



City Council Meeting

June 15, 2020

6:00 p.m.

In-person attendance by the City
Council and remote electronic
participation by the public

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



June 15, 2020 City Council Meeting Agenda

6 p.m. 200 N. Lake St. – Cadillac, MI 49601

In-person attendance by the City Council and remote electronic participation by the public.

We are fully present

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 June 1, 2020.

Support Document III-A

IV. PUBLIC HEARINGS

A. Public hearing regarding proposed Cadillac Phase II Municipal Well Field Project.

Support Document IV-A

V. COMMUNICATIONS

A. Juneteenth Celebration

Support Document V-A

B. Freedom Festival

Support Document V-B

Cadillac City Council Agenda

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VI. APPOINTMENTS

- A. Recommendation regarding reappointment to the Elected Officials Compensation Commission.

Support Document VI-A

VII. CITY MANAGER’S REPORT

- A. Bids and recommendation regarding Shelby Street Improvement Project.

Support Document VII-A

- B. COVID-19 Update

VIII. ADOPTION OF ORDINANCES AND RESOLUTIONS

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

Support Document VIII-A

IX. PUBLIC COMMENTS

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

X. GOOD OF THE ORDER

XI. CLOSED SESSION

Adjourn to closed session pursuant to MCL 15.268(a) to consider a periodic personnel evaluation of the City Manager, a public officer and employee, at his written request.

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

June 1, 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, Dietlin, Ottjepka, Payne, Coy, Homier, Wasson

APPROVAL OF AGENDA

2020-087 Approve agenda as amended.

Motion was made by Schippers and supported by Elenbaas to approve the agenda as amended to add the Cadillac Michigan March for Criminal Justice Reform under the City Manager's Report.

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2020-088 Approve consent agenda as presented.

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

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Bids and recommendation regarding Chestnut Street Improvement Project.

Peccia noted five (5) bids were received. He stated the recommendation is to award the contract for the Chestnut Street Improvement Project to the lowest bidder, Salisbury Excavating, Inc., for the bid amount of \$505,290.26 and to approve a 10% contingency for City engineer-approved field changes in unit quantity or scope due to unknowns in underground municipal construction, bringing the total award amount to \$555,820.00.

2020-089 Award contract for Chestnut Street Improvement Project.

Motion was made by Elenbaas and supported by Engels to award the contract for the Chestnut Street Improvements Project to Salisbury Excavating, Inc. for the bid amount of \$505,290.26 and to approve a

10% contingency for City engineer-approved field changes in unit quantity or scope due to unknowns in underground municipal construction, bringing the total award amount to \$555,820,00.

Motion unanimously approved.

B. COVID-19 Update

City Manager Peccia noted Executive Order 2020-110 was issued today which reduces some of the restrictions. He noted the City plans to open the Splash Pad on June 8, 2020. He stated the Executive Order permits larger outdoor public gatherings. He summarized the current COVID-19 update provided by District Health Department #10. He stated the target date for opening the City offices is June 15, 2020. He briefly discussed the status of some of the normal summer events.

Dr. Joe Santangelo, Pediatrician and Chief Medical Officer for Munson Healthcare Cadillac Hospital, provided an update on current COVID-19 cases in the Munson Healthcare System. He stated even though restrictions are relaxing it is still being recommended that people wash their hands frequently, continue social distancing, and wear face coverings, like masks.

C. Cadillac Michigan March for Criminal Justice Reform.

Peccia noted the event is scheduled for June 6, 2020 at 1:30 pm and is being organized by David Mund of Cadillac. He noted the objective of the March is to bring social awareness to our community regarding the need to reform our criminal justice system. He read through an excerpt from the Facebook page for the event. He encouraged City officials to attend the event if they are available.

Schippers stated she was contacted by the organizer and she directed him to contact the City Manager and the Director of Public Safety. She noted she encouraged the organizer to include the voices of Public Safety and other City officials so they can speak to what we do in our community. She stated the kind of police brutality and violence we are seeing are not issues in our community. She noted there are things we do right, like collaborating and talking to one another.

2020-090 Approve Cadillac Michigan March for Criminal Justice Reform.

Motion was made by Schippers and supported by Elenbaas to approve the request from David Mund regarding the Cadillac Michigan March for Criminal Justice Reform.

Motion unanimously approved.

PUBLIC COMMENTS

Bob Benson asked if hiring policies and procedures for police officers could be reviewed to ensure everyone in the community is being treated fairly.

GOOD OF THE ORDER

Elenbaas stated he attended the Graduation Parade for the CAPS Senior Class. He noted it was a unique event and very enjoyable.

