: Peccia, Roberts, Wallace, Dietlin, Ottjepka, Coy, Payne, Homier, Wasson

APPROVAL OF AGENDA

2020-059 Approve agenda as presented.

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

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2020-060 Approve consent agenda as presented.

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

Motion unanimously approved.

PUBLIC HEARINGS

- A. Public hearing to consider approval of the Fiscal Year 2021-2026 Capital Improvement Program.

City Manager Peccia noted we all recognize that we are still in the midst of the global COVID-19 pandemic. He stated that while there is a lot of unknown at this time, we are coming off a very solid year, economically speaking. He noted we have the ability to change our financial planning documents on an as needed basis.

Owen Roberts, Director of Finance, presented highlights of the 6-Year Capital Improvement Program for 2021-2026 (see attachment).

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

2020-061 Approve FY2021-2026 Capital Improvement Program.

Motion was made by Engels and supported by Elenbaas to approve the Fiscal Year 2021-2026 Capital Improvement Program as presented.

Motion unanimously approved.

B. Public hearing to discuss the 2020/2021 Annual Operating Budget.

Roberts presented highlights of 2020/2021 Annual Operating Budget (see attachment).

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

There was no further City Council action required at this time.

PROCLAMATION

A. Mayor Filkins read the Arbor Day Proclamation.

CITY MANAGER'S REPORT

A. COVID-19 Update

City Manager Peccia provided a COVID-19 operational update. He noted the residential curbside yard waste collection program is underway again and should be following its normal schedule this week. He stated the collection of bulk waste items, such as mattresses or other large items, is still temporarily suspended. He stated City offices are still closed in terms of physical public access to the facilities. He noted under the News & Announcements section of the City's website at www.cadillac-mi.net there is a picture of the Drop Box located in the City's main parking lot that can be used to deposit utility bills, applications, and other documents.

Peccia noted the finance department has just completed the transition to an upgraded payment platform for the online payment of City water, taxes, and other business licensing bills and invoices. He stated the new system has some advanced capability that allows people to sign up for recurring payments, receive an electronic bill, and manage their own payment options with their appropriate user credentials. He noted there was no additional cost to the City to move forward with the upgrade. He stated the upgrade also offers the ability for customers to pay electronically with an eCheck with no cost to the user. He stated much appreciation goes to the finance department, especially Keri Smith, Carol Pacella, and Owen

Roberts for leading the way in this upgrade.

Peccia noted the required COVID-19 Preparedness and Response Plan is posted on the City's website under the heading City of Cadillac's COVID-19 Operational Response & Information. He stated additional information under this heading will advise people how they can conduct business with the City during this time and also has links to more detailed information about COVID-19 and how to access available programs.

Peccia stated the Cadillac Visitors Bureau has information regarding COVID-19 Area Resources available on their website at www.cadillacmichigan.com/covidupdates.

Peccia summarized the current COVID-19 update provided by District Health Department #10. He noted additional information can be found on their website at www.dhd10.org.

ADOPTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt Resolution for the Cadillac Lofts Brownfield Plan Amendment and set a public hearing for May 18, 2020.

Mac McClelland, Brownfield Authority Consultant, noted the purpose of the amendment is to increase the budget for public infrastructure improvements due to a lack of availability of Community Development Block Grant (CDBG) funding. He noted the original plan included an allocation to match a proposed CDBG grant for improvements to Mitchell, Cass, Chapin, and Shelby Streets and parking improvements. He stated those dollars would then be reimbursed from state and local capture from increased taxes generated by Cadillac Lofts.

McClelland stated the process to conduct a survey to update the eligibility of the City for CDBG grants has been put on hold due to the current situation. He noted there are some improvements that need to occur as part of Phase One, specifically Shelby Street improvements. He stated this amendment would allow those infrastructure improvements to move forward.

King asked if there is any reason we couldn't wait to amend the brownfield plan until we know whether or not the grants funds are going to be available once it opens up again.

McClelland stated one of the reasons to initiate the plan now is because expenditures may need to be made this summer in order for Cadillac Lofts to be open and available. He noted it is always a difficult challenge to go back and amend those plans if there are expenditures on behalf of the City that have to be made at this point. He stated if the dollars come in and are available, then we won't access any of these dollars under the plan.

King stated he is concerned because this is a private developer and we are doing this through public funding. He noted he is worried about the City taking too prominent a financial position in a private developer.

McClelland stated it is a relatively small amount of the overall project and all of those revenues are coming from the private development through the tax dollars. He noted some of the public infrastructure improvements are necessary whether the project was happening or not.

King asked if any other brownfield development plans were for twenty (20) years. He stated he was uncomfortable going for as long as twenty (20) years with a private development plan and is really nervous now without the grant.

McClelland stated he doesn't believe any of the prior brownfield development plans were for twenty (20) years because they didn't include any public expenditures. He noted many communities, if they look at just private expenditures, want to get those dollars back into the taxing jurisdictions as soon as possible but if public improvements are added many communities are willing to extend the time frame because there is a direct public benefit. He stated there is a large amount of public improvements that will be paid for by the project itself.

2020-062 Set public hearing for Cadillac Lofts Brownfield Plan Amendment.

Motion was made by Engels and supported by Elenbaas to adopt the Resolution for the Cadillac Lofts Brownfield Plan Amendment and set a public hearing for May 18, 2020.

Ayes: Elenbaas, Schippers, Engels, Mayor Filkins

Nays: King

Motion carried.

B. Adopt Resolution Approving Amendment to Sketch Plan for Teri-Dee (Cadillac Junction).

Peccia stated the proposed amendment to the Sketch Plan for Cadillac Junction was recommended by the Joint Planning Commission.

