



City Council Meeting

June 6, 2022

6:00 p.m.

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



June 6, 2022 City Council Meeting Agenda
6 p.m. at City Hall - 200 N. Lake St. – Cadillac, MI 49601

We trust and assume goodness in intentions

CALL TO ORDER
PLEDGE OF ALLEGIANCE
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 work session held on May 16, 2022
Support Document III-A

B. Minutes from the regular meeting held on May 16, 2022
Support Document III-B

IV. COMMUNITY SPOTLIGHT

A. Cadillac Area Visitors Bureau Update

Cadillac City Council Agenda

June 6, 2022

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V. COMMUNICATIONS

- A. Cadillac Rotary Club
Support Document V-A
- B. UpBeat Cadillac
Support Document V-B

VI. CITY MANAGER'S REPORT

- A. Request regarding installation of tourism information/kiosk signs.
Support Document VI-A
- B. Aquatic Invasive Species Landing Blitz Boat Outreach Event, North Country Cisma.
Support Document VI-B
- C. Out-of- State Travel Request
Support Document VI-C

VII. PUBLIC COMMENTS

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VIII. GOOD OF THE ORDER

IX. 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 and to discuss a written confidential legal opinion with the City Attorney.

X. ADJOURNMENT

Cadillac City Council Agenda

June 6, 2022

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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

CALL TO ORDER

Mayor Filkins opened the meeting at 4:23 pm.

ROLL CALL

Council Present: Elenbaas, Schippers, Engels, King, Mayor Filkins

Council Absent: None

Staff Present: Peccia, Homier, Wasson

APPROVAL OF AGENDA

2022-092 Approve agenda as presented.

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

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

DISCUSSION/CONSIDERATION REGARDING THE PERSONNEL EVALUATION FORM FOR THE CITY MANAGER

Mayor Filkins noted that for several years Council Member King has requested that a different evaluation tool be considered. She stated the purpose of this work session is to discuss what may be missing from the current evaluation tool. She asked if anyone brought any examples for discussion.

King stated he did not bring any examples but will just talk through his thoughts.

Mayor Filkins stated everyone needs to be in agreement that this year we will be utilizing the same evaluation tool we have used in the past. She noted after we develop an agreed upon format, we can begin utilizing a new evaluation tool moving forward.

King stated pursuant to the Charter our biggest job is to supervise the City Manager. He noted the City Manager is the CEO and supervises the City and we supervise the City Manager. He stated it is a huge fiduciary responsibility to the voters that we do that and do it well.

King stated part of that responsibility is to ensure that we create the best environment for the City Manager to be able to succeed. He noted he doesn't believe this can be accomplished unless there is a process in which the board is able to communicate about it and there are metrics in

place. He stated there can be general metrics but we also need to discuss specific goals for the year as a Council with input from the City Manager.

King noted in his experience on different boards they would meet minimally twice a year, once halfway through the year and then prior to the annual evaluation, to discuss the performance of the manager. He noted the manager would be present for part of the meeting and then leave the meeting to allow the board to have a discussion. He stated the manager would return and if appropriate there would be another discussion to allow the board to provide performance feedback to the manager.

King stated we need each other's feedback regarding the performance of the City Manager and determine if there are any issues that need to be addressed. He noted the evaluation process should not operate in a vacuum which is how he believes it is currently being done. He stated we currently fill out forms and turn them in. He noted he believes part of the responsibility of Council is to meet to discuss the performance of the City Manager and then include the City Manager for part of that discussion.

King stated he is not opposed to keeping the general subject matter points of the current evaluation tool. He proposed that we add a section for metrics that define specifics. He noted then we would be able to tell the City Manager that he did well in these areas and met these metrics. He stated it would also provide the City Manager with realistic feedback on specific areas that we want him to improve upon so the City can improve. He added it would also let us determine what items may not be realistic.

Schippers asked Council Member King to describe what he means by metrics.

Kings provided the example of talking to MEDC specifically on housing. He stated that would be the goal and the City Manager would then report on the discussions and meetings he had with MEDC. He noted this assumes that the City Manager is keeping Council up to speed throughout the year as he does now.

Schippers stated her understanding is that instead of using a tool that has the same categories each year we would meet every year to develop specific goals and objectives within those goals and then evaluate based on how those objectives are met.

King stated that is correct.

King suggested after the City Manager evaluation for this year is completed, Council would hold a work session to discuss ideas for those areas of focus and also receive input from the City Manager on the key areas he wants to work on. He noted after the work session, Council along with the City Manager, will select specific goals for the City Manager to work on for the upcoming year.

King suggested halfway through the year, Council would hold a work session and receive an update from the City Manager on the status of the goals. He noted there would be another work session utilizing the same format prior to the evaluation.

Peccia stated he believes the difficulty will be limiting the specific goals because there is so much activity going on within the City.

King stated based on his experience, in order for it to be effective, there should be a maximum of ten (10) key areas of focus. He noted the number is normally five (5) to six (6) key areas that everyone identifies we want to see success in.

Peccia stated the Strategic Priority Programs and Projects that are listed in the Annual Operating Budget that provide status updates on an annual basis and chart how they fit within the overall City Goals would probably be the starting point for selecting the specific areas of focus.

Elenbaas stated he finds it unusual that the City Manager and the HR Generalist are present when we meet to discuss the performance of the City Manager.

King stated he believes it is appropriate to have a discussion both with and without the City Manager in attendance. He does not believe the HR Generalist should be in attendance.

Mayor Filkins stated the concern about the HR Generalist being present was raised and he was no longer included in the discussion.

Mayor Filkins stated having a discussion with the City Manager about his performance after Council has had the opportunity to hold a discussion is very important.

Elenbaas asked if Council should have the opportunity to hold a discussion without the City Manager in attendance.

Mayor Filkins stated that is correct.

Mayor Filkins stated in the past she and one other person compiled the evaluation information and had a discussion with the City Manager regarding his performance. She noted she is not opposed to meeting also as a full Council to have a discussion about the performance evaluation of the City Manager.

Engels asked if Council is permitted to meet in closed session without the City Manager.

City Attorney Homier stated the City Manager has to request the closed session in writing and can rescind the request at any time.