Schippers thanked the first responders and everyone else who joined in the parade to celebrate her retirement from 40 years of teaching.

Peccia noted the construction on Chestnut Street is a two-phase project. The first phase, which is planned for this summer, is from Linden Street to Colfax Street.

Peccia stated we are very proud of the Cadillac Police Department and we are currently going through the process of being reaccredited. He noted that ensuring we have a good foundation in place is a constant process and is always evolving, especially as we are going through a new accreditation process.

Mayor Filkins stated she also enjoyed the Graduation Parade held for the CAPS Senior Class. She noted she recently read about how the City of Grand Rapids is trying to create “social spaces” so that local downtown businesses can be creative about how they can expand their service space to be able to serve more customers. She encouraged downtown businesses to think about all of the unique spaces we have downtown and consider creating a pop-up dining experience for people. She also encouraged downtown business owners to reach out to the City of Cadillac because we want to support that type of creativity.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

NOTICE OF PROJECT PLAN PUBLIC HEARING
Cadillac Phase II Municipal Well Field
City of Cadillac, Michigan

The City of Cadillac will hold a public hearing on the proposed Cadillac Phase II Municipal Well Field project for the purpose of receiving comments from interested persons.

The hearing will be held at 6:00 p.m. on Monday, June 15, 2020 at the following location: Council Chambers, Cadillac Municipal Complex, 200 N. Lake Street, Cadillac, MI 49601.

The purpose of the proposed project is to construct a new municipal water well field, ancillary buildings and water transmission and distribution mains, and to allow the abandonment of the City's existing 8th Street Well Field. Project construction will include equipping of 3 new water wells, construction of new well houses, service building, water department headquarters and storage, water transmission and distribution mains, related site improvements and abandonment of the 8th Street Well Field.

Impacts of the proposed project include temporary noise and dust associated with construction projects. The improvements should not cause measurable long term detrimental environmental impacts.

The estimated cost to users for the proposed project will be an increase in the user rates of approximately \$2.73 per month per average residential user.

Copies of the plan detailing the proposed project are available for inspection at the following location(s): Office of the City Clerk, Cadillac Municipal Complex, 200 N. Lake St., Cadillac, MI 49601. Documents also available on the City of Cadillac website at www.cadillac-mi.net.

Written comments received before the hearing record is closed on June 15, 2020 will receive responses in the final project plan. Written comments should be sent to: Sandra Wasson, City Clerk, Cadillac Municipal Complex, 200 N. Lake Street, Cadillac, MI 49601.

Michigan Department of Environment, Great Lakes, and Energy
Gretchen Whitmer, Governor
Liesl Eichler Clark, Director

<http://www.michigan.gov/EGLE>

Drinking Water Revolving Fund Project Plan Submittal

Name of the Project Phase 2 Well Field Development		Applicant's Federal Employer Identification Number (EIN) 38-6004541	
Legal Name of Applicant (The legal name of the applicant may be different than the name of the project. For example, a county may be the applicant for bonding purposes, while the project may be named for the particular village or township it serves.) City of Cadillac		Areas Served by this Project Counties <u>Wexford</u>	
Address of Applicant (Street, PO Box, City, State & Zip) 200 N. Lake Street Cadillac, MI 49601		Congressional Districts <u>4</u> State Senate Districts <u>35</u> State House Districts <u>102</u>	
Population Served by the Water Supplier _____ If you are interested in an interim planning loan for the immediate reimbursement of project planning costs, check here ☐ (An interim planning loan is available only to a municipality serving a population of less than 10,000.)			
Brief Description of the Project Construction of three new municipal water wells, well houses, new water department buildings, site improvements and water transmission mains.			
Disadvantaged Community Determination ☐ The applicant is requesting a disadvantaged community determination, and a completed <i>Disadvantaged Community Status Determination Worksheet</i> is attached.			
Estimated Total Cost of the Project \$10,484,500		Construction Start Target Date September 2020	
Name and Title of Applicant's Authorized Representative Marcus Peccia, City Manager		Telephone 231-775-0181	E-mail Address mpeccia@cadillac-mi.net
Address of Authorized Representative if same as address above, check here ☒			
Signature of Authorized Representative			Date
State approval of the water supplier's Surface Water Intake Protection Program is attached (if applicable) check here ☐ State approval of the water supplier's Wellhead Protection Program is attached (if applicable) check here ☐ Joint Resolution of Project Plan Adoption/Authorized Representative Designation is attached check here ☐			