John Wallace, Community Development Director, stated this is a relatively simple change to the original Sketch Plan that was approved in 2016. He stated the amendment involves expanding the right-of-way on Teri-Dee Boulevard from 86 feet to 92 feet to the end of the development sites in the project. He noted the reason for the expansion is some forward-looking thoughts on what may occur in the Cadillac Investment Property. He stated there has been a name change from Teri-Dee Court to Carl Lane. He noted the right-of-way on this road would be moving 50-60 feet to the south and expanding from 66 feet to 80 feet because they are looking at a potential development that would require more property on the north side of Carl Lane.

2020-063 Approve Amendment to Sketch Plan for Teri-Dee (Cadillac Junction).

Motion was made by King and supported by Elenbaas to adopt the Resolution Approving Amendment to Sketch Plan for Teri-Dee (Cadillac Junction).

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Joint Planning Commission

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

There were no comments.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk



6-Year Capital Improvement Program 2021-2026

2021-2026 CAPITAL IMPROVEMENT PROGRAM

Introductory Information

What's the purpose?

- Planning
- Project Coordination
- Public Input and Communication

Is this required?

- No!
- Council approves, but does not appropriate funds at this point

How often is it updated?

- Annually as an early stage of the budget process

2021-2026 CAPITAL IMPROVEMENT PROGRAM

Introductory Information

How is a 'capital project' defined?

- An asset/project that costs in excess of \$7,500 with a useful life of more than one (1) year

How are projects identified?

- Departmental Requests
- City Council priorities
- Community Needs
- Grants

2021-2026 CAPITAL IMPROVEMENT PROGRAM

Program Overview

Program identifies 159 projects costing **\$23,641,500** in capital projects for the next six (6) fiscal years.

TYPE	COST	#
Building	\$1,118,000	(13)
Utilities Infrastructure	12,009,000	(27)
Streets and Sidewalks	5,312,000	(35)
Technology, Vehicles and Equipment	3,935,000	(73)
Recreation	627,500	(9)
Industrial Park Expansion	640,000	(2)
TOTAL	\$23,641,500	(159)

2021-2026 CAPITAL IMPROVEMENT PROGRAM

Project Highlights

Street Infrastructure project schedule – YEAR 1:

MAJOR STREETS

- Chestnut Street (*Linden to Leeson*) - \$700,000

LOCAL STREETS

- Evert Street (*Cedar to Lester*) - \$179,000
- Stimson Street (*Carmel to East end*) - \$109,000
- Street Signs - \$7,500

Years 2-6: \$3,611,500 (23 additional projects)

2021-2026 CAPITAL IMPROVEMENT PROGRAM

Project Highlights

UTILITIES INFRASTRUCTURE: 27 projects; \$12,009,000

- **Well Field** – \$9,000,000; *Status: currently finalizing funding application to EGLE Drinking Water Revolving fund; funding could be available by this fall;*
- **Sewer Lining** – 2 projects in years 5/6 - \$500,000; *Justification: less costly than replacement; extends useful life of existing sewer mains;*
- **Other Infrastructure Projects** – \$2,509,000; *Justification: Water/sewer mains replaced when streets are torn up;*

2021-2026 CAPITAL IMPROVEMENT PROGRAM

Project Highlights

HEAVY EQUIPMENT: 7 purchases; \$1,445,000

- **Plow Truck (Y1)** - \$160,000; Last of five (5) front-line truck replacements
- **Aerial Truck Overhaul (Y3)** - \$250,000; 25-year old ladder truck; refurbish and rebuild; replacement cost could be up to \$1.75 million; refurb extends life up to ten years;
- **Backhoe (Y4)** - \$110,000; replace 20-year old unit at end of its useful life
- **New Fire Truck (Y6)** - \$600,000; replacement

2021-2026 CAPITAL IMPROVEMENT PROGRAM

Project Highlights

OTHER PROJECT HIGHLIGHTS:

- **Police Patrol Vehicles (Y1,2,4,5)** – Transition to SUV, utility-type; 8 total vehicles in fleet; 5 patrol
- **Playground Equipment (Y2,5)** - \$75,000 total; important to inspect equipment for safety, replace as needed;
- **IT Computer Replacement (All)** - \$20,000 per year can replace 12-15 computers; helps keep necessary investment manageable each year; computers on 5-year replacement schedule;

2021-2026 CAPITAL IMPROVEMENT PROGRAM

Closing Thoughts

- Impact of pandemic on financial reserves and operational revenues;
- Impact on timing of capital investment and availability of capital dollars;

2021-2026 CAPITAL IMPROVEMENT PROGRAM

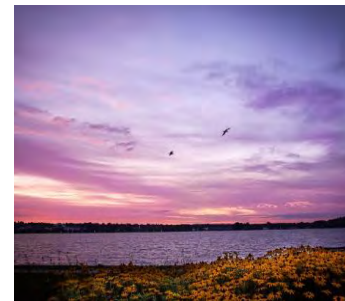
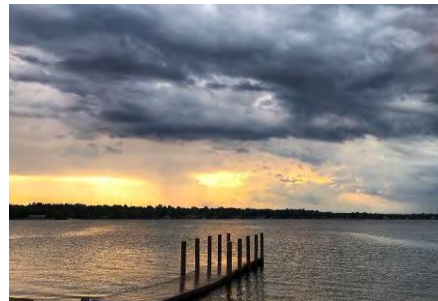
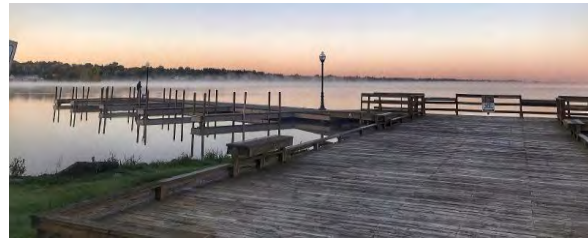
Recommended Council Action

- Again – CIP is not required by City Charter or Ordinance;
- Requesting Council approval for program
- Approves program as a plan but does not appropriate funds;

QUESTIONS?



