



City Council Meeting

May 3, 2021

6:00 p.m.

By Remote Electronic Participation

Cadillac Municipal Complex

200 N. Lake St.

Cadillac, MI 49601



May 3, 2021 City Council Meeting Agenda
6 p.m. 200 N. Lake St. – Cadillac, MI 49601
Meeting held by remote electronic participation.

We communicate openly, honestly, respectfully, and directly

CALL TO ORDER
ROLL CALL

I. APPROVAL OF AGENDA

II. PUBLIC COMMENTS

This opportunity for public comment provides the public with a chance to make a statement regarding any subject matter. Public comment is not an opportunity to necessarily ask questions or converse with City Staff, Council Members or other meeting attendees. Contact information for Council and staff is available on our website, www.cadillac-mi.net, or can be obtained by calling (231) 775-0181. Comment time is limited to 3-minutes, and unused time may not be yielded back or given to someone else to use.

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 19, 2021.
Support Document III-A

IV. PUBLIC HEARINGS

- A. Public hearing to consider adoption of Ordinance Declaring Local State of Emergency Due to COVID-19 Pandemic.
Support Document IV-A

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V. COMMUNICATIONS

- A. Cadillac Area Visitors Bureau
Support Document V-A

VI. APPOINTMENTS

- A. Recommendation regarding reappointment to the Planning Commission.
Support Document VI-A
- B. Recommendation regarding appointment to the Board of Review.
Support Document VI-B

VII. CITY MANAGER'S REPORT

- A. Bids and recommendation regarding Center Line Marking.
Support Document VII-A
- B. Bids and recommendation regarding Evert Street Improvements Project.
Support Document VII-B
- C. Bids and recommendation regarding Stimson Street Improvements Project.
Support Document VII-C
- D. Recommendation regarding purchase of Ferric Chloride.
Support Document VII-D
- E. Consumers Energy Land Swap Update
Support Document VII-E
- F. COVID-19 Update

VIII. INTRODUCTION OF ORDINANCES

- A. Adopt resolution to introduce Ordinance Establishing General Appropriations Act for Fiscal Year 2022 and set a public hearing for May 17, 2021.
Support Document VIII-A
- B. Adopt resolution to introduce Ordinance to Amend Section 42-201 and 42-202(3) of Chapter 42 of the Cadillac City Code to Adjust Water Rates in the City of Cadillac and set a public hearing for May 17, 2021.
Support Document VIII-B
- C. Adopt resolution to introduce Ordinance to Amend Section 42-374 of Chapter 42 of the Cadillac City Code to Adjust Sewer Rates in the City of Cadillac and set a public hearing for May 17, 2021.
Support Document VIII-C

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IX. ADOPTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt resolution regarding Local Government Approval for Off-Premises Tasting Room License.
Support Document IX-A

X. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

- A. Historic Districts Commission
Support Document X-A
- B. Downtown Development Authority
Support Document X-B
- C. Planning Commission
Support Document X-C

XI. PUBLIC COMMENTS

This opportunity for public comment provides the public with a chance to make a statement regarding any subject matter. Public comment is not an opportunity to necessarily ask questions or converse with City Staff, Council Members or other meeting attendees. Contact information for Council and staff is available on our website, www.cadillac-mi.net, or can be obtained by calling (231) 775-0181. Comment time is limited to 3-minutes, and unused time may not be yielded back or given to someone else to use.

XII. GOOD OF THE ORDER

XIII. 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 19, 2021

Meeting held 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: Schippers, Elenbaas, Engels, King, Mayor Filkins

Council Member Schippers stated she is attending the meeting virtually in the City of Cadillac.

Council Member Elenbaas stated he is attending the meeting virtually in the City of Cadillac.

Council Member Engels stated he is attending the meeting virtually in the City of Cadillac.

Council Member King stated he is attending the meeting virtually in the City of Cadillac.

Mayor Filkins stated she is attending the meeting virtually in the City of Cadillac.

Council Absent: None

Staff Present: Peccia, Roberts, Ottjepka, Dietlin, Wallace, Coy, Homier, Wasson

APPROVAL OF AGENDA

2021-077 Approve agenda as presented.

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

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2021-078 Approve consent agenda as presented.

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

Motion unanimously approved.

PROCLAMATION

A. Arbor Day

Mayor Filkins read the Arbor Day Proclamation.

PUBLIC HEARINGS

- A. Public hearing to consider approval of the Fiscal Year 2022-2027 Capital Improvement Program.

Owen Roberts, Director of Finance, presented highlights of the 6-Year Capital Improvement Program, 2022-2027 (see attachment).

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

2021-079 Approve FY 2022-2027 CIP.

Motion was made by Schippers and supported by Engels to approve the Fiscal Year 2022-2027 Capital Improvement Program as presented.

Motion unanimously approved.

- B. Public hearing to discuss the 2021/2022 Annual Operating Budget.

Roberts presented highlights of the 2021/2022 Annual Operating Budget (see attachment).

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

Elenbaas asked if we anticipate having a budget in the future without sewer and water rate increases.

Roberts referenced the chart displaying the Water and Sewer User Rate Adjustments - Last 15 Years. He noted there were some higher than average rate increases in 2010-2012 as we were preparing for Phase I of the wellfield project. He stated there were no rate increases in four (4) of the next six (6) years. He noted Phase II of the wellfield project is approximately \$9.7 million, as we completely relocate the entire operation and abandon the current wellfield.

Elenbaas asked if traffic studies were conducted by the State of Michigan regarding the planned roundabout at M-55 and Crosby Road

Connie Houk, Prein & Newhof,, explained that given the amount of time people wait at that intersection and the risk involved, MDOT decided to award a safety grant for this project.

Elenbaas stated it is his understanding the center line marking project is out for bid. He noted he believes this work used to be done by City employees.

Roberts noted painting of the crosswalks, turn arrows, and bike lanes will be performed by City employees as has been done in the past. He stated the project out for bid involves painting the straight lines, no passing lines, and white edge lines.

Engels asked about the Baker Tilly study regarding water and sewer rate increases.

Roberts noted the Baker Tilly study reflects higher than normal rate increases this year and next year, then they normalize back to inflationary rate adjustments.

Engels stated he hopes the roundabout will help slow traffic heading into the downtown area.

CITY MANAGER'S REPORT

A. COVID-19 Update

Peccia noted information regarding COVID-19 can be found on the District Health Department #10 website at www.dhd10.org. He stated Wexford County is still showing a spike in the number of COVID-19 cases.

INTRODUCTION OF ORDINANCES

A. Adopt resolution to introduce Ordinance Declaring Local State of Emergency Due to COVID-19 Pandemic and set a public hearing for May 3, 2021.

Peccia noted on an emergency basis we instituted a 60-day time frame in which meetings could continue to be held virtually as it correlates to the current Open Meetings Act legislation. He stated it is being recommended to set a public hearing to introduce an Ordinance Declaring Local State of Emergency Due to COVID-19 Pandemic that would be in effect through the end of the calendar year. He noted if the pandemic situation changes, in-person meetings could resume as long as we are still in compliance with the MDHHS epidemic orders.