A final project plan, prepared and adopted in accordance with the Department's *Drinking Water Revolving Fund Program Project Plan Preparation Guidance*, must be submitted by May 1st in order for a proposed project to be considered for placement on Michigan's Project Priority List for the next fiscal year. Please send your final project plan with this form to:

WATER INFRASTRUCTURE FINANCING SECTION
FINANCE DIVISION
MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
P O BOX 30457
LANSING MI 48909-7957

SAMPLE RESOLUTION

**A RESOLUTION ADOPTING A FINAL PROJECT PLAN
FOR WATER SYSTEM IMPROVEMENTS AND
DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE**

WHEREAS, the City of Cadillac (legal name of applicant) recognizes the need to make improvements to its existing water treatment and distribution system; and

WHEREAS, the City of Cadillac (legal name of applicant) authorized C2AE (name of consulting engineering firm) to prepare a Project Plan, which recommends the construction of Phase 2 Well Field Development; and

WHEREAS, said Project Plan was presented at a Public Hearing held on June 15, 2020 and all public comments have been considered and addressed;

NOW THEREFORE BE IT RESOLVED, that the City of Cadillac (legal name of applicant) formally adopts said Project Plan and agrees to implement the selected alternative (Alternative _____).

BE IT FURTHER RESOLVED, that the City Manager (title of the designee's position), a position currently held by Marcus Peccia (name of the designee), is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan as the first step in applying to the State of Michigan for a Drinking Water Revolving Fund Loan to assist in the implementation of the selected alternative.

Yeas:

Nays:

I certify that the above Resolution was adopted by _____ (the governing body of the applicant) on _____.

BY: _____
Name and Title (please print or type)

Signature

Date



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

Today's Date 6-10-20

City Received Date

All City Parks Request Form

Reason for Request Celebration for Juneteenth
Organization Black Lives Matter Contact Person Alex Marshall
Contact [REDACTED] Contact Email [REDACTED]
Date 6-27-2020 Times 11am - all day

City Parks

Please Check One

- ☒ Downtown "Fountain" City Park
☐ Cadillac Commons Plaza
☐ Sound Garden
☐ The Bridge
☐ Naval Reserve Flower Open Space
☐ Tree Zoo Gazebo

City of Cadillac Guidelines:

Please read the following and initial to acknowledge your understanding

- am All Parks are for public use
am The City does not provide any tents, tables, chairs, rugs, extension cords etc
am The fountain may not be operating due to equipment break downs or weather conditions such as wind
am I understand and agree to these requirements and understand if these are not met the request will be denied.
am Not all parks have space for tents, chairs etc.
am If needing speakers or microphone fee may be required (\$15)

Form must be emailed, mailed or brought to:

Cadillac City Hall
Attn: Public Works Department-Events
200 N. Lake Street
Cadillac, MI 49601

Print Name Alexander Marshall Signature [Signature] Date 6/10/2020



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

Today's Date 6-10-2020

City Received Date

City of Cadillac Michigan stamp

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request June 17th
Contact Person Alex Marshall
Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u>6/17/2020</u>		Street Closures	
Street Name <u>S. Lake St.</u>	Beginning Location <u>Harris</u>	Ending Location <u>Cass</u>	
<u>From W. Harris St.</u>	Beginning Time <u>11:00</u> AM/PM	Ending Time <u>4:00</u> AM/PM	
<u>W. Cass St.</u>			
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	

Date ____/____/____		Parking Lot Closures	
Lot Location _____	Street _____	Nearest Cross Street _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Lot Location _____	Street _____	Nearest Cross Street _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Lot Location _____	Street _____	Nearest Cross Street _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	

Form must be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net (No Faxes accepted)
I understand and agree to these requirements & understand if these are not met the request will be denied.

Print Name Alexander Marshall Signature [Signature] Date 6/10/2020

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



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

Today's Date 6/10/2020

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event Sunfteenth Celebration

Special Requests: Please Circle

☒ Electricity

☐ Water

☐ Wind Screens

☒ Sound System

☐ Movie Screen/Projector System**

**Weather Dependent

Usage Rules

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace, and must be lowered at the City's request.
3. No decorations, props, or appurtenances shall be used or placed in a manner that will cause damage to the Pavilion, grounds (including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Movies/programs shown at the Pavilion are at the discretion of the City, and proper licensing to show copyrighted material is required. One potential resource is www.swank.com. MPAA ratings of G and PG are appropriate.
5. Any signage or decorations must be removed immediately following any event.
6. No vehicles are permitted on sidewalks or grass. However, the sidewalk immediately south of the pavilion can be utilized for temporary parking for the purpose of drop-off and/or pick-up of equipment only. Parking is prohibited on Lake Street, even if it has been closed for the event.
7. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
8. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
9. **Sound System Fees** - \$20 per hour for use of our sound board and sound technician.