2020/2021 ANNUAL OPERATING BUDGET



Public Hearing Presentation
April 20, 2020

Required by Charter

- Budget to City Council by April 1 **(Section 10.2)**
- Public Hearing – public hearing in ‘...second half of month of April... ’ **(Section 10.3)**
- Budget Adoption - ‘Not before the 10th day of May, nor later than the last day in May each year...’ **(Section 10.4)**

Note: per Section 5.6(b)(5), appropriating funds requires the affirmative vote of four or more members of the Council.

- Budget Amendments – Budget ordinance grants authority to amend the budget when necessary by resolution

BUDGET OVERVIEW



2020/2021 ANNUAL OPERATING BUDGET



For the Fiscal Year Beginning
July 1, 2020 and Ending
June 30, 2021

Total Revenue – All Funds: **\$22,507,800**

Total Spending – All Funds: **\$19,994,300**

Revenue over spending: **\$2,513,700**

Additional revenue provided via issuance of street improvement bonds; Will be spent down over three (3) years;

REVENUE SUMMARY



Taxes	4,313,000	19%
Intergovernmental	4,024,700	18%
Charges For Services	5,694,100	25%
Other	457,000	2%
Other Financing Sources	1,042,500	5%
Street Improvement Bonds	3,500,000	16%
Local Funds	2,004,500	9%
Rental	797,000	4%
Interest Income	675,000	3%
Total	22,507,800	100%

PROPERTY TAXES AND MILLAGE RATES



Ad Valorem Millages

	Rate	Gross Levy
City Operating	13.7774	\$3,292,545
Police and Fire Retirement	2.6000	621,381
	16.3774	\$3,913,926

Notes:

- Millage rolled back for second time in three years due to Headlee Amendment; current rollback from 13.9166 mills to 13.7774 mills (1%).
- Also **1.9548 mills** levied on downtown properties only, to support the operating activities of the Downtown Development Authority
- Portion of each tax levy captured by several authorities

USER CHARGES – Trash/Recycling



Refuse and Recycling Monthly User Charges

- **Refuse** (Republic Services): ↑ \$0.27 (2.6%)
- **Recycling** (Ms. Green): ↓ \$0.03 (1.2%)
- **Total Monthly Increase:** ↑ \$0.24 (\$2.88 total for the year)
- **Monthly bill:** \$11.47 (refuse), \$2.55 (recycling), \$14.02 total
- Based solely on contractual adjustments primarily from inflationary indexes.
- Directly passed through to haulers.
- Current contracts expire June 30, 2022.
- *Residential customers only*

USER CHARGES – Water/Sewer Rates



Water and Sewer User Charges

- Average Residential Monthly Bill ↑ ~\$2.76 (↑5.98%)
- Sewer: ↑ \$1.45/month (5%)
- Water: ↑ \$1.31/month (7.5%)
- *Based on average residential customer*
- Justification:
 - Well Field (\$9 million)
 - Ongoing capital investment
 - Baker Tilly Analysis/City projections

EXPENDITURE OVERVIEW



Continued investment in most critical core services.

FY2021: July 1, 2020 through June 30, 2021

- Total Budget: **\$19.994 million** in spending across all funds
- Investments in Core Public Services:
 - Public Safety: **\$3,692,400 (18.5%)**
 - DPW/Street Maintenance: **\$2,614,300 (13.1%)**
(including \$995,500 in street reconstruction)
 - Recreation (primarily parks/lakefront): **\$291,800 (1.5%)**
 - Economic Development: **\$218,400 (1.1%)**
 - Water/Wastewater: **\$4,421,730 (22%)**

GENERAL FUND HIGHLIGHTS



Balanced budget – no planned use of Fund Balance

Total Expenditures: \$7,158,200

- No change in staffing; Wages/Benefits 65% of total budget
- Proposed Capital - \$157,000:
 - Generator Replacement - \$50,000
 - Staff Car - \$27,000
 - Police Patrol Vehicle - \$40,000
 - Police Protection Equipment - \$15,000
 - Parks and Rec (Lighting, Shoreline, Mower) - \$25,000

WATER AND SEWER FUND HIGHLIGHTS



Planned positive results of \$25,270

Total Expenditures: \$4,414,700

- No change in staffing; Wages/Benefits 38% of total budget
- 5-Year Projections show current rate plan provides sufficient revenue to fund maintenance activities; need to address shortfall for capital investment
- Watching usage and billings very closely

STREET MAINTENANCE ACTIVITIES



\$2.6 Million combined spending

\$1 million for Construction

- Chestnut Street - **\$700,000**
- Stimson Street - **\$180,000**
- Evert Street - **\$109,000**
- Signs – **\$7,500**

Debt Service – \$160,000

Construction funded with Street Improvement Bonds,
Remainder is from MVHF (\$1.4 million); Trunkline
reimbursement (\$223,700); General Fund (\$60,000)

TRANSPARENCY IN BUDGET PROCESS



Public Meetings

- ✓ Work Session 4/6/2020
- ✓ Public Hearing 4/20/2020
- ✓ Introduce General Appropriations Ordinance 5/4/2020
- ✓ Public Hearing/Approve General Appropriations Ordinance 5/18/2020

Budget available for public review and input

- ✓ City Clerk's Office
- ✓ www.cadillac-mi.net/FY2021Budget

Next Steps

City Council consider budget for adoption on May 18, 2020

- ✓ Ongoing opportunities to have additional budget discussions prior to adoption.
(Owen Roberts; 231.779.7333)
oroberts@cadillac-mi.net
- ✓ Changes/adjustments can be made up through adoption.
- ✓ Additional public hearing to adopt budget via ordinance.