City Attorney Homier stated under the current Open meetings Act there are only three (3) reasons that members of a public body may attend meetings virtually: (1) a local state of emergency; (2) a medical condition; and (3) a member of the military on deployment.

Homier noted that because of the recent surge in COVID-19 cases we do not know when we can or should return to in-person meetings. He stated the ordinance is drafted to provide the option to continue to hold virtual meetings. He noted it does not preclude in-person meetings should circumstances change. He stated City Hall is not well-equipped to handle social distancing and accommodate members of the public.

He noted the proposed ordinance would become effective upon the expiration of the current local state of emergency ordinance and would extend the ability to hold virtual meetings through the end of the calendar year if deemed necessary.

Engels mentioned the recent meeting held by the Wexford County Board of Commissioners. He noted commissioners were not able to participate remotely because they had not made a state of emergency declaration.

Homier noted Wexford County has not declared a local state of emergency. He stated had they declared a local state of emergency the City could have relied upon that declaration to continue holding virtual meetings.

Schippers asked if meetings of other public bodies that normally take place within the City, such as the Library Board, would also be covered under this ordinance.

Homier stated it would certainly cover all of the boards and commissions of the City itself and he believes it would also cover the Library Board. He noted the Library Board does not have the authority to declare a local state of emergency but could utilize that as a reason to hold virtual meetings.

2021-080 Set public hearing for Ordinance 2021-07.

Motion was made by Schippers and supported by Engels to adopt the resolution to introduce Ordinance Declaring Local State of Emergency Due to COVID-19 Pandemic and set a public hearing for May 3, 2021.

Motion unanimously approved.

- B. Adopt resolution to introduce Ordinance to Approve Transfer of Real Property (White Pine Area) and to Accept a Water Utilities Easement and set a public hearing for May 17, 2021.

Peccia stated pursuant to affirmative action taken by the City Council on December 7, 2020, Council is being asked to consider setting the public hearing regarding an ordinance that will transfer the property accordingly to the White Pine Village development.

2021-081 Set public hearing for Ordinance 2021-08.

Motion was made by Elenbaas and supported by Engels to adopt the resolution to introduce Ordinance to Approve Transfer of Real Property (White Pine Area) and to Accept a Water Utilities Easement and set a public hearing for May 17, 2021.

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Engels asked if the City is donating to the Shay Locomotive project.

Peccia stated there is a City staff member that is part of the Leadership Class, but we are not donating funds to the project.

Mayor Filkins asked if the program to relocate geese will occur this year.

Peccia stated we are uncertain at this time whether the geese relocation program will occur this year.

Schippers stated the Cadillac Earth Day Committee will be hosting an Earth Day event from 1:00 pm to 4:00 pm on Saturday, April 24, 2021. She noted the committee is putting together reusable bags containing trees, activities, seeds, and other items that will be distributed during a drive-through event held at the Junior High School.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk



6-Year Capital Improvement Program 2022-2027

1

2022-2027 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



2

2022-2027 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



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2022-2027 CAPITAL IMPROVEMENT PROGRAM

Program Overview

Program identifies 142 projects costing **\$17,076,000** in capital projects for the next six (6) fiscal years.

TYPE	COST	#
Building	\$1,203,000	(14)
Utilities Infrastructure	3,234,500	(21)
Streets and Sidewalks	7,645,500	(28)
Technology, Vehicles and Equipment	3,650,500	(68)
Recreation	702,500	(9)
Industrial Park Expansion	640,000	(2)
TOTAL	\$17,076,000	(142)



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2022-2027 CAPITAL IMPROVEMENT PROGRAM

Project Highlights

Street Infrastructure project schedule – YEAR 1:

MAJOR STREETS

- Roundabout (*M-55/Crosby*) - \$850,000
- W. Division St. (*Leeson to Boon*) - \$500,000

LOCAL STREETS

- Lester Street (*Cobbs to Howard*) - \$675,000
- Ayers Street (*Wheeler to Plett*) - \$410,000
- Simons Street (*Pine to Bremer*) - \$250,000
- More scheduled depending on funding

Years 2-6: \$4,053,000 (17 additional projects)



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2022-2027 CAPITAL IMPROVEMENT PROGRAM

Project Highlights

UTILITIES INFRASTRUCTURE: 21 projects; \$3,234,500

- **Under Street Infrastructure Projects** – 12 projects; \$909,500; *Justification: Water/sewer mains and manholes replaced when streets are torn up;*
- **Sewer Lining** – 3 projects; years 4/5/6 - \$500,000 each year; *Justification: less costly than replacement; extends useful life of existing sewer mains;*



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2022-2027 CAPITAL IMPROVEMENT PROGRAM

Project Highlights

HEAVY EQUIPMENT: 6 purchases; \$1,503,000

- **Small 1-Ton Dump Trucks (Y1,3)** - \$105,000; Forestry (chipping), etc. DPW
- **Aerial Truck Overhaul (Y3)** - \$450,000; 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 (Y3)** - \$123,000; replace 20-year-old unit at end of its useful life; utilities
- **New Fire Truck (Y6)** - \$600,000; replacement



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2022-2027 CAPITAL IMPROVEMENT PROGRAM

Project Highlights

OTHER PROJECT HIGHLIGHTS:

- **Police Patrol Vehicles (Y1,2,4,5)** – Transition to SUV, utility-type PPV; increased costs; 8 total vehicles in fleet; 5 patrol
- **Playground Equipment (Y1,3)** - \$75,000 total; important to inspect equipment for safety, replace as needed;
- **IT Computer Replacement (All Years)** - \$20,000 per year can replace 12-15 computers; helps keep necessary investment manageable each year; computers on 5-year replacement schedule;



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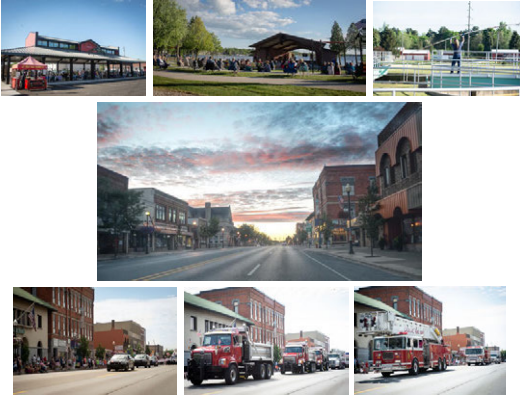
2022-2027 CAPITAL IMPROVEMENT PROGRAM

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?