Reservation Fees:

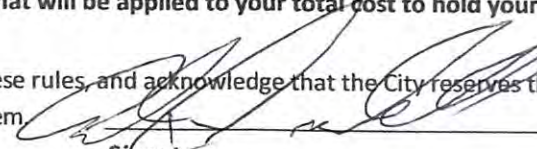
- **Daily Rate (4 hours or more) \$100**
- **Hourly Rate (less than 4 hours) \$55 per hour**
- **Non-Profit Daily Rate (4 hours or more) \$50**
- **Non-Profit Hourly Rate (less than 4 hours) \$25 per hour**

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.

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.


Signature

Form must be mailed/emailed or delivered to Cadillac City Hall 200 N. Lake Street in Cadillac, MI 49601 javila@cadillac-mi.net

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

June 27th Event

11am vendors can start selling good

Noon open prayer / explaining the reason for this event and to promote future events to come: Event organizers will say a few words

1pm -2pm Music at the Pavilion

2pm-2:30pm Testimonials How we can make change within our community

2:30pm -3:30pm Intermission with music

3:30pm - 4:30pm Cultural Education

4:30pm - 6:00pm guest speakers / songs/ poems 6:15pm closing The event with remarks and feedback from the community!

2020 Schedule of Events

Friday, July 3rd – Kids Day

- 10AM-10PM – Carnival – Vendors – Food
- 11AM-4PM – Free Kids Activities
- 4PM-5PM – Landing Dance Academy
- 6PM-8PM – 'Splash Dance' – G&D Pizza and Hot Traxx Entertainment
- 5:45PM-6:30PM – 5K Registration
- 7PM-8PM – 'Freedom 5K Run'
- 9PM – 'Fire on Water' Tribute presented by Honor Guard
- 10PM – Community Movie at the Rotary Pavilion

Saturday, July 4th

- 10AM-10PM – Carnival – Vendors – Food
 - 11AM-12PM – 'Freedom Festival Parade' (Downtown Cadillac)
 - 12PM-4PM – 'Thunder on the Lakeshore' Motorcycle Show
 - 12PM-1PM – Irish Dancers at the Rotary Pavilion
 - 6PM-10PM – Live Music
- **Note: Cold Beverages will be served at the Beer Tent from 5PM to 10PM****

Sunday, July 5th

- 10AM-10PM – Carnival – Vendors – Food
 - 11AM-12PM – Community Church Service at the Rotary Pavilion
 - 5PM-6PM – Clark the Juggler
 - 7PM-10PM – Live Music
 - 10PM – Fireworks
- **Note: Cold Beverages will be served at the Beer Tent from 5PM to 10PM****



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

Today's Date 11 February 2020

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Request Planning Guide

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

Applicant Name (Print) Cadillac Freedom Fest Contact Person(s) Derek Anderson

Contact Phone(s) [REDACTED] Contact Email [REDACTED]

Sponsoring Organization Same ☐ Private ☒ Non-Profit Exemption

Purpose(s) & Benefit(s) to Community Independence Day Celebration

Beginning Date: 7/2/2020 Ending Date: 7/5/2020 Reoccurring: YES ☒ NO ☐
Carnival Setup South Parking Lot
1st Day 7-2 Set-up 9: AM/PM Start : AM/PM End : AM/PM Tear-down : AM/PM
2nd Day 7-3 Set-up : AM/PM Start 10: AM/PM End 12: AM/PM Tear-down : AM/PM
3rd Day 7-4 Set-up : AM/PM Start 10: AM/PM End 12: AM/PM Tear-down : AM/PM
4th Day 7-5 Set-up : AM/PM Start 10: AM/PM End 12: AM/PM Tear-down : AM/PM
5th Day Set-up : AM/PM Start : AM/PM End : AM/PM Tear-down : AM/PM

YES ☒ NO ☐ Will you be requesting permission to close any streets or parking lots? (Form 1)
YES ☒ NO ☐ Will you be requesting permission to display any off site signage? (Form 2)
YES ☒ NO ☐ Will you be requesting permission to display a banner over Mitchell Street? (Form 3)
YES ☒ NO ☐ Will you be requesting permission to hold Farmer's Markets? (Form 4)
YES ☒ NO ☐ Will you be requesting permission to reserve the Rotary Pavilion? (Form 5)
YES ☒ NO ☐ Will you be requesting permission to use any City Parks? (Form 6)
YES ☒ NO ☐ Will you be requesting permission to have a parade? (Form 7)
YES ☒ NO ☐ Will you be requesting permission to hold any races? (Form 8)
YES ☒ NO ☐ Will you be requesting permission to serve alcoholic beverages? (Form 9)
YES ☒ NO ☐ Will your event include a craft show, trade show, fair, carnival, fireworks display, tent/membrane structure, or other large assembly functions? (Form 10)