May 4, 2020

Council Communication

RE: W. Mason Street & W. Bremer Street Improvements

The work includes the following approximate quantities of major items:

4,800 Syd Aggregate Base
700 Lft Storm Sewer
800 Ton HMA, 4E1
750 Lft Water Main
270 Lft San. Sewer

On April 27, 2020 the City of Cadillac held a bid opening on the above referenced project. The following bids were received:

Contractor	Bid
CJ's Excavating, Inc. Cadillac, MI	\$622,258.84
Pete's Contracting, Inc. Falmouth, MI	\$623,769.71
Crawford Contracting, Inc. Mt. Pleasant, MI	\$806,234.24

Recommended Action

It is recommended that the contract for the W. Mason Street & W. Bremer Street Improvement Project be awarded to CJ's Excavating, Inc. for the bid amount of **\$622,258.84**. In addition, a 10% contingency is requested for City engineer-approved field changes in unit quantity or scope due to unknowns in underground municipal construction, bringing the total recommended award to a total of **\$684,484.72**. Funds are available in the Major and Local Street Funds and the Water and Sewer Fund.

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Stephen King
Robert J. Engels
Bryan Elenbaas

RESOLUTION NO. _____

**RESOLUTION TO INTRODUCE AND TO SET PUBLIC HEARING REGARDING ORDINANCE
ESTABLISHING GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2021**

At a regular meeting of the City Council of the City of Cadillac, Wexford County, Michigan held by remote electronic participation pursuant to the Open Meetings Act, Act 267 of 1976, and Executive Order 2020-48 on the 4th day of May, 2020, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, requires the City Council of the City of Cadillac to pass a general appropriations act for all funds, except trust or agency, internal service, enterprise, debt service or capital project funds for which the City Council may pass a special appropriation act; and

WHEREAS, Section 10.3 of the Charter of the City of Cadillac (the "Charter") requires a public hearing be held in the second half of the month of April on the proposed budget before final adoption; that notice of the public hearing be published at least ten (10) days in advance of the hearing; and that the complete proposed budget be on file for public inspection during office hours at the office of the City Clerk for a period of not less than (10) days prior to such public hearing; and

WHEREAS, on April 8, 2020 a notice of hearing was published as required by Section 10.3 of the Charter and a public hearing on the proposed budget for Fiscal Year 2021 was held on April 20, 2020; and

WHEREAS, Section 10.4 of the Charter requires the City Council to adopt a budget by ordinance between the 10th day of May and the last day of May of each year appropriating the money needed for municipal purposes during the next fiscal year and provide for a levy of the amount necessary to be raised by taxes upon real and personal property; and

WHEREAS, Section 5.2 of the Charter requires each proposed ordinance be introduced in written or printed form, identified by a short title containing a preamble stating its purpose and, following introduction of the proposed ordinance, requires the City Clerk to publish a summary of the proposed ordinance in a local newspaper of general circulation in the City of Cadillac (the "City") and make copies of the proposed ordinance available for examination at the office of the City Clerk and provide copies at a reasonable charge.

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

1. Pursuant to Section 5.2 of the Charter, the City introduces Ordinance No. 2020-____, Ordinance Establishing General Appropriations Act for Fiscal Year 2021 (the "Ordinance," attached as Exhibit A)

2. A public hearing regarding the Ordinance shall be held on May 18, 2020, at 6:00 p.m. in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan, if permitted by Executive Order. Otherwise, the public may participate in the

meeting and make public comment electronically by video or telephone conference using the following information:

Online Meeting Link: <https://global.gotomeeting.com/join/679802717>
OR, you can dial in using your phone.
United States: 1 (872) 240-3212
Access Code/Conference Room: 679-802-717

3. The City Clerk is directed to publish a summary of the Ordinance once 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 (7) 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. ____, duly adopted at a regular meeting of the City Council held on the 4th day of May, 2020.

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
Tiyi Schippers

Councilmembers
Stephen King
Robert J. Engels
Bryan Elenbaas

ORDINANCE NO. 2020-xx

ORDINANCE ESTABLISHING GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2021

THE CITY OF CADILLAC ORDAINS:

Section 1, Title.

This Ordinance shall be known as the City of Cadillac General Appropriations Act for Fiscal Year 2021.

Section 2, Public Hearing on the Budget.

Pursuant to MCL 141.412 and Section 10.3 of the City Charter, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on April 8, 2020, and a public hearing on the proposed budget was held on April 20, 2020.

Section 3, Expenditures.

The City hereby appropriates the expenditures for the fiscal year commencing July 1, 2020 and ending June 30, 2021 on a departmental and activity total basis as follows:

General Fund Expenditures

Legislative	\$53,100
Office of the City Manager	303,100
Financial Services	335,200
City Clerk/Treasurer Department	319,000
Election Services	14,200
Assessing Services	138,500
Legal Services	200,000
Engineering Services	85,500
City Complex	356,400
Police Department	2,153,000
Code Enforcement	16,700
Fire Department	1,522,700
Public Works	919,900
Culture and Recreation	291,800
Economic Development and Assistance	218,400
Intergovernmental	100,700
Other	130,000
Total Expenditures	\$7,158,200

Section 4, Estimated Revenues.