ANNUAL OPERATING BUDGET

PUBLIC HEARING

April 19, 2021

1

Budget Hearing Required by City Charter

Required by Charter

- Budget to City Council ‘...On or before the first day of April in each year...’ [\(Section 10.2\)](#)
- Public Hearing – public hearing in ‘...the second half of the 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



2

FY2022 Budget Summary



2021/2022 ANNUAL OPERATING BUDGET

For the Fiscal Year Beginning July 1, 2021
and Ending June 30, 2022



Total Revenue – All Funds:	\$20,289,300
Total Spending – All Funds:	<u>\$23,083,000</u>
Revenue under spending:	(\$2,793,700)

Use of reserves on hand represents spending down bond proceeds received in August 2020

- Major Street Fund - **\$572,500**
- Local Street Fund – **\$1,500,000**
- Downtown Infrastructure Project Fund: **\$550,000**



3

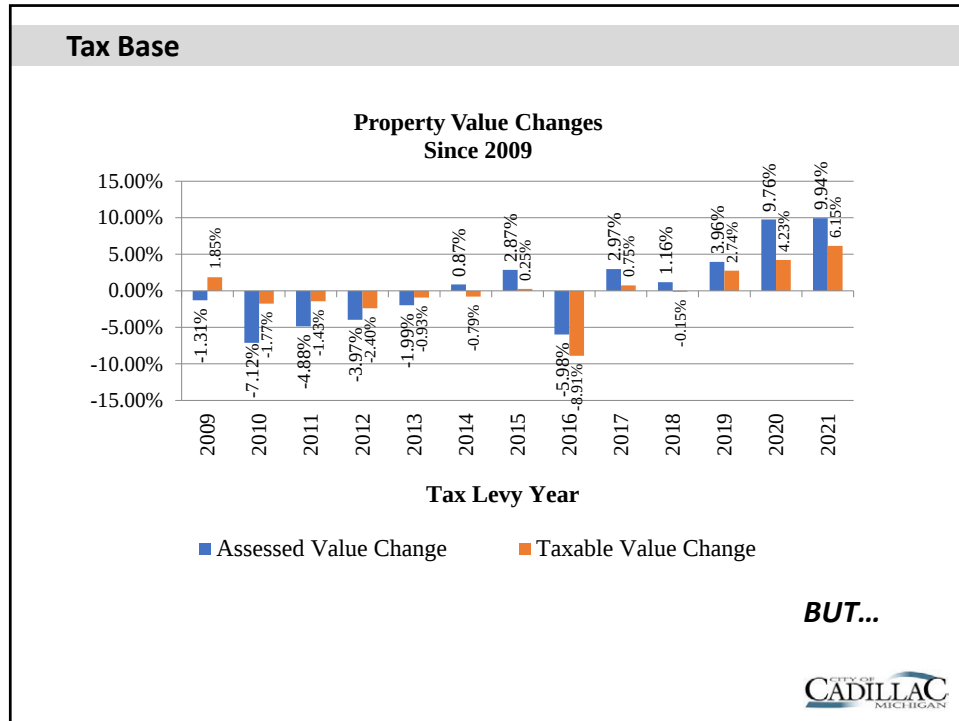
FY2022 Budget Summary

Budget Accomplishes several important priorities:

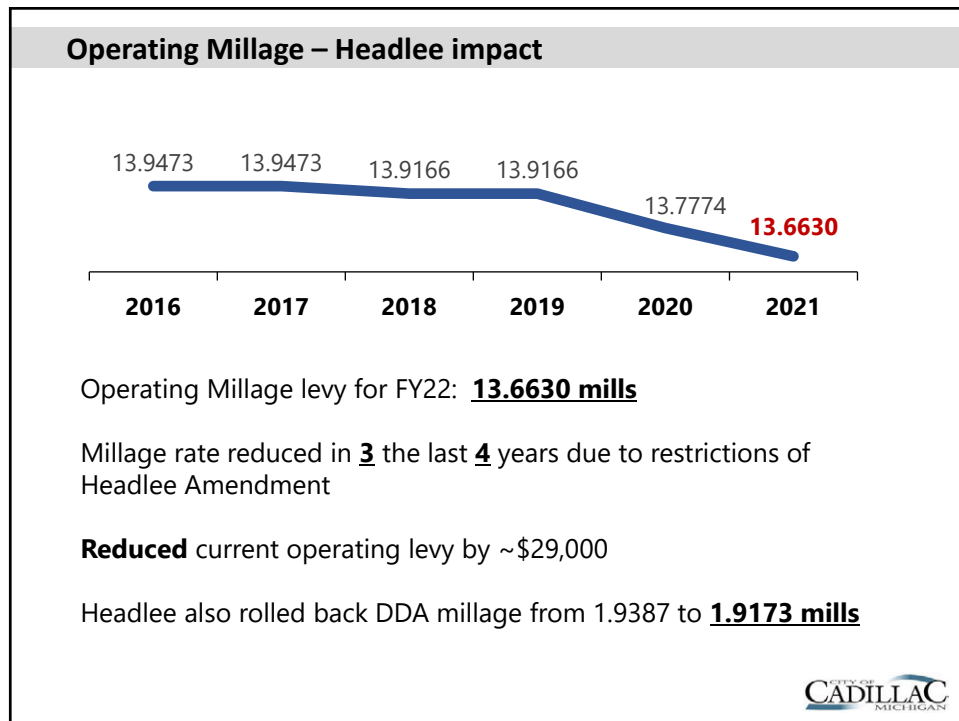
- Protection of Reserves
- Important investments -
 - ✓ Infrastructure (\$2.5m + Utilities)
 - ✓ Recreation/Amenities (Playground Equipment, Lake Treatment, Trailhead Construction) - \$500,000
 - ✓ People (COLA); Employee count down by 1



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6

Property Tax Revenue

Millage	Total Tax Levy	DDA Capture	LDFA Capture	Brownfield Capture	General Fund Revenue	Taxes Captured
General Operating	\$3,455,705	37,556	54,606	10,000	\$3,353,543	\$102,162
P&F Retirement	\$657,800	7,149	13,568	2,000	\$635,083	\$22,717

Millage Rates:

Operating: **13.6630 mills** (down from 13.7774)

P&F Retirement: **2.6000 mills** (no change)

DDA: **1.9173 mills** (down from 1.9387)



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General Fund

Total Revenue: **\$7,333,100**

Revenue Highlights:

- **Property Taxes** - \$4,136,000 based on the current TV estimate
- **State Shared Revenue** - \$1,110,000 based on February projections from Treasury
- **Solid Waste Collection** – Fees up slightly based on inflationary indexes (\$0.41 per month/\$4.92 per year)
- **Public Safety Contract Revenue** – MMR (\$76,000); CAPS (\$50,000); Clam Lake Twp. (\$180,000)



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General Fund

Total Expenditures: **\$7,325,900**

Expenditure Highlights:

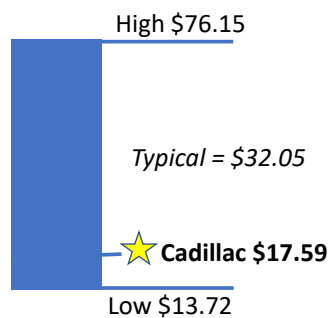
- **Slight surplus** – Revenues exceed expenditures by \$7,200
- **Wages/Benefits** - \$4.8 million (66%)
- **Capital Purchases** – \$131,500 total (Staff car, PPV, Police equipment, Parks)
- **Lake Treatment** – transfer of \$30,000 to offset costs of treatment and lake consultant