If you answered YES to any of the above questions, additional form(s) must be completed for each one. All forms must be completely filled out and all information provided before requests will be brought to City Council for approval. No additional requests other than those requested on these forms will be approved.

Form must be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net (No Faxes accepted)

I understand and agree to these requirements & understand if these are not met the request will be denied.

Print Name [Signature] Signature Derek Anderson Date 2/13/2020



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

Today's Date 11 February 2020

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

All City Parks Request Form

Reason for Request Cadillac Freedom Festival
Organization Cadillac Freedom Festival Contact Person Derek Anderson
Contact Phone [REDACTED] Contact Email [REDACTED]
Date 3 July - 5 July 2020 Times 7am - 12am

City Parks

Please Check One

- ☒ Downtown "Fountain" City Park
- ☒ Cadillac Commons Plaza
- ☐ Sound Garden
- ☐ The Bridge
- ☐ Naval Reserve Flower Open Space
- ☐ Tree Zoo Gazebo

City of Cadillac Guidelines:

Please read the following and initial to acknowledge your understanding

- [Initials] All Parks are for public use
- [Initials] The City does not provide any tents, tables, chairs, rugs, extension cords etc
- [Initials] The fountain may not be operating due to equipment break downs or weather conditions such as wind
- [Initials] I understand and agree to these requirements and understand if these are not met the request will be denied.
- [Initials] Not all parks have space for tents, chairs etc.
- [Initials] If needing speakers or microphone fee may be required (\$15)

Form must be emailed, mailed or brought to:

Cadillac City Hall
Attn: Public Works Department-Events
200 N. Lake Street
Cadillac, MI 49601

Print Name DEREK ANDERSON

Signature [Signature]

Date 2/13/2020



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

Today's Date 11 February 2020

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event Cadillac Freedom Festival

Organization Same

Contact Number

Date of Event: 7/3/2020 Set-up Time: 9 AM PM Starting Time: 10 AM PM Ending Time: 10 AM PM
thru
7/5/2020

Special Requests: Please Circle

☒ Electricity

☒ Water

☐ Wind Screens

☒ Sound System

☒ Movie Screen/Projector System

Usage Rules

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace, and must be lowered at the City's request.
3. No decorations, props, or appurtenances shall be used or placed in a manner that will cause damage to the Pavilion, grounds (including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Movies/programs shown at the Pavilion are at the discretion of the City, and proper licensing to show copyrighted material is required. One potential resource is www.swank.com. MPAA ratings of G and PG are appropriate.
5. Any signage or decorations must be removed immediately following any event.
6. No vehicles are permitted on sidewalks or grass. However, the sidewalk immediately south of the pavilion can be utilized for temporary parking for the purpose of drop-off and/or pick-up of equipment only. Parking is prohibited on Lake Street, even if it has been closed for the event.
7. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
8. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
9. Fees - A \$35 non-refundable deposit is required to reserve the date and time of the event, and Rental Fees of \$30 per hour are due 30-days prior to the event date.

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.

Signature

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

Print Name DEREK ANDERSON Total Fees Required: _____ Total Fees Paid: _____ Date 2/13/2020

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

For Office Use Only

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

Comments _____
Comments _____
Comments _____
Comments _____
Comments _____

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



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

Today's Date 11 February 2020

City Received Date

The Market at the Cadillac Commons Reservation Form

Event Cadillac Freedom Festival Please Submit 60-days Prior to Event Date 4 July - 5 July 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.


Signature

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

200 N. Lake Street in Cadillac, MI 49601

javila@cadillac-mi.net

Print Name DERIK ANDERSON Total Fees Required: 100 - Total Fees Paid: _____ Date 2/13/2020



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

Today's Date 11 February 2020

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 Freedom Festival

Contact Person Derek Anderson

Contact Phone [REDACTED] Contact Email [REDACTED]

Date: 7/3/2020 thru 7/5/2020 Street Closures

Street Name Cass Beginning Location Elk Alley Ending Location Lake St.