The City estimates that revenues for the fiscal year commencing July 1, 2020 and ending June 30, 2021 will be as follows:

General Fund	
Taxes	\$3,977,000
Licenses & Permits	139,500
Intergovernmental	1,897,000
Charges for Services	1,059,600
Fines & Forfeits	15,000
Miscellaneous	20,000
Interest and Rents	51,500
Total Revenues	\$7,159,600

Section 5, Budgets.

The City hereby approves budgets for the fiscal year commencing July 1, 2020 and ending June 30, 2021 for the following funds in the amounts set forth below:

	<u>Revenues</u>	<u>Expenses</u>
Governmental Funds		
Major Street Fund	\$2,978,700	\$1,724,900
Local Street Fund	2,432,000	889,400
Cemetery Operating Fund	179,500	179,400
Cadillac Development Fund	78,000	78,000
Building Inspection Fund	90,000	90,000
Naval Reserve Center Fund	23,000	23,000
Lake Treatment Fund	0	16,000
H.L. Green Operating Fund	500	0
2016 General Obligation Capital Improvement Bond	160,000	160,000
Industrial Park Fund	87,500	87,500
Special Assessment Capital Projects Fund	30,500	30,500
Trailhead at Cadillac Commons Fund	450,000	450,000
Cemetery Perpetual Care Fund	28,000	28,000
Capital Projects Fund	1,500	500

	<u>Revenues</u>	<u>Expenses</u>
Proprietary Funds		
Auto Parking Fund	\$93,500	\$91,900
Water & Sewer Fund	4,447,000	4,421,730
Capital		10,037,000
Debt Service		620,000
Building Authority Operating Fund	155,500	140,500
Central Stores & Municipal Garage Fund	684,000	684,000
Capital		262,500
Debt Service		50,000
Information Technology Fund	210,500	208,600
Capital		70,000
Self-Insurance Fund	1,635,000	1,635,000
Employee Safety Fund	12,000	12,000
Pension Trust Fund		
Police & Fire Retirement System	1,097,500	1,097,500
Component Units		
Local Development Finance Authority Operating Fund	275,000	274,900
Local Development Finance Authority Utility Fund	25,500	15,400
Local Development Finance Authority Capital Projects Fund	350,500	350,500
Downtown Development Authority Operating Fund	32,000	32,000
Downtown Development Authority Capital Projects Fund	81,000	81,000
Brownfield Redevelopment Authority Operating Fund	34,500	34,500

Section 6, Millage Levies.

(a) The City will levy a tax of 13.7774 mills for the period of July 1, 2020 through June 30, 2021, on all real and personal taxable property in the City, according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City and is levied pursuant to Section 20.6, Article 20 of the City Charter. The maximum authorized levy according to the City Charter is 15.00 mills.

(b) The City further levies a tax of 2.60 mills for the period of July 1, 2020 through June 30, 2021, on all real and personal taxable property in the City, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of supporting the retirement plan for personnel of the police and fire departments of the City pursuant to the provisions of Public Act 345 of 1937, as amended, as approved by a vote of the citizens of the City on November 8, 1977.

(c) The City further levies a tax of 1.9387 mills for the period of July 1, 2020 through June 30, 2021, on all real and personal taxable property in the City, according to the valuation of the same in a district known as the Downtown Development District. This tax is levied for the purpose of defraying the cost of the Downtown Development Authority.

Section 7, Adoption of Budget by Reference.

The general fund budget of the City is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 6 of this Act.

Section 8, Transfer Within Appropriation Centers.

The City Manager is hereby authorized to make budgetary transfers within the appropriation centers established throughout this budget. All transfers between appropriations may be made only by further resolution of the City Council pursuant to Section 10.5 of the City Charter and Section 19(2) of the provisions of the Michigan Uniform Accounting and Budget Act.

Section 9, Appropriations by Resolution.

The City Council may, by resolution, make additional appropriations during the 2021 Fiscal Year for unanticipated expenditures required of the City, but such expenditures shall not exceed the amount by which actual and anticipated revenues of the fiscal year are exceeding the revenues as estimated in the budget unless the appropriations are necessary to relieve an emergency endangering the public health, peace or safety.

Section 10, Effective Date.

This Ordinance shall take effect on July 1, 2020.

Approved this 18th day of May, 2020.

Sandra Wasson, Clerk

Carla J. Filkins, Mayor

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Stephen King
Robert J. Engels
Bryan Elenbaas

NOTICE OF PROPOSED ORDINANCE AND PUBLIC HEARING

At a regular meeting of the City Council of the City of Cadillac, Wexford County, Michigan held by remote electronic participation pursuant to the Open Meetings Act, Act 267 of 1976, and Executive Order 2020-48 on May 4, 2020, the City Council of the City of Cadillac introduced Ordinance No. 2020-xx, Ordinance Establishing General Appropriations Act for Fiscal Year 2021.

NOTICE IS HEREBY GIVEN that a Public Hearing on the proposed ordinance will be held on May 18, 2020, at 6:00 p.m., at a Regular Meeting of the City Council in the Council Chambers, Cadillac, Municipal Complex, 200 Lake Street, Cadillac, Michigan, if permitted by Executive Order. Otherwise, the public may participate in the meeting and make public comment electronically by video or telephone conference using the following information:

Online Meeting Link: <https://global.gotomeeting.com/join/679802717>

OR, you can dial in using your phone.

United States: 1 (872) 240-3212

Access Code/Conference Room: 679-802-717

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 ADOPTING GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2021

Section 1 of the proposed ordinance provides that it shall be known as the City of Cadillac General Appropriations Act For Fiscal Year 2021.