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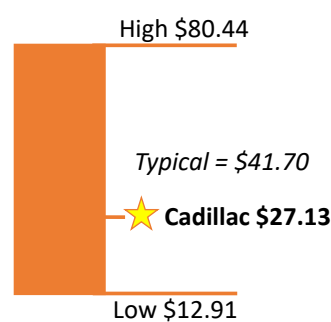
Water and Sewer User Charges

WATER



Cadillac = **6th** lowest of 47

SEWER



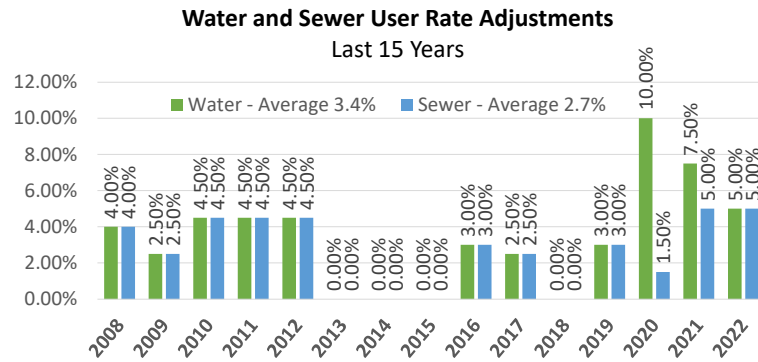
Cadillac = **11th** lowest of 48

Source: 2021 Water & Sewer Rate Study; Gosling Czubak Engineering Sciences, Inc.



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Water and Sewer User Charges



Proposed 5% for FY2022

Justification: Cash flow analysis/rate analysis performed by Baker Tilly and Baird



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Water and Sewer Summary

Water and Sewer Fund summary

- Budgeted revenue up ~6% from current projections
- Slight surplus - \$5,000
- Budgeted expenses up ~6.5%
- Full-time staff reduced by one
- Interest Expense up \$160,000 (well field DWRf loan)
- Capital investment - **\$1.0 million** in addition to well field



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Construction

Street and Infrastructure Construction

- **Major Street Fund** - \$1.2 million
 - W. Division
 - Roundabout (M55 and Crosby)
 - Resurface portion of North Blvd. by Kenwood (temporary)
- **Local Street Fund** - \$1.5 million
 - Lester Street
 - Ayers Street
 - Simons Street
 - Others as funds are available
- **Downtown Infrastructure Fund** - \$0.5 million
 - Chapin Street/Mitchell Street/Cass Street/Public Parking



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Public Process of Adopting Annual Budget

Public Meetings

- ✓ Goals/Capital Work Session 3/21/2021
- ✓ Work Session 4/5/2021
- ✓ Public Hearing 4/19/2021
- ✓ Introduce General Appropriations Ordinance 5/3/2021
- ✓ Public Hearing/Adopt General Appropriations Act Ordinance 5/17/2021

Budget available for public review and input

- ✓ City Clerk's Office
- ✓ www.cadillac-mi.net/FY2022Budget



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Next Steps

City Council consider budget for adoption on May 17, 2021

- ✓ 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.



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
Robert J. Engels
Stephen King
Bryan Elenbaas

RESOLUTION NO. 2021-_____

**RESOLUTION ADOPTING ORDINANCE DECLARING LOCAL STATE OF EMERGENCY
DUE TO COVID-19 PANDEMIC**

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held electronically on the 3RD day of May, 2021, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Michigan is continuing to experience illnesses and deaths due to the
COVID-19 pandemic; and

WHEREAS, in Wexford County as of April 13, 2021, state officials have confirmed
2,173 cases of COVID-19, 220 suspected cases of COVID-19, and 28 deaths related to
COVID-19; and

WHEREAS, pursuant to Section 10 of the Emergency Management Act, Act 390 of
1976, a municipality that has appointed an emergency management coordinator may
declare a local state of emergency if circumstances within the municipality indicate that the
occurrence or threat of widespread or severe damage, injury, or loss of life or property
from a natural or human-made cause exists; and

WHEREAS, the County Emergency Management Coordinator serves as the City's Emergency Management Coordinator; and

WHEREAS, pursuant to section 3a of the Open Meetings Act, PA 267 of 1976, a public body may host a meeting electronically on or after March 31, 2021 due to a local state of emergency or state of disaster; and

WHEREAS, in order to maintain appropriate social distancing and comply with gathering restrictions set forth in the Michigan Department of Health and Human Services (MDHHS) epidemic orders, the City wishes to consider declaring a local state of emergency in order to continue to conduct meetings electronically; and

WHEREAS, pursuant to the City Charter, the City held a public hearing on May 3, 2021 to consider the Ordinance; and

WHEREAS, in order to maintain appropriate social distancing and comply with gathering restrictions set forth in the Michigan Department of Health and Human Services (MDHHS) epidemic orders, the City finds that it is in the best interest of the public health, safety, and welfare to declare a local state of emergency in order to continue to conduct meetings electronically.

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

1. Ordinance No. ____ Ordinance Declaring Local State of Emergency Due to COVID-19 Pandemic is hereby adopted.
2. The Ordinance shall be filed with the City Clerk.

3. The City Clerk shall publish notice of adoption in a newspaper of general circulation in the City within seven (7) days.

4. Any and all resolutions that are in conflict with this Resolution are hereby repealed upon the effective date of the Ordinance but only 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. 2021-____, duly adopted at a meeting of the City Council held on the 3rd day of May, 2021.

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
Robert J. Engels
Stephen King
Bryan Elenbaas

ORDINANCE NO. 2021-07

ORDINANCE DECLARING LOCAL STATE OF EMERGENCY DUE TO COVID-19 PANDEMIC

THE CITY OF CADILLAC ORDAINS:

SECTION 1. Purpose.

Michigan is continuing to experience illnesses and deaths due to the COVID-19 pandemic. In Wexford County as of April 13, 2021, state officials have confirmed 2,173 cases of COVID-19, 220 suspected cases of COVID-19, and 28 deaths related to COVID-19. In order to maintain appropriate social distancing and comply with gathering restrictions set forth in the Michigan Department of Health and Human Services (MDHHS) epidemic orders, the City finds that it is in the best interest of the public health, safety, and welfare to declare a local state of emergency in order to continue to conduct meetings electronically.

SECTION 2. Authority.

This Ordinance is promulgated pursuant to the authority set forth in Section 10 of the Emergency Management Act, Act 390 of 1976 and section 3a of the Open Meetings Act, PA 267 of 1976.

SECTION 3. Local State of Emergency and Electronic Meetings.

A local state of emergency is hereby declared in the City of Cadillac, Wexford County. Pursuant to section 3a of the Open Meetings Act, PA 267 of 1976, meetings of a public body may continue to be held electronically by telephonic or video conferencing to permit the electronic attendance of a member of the public body who resides in the City of Cadillac and to permit the electronic meeting of a public body that usually holds its meetings in the City of Cadillac.

SECTION 4. Effective Date.

This Ordinance shall take effect upon expiration of Ordinance No. 2021-06, Ordinance Declaring Local State of Emergency Due to Covid-19 Pandemic and shall terminate at 11:59 pm on December 31, 2021.