Beginning Time 7: AM/PM Ending Time 12: AM/PM

Street Name Lake Beginning Location Cass Ending Location Harris

Beginning Time 7: AM/PM Ending Time 12: AM/PM

Street Name Chestnut Beginning Location Boat Launch Ending Location Jr High

(for Fireworks)

Beginning Time 8: AM/PM Ending Time 11: AM/PM

Street Name _____ Beginning Location _____ Ending Location _____

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

Date 7/3/2020 thru 7/5/2020 Parking Lot Closures

Lot Location Commons South Street Cass Nearest Cross Street Mitchell

Beginning Time 7: AM/PM Ending Time 12: AM/PM

Lot Location _____ Street _____ Nearest Cross Street _____

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

Lot Location _____ Street _____ Nearest Cross Street _____

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

Form must be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net (No Faxes accepted)

I understand and agree to these requirements & understand if these are not met the request will be denied.

Print Name Derek Anderson

Signature [Signature]

Date 2/13/2020

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 _____



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Banner Request Form

Monday Banner Start Date 6/29/2020

Monday Banner End Date 7/6/2020

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

Reason for Banner Cadillac Freedom Festival

Organization Same

Contact Person Derek Anderson

Contact Phone [REDACTED]

Contact Email [REDACTED]

City of Cadillac & State of Michigan Guidelines:

- ☒ Banner requested date is a minimum of 2 months prior to display date requested.
- ☒ Banner picture or a design proof is attached with this request form or it will not be approved.
- ☒ The City reserves the right to determine when the banner is hung during inclement weather.
- ☒ The City is not responsible for any damages to the banner.
- ☒ Banner requested is for a reasonable and public purpose.
- ☒ Banner does not display any legend or symbol which may be construed to advertise, promote the sale of, or publicize any merchandise or commodity, or be political in nature.
- ☒ The legend may contain the name of the sponsor paying for the banner if such is not an obvious advertising of and promotion of the sale of the sponsor's goods or services.
- ☒ The lettering of the sponsor's name or a logo does not exceed three inches if on a single line or two-inches if on more than one line.
- ☒ Banner does not contain an address or directions to location.
- ☒ Banner meets all the design specifications on the back of this form.
- ☒ The banner will be delivered to City Garage a minimum of 1 week before banner is to be displayed.
- ☒ City Garage is located at 1001 6th Street and hours. Call Street Supervisor at (231)920-7800 to schedule time.
- ☒ Banner will be picked up within 1 week after being displayed; if it is not picked up, the banner will be disposed of.

Form must be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net (No Faxes accepted)

I understand and agree to these requirements & understand if these are not met the request will be denied.

Print Name Derek Anderson Signature [Signature] Date 2/13/2020

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 _____
City Manager _____
State of Michigan _____
City Council _____

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

Comments _____
Comments _____
Comments _____
Comments _____



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Parade Request Form

Name of Parade Freedom Festival Parade
Purpose of Parade Annual Celebration
Requesting Organization Cadillac Freedom Festival
Contact Person(s) Derek Anderson
Contact Phone [REDACTED] Contact Email [REDACTED]
Date of Parade 7/4/2020 Approx. number of participating groups 50
Requested Route ☐ Lake Street ☒ Mitchell Street Staging Time 11:00 AM/PM
Starting Time 1:00 AM/PM Ending Time 2:00 AM/PM

City of Cadillac & State of Michigan Rules

- Parade requests must be turned in a minimum of 6 weeks before parade
- Only one (1) parade is allowed per month
- Parades are only allowed on Holiday mornings, Saturday mornings, or Weekday evenings.
- Parades must use one of the designated routes (See back side for the two (2) route options)
- Lake Street Parade Route is preferred so closure of US-131 can be avoided
- Mitchell Street Parade Route is only granted under special circumstances. The parade must be a well-established, annual parade with 40+ participating groups.

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 Derek Anderson Signature [Signature] Date 2/13/2020

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
Risk Management	Date Approved	Comments
City Manager	Date Approved	Comments
MDOT	Date Approved	Comments
City Council	Date Approved	Comments



200 N. Lake Street
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Today's Date 11 February 2020

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Race Request Form

Name of Race Freedom 5k
Purpose of Race Fundraiser for CHS Honor Society
Requesting Organization Cadillac Freedom Festival
Contact Person(s) Ann Bush
Contact Person [REDACTED] Contact Email [REDACTED]
Date of Race 7/3/2020 Approx. number of participants 80
Registration Location Pavilion Registration Time 6: AM/PM
Starting Time 7: AM/PM Ending Time 9: AM/PM

City of Cadillac Rules

- The City's designated route must be used unless approved by Police Department (Route on backside)
- If marking the route, washable sidewalk chalk or small signs placed in the City right-of-way must be used
- Spray paint is not allowed and will be strictly enforced & fines will be issued
- Organizations are responsible for all clean-up including removal of signs and pavement markings
- The Police Department does not provide escorting services
- Organizations are responsible for providing designated safety and security workers & escorts
- No streets are to be blocked off unless reviewed with City Staff & approved by City Council
- Participants must follow all State & City laws
- Organizations are responsible for providing their own tables, tents, porta johns etc...