Section 2 of the proposed ordinance provides that notice of a public hearing on the proposed budget was published in a newspaper of general circulation on April 8, 2020, and that a public hearing on the proposed budget was held on April 20, 2020.

Section 3 of the proposed ordinance appropriates the expenditures for the fiscal year commencing July 1, 2020 and ending June 30, 2021 on a departmental and activity total basis in the manner set forth in the proposed ordinance.

Section 4 of the proposed ordinance provides the City's estimate of the revenues for the fiscal year commencing July 1, 2020 and ending June 30, 2021.

Section 5 of the proposed ordinance approves budgets for the fiscal year commencing July 1, 2020 and ending June 30, 2021 for certain funds in the amounts set forth in the proposed ordinance.

Section 6 of the proposed ordinance identifies the millages that the City will levy on real and personal taxable property in the City for the period of July 1, 2020 through June 30, 2021, and it states the purpose for each levy.

Section 7 of the proposed ordinance adopts by reference the general fund budget of the City, with revenues and activity expenditures as indicated in Sections 5 and 6 of the proposed ordinance.

Section 8 of the proposed ordinance authorizes the City Manager to make budgetary transfers within the appropriation centers established throughout the budget and provides that all transfers between appropriations may be made only by further resolution of the City Council pursuant to Section 10.5 of the City Charter and Section 19(2) of the provisions of the Michigan Uniform Accounting and Budget Act.

Section 9 of the proposed ordinance provides that the City Council may, by resolution, make additional appropriations during the 2021 Fiscal Year for unanticipated expenditures required of the City, but such expenditures shall not exceed the amount by which actual and anticipated revenues of the fiscal year are exceeding the revenues as estimated in the budget unless the appropriations are necessary to relieve an emergency endangering the public health, peace or safety.

Section 10 of the proposed ordinance provides that it shall take effect on July 1, 2020.

CITY COUNCIL OF THE
CITY OF CADILLAC, MICHIGAN

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

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Stephen King
Robert J. Engels
Bryan Elenbaas

RESOLUTION NO. 2020-xxxx

**RESOLUTION INTRODUCING AND SETTING PUBLIC HEARING FOR
ORDINANCE TO AMEND SECTIONS 42-201 AND 42-202(3) OF CHAPTER
42 OF THE CADILLAC CITY CODE TO INCREASE WATER RATES IN THE
CITY OF CADILLAC 7.5%.**

At a regular meeting of the City Council of the City of Cadillac, Wexford County, Michigan held by remote electronic participation pursuant to the Open Meetings Act, Act 267 of 1976, and Executive Order 2020-48 on the 4th day of May, 2020, at 6:00 p.m.

PRESENT: COUNCIL MEMBERS: _____

ABSENT: COUNCIL MEMBER: _____

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

WHEREAS, the City has established a water supply system for the residents and businesses of the City;

WHEREAS, the City charges for the use of the water system for the purpose of recovering the cost of construction, reconstruction, maintenance, repair, and operation of the system;

WHEREAS, Section 42-374 of the Cadillac City Code provides that City staff or designated parties shall periodically review the charges, rates, fees, rules, and regulations of the water system and report the results of the review to the City Council with respective recommendations for any adjustments;

WHEREAS, pursuant to Article 16, Section 16.3 of the City Charter, the City may fix just and reasonable water rates and other charges from time to time as may be deemed advisable;

WHEREAS, the City staff has reviewed the water supply system rates and has recommended a rate increase of 7.5%;

WHEREAS, the City wishes to consider increasing rates for the water supply system by 7.5%.

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. 2020-xx, Ordinance to Amend Sections 42-201 and 42-202(3) of Chapter 42 of the Cadillac City Code to Increase Water Rates in the City of Cadillac 7.5% (the "Ordinance," attached as Exhibit A).

2. A public hearing regarding the Ordinance shall be held on May 18, 2020, at 6:00 p.m. in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan, if permitted by Executive Order. Otherwise, the public may participate in the meeting and make public comment electronically by video or telephone conference using the following information:

Online Meeting Link: <https://global.gotomeeting.com/join/679802717>

OR, you can dial in using your phone.

United States: 1 (872) 240-3212

Access Code/Conference Room: 679-802-717

3. The City Clerk is directed to publish a summary of the Ordinance once 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 (7) 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: COUNCIL MEMBERS: _____

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. 2020-xxxx, duly adopted at a regular meeting of the City Council held on the 4th day of May, 2020.

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
Tiyi Schippers

Councilmembers
Bryan Elenbaas
Stephen King
Robert J. Engels

ORDINANCE NO. 2020-xx

**AN ORDINANCE TO AMEND SECTIONS 42-201 AND 42-202(3) OF
CHAPTER 42 OF THE CADILLAC CITY CODE TO INCREASE WATER RATES
IN THE CITY OF CADILLAC 7.5%.**

THE CITY OF CADILLAC ORDAINS:**Section 1.**

The City hereby amends Section 42-201 of the Cadillac City Code, entitled "Service rates," which shall read as follows:

The rates for water service furnished by the city water supply system shall be as follows:

(1) *Monthly service charges.*

Meter Size (in inches)	Charge (per month)
5/8	\$7.78
3/4	\$11.45
1	\$19.07
1 1/2	\$38.23
2	\$60.97
3	\$133.53
4	\$228.92
6	\$476.97
8	\$686.82

(2) *Commodity charge.*

Volume (100 cubic-foot unit)	Per Month (per unit)
0 to 600 cu. ft.	\$1.63
601 to 10,000 cu. ft.	\$1.39
10,001 to 100,000 cu. ft.	\$1.23
100,001 to 250,000 cu. ft.	\$1.08
250,001 and above	\$0.94

Section 2.