SECTION 5. Repealer.

Any ordinances, parts of ordinances conflict herewith are hereby repealed but only to the extent necessary to give this Ordinance full force and effect.

SECTION 6. Severability.

Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

May 3, 2021

Council Communication

Re: Approval of oversized Michigan-shaped Adirondack chair in City Park

The Cadillac Area Visitors Bureau is requesting approval to place an oversized Michigan-shaped Adirondack chair in the City Park with accompanying signage encouraging “check ins” to the area and posting to social media using hashtag #cadillacmichigan (or similar). The cost of this project would be born by the Visitors Bureau.



Sample Photo (not exact replication)

The chair is made of a composite wood material and is built locally by Yoder's of Tustin. The signage can be co-branded with the City of Cadillac and the Cadillac Area Visitors Bureau. The Visitors Bureau is offering to work with city staff to arrange for the installation. The proposed location for the chair placement is at the southwest corner of City Park as shown below. The proposed placement area is directly across from a security camera placed at the Rotary Performing Arts Pavilion. Installation could be as soon as the end of May.



Recommended Action

To approve the Cadillac Area Visitor's Bureau proposal (as presented) to place an oversize Michigan-shaped Adirondack chair in City park at the location shown in this Council Communication.

May 3, 2021

COUNCIL COMMUNICATION

Re: Reappointment of Dave Gregg to a Three-Year Term on the Planning Commission

Dave Gregg has expressed interest in continuing his service on the Planning Commission for another three-year term. He was originally appointed in 2006.

Recommended Council Action:

Motion to reappoint Dave Gregg to a three-year term on the Planning Commission, which will expire on 5/01/2024.

May 3, 2021

COUNCIL COMMUNICATION

Re: Appointment to Board of Review – Brenda Benson

Brenda Benson has indicated her interest in being appointed to serve on the Board of Review as a Second Ward Representative.

It is recommended that Brenda Benson be appointed to the Board of Review for a 2 year term, expiring on 5/03/2023.



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

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

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

- | | |
|--|---|
| ☐ Airport Authority | ☐ Economic Development Corporation |
| ☒ Board of Review - <u>ward 2</u> | ☐ Elected Officials Compensation Commission |
| ☐ Brownfield Redevelopment Authority | ☐ Election Commission |
| ☐ Cadillac Area Council for the Arts | ☐ Housing Commission |
| ☐ Cadillac-Wexford Transit Authority | ☐ Local Development Finance Authority |
| ☐ Cadillac West Corridor Improvement Authority | ☐ Planning Commission |
| ☐ Cemetery Board | ☐ Retirement Board to Administer Act 345 |
| ☐ Civil Service Commission | ☐ Zoning Board of Appeals |
| ☐ Clam River Greenway Committee | ☐ Construction Board of Appeals |
| ☐ Historic Districts Commission | ☐ City of Cadillac/Clam Lake Joint Planning Commission |
| ☐ Diggins Hill Tennis Court Fundraising Committee | |
| ☐ Downtown Development Authority | ☐ Other _____ |

Please print or type:

Name Brenda Benson Address [REDACTED]

Telephone: Home _____ Business/cell [REDACTED]

E-mail brandambenson Date available for appointment any day

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

Community Service

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

- New Hope Center - Cadillac/Wexford: I am currently on this board.
- Grand Traverse Habitat for Humanity - Traverse City/Grand Traverse: I am currently on the homeowner support committee

Employment and Education

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

Current-

- Mortgage loan originator with Meriag Mortgage Professionals
 - financial analysis to determine eligibility
 - loan estimations

Education-

- B.S. in Business Management

Have you ever worked for the City of Cadillac? ☐ Yes ☒ No

If yes, please list dates and names of departments.

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

It will help me have a fuller understanding of taxes and assessments which will allow me to better educate my clients.
It's also an opportunity to be involved in my community.

Personal

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

If yes, please indicate potential conflicts.

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

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

I currently have to explain to clients how property taxes work, so I'm interested in learning more myself.

I am also a local homeowner and think this is an interesting opportunity to serve my neighborhood.

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

Signature Brenda M. Benson

Date 4/27/2021

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

Mail or return your completed application to:

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

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

May 3, 2021

Council Communication

RE: Center Line Marking

On April 27, 2021, the City of Cadillac held a bid opening for street line painting. The following bid was received:

PK Contracting

Lake City, MI

\$11,925.48

The FY2021 budget has approximately \$14,000 remaining in the budget for this project, so based on the unit costing provided in the bid, some additional painting can be completed. The total project is expected to include approximately 12 miles of yellow 4-inch skip lines, 7 miles of double yellow “No Passing” zone lines, and 23 miles of 4-inch solid white edge lines. Lines will be painted on major streets throughout the City. In addition, City crews will paint bike lane, crosswalk and turn arrow stencils during the project.

Recommended Action

It is recommended that the FY2021 Center Line Marking project be awarded to PK Contracting, Inc. in accordance with their bid. Funds for this project are available in the Major Street Fund.

May 3, 2021

Council Communication

RE: Evart Street Improvements

The Evart Street Improvements Project was recently released to bid. The project includes the reconstruction of Evart Street from Cedar Street to Lester Street. The work includes the following approximate quantities of major items:

7,400 Syd - Aggregate Base
1,340 Tons - HMA, 4E1
3,900 Lft - Curb and Gutter
1,500 Lft - Sanitary Sewer
1,300 Lft - Water Main

On April 20, 2021 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	\$ 763,306.33
Crawford Contracting, Inc. Mt. Pleasant, MI	\$ 1,043,002.62
Gerber Construction Company, Inc. Reed City, MI	\$ 1,063,381.00
Malley Construction, Inc. Mt. Pleasant, MI	\$ 1,099,793.00

Recommended Action

It is recommended that the contract for the Evart Street Improvements Project be awarded to CJ's Excavating, Inc. for the bid amount of \$763,306.33.

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 \$839,636.96.

The Engineer's estimate for this project was \$910,000. Funds are available in the Local Street Fund and Water and Sewer Fund.

May 3, 2021

Council Communication

RE: Stimson Street Improvements Project

The Stimson Street Improvements Project was recently released to bid. The project includes the reconstruction of Stimson Street from Carmel Street to the east end of the street. The work includes the following approximate quantities of major items:

2,000 Syd - Aggregate Base
375 Ton - HMA, 4E1
1,450 Lft - Curb and Gutter
640 Lft - Water Main
735 Lft - Sanitary Sewer

On April 20, 2021 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	\$ 265,561.15
Dunbar Excavating, Inc. Cadillac, MI	\$ 285,622.00
Gerber Construction Company, Inc. Reed City, MI	\$ 328,282.00
Pete's Contracting, Inc. Falmouth, MI	\$ 345,151.45
Crawford Contracting, Inc. Mt. Pleasant, MI	\$ 359,084.85
Malley Construction, Inc. Mt. Pleasant, MI	\$ 379,442.75
Salisbury Excavating, Inc. Tustin, MI	\$ 418,605.30

Recommended Action

It is recommended that the contract for the Stimson Street Improvements Project be awarded to CJ's Excavating, Inc. for the bid amount of \$265,561.15.