Discussion ensued about the evaluation process and schedule moving forward.

King suggested that moving forward the final evaluation meeting in May would also include a discussion regarding the metrics for the following year. He noted we would then be on track to have a mid-year evaluation meeting in January.

Engels noted the current evaluation tool is mildly observational and not necessarily tied to specific improvements and lacks context. He stated in order to fill out the document he needs the evaluation from the previous year and also the Strategic Priority Programs and Projects document. He wondered if we are setting City Goals or if we are deciding which specific City Goals to tie the City Manager's performance to. He noted it feels like a special focus part of the budget document.

King stated it is a management tool for the City Goals. He noted this is for the benefit of the City Manager to manage the various departments which are related to the City Goals. He noted each member of City Council sees different parts of the activities of the City Manager. He stated he does not have the benefit of knowing the perceptions of the other Council Members because we do not have the discussion before the evaluations are turned in. He noted having that discussion could help balance everyone's perception. He stated it would be an interactive approach that is geared for success and there are no surprises.

Mayor Filkins distributed and discussed the evaluation form used by the Michigan Municipal League to evaluate the performance of the Executive Director/CEO.

Mayor Filkins noted the current evaluation process was in place when she became Mayor, so she continued with that process. She stated she believes it will be refreshing that we all share in that responsibility and we all want to be sitting at the table.

Mayor Filkins stated the evaluation document for this year will be provided this week and she requested that Council include comments when they fill out the document. She noted the responses will be compiled and then she would like Council to meet for a discussion.

King summarized the discussion by stating we will use the same tool this year, Council will go into closed session in June, the City Manager will be excused to allow for discussion by the Council, the City Manager will rejoin the meeting, and Council will provide his evaluation.

King stated Council and the City Manager should start working on a list of potential specific goals for next year. He noted a work session will be held to set the specific goals and a mid-year session will be held in December or January to discuss the progress on the goals. He noted during the evaluation in May of 2023 we will be able to reset the goals for the following year.

Possible dates for the work session were discussed: July 26 or August 1.

Mayor Filkins stated she will revise the MML evaluation document accordingly and send it to everyone for review.

ADJOURNMENT

Mayor Filkins adjourned the meeting at 5:11 pm.

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

CITY COUNCIL MEETING MINUTES

May 16, 2022

Cadillac City Hall - 200 N. Lake St. - Cadillac, Michigan 49601

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

APPROVAL OF AGENDA

2022-093 Approve agenda as amended.

Motion was made by King and supported by Elenbaas to approve the agenda as amended to add Item IX-B under Adoption of Ordinances and Resolutions regarding the request from G&D to adopt a resolution.

Motion unanimously approved.

PUBLIC COMMENTS

Gerald Olson questioned whether the citizens should be asked if they approve 3% water and sewer rate increases.

CONSENT AGENDA

2022-094 Approve consent agenda as presented.

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

Motion unanimously approved.

COMMUNITY SPOTLIGHT

A. Community Development Overview

Peccia noted John Wallace, Community Development Director, provided a presentation to the Chamber of Commerce Leadership Class during their Government Day that gives a general overview of community development related activities and programs.

John Wallace, Community Development Director, presented the information that was provided to the Leadership Class (see attachment).

PUBLIC HEARINGS

- A. Public hearing to consider adoption of Ordinance to Amend Section 42-201 and 42-202(3) of Chapter 42 of the City Code to Adjust Water Rates in the City of Cadillac.

Owen Roberts, Director of Finance, noted the City Charter states the rates and charges of any municipal public utility for the furnishing of public utility services shall be so fixed as to at least meet all the costs of such utilities. He stated it is also prudent management to make sure if you are charging a user charge that the actual costs of the system are reviewed annually to make sure the rates are sufficient to cover core responsibilities of providing safe water to the community and a safe place for the sewer to go to be treated and discharged. He noted we want also to avoid health and safety issues that result from a lack of maintenance.

Roberts presented information regarding the proposed Water and Sewer User Rates (see attachment).

Mayor Filkins opened the public hearing.

Randy Lindell thanked the City for the quick response to the sewer repair on Howard and Cedar Streets.

Gerald Olson stated the Water Department is doing a great job with the water and we should be compared to other departments that are charging more.

Mayor Filkins closed the public hearing.

Elenbaas asked for confirmation that the City rates were compared to 47 other communities.

Roberts stated the City's water and sewer rates were compared to 47 other communities by Gosling Czubak Engineering Sciences, Inc. He noted it was a regional study that included communities located in the northern lower peninsula and eastern upper peninsula.

2022-095 Adopt Ordinance 2022-07.

Motion was made by Schippers and supported by Engels to be responsible for our plant and approve the resolution to adopt Ordinance to Amend Section 42-201 and 42-202(3) of Chapter 42 of the City Code to Adjust Water Rates in the City of Cadillac 3%.

Ayes: Schippers, Engels, King, Mayor Filkins

Nays: Elenbaas

Motion carried.

- B. Public hearing to consider adoption of Ordinance to Amend Section 42-374 of Chapter 42 of the City Code to Adjust Sewer Rates in the City of Cadillac.

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

Elenbaas asked if we did not pass the rate increase would we still have a functioning, perfectly good water and sewer system for the rest of the year.

Roberts stated it is impossible to know.

Engels noted he believes we would be perfectly fine functioning this year and maybe even next year or the year after but at a certain point our ability to handle emergencies would not be possible because the fund balance would be decreased.

Elenbaas stated he is talking about a 1-year break in rate increases for the people of the City.

Mayor Filkins noted there were no rate increase for 4-years.

Elenbaas stated that was 5-years ago. He noted there will be water and sewer rate increases every year.

Mayor Filkins noted there were 4-years that we did not have rate increases which caused us to have a much larger increase than an annual 3% increase. She stated there are communities around us that didn't raise their rates and they were unable to take care of their infrastructure.

Elenbaas reiterated he is just talking about a 1-year break for the people of the City. He noted this will occur every year unless more members of the public speak out against the rate increases.