The following must be provided with this request:

- ☒ Proof of Liability Insurance (1 million & City of Cadillac named as additional insured)
☐ Proof of Marine Permit from DNR if race takes place in the Lake
☐ Approval from Wexford Road Commission & Wexford County Police Dept. if race is outside of City Limits
☐ Detailed Daily schedule/agenda of races and events

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 DEREK ANDERSON Signature [Signature] Date 2/13/2020

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
Risk Management	Date Approved	Comments
City Manager	Date Approved	Comments
City Council	Date Approved	Comments



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Alcoholic Beverage Request Form

Event Name Cadillac Freedom Festival

Requesting Organization Same

Contact Person(s) Derek Anderson

Contact Phone [REDACTED] Contact Email [REDACTED]

Date of Event 7/4/2020 thru 7/5/2020 Approx. number of participating groups _____

Starting Time 12 pm Ending Time 12 am

City of Cadillac & State of Michigan Guidelines:

- Double fence
- Inspection of site

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 Derek Anderson Signature [Signature] Date 2/13/2020

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 _____
State of MI _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____

June 15, 2020

COUNCIL COMMUNICATION

Re: Reappointment of Robert Gammons to a Five-Year Term on the Elected Officials Compensation Commission

Robert Gammons has expressed interest in continuing his service on the Elected Officials Compensation Commission for a five-year term. Robert was first appointed in 2015.

Recommended Council Action:

Motion to reappoint Robert Gammons to a five-year term on the Elected Officials Compensation Commission, which will expire on 6/15/2025.

June 15, 2020

Council Communication

RE: Shelby Street Improvements – Between Cass Street and Chapin Street

The work includes the following approximate quantities of major items:

Aggregate Base	3,800 Syd
HMA, 4E1	500 Ton
Curb and Gutter	1,350 Ft
Plain Sidewalk	5,000 Sft
Decorative Sidewalk	7,600 Sft
Hydrant	1 Ea

On June 10, 2020, the City of Cadillac held a bid opening on the above referenced project. The following bids were received:

Contractor	Bid
Dunbar Excavating, Inc. Cadillac, MI	\$418,727.50
CJ's Excavating, Inc. Cadillac, MI	\$448,306.59
Pete's Contracting, Inc. Falmouth, MI	\$449,130.94
Gerber Construction Co., Inc. Reed City, MI	\$488,513.85

Recommended Action

It is recommended that the contract for the Shelby Street Improvements Project be awarded to Dunbar Excavating, Inc. for the bid amount of **\$418,727.50**. In addition, a 15% contingency is requested for City engineer-approved field changes in unit quantity or scope due to final design, and unknowns in underground municipal construction, bringing the total recommended award to a total of **\$481,536.62**.

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-____

**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 15th day of June, 2020, 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 15th day of June, 2020.

Sandra Wasson
Cadillac City Clerk

City of Cadillac

EXHIBIT A

Financial Services Department
FY2020 Budget Amendment #2
June 15, 2020

Current Budget	Amended Budget	Increase (Decrease)
-------------------	-------------------	------------------------

GENERAL FUND

Department: Revenue	\$6,961,100	\$7,406,700	\$445,600
Amended Line Items Detail			
Local Community Stabilization Authority	500,000	867,600	367,600
Charges for Services	0	70,000	70,000
Interest Income	55,000	63,000	8,000

Purpose: To recognize additional revenue for personal property tax reimbursement, application fees for marihuana licenses, and interest income.

Department: City Council	\$47,400	\$52,400	\$5,000
Amended Line Items Detail			
Ordinances and Proceedings	6,000	11,000	5,000

Purpose: To appropriate additional funds for meeting legal publication requirements.

Department: Financial Services	\$261,200	\$280,200	\$19,000
Amended Line Items Detail			
Salaries and Wages	145,000	160,000	15,000
Fringe Benefits	76,000	80,000	4,000

Purpose: To appropriate additional funds based on final benefit payouts for two employees who retired in FY2020 and a short time of overlap with new hires for training purposes.