The City hereby amends Section 42-202(3) of the Cadillac City Code, which shall read as follows:

The rates for providing fire protection sprinklers shall be as follows:

Line Size (in inches)	Charges (per month)
$\frac{3}{4}$	\$2.78
1	\$4.76
1 $\frac{1}{2}$	\$9.46
2	\$15.27
3	\$33.15
4	\$57.02
6	\$118.99
8	\$171.46
10	\$276.16
12	\$409.34

Section 3.

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 4.

This Ordinance shall take effect July 1, 2020.

Approved this 18th day of May, 2020.

Sandra Wasson, Clerk

Carla J. Filkins, Mayor

I, Sandra Wasson, City Clerk of the City of Cadillac, Michigan, do hereby certify that Ordinance
No. 2020-xx was published in the Cadillac News on the _____ day of _____, 2020.

Sandra Wasson, City Clerk



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held to consider the adoption of Ordinance No. 2020-05, which Ordinance shall amend Sections 42-201 and 42-202(3) of the Cadillac City Code to increase water service rates and charges in the City of Cadillac seven-and-a-half percent (7.5%) on May 18, 2020, at 6:00 p.m. at a Regular Meeting of the City Council to be held in the Council Chambers, Cadillac, Municipal Complex, 200 Lake Street, Cadillac, Michigan, if permitted by Executive Order. Otherwise, the public may participate in the meeting and make public comment electronically by video or telephone conference using the following information:

Online Meeting Link: <https://global.gotomeeting.com/join/679802717>

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United States: 1 (872) 240-3212

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

CITY COUNCIL OF THE
CITY OF CADILLAC, MICHIGAN

By:

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

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Stephen King
Robert J. Engels
Bryan Elenbaas

RESOLUTION NO. 2020-xxxx

**RESOLUTION INTRODUCING AND SETTING PUBLIC HEARING FOR
ORDINANCE TO AMEND SECTION 42-374 OF CHAPTER 42 OF THE CITY
CODE TO INCREASE SEWER RATES IN THE CITY OF CADILLAC 5%.**

At a regular meeting of the City Council of the City of Cadillac, Wexford County, Michigan held by remote electronic participation pursuant to the Open Meetings Act, Act 267 of 1976, and Executive Order 2020-48 on the 4th day of May, 2020, at 6:00 p.m.

PRESENT: COUNCIL MEMBERS: _____

ABSENT: _____

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

WHEREAS, the City has established a sewer supply system for the residents and businesses of the City;

WHEREAS, the City charges for the use of the sewer system for the purpose of recovering the cost of construction, reconstruction, maintenance, repair, and operation of the system;

WHEREAS, Section 42-374 of the Cadillac City Code provides that City staff or designated parties shall periodically review the charges, rates, fees, rules, and regulations of the sewer system and report the results of the review to the City Council with respective recommendations for any adjustments;

WHEREAS, pursuant to Article 16, Section 16.3 of the City Charter, the City may fix just and reasonable sewer rates and other charges from time to time as may be deemed advisable;

WHEREAS, the City staff has reviewed the sewer supply system rates and has recommended a rate increase of 5%;

WHEREAS, the City wishes to consider increasing rates for the sewer supply system by 5%.

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. 2020-xx, Ordinance to Amend Section 42-374 of Chapter 42 of the City Code to Increase Sewer Rates in the City of Cadillac 5% (the "Ordinance," attached as Exhibit A).

2. A public hearing regarding the Ordinance shall be held on May 18, 2020, at 6:00 p.m. in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan, if permitted by Executive Order. Otherwise, the public may participate in the meeting and make public comment electronically by video or telephone conference using the following information:

Online Meeting Link: <https://global.gotomeeting.com/join/679802717>

OR, you can dial in using your phone.

United States: 1 (872) 240-3212

Access Code/Conference Room: 679-802-717

3. The City Clerk is directed to publish a summary of the Ordinance once 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 (7) 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: COUNCIL MEMBERS: _____

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. 2020-xxxx, duly adopted at a regular meeting of the City Council held on the 4th day of May, 2020.

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
Tiyi Schippers

Councilmembers
Stephen King
Robert J. Engels
Bryan Elenbaas

ORDINANCE NO. 2020-XX

**AN ORDINANCE TO AMEND SECTION 42-374 OF CHAPTER 42 OF THE
CITY CODE TO INCREASE SEWER RATES IN THE CITY OF CADILLAC 5%.**

THE CITY OF CADILLAC ORDAINS:

Section 1.

The City hereby amends Section 42-374 of the Cadillac City Code, entitled "Monthly wastewater user services charges," which shall read as follows:

No free service shall be furnished by the system to the city or to any person, firm or corporation, public or private, or to any public agency or instrumentality.

(1) *Metered users.*

a. *Base Rate.* The base rate for metered users is as follows:

Meter Size (in inches)	Service Charge (per month)
5/8	\$11.31
3/4	\$17.00
1	\$28.31
1 1/2	\$56.60
2	\$90.59
3	\$198.31
4	\$339.75
6	\$707.95
8	\$1,019.40

b. *Commodity charges.* A charge of \$2.62 per 100 cubic feet of metered water used will be charged each month.

- (2) *Unmetered users (flat rate).* Unmetered users will be charged according to the following rate schedule:

- a. Room charge: Count living, dining, bedrooms and kitchens. **DO NOT COUNT** bathrooms, halls, storage closets. This charge includes lavatories, dishwashing, laundry, and all other domestic uses except bathtubs, showers and toilets.