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 \$292,117.27.

The Engineer's estimate for this project was \$280,000.

May 3, 2021

Council Communication

Re: Purchase of Ferric Chloride

Subsequent to a competitive bid, City Council awarded the purchase of ferric chloride to Webb Chemical Service Corporation in November of 2017. The original award recommendation is attached to this communication. In accordance with the bid, pricing was fixed through December 31, 2020. The bid documents included the opportunity to extend the contract for up to two years upon mutual agreement of pricing.

The company has offered to extend the contract through February 28, 2022 at the price of \$0.276 per dry pound. This is up from \$0.245 per dry pound at the time of the bid but is still below the second low bid in 2017.

Currently, about \$40,000 per year is spent on ferric chloride.

Recommended Action

It is recommended that the contract for purchasing ferric chloride from Webb Chemical Service Corporation be extended through February 28, 2022 at a price of \$0.245 per dry pound. Funds are available in the Nutrient Removal Department of the Water and Sewer Fund.

November 20, 2017

Council Communication

Re: Purchase of Ferric Chloride

The City recently received bids for the purchase of ferric chloride for the Cadillac Waste Water Treatment Plant. Ferric chloride is a process chemical that is used to treat the phosphorus in the waste stream. Three vendors returned completed bid forms with the following bids:

Vendor	Bid
Webb Chemical Service Corporation Muskegon Heights, MI	\$0.245/dry pound
PVS Technologies Detroit, MI	\$0.295/dry pound
Kemira Water Solutions, Inc. Lawrence, KS	\$0.289/dry pound

Currently, about \$40,000 per year is spent on ferric chloride. The bid prices above are good for the two-year period from January 1, 2018 through December 31, 2020.

Recommended Action

It is recommended that the contract for purchasing ferric chloride for the period of January 1, 2018 through December 31, 2020 be awarded to Webb Chemical Service Corporation at a price of \$0.245 per dry pound. Funds are available in the Nutrient Removal Department of the Water and Sewer Fund.

May 3, 2021

Council Communication

RE: Land Swap – City/Consumers Energy

City Council previously approved a land swap with Consumers Energy to facilitate the sale of Parcel 2 in the Potvin Industrial Park to Spencer Plastic, which will permit Spencer Plastic to expand its operations. To complete the swap and the subsequent sale to Spencer Plastic, Consumers incurred some due diligence costs related to the swap. These costs involved items such as environmental assessment, appraisals and closing costs, and the costs will be apportioned between the City and Consumers. The City's share of the costs is \$9,185.

Recommended Action

It is recommended that City Council authorize payment to Consumers Energy in the amount of \$9,185. Funds are available in the Industrial Park 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 2022**

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held electronically on the 3rd day of May, 2021, 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 7, 2021 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 2022 was held on April 19, 2021; 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. 2021-____, Ordinance Establishing General Appropriations Act for Fiscal Year 2022 (the "Ordinance," attached as Exhibit A)
2. A public hearing regarding the Ordinance shall be held electronically on the 17th day of May, 2021, at 6:00 p.m.
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 3rd day of May, 2021.

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. 2021-xx ORDINANCE ESTABLISHING GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2022

THE CITY OF CADILLAC ORDAINS:

Section 1, Title.

This Ordinance shall be known as the City of Cadillac General Appropriations Act for Fiscal Year 2022.

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 7, 2021, and a public hearing on the proposed budget was held on April 19, 2021.

Section 3, Expenditures.

The City hereby appropriates the expenditures for the fiscal year commencing July 1, 2021 and ending June 30, 2022 on a departmental and activity total basis as follows:

General Fund Expenditures

Legislative	\$54,000
Office of the City Manager	311,600
Financial Services	354,700
City Clerk/Treasurer Department	319,000
Election Services	16,000
Assessing Services	141,000
Legal Services	200,000
Engineering Services	87,000
City Complex	312,600
Police Department	2,227,000
Code Enforcement	17,500
Fire Department	1,534,700
Public Works	933,600
Culture and Recreation	321,500
Economic Development and Assistance	232,500
Intergovernmental	103,200
Other	160,000

Total Expenditures	\$7,325,900
---------------------------	--------------------

Section 4, Estimated Revenues.

The City estimates that revenues for the fiscal year commencing July 1, 2021 and ending June 30, 2022 will be as follows:

General Fund	
Taxes	\$4,136,000
Licenses & Permits	137,500
Intergovernmental	1,934,000
Charges for Services	1,054,100
Fines & Forfeits	15,000
Miscellaneous	20,000
Interest and Rents	36,500
Total Revenues	\$7,333,100

Section 5, Budgets.

The City hereby approves budgets for the fiscal year commencing July 1, 2021 and ending June 30, 2022 for the following funds in the amounts set forth below:

	<u>Revenues</u>	<u>Expenses</u>
Governmental Funds		
Major Street Fund	\$1,859,800	\$2,432,300
Local Street Fund	738,500	2,238,500
Cemetery Operating Fund	125,000	124,200
Cadillac Development Fund	17,000	86,000
Building Inspection Fund	70,000	70,000
Naval Reserve Center Fund	24,000	24,000
Lake Treatment Fund	30,000	30,000
H.L. Green Operating Fund	500	0
2016 General Obligation Capital Improvement Bond	160,000	160,000
2020 General Obligation Capital Improvement Bond	313,000	313,000
Industrial Park Fund	55,000	50,500
Special Assessment Capital Projects Fund	3,300	25,500
Trailhead at Cadillac Commons Fund	465,000	465,000
Downtown Infrastructure Project	0	550,000
Cemetery Perpetual Care Fund	15,500	500
Capital Projects Fund	1,500	500

	<u>Revenues</u>	<u>Expenses</u>
Proprietary Funds		
Auto Parking Fund	\$89,500	\$89,300
Water & Sewer Fund	4,516,000	4,511,000
Capital		10,677,000
Debt Service		635,000
Building Authority Operating Fund	194,500	140,500
Central Stores & Municipal Garage Fund	700,000	699,300
Capital		122,500
Debt Service		50,000
Information Technology Fund	208,100	208,100
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	1,092,500	1,092,500
Component Units		
Local Development Finance Authority Operating Fund	275,000	275,000
Local Development Finance Authority Utility Fund	21,000	15,400
Local Development Finance Authority Capital Projects Fund	150,000	325,500
Downtown Development Authority Operating Fund	32,500	32,500
Downtown Development Authority Capital Projects Fund	92,000	92,000
Brownfield Redevelopment Authority Operating Fund	60,000	60,000

Section 6, Millage Levies.

(a) The City will levy a tax of 13.6630 mills for the period of July 1, 2021 through June 30, 2022, 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, 2021 through June 30, 2022, 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 1.9173 mills for the period of July 1, 2021 through June 30, 2022, 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 2022 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, 2021.

Approved this 17th day of May, 2021.

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

RESOLUTION NO. 2021-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 5%.**

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held electronically on the 3rd day of May, 2021, at 6:00 p.m.