Department: Elections	\$14,000	\$20,000	\$6,000
Amended Line Items Detail			
Salaries and Wages	9,000	12,000	3,000
Office Supplies	5,000	8,000	3,000

Purpose: To appropriate funds for additional election in FY2020. Funds for primary will be reimbursed by State. Reimbursement request submitted to state for presidential primary in the amount of \$6,898.

Department: Engineering	\$86,000	\$91,000	\$5,000
Amended Line Items Detail			
Contractual Services	25,000	30,000	5,000

Purpose: To appropriate additional funds for contract engineering services.

City of Cadillac

Financial Services Department
FY2020 Budget Amendment #2
June 15, 2020

EXHIBIT A

Current Budget	Amended Budget	Increase (Decrease)
-------------------	-------------------	------------------------

Department: Community Promotions	\$47,000	\$74,000	\$27,000
Amended Line Items Detail			
Salaries and Wages	12,000	25,000	13,000
Fringe Benefits	8,000	16,000	8,000
Equipment Rental	9,000	15,000	6,000

Purpose: To appropriate funds for maintenance of downtown recreation areas.

Department: Sidewalks and Alleys	\$45,500	\$76,500	\$31,000
Amended Line Items Detail			
Salaries and Wages	11,000	22,000	11,000
Fringe Benefits	7,500	12,500	5,000
Equipment Rental	20,000	35,000	15,000

Purpose: To appropriate additional funds for maintenance of sidewalks and alleys.

General Fund Summary	Prior Approved	Amended
Revenues	\$6,961,100	\$7,406,700
Expenditures	7,633,200	7,726,200
Revenues Over (Under) Expenditures	(\$672,100)	(\$319,500)

City of Cadillac

EXHIBIT A

Financial Services Department
FY2020 Budget Amendment #2
June 15, 2020

Current Budget	Amended Budget	Increase (Decrease)
-------------------	-------------------	------------------------

2016 GO BONDS DEBT SERVICE FUND

Department: Revenue	\$160,000	\$161,800	\$1,800
Amended Line Items Detail			
Transfer In	160,000	161,800	1,800

Purpose: To recognize additional funds needed to cover FY2020 debt service.

Department: Administration	\$160,000	\$161,800	\$1,800
Amended Line Items Detail			
Interest Expense	36,100	37,900	1,800

Purpose: To appropriate sufficient funds for total FY2020 interest expense.

MAJOR STREET FUND

Department: Administration	\$361,500	\$363,300	\$1,800
Amended Line Items Detail			
Transfer Out	80,000	81,800	1,800

Purpose: To appropriate funds needed to cover FY2020 debt service on 2016 bonds.

THE MARKET CAPITAL PROJECTS FUND

Department: Construction	\$0	\$54,000	\$54,000
Amended Line Items Detail			
Construction	0	54,000	54,000

Purpose: To appropriate funds for final Market constructions costs that carried into current year, including final construction draw, additional light post, heating system upgrade, and final soil removal costs. Remaining funds of approximately \$4,000 to be used for recognition materials.

City of Cadillac

EXHIBIT A

Financial Services Department
FY2020 Budget Amendment #2
June 15, 2020

Current Budget	Amended Budget	Increase (Decrease)
-------------------	-------------------	------------------------

THE TRAILHEAD CAPITAL PROJECTS FUND

Department: Construction	\$0	\$20,000	\$20,000
Amended Line Items Detail			
Contractual Services	0	20,000	20,000

Purpose: To appropriate funds for final design services.

INFORMATION TECHNOLOGY FUND

Department: Information Technology	\$197,000	\$228,500	\$31,500
Amended Line Items Detail			
Contractual Services	17,500	34,000	16,500
Software and Consulting	61,000	70,000	9,000
Depreciation	26,000	32,000	6,000

Purpose: To appropriate additional funds for IT services and equipment.

BROWNFIELD REDEVELOPMENT FUND

Department: Revenue	\$34,000	\$99,000	\$65,000
Amended Line Items Detail			
State of Michigan	0	65,000	65,000

Purpose: To recognize revenue pursuant to a grant awarded from Michigan Department of Environment, Great Lakes, and Energy (EGLE) to cover 100% of the costs of site remediation activities at the former site of Oleson's Grocery Store.

Department: Administration	\$34,000	\$99,000	\$65,000
Amended Line Items Detail			
Contractual Services	14,400	79,400	65,000

Purpose: To appropriate funds for costs related to site remediation activities at the form Oleson's Grocery Store site. 100% of costs covered by grant from EGLE.