King stated he believes one of the most difficult parts of the job of City Council is being responsible and looking forward. He noted he does not like raising rates but would not want to be in the position of cities that have encountered issues because they have not maintained their water and sewer systems. He stated the responsible way to manage rate increases is to keep the annual rate increases at a low rate to ensure the health, safety, and welfare of the citizens. He noted it is our responsibility to keep rate increases as minimal as possible and still maintain safe infrastructure.

2022-096 Adopt Ordinance 2022-08.

Motion was made by Engels and supported by Schippers to approve the resolution to adopt Ordinance to Amend Section 42-374 of Chapter 42 of the City Code to Adjust Sewer Rates in the City of Cadillac 3%.

Ayes: Schippers, Engels, King, Mayor Filkins

Nays: Elenbaas

Motion carried.

- C. Public hearing to consider adoption of Ordinance Establishing General Appropriations Act for Fiscal Year 2023.

Peccia this public hearing is basically the capstone of the City's budgeting process for Fiscal Year 2023 which establishes the budget and the framework for all of the things we work on and the operations that we fund. He noted there has already been a presentation provided for this document.

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

Schippers stated each year that she has been part of the budget process she is amazed at the level of expertise of the staff and the mindfulness that goes into this process by both staff and City Council. She noted it is done in a manner that makes it very understandable.

2022-097 Adopt Ordinance 2022-09.

Motion was made by Schippers and supported by King to approve the resolution to adopt Ordinance Establishing General Appropriations Act for Fiscal Year 2023.

Motion unanimously approved.

COMMUNICATIONS

A. Cadillac Casting Inc.

2022-098 Approve street closure and serving of alcoholic beverages for Cadillac Casting Inc.

Motion was made by King and supported by Elenbaas to approve the closure of Lake St. between Harris St. and Cass St. from 12:00 pm to 12:00 am and the serving of alcoholic beverages in the pavilion area from 4:00 pm to 10:00 pm on July 9, 2022 for the Cadillac Casting Inc. 100th Year Celebration.

Motion unanimously approved.

B. Clam Lake Band

2022-099 Approve street closure for Clam Lake Band.

Motion was made by Schippers and supported by King to approve the closure of Lake St. between Harris St. and Cass St. from 6:30 pm to 8:30 pm on Mondays from June 27, 2022 through August 8, 2022 for the Clam Lake Band Concerts.

Motion unanimously approved.

C. Cadillac Farmers Market

2022-100 Approve display of banner for Cadillac Farmers Market.

Motion was made by Elenbaas and supported by King to approve the display of a banner from June 6-13, 2022 for the Cadillac Farmers Market.

Motion unanimously approved.

APPOINTMENTS

- A. Recommendation regarding appointment to the Cadillac-Wexford Airport Authority.

2022-101 Approve appointment to the Cadillac-Wexford Airport Authority.

Motion was made by Elenbaas and supported by Engels to approve the appointment of Brian Ahrens to the Cadillac-Wexford Airport Authority for a 2-year term to expire on May 16, 2024.

Motion unanimously approved.

- B. Recommendation regarding reappointment to the Brownfield Redevelopment Authority.

2022-102 Approve reappointment to the Brownfield Redevelopment Authority.

Motion was made by Elenbaas and supported by King to approve the reappointment of Regan O'Neill to the Brownfield Redevelopment Authority for a 3-year term to expire on May 19, 2025.

Schippers noted Regan O'Neill has served on the Brownfield Redevelopment Authority since 1997.

Motion unanimously approved.

CITY MANAGER'S REPORT

- A. Permit of Property Use by the Chestnut St. Boat Launch Area.

Peccia noted the owner of the property at 301 N. Mitchell St. has requested to use a portion of property near the Chestnut St. Boat Launch to temporarily store kayaks, paddle boards, bicycles, and paddle boats which will be offered as rentals. He stated this would be a pilot project for 1-year to gage the demand for this new recreational activity. He noted the initial permit amount for the use of this property would be \$200. He stated this request also requires ratification by the Planning Commission.

2022-103 Approve permit of property use by the Chestnut St. Boat Launch Area.

Motion was made by King and supported by Engels to authorize the City Manager to approve a one-year permit with Eli Hoffer for use of the property near the Chestnut St. Boat Launch subject to approval by the Planning Commission.

Motion unanimously approved.

- B. Bids and recommendation regarding Ayer Street Improvements.

Peccia noted three (3) bids were received and the recommendation is to award the project to the lowest bidder, Crawford Contracting, Inc. from Mt. Pleasant, MI for the bid amount of \$240,529.50 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 \$264,582.45.

2022-104 Award contract for Ayer Street Improvements.

Motion was made by Elenbaas and supported by Schippers to award the contract for the Ayer Street Improvements Project to Crawford Contracting, Inc. for the bid amount of \$240,529.50 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 \$264,582.45.

Motion unanimously approved.

C. Bids and recommendation regarding Simon Street Improvements.

Peccia noted three (3) bids were received and the recommendation is to award the project to the lowest bidder, CJ's Excavating, Inc. from Cadillac, MI for the bid amount of \$915,735.48 and to approve a 15% 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 \$1,053,095.80.

2022-105 Award contract for Simon Street Improvements.

Motion was made by Elenbaas and supported by Engels to award the contract for the Simon Street Improvements Project to CJ's Excavating, Inc. for the bid amount of \$915,735.48 and to approve a 15% 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 \$1,053,095.80.

Motion unanimously approved.

ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution to Extend Time for Conditionally Authorized Marihuana Business.

Peccia stated this resolution is regarding WL Green Ventures, LLC that is planning to open a medical marihuana retail facility at 929 N. Mitchell St. He noted it is being recommended that they be provided 1-year extension of the conditional authorization.

Engels asked if this is the same company that spoke during a meeting about trying to obtain a recreational marihuana license.

Peccia stated it is possible this is the same company. He noted City Council authorized four (4) retail marihuana licenses; two (2) recreational and two (2) medical. He stated neither of the medical facilities are in operation and both of the companies indicated that without also having a recreational license it is very difficult to open their business. He noted Council can choose to have a discussion at a future meeting about adjusting the licensing to allow for additional recreational licenses for those that already have medical licenses and for those that already have recreational licenses to have medical licenses. He stated the current request is simply to extend the timeframe for one of the companies that already has conditional authorization for a medical marihuana facility.