PRESENT: COUNCIL MEMBERS: _____

ABSENT: COUNCIL MEMBER: _____

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

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 5%;

WHEREAS, the City wishes to consider increasing rates for the water 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 Sections 42-201 and 42-202(3) of Chapter 42 of the Cadillac City Code to Increase Water Rates in the City of Cadillac 5% (the "Ordinance," attached as Exhibit A).
2. A public hearing regarding the Ordinance shall be held electronically on the 17th day of May, 2021, at 6:00 p.m.
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. 2021-xxxx, duly adopted at a regular meeting of the City Council held on the 3rd day of May, 2021.

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. 2021-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 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	\$8.17
3/4	\$12.02
1	\$20.03
1 1/2	\$40.14
2	\$64.02
3	\$140.20
4	\$240.37
6	\$500.82
8	\$721.16

(2) *Commodity charge.*

Volume (100 cubic-foot unit)	Per Month (per unit)
0 to 600 cu. ft.	\$1.71
601 to 10,000 cu. ft.	\$1.46
10,001 to 100,000 cu. ft.	\$1.29
100,001 to 250,000 cu. ft.	\$1.13
250,001 and above	\$0.99

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)
$\frac{3}{4}$	\$2.92
1	\$5.00
1 $\frac{1}{2}$	\$9.93
2	\$16.03
3	\$34.81
4	\$59.87
6	\$124.94
8	\$180.03
10	\$289.97
12	\$429.81

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, 2021.

Approved this 17th day of May, 2021.

Sandra Wasson, Clerk

Carla J. Filkins, Mayor

I, Sandra Wasson, City Clerk of the City of Cadillac, Michigan, do hereby certify that Ordinance
No. 2021-xx was published in the Cadillac News on the _____ day of _____, 2020.

Sandra Wasson, 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

RESOLUTION NO. 2021-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 meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held electronically on the 3rd day of May, 2021, at 6:00 p.m.

PRESENT: COUNCIL MEMBERS: _____

ABSENT: _____

The following preamble and resolution was offered by xxxxxxxxxx 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. 2021-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 electronically on the 17th day of May, 2021, at 6:00 p.m.
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. 2021-xxxx, duly adopted at a regular meeting of the City Council held on the 3rd day of May, 2021.

Sandra Wasson
Cadillac City Clerk

City Council

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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. 2021-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	\$11.87
3/4	\$17.85
1	\$29.72
1 1/2	\$59.43
2	\$95.12
3	\$208.23
4	\$356.74
6	\$743.34
8	\$1,070.37

b. *Commodity charges.* A charge of \$2.75 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	\$10.28
4 to 6 rooms, inclusive	\$11.51
7 to 8 rooms, inclusive	\$13.59
Each additional room	\$1.89

- b. For each additional bathtub or shower, add \$4.92 per month.
- c. For each additional toilet, add \$5.42 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	\$0.40	215
Biochemical oxygen demand	\$0.58	185
Phosphorus	\$3.84	10
Nitrogen	\$9.00	20
Total organic carbon	\$3.23	600
Chemical oxygen demand	\$1.39	600
Total chlorides	\$0.72	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, 2021, is a charge of \$31.12.

(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, 2021.

Approved this 17th day of May, 2021.

Sandra Wasson, Clerk

Carla J. Filkins, Mayor

I, Sandra Wasson, City Clerk of the City of Cadillac, Michigan, do hereby certify that Ordinance
No. 2021-xx was published in the Cadillac News on the _____ day of _____, 2021.

Sandra Wasson, City Clerk



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Government Approval For Off-Premises Tasting Room License
(Authorized by MCL 436.1536)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)
called to order by _____ on _____ at _____
(date) (time)
the following resolution was offered:
Moved by _____ and supported by _____
that the application from Long Road Distillers LLC
(name of applicant - if a corporation or limited liability company, please state the company name)

for a NEW OFF-PREMISES TASTING ROOM LICENSE

to be located at: 412 S. Mitchell St, Cadillac, MI 49601

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059



**MEETING MINUTES
THE CADILLAC HISTORIC DISTRICTS COMMISSION (HDC)
OCTOBER 12, 2020**

An official meeting was held on October 12, 2020 remotely because of the meeting rules enacted by the State of Michigan due to the COVID-19 virus outbreak.

Roll Call

The meeting started at 5:08

Commission Members Present: Iehl, Dubravec, Bliven, and Carder

Staff Present: Coy & Wallace

Approval of the October 12, 2020 Meeting Agenda

A motion was made to approve the amended agenda which included an update on a previously approved four season room at 311 E. Harris Street. Additionally, a new Construction Application for adding a dormer to the attic area and replace shingles by Dubravec. Support by Iehl. The motion passed with unanimous support.

Approval of the July 13, 2020 Meeting Minutes

A motion was made to approve the July 13, 2020 meeting minutes by Iehl. Support from Carder. The motion passed with unanimous support.

Public Comments

None

New Business –

1. Construction Application from Darryl and Karen Petterson who recently purchased the home at 437 E. Cass Street to add a side yard white vinyl picket fence to help contain their dog. The Petterson's attended virtually. From a concept diagram the fence will be near four feet in height and the spacing between the pickets is 1 3/4 inches. The Petterson's commented that the appearance will be very close to the white vinyl picket fence and railing on their porch. Iehl brought up a picture of the porch and the railing. A motion was made by Bliven to approve the application for the side yard white picket fence. Support from Iehl. The motion passed with a unanimous vote.
2. Construction Application from Michelle Carder and Mike Ochs who live at 311 E. Harris Street. Carder excused herself from a vote on the application. She explained the changes to the four season room that was previously approved in 2018 and also explained the added work they plan to do by adding a dormer to the rear side of the attic to add a window that meets the building code for egress and replacing the shingles. They also will replace up to five other windows. Their contractor Ryan Slack attended the virtual meeting.

Coy was able to bring up the photos and information provided for the original four-season room application. Carder explained that the look and materials will be similar. The size of the room is being expanded. The new plan is for it to extend twelve feet out from the rear of their home and be twenty feet in length across the back of the home. The exterior materials for the dormer will closely match the four-season room and the windows will be wood frame. They are also replacing five windows.

Their contractor Ryan Slack spoke. He said the pitch and style of roof on the dormer will be of the same style as the current roof. The window on the dormer will be five feet by six feet in size. He said they will be installing Anderson 400 wood double pane windows. The sliding door/window on the four-season room will also be an Anderson wooden door.

It was asked if the shingles would be architectural style and the answer is yes.

A motion was made by Bliven to approve the new updated Construction Application for 311 E. Harris Street with the style and materials described. Support from Dubravec. Carder abstained from the vote. The motion was approved unanimously.

Commissioner Comments –

Informational Items –

Coy commented that the new awnings over the two south entryways at the Cobbs Mitchell building are now up.

Adjourn – The meeting adjourned at 5:40 pm,

Minutes
Downtown Development Authority (DDA)
Business Improvement District (BID) Board
Regular Meeting
February 24, 2021

A regular meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board was held electronically at 7:30 a.m. on Wednesday, February 24th, 2021.