Rooms	Per Month
1 to 3 rooms, inclusive	\$9.79
4 to 6 rooms, inclusive	\$10.96
7 to 8 rooms, inclusive	\$12.94
Each additional room	\$1.80

- b. For each additional bathtub or shower, add \$4.69 per month.
- c. For each additional toilet, add \$5.16 per month

- (3) *Surcharges.* Additional charges will be in accordance with the following schedule:

Parameter	Parameter Surcharge (per month-per pound)	Base Concentration (in mg/L)
Suspended Solids	\$0.38	215
Biochemical oxygen demand	\$0.55	185
Phosphorus	\$3.66	10
Nitrogen	\$8.57	20
Total organic carbon	\$3.08	600
Chemical oxygen demand	\$1.32	600
Total chlorides	\$0.69	600

- (4) *Unmetered users with private water systems.* The monthly wastewater user service charges for those homes, businesses and other customers who do not have city water available, and are using a private water supply system shall be as follows:

- a. All commercial, industrial, and institutional accounts shall have a water meter installed. The meter shall be installed under the direction of the city utilities department. The cost of installation shall be borne by the owner. The cost of replacement shall be borne by the utilities department.

- b. All residential customers shall be given the option of having a water meter installed as provided for above, or the residential customer shall be billed a flat rate sewer charge equal to the average billing as determined on an annual basis.
- c. The average monthly residential sewer bill, as of July 1, 2020, is a charge of \$29.72.

(5) *Watering adjustment basis.*

- a. For all residential users, charges for sewer for the months of May, June, July, August and September shall be computed for each account based on the average metered water consumption for the base period of the preceding October, November, December January and February. If no previous base history is available, a citywide residential average will be used.
- b. For all other users, a separate meter may be purchased and installed at owner's expense, which will be utilized for watering only with the billing to reflect that amount.

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 July 1, 2020.

Approved this 18th day of May, 2020.

Sandra Wasson, Clerk

Carla J. Filkins, Mayor

I, Sandra Wasson, City Clerk of the City of Cadillac, Michigan, do hereby certify that Ordinance
No. 2020-xx was published in the Cadillac News on the _____ day of _____, 2020.

Sandra Wasson, City Clerk



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held to consider the adoption of Ordinance No. 2020-06, which Ordinance shall amend Sections 42-374 of the Cadillac City Code to increase sewer service rates and charges in the City of Cadillac five percent (5%) on May 18, 2020, at 6:00 p.m. at a Regular Meeting of the City Council to be held in the Council Chambers, Cadillac, Municipal Complex, 200 Lake Street, Cadillac, Michigan, if permitted by Executive Order. Otherwise, the public may participate in the meeting and make public comment electronically by video or telephone conference using the following information:

Online Meeting Link: <https://global.gotomeeting.com/join/679802717>

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CITY COUNCIL OF THE
CITY OF CADILLAC, MICHIGAN

By:

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

May 4, 2020

Council Communication

Re: Rotary Pavilion Sign Upgrade

The FY2020 Annual Operating Budget includes an appropriation of \$30,000 for the purchase and installation of an electronic message board insert to upgrade the informational sign at the Cadillac Rotary Pavilion. The upgrade will enable the sign messaging to be changed via smartphone or computer and will enhance the messaging capabilities of the sign. Competitive bids were recently sought for this project, and the following bids were received:

Vendor	Bid
Valley City Sign Comstock Park, Michigan	\$19,378
Amor Sign Manistee, Michigan	\$20,742
Universal Sign Boyne Falls, Michigan	\$19,939
United Signs Norcross, Georgia	\$14,900
Pro Image Design, Inc. Traverse City, Michigan	\$15,966
Curb Appeal Concepts, Inc. Boyne Falls, Michigan	\$17,225

The low bidder, United Signs, is from out of state and provided no references for any work done in the State of Michigan. In addition, the second low bidder offered a full five-year warranty on the sign. Local service will be an important part of this project and potential warranty work in the future. As such, Pro Image Design, Inc. is the recommended vendor for the project.

When discussing the project with Pro Image Design, Inc., they recommended that the City explore a higher resolution sign for the project (10mm v. 16mm). This will provide higher resolution images and colors that will greatly enhance the appearance and readability of the messaging. The quote provided for this higher resolution was \$19,992.20. Because of the additional resolution and quality of this upgrade, the 10mm sign is preferred solution for this project. This upgrade is still well within the available budget for the project which is \$30,000.

City staff recently reached out to Pro Image Design to discuss the details of the project and the opportunities to enhance the ability of the City to provide important messaging to the community through the utilization of the new electronic messaging system. This could be especially important and advantageous as the community begins to reopen as appropriate as we move out of the current crisis. Also discussed was the timeline of the project and when the new sign could be reinstalled.

May 4, 2020

Council Communication – Rotary Sign Upgrade

Page 2

The following are the highlights of the conversation:

- Project should be completed within thirty (30) days of approval;
- Sign will be removed from the site for up to two weeks to be retrofitted with the electronic insert, at which time it will be reinstalled in its current location;
- Sign is fully programmable from any internet connection with appropriate security credentials. Messages can be altered and changed from any such location which does not require the user to be in close proximity to the sign;
- Messages are fully customizable and can include imaging, graphics, animation and even video;
- Sign is capable of scrolling multiple messages in any order, and is programmable up to 99 years in advance;
- Final costs are approximately \$10,000 below appropriations.

Recommended Action

It is recommended that the Rotary Pavilion Sign Upgrade projected be awarded to Pro Image Design, Inc. in the amount of \$19,992.20. Funds are available in the General Fund.