Engels stated he is not in favor of having the discussion to increase the number of licenses. He noted he is concerned that WL Green Ventures may be trying to get a backdoor into opening a medical marihuana facility and then trying to obtain a license for recreational marihuana.

Elenbaas asked City Attorney Homier to respond to the concern raised by Council Member Engels.

Homier stated the City established its limits on the number of licenses so unless the City revises those limits or the State law changes they would not be able to obtain a recreational license.

Homier noted he has spoken to someone at WL Green Ventures and they clearly want a recreational license. He stated extending the timeframe for the medical facility is not going to get them any closer to obtaining a recreational license unless the City changes its view or the State law changes.

Mayor Filkins asked if there were other companies interested in the medical marihuana licenses.

Peccia stated there were other companies that received the medical licenses and then withdrew after realizing they were not able to obtain a recreational license.

Homier stated there will no longer be a market for medical marihuana.

King stated they already paid their non-refundable deposit for the medical marihuana license. He noted if they want a recreational license in the future they still have to reapply.

2022-106 Adopt Resolution to Extend Time for Conditionally Authorized Marihuana Business.

Motion was made by King and supported by Schippers to adopt the Resolution to Extend Time for Conditionally Authorized Marihuana Business WL Green Ventures, LLC to Complete Final Authorization.

Ayes: Schippers, Elenbaas, King, Mayor Filkins

Nays: Engels

Motion carried.

B. Adopt Resolution for Local Government Approval for a DDA Liquor License – Class C License for G&D Liquor Store.

Peccia noted this was previously approved by City Council. He stated the resolution that was submitted to the Michigan Liquor Control Commission (MLCC) listed the DDA license and the appropriate MCL reference, but it did not include the “Class C License”. He noted the MLCC requested the City resubmit the resolution including the words “Class C License”.

2022-107 Adopt Resolution for Local Government Approval for a DDA Liquor License – Class C License for G&D Liquor Store.

Motion was made by King and supported by Elenbaas to approve the resolution as presented to approve a Class C Liquor License for G&D.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Historic Districts Commission

PUBLIC COMMENTS

Terry Harvey commented on a sewer issue with a property he previously owned.

Randy Lindell stated the citizens of Cadillac deserve a tax break. He complimented the Utilities Department. He mentioned jake breaks on semi-trucks. He expressed concern about the impact increased population and industries will have on the wastewater treatment plant.

GOOD OF THE ORDER

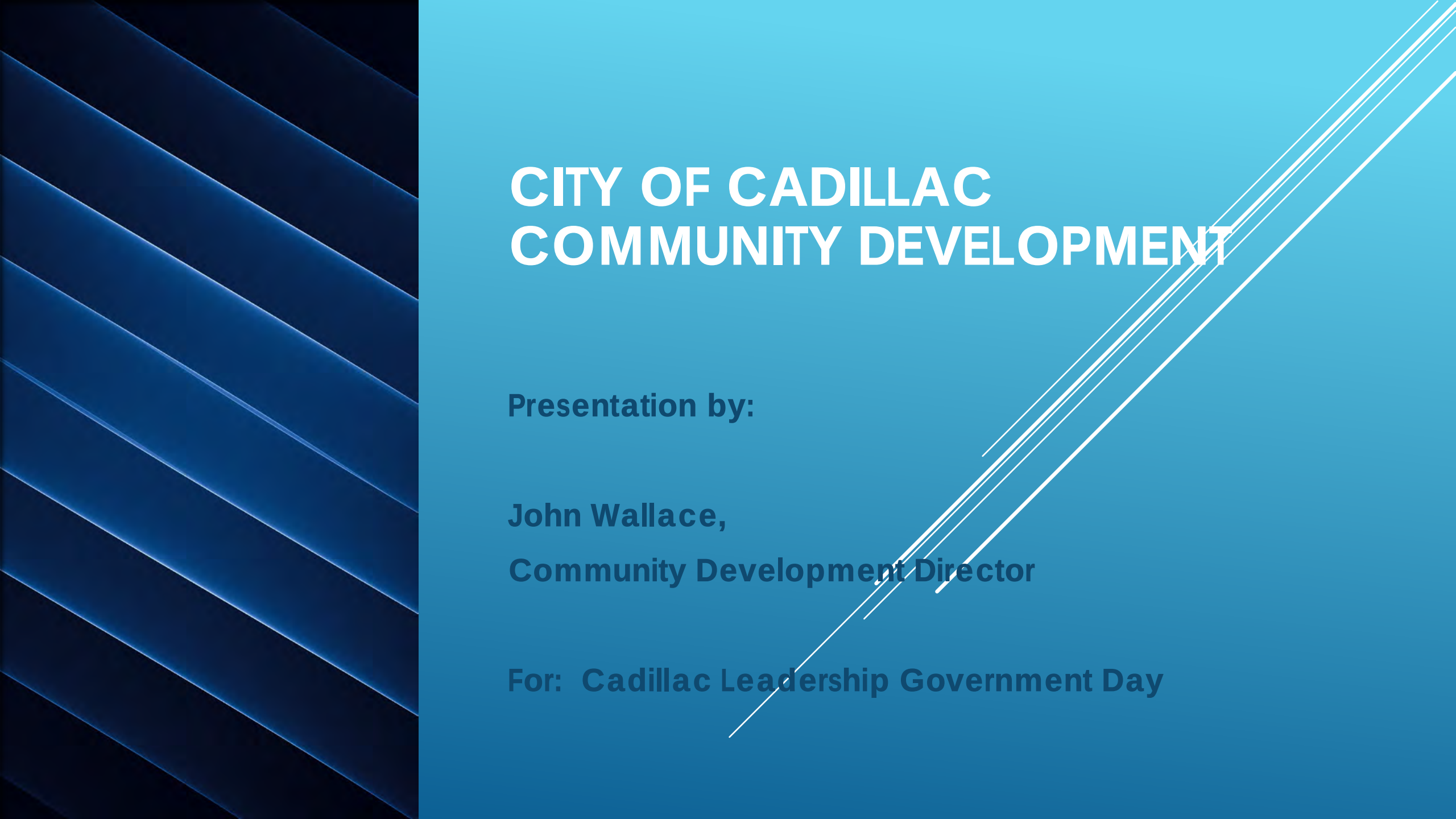
There were no comments.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk



CITY OF CADILLAC COMMUNITY DEVELOPMENT

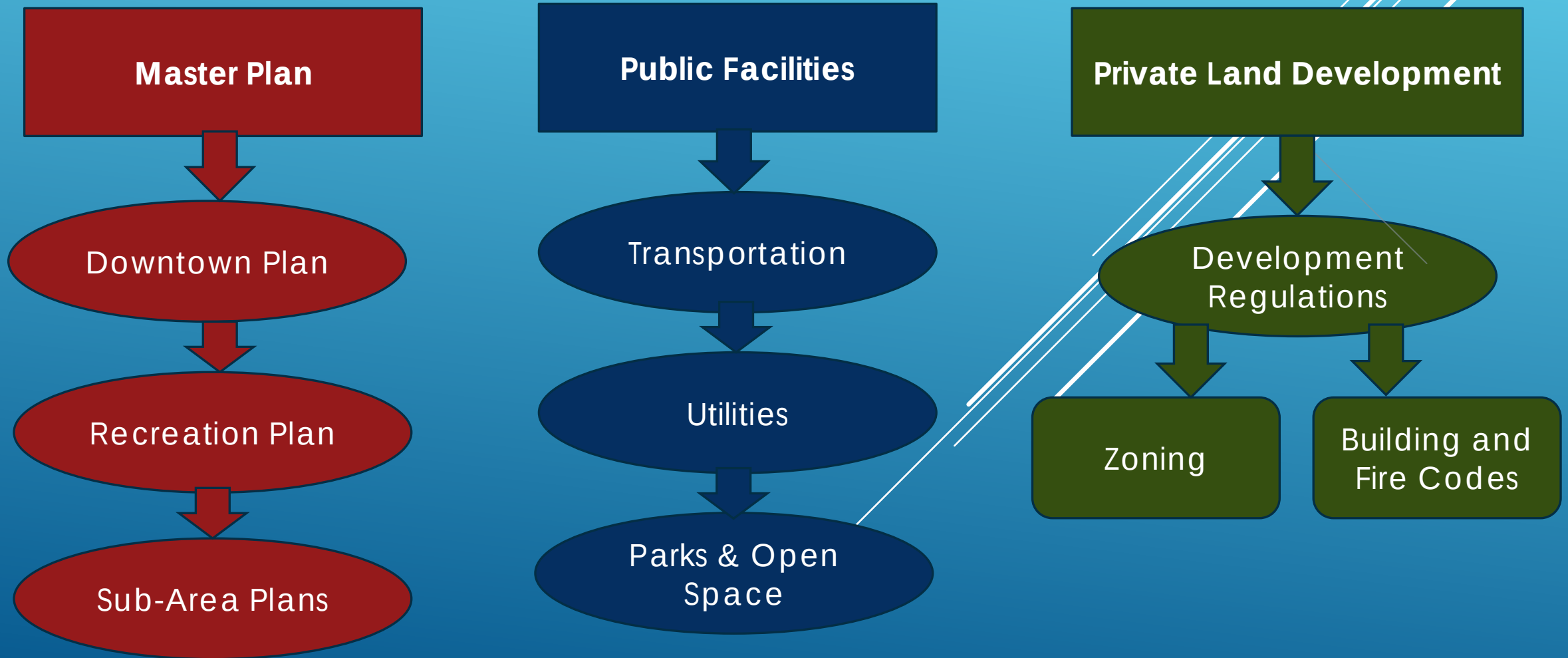
Presentation by:

**John Wallace,
Community Development Director**

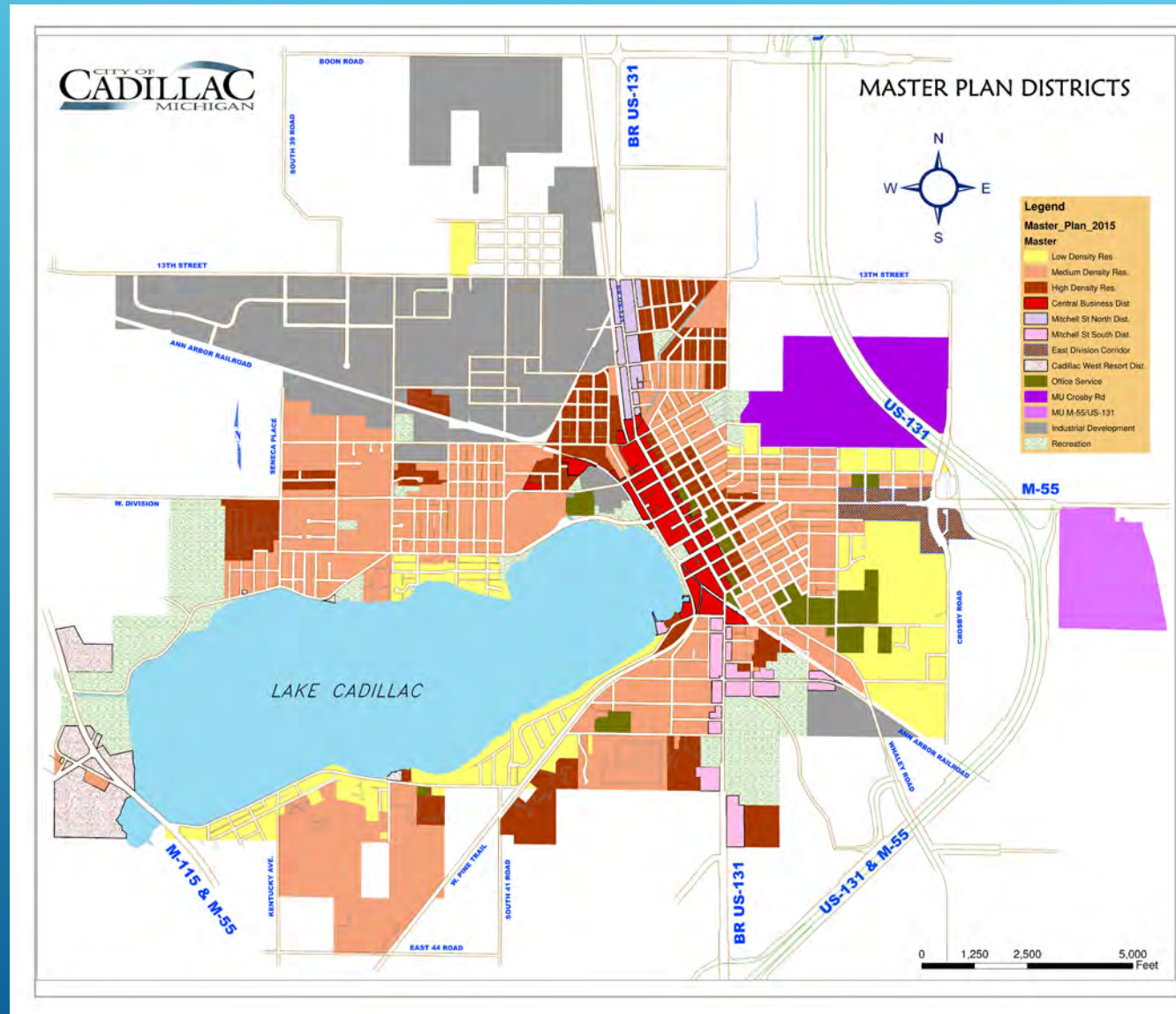
For: Cadillac Leadership Government Day

What is Community Development All About?

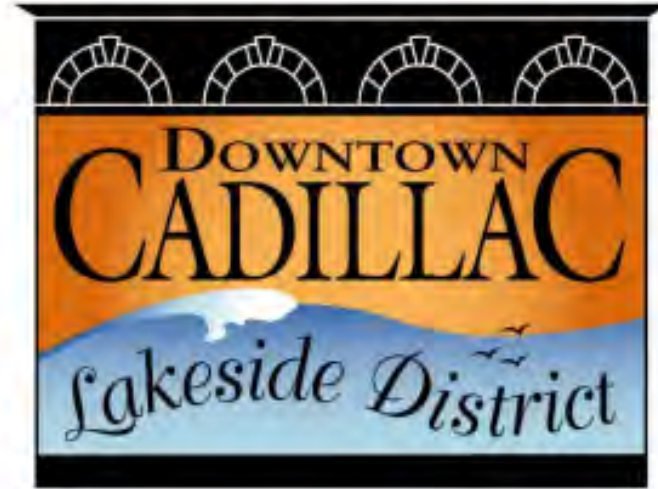
BUILT ENVIRONMENT



Master Plan



DDA TIF and Development Plan



DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF CADILLAC

TAX INCREMENT FINANCING
AND
DEVELOPMENT PLAN

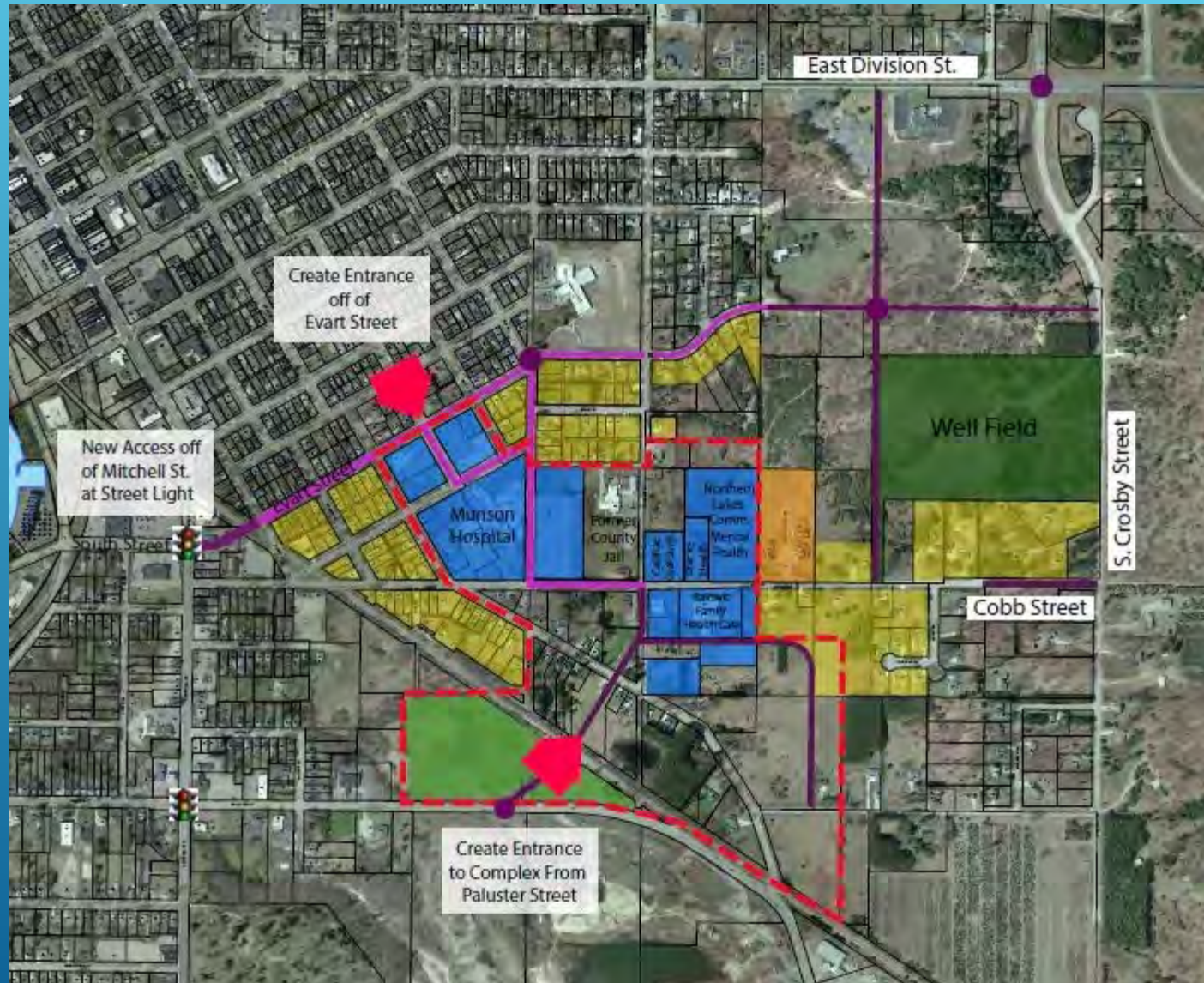
Recreation Plan

Community Recreation Plan Draft 2015-2020

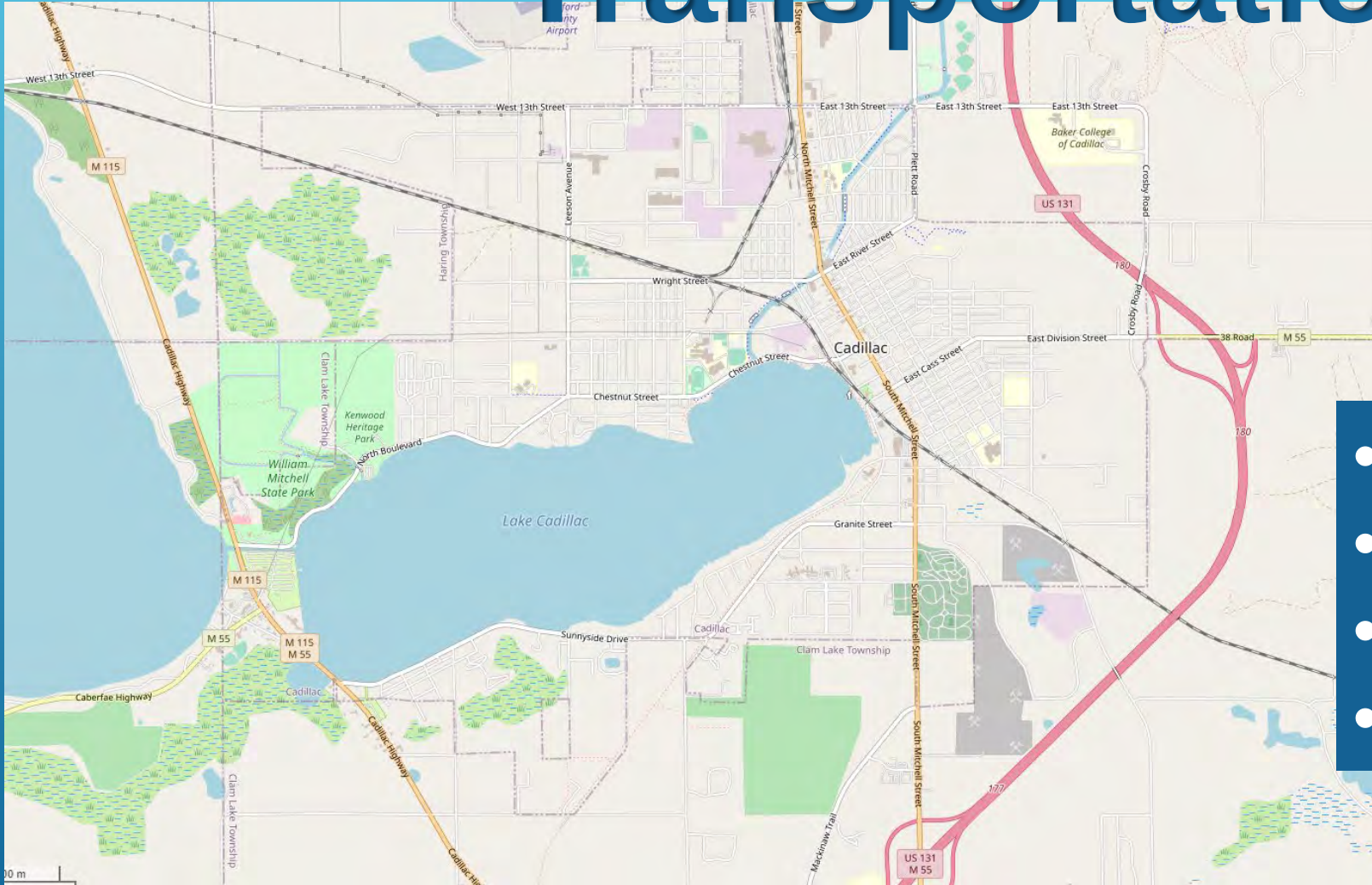


**"Representing a partnership of the Cadillac Area Public Schools
and City of Cadillac, Michigan"**

Munson Hospital Sub-Area Plan



Transportation

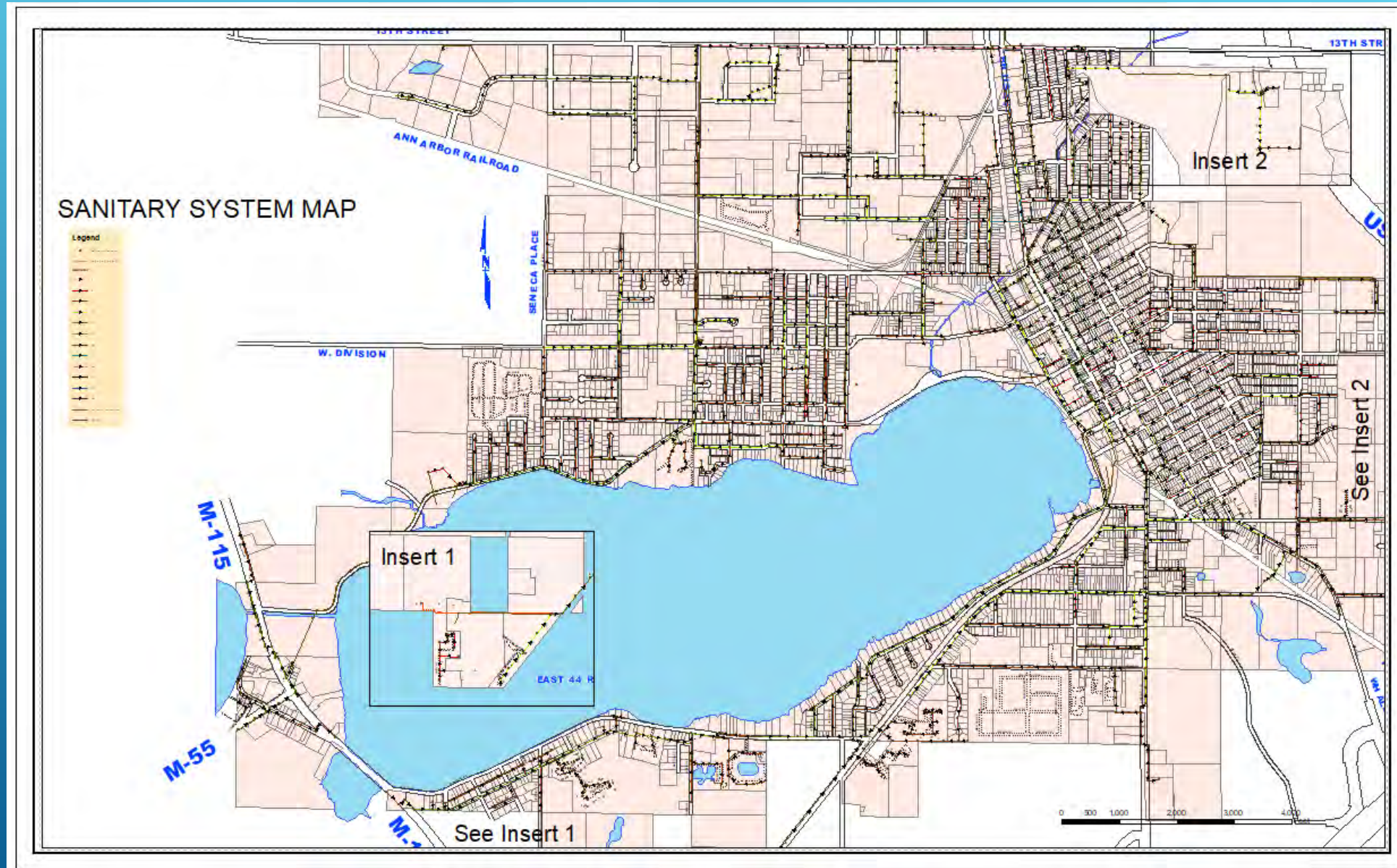


- Freeway
- Arterial Streets
- Collector Streets
- Local Streets

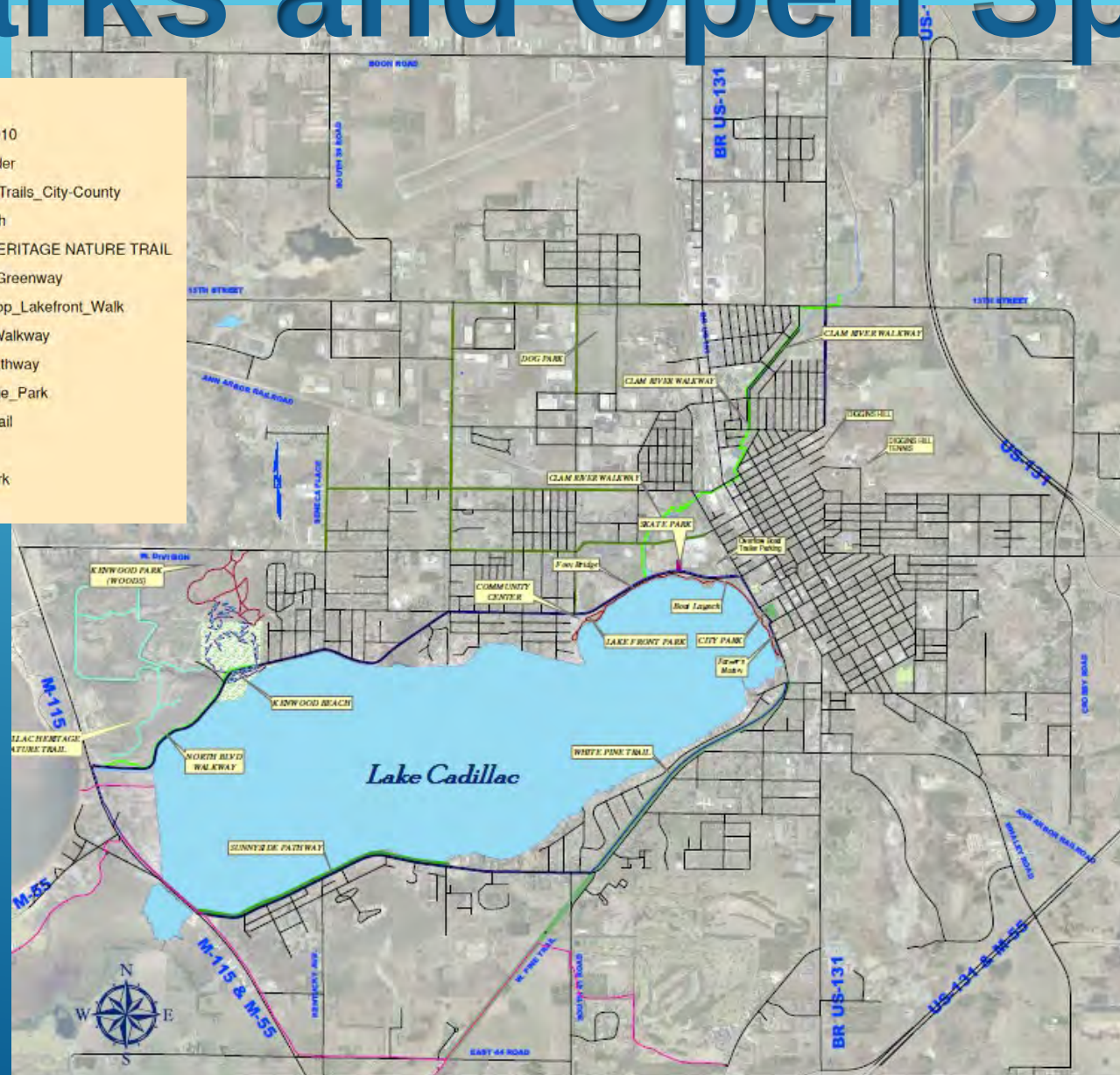
Transportation