MEMBERS PRESENT: LeVand, Kelsey, Swanson, Huckle, Coffey, Schultz, Crawley

STAFF PRESENT: Wallace, Coy, Payne, Pluger

APPROVAL OF Minutes

- Motion to approve meeting minutes from January 27th, 2021 with correction of adding Crawley to attendance by Coffey. Supported by Schultz.
- Motion approved unanimously.

CITY MANAGER REPORTS

- Motion to approve financial report by Swanson. Supported by Coffey. Motion approved unanimously.

DIRECTOR REPORT

- **Private Investment Information** – sent out to everyone in the packet. The information was pulled for the Cadillac Castle Project and details the recent investments in Cadillac
- **Eli Hoffert Meeting** – Peccia and Wallace met with the new owner of the building on Pine and Mitchell to discuss options and ideas for development. Discussed possible uses and grant opportunities.
 - o Question LeVand: was he wanting to open his own business? Wallace believes he is wanting to lease the property
- **Herman Properties Meeting** – Peccia and Wallace met with the new owner, Mike Blackmer, to discuss upgrades to the property. Peccia and Wallace gave the possible options for funds that could be used or applied for.
 - o Question LeVand: was there talk about him purchasing surrounding buildings to consider better parking? Wallace stated it did not get discussed but could be a good idea.
- **New Banners Downtown with Up North Arts** – it has been several years since the banners have been updated. The Streetscape committee will meet in March to discuss banners.
- **Lofts Update** – All but one unit is rented and there are two letters of intent for the business main floor. Only 2500 square feet will be available. Discussion followed about the demolition of old G&D building and when the second building will start being constructed.
- **Chamber of Commerce Shay Locomotive Project** – Wallace updated that the Leadership Team is working on the project. They are hoping to make it a key photo location around town. They are adding a lighting component and exposing more of the top of the train for viewing.
 - o Question LeVand: Has there been discussion about what materials will be used for the roof? Could there be an older feel? Wallace stated they are planning on a basic building. Possibly will use a QR code to share history instead of physical stands or items that could be vandalized.
 - o Question LeVand – Has the historical society been approached? Wallace explained they are on the list of people that will be getting contacted.

COMMITTEE REPORTS:

- Parking Subcommittee Meeting scheduled for March
- Request to schedule a Streetscape Committee Meeting for banner discussion

OLD BUSINESS

- **Pine Street Parking** – Payne met with the Police Department to discuss the parking issue. They are attempting to patrol more and write more tickets for violations. Discussion followed about rearranging parking in the area, sidewalks, and how it could be changed.
- **Parking Assessment Basement Discount** – LeVand requested this topic be tabled until after the subcommittee meeting in March.
- **DDA Expansion**- Revenue projections are being reviewed by Owen Roberts and there should be an update at the next DDA Meeting. Wallace suggestion discussion and a decision be made about what the expansion would look like.
 - o Determined that there needs to be legal advice about charging different amounts to different businesses.
- **Questions**
 - o **LeVand:** Any updates on the trailhead? Wallace stated Council will be meeting and they are discussing the route and budget.
 - o **Swanson:** Last month there was discussion on how dark Pine Street was. There are several others very poorly lit and Swanson wonders if it could be looked at across the downtown. Wallace agreed it was a good idea, stating hopefully there will be funding coming to redo the entire streetscape and this could be updated. Payne advised the easiest way would be to add an arm to the existing poles and request consumers to do it. The is the cheapest way, but tome consuming.

NEW BUSINESS

- **DDA Newsletter**- Wallace and Pluger are working on finding the best way to get news out to all businesses. If the DDA supports it we would move forward with the Newsletter. No members opposed the idea.
- **Flower Basket Quote** –_prices for the flower baskets is the same as last year.
 - o Motion to approve the purchase of 80 baskets by Coffey, supported by Schultz._The motion passed unanimously.
 - o DDA board requested that the contract for water and fertilization be at the next meeting
 - o Donation requests for the flower baskets are planned to go out soon.

COMMUNICATIONS/OTHER ITEMS – None

PUBLIC COMMENTS – None.

ADJOURNMENT: Meeting Adjourned at 8:15 am



Planning Commission
March 22, 2021 Meeting Minutes

Call to Order

Chairman Putvin called the meeting to order at 6:00 PM. The meeting was held virtually on GoToMeeting.com due to the current State of Michigan restrictions on public gatherings and meetings due to COVID-19.

Roll Call

Planning Commission: Filkins, Bunce, Bosscher, Baumann, Fent, Putvin

Staff: Peccia, Wallace, Coy, Pluger

Approval of Agenda for March 22nd, 2021

- A. Motion to approve the agenda made by Bunce. Supported by Baumann.
 - a. Motion approved unanimously.

Public Comments – None

Approval of January 25, 2021 Meeting Minutes

- A. Motion to approve the minutes by Baumann. Supported by Bunce
 - a. Motion approved unanimously.

Public Hearings –

New Business –

- A. **Resolution Confirming Master Plan of the City of Cadillac:** Putvin asked Wallace to speak about the resolution being voted on. Wallace explained that the Redevelopment Ready Communities requires that the Master Plan be updated. This would renew the previous Master Plan until we choose to amend, which is likely in 2021.
 - a. Question from Bosscher – Is it standard procedure to to address things as needed or is this because we are behind? Wallace explained that a typical community would be reviewing each five years, but it can be our decision what time basis, we could even update annually if desired. He explained there are delays do to COVID, Marijuana licensing, and working on the Recreation Plan
 - i. Peccia commented that our plan is unique because the RRC requires certain things. This would not be an issue if we were not working with them.
 - b. Motion to approve the resolution confirming the Master Plan of the City of Cadillac made by Baumann. Supported by Filkins
 - i. Motion approved unanimously.

B. Second Amendment to Protective Covenants and Restrictions for the James E. Potvin Industrial Park

- a. Peccia presented an image of a graphic about the Industrial Park. He explained that Consumers would not have to conform to the Industrial Park regulations so that they can build solar panels. One of their lots is not subject to the Covenants but 2 is. So they want to make the full lot not under the Covenants. The City Council has already signed off on this and the PC is being asked to sign off.
 - i. Question from Baumann – If Council has already approved what authority does the PC have in being a primary approver? Peccia explained this is out of sequence because it was finished by legal before the City Council. They did not want to have to wait another month to drag the process on so they did it backwards to speed up the process. Peccia stated this has been questioned by legal because we do not legally have to present these issues to the Planning Commission but chooses to do so out of respect to tradition that it has always been down.
- b. Motion to approve the second amendment to Protective Covenants and Restrictions for the James E. Potvin Industrial Park made by Baumann. Supported by Bosscher.
 - i. Motion approved unanimously.

Old Business – None

Board Members Comments – None

Communications – None

- A. Pluger communicated that Ryan Schultz moved and had to step down from the Planning Commission. Coy mentioned anybody interested and not in the ward can apply for other boards such as Zoning. Peccia also commented the list is posted on our website of all vacancies.

Public Comments – None

Other Business – None

Adjourn

- Adjourned at 6:23 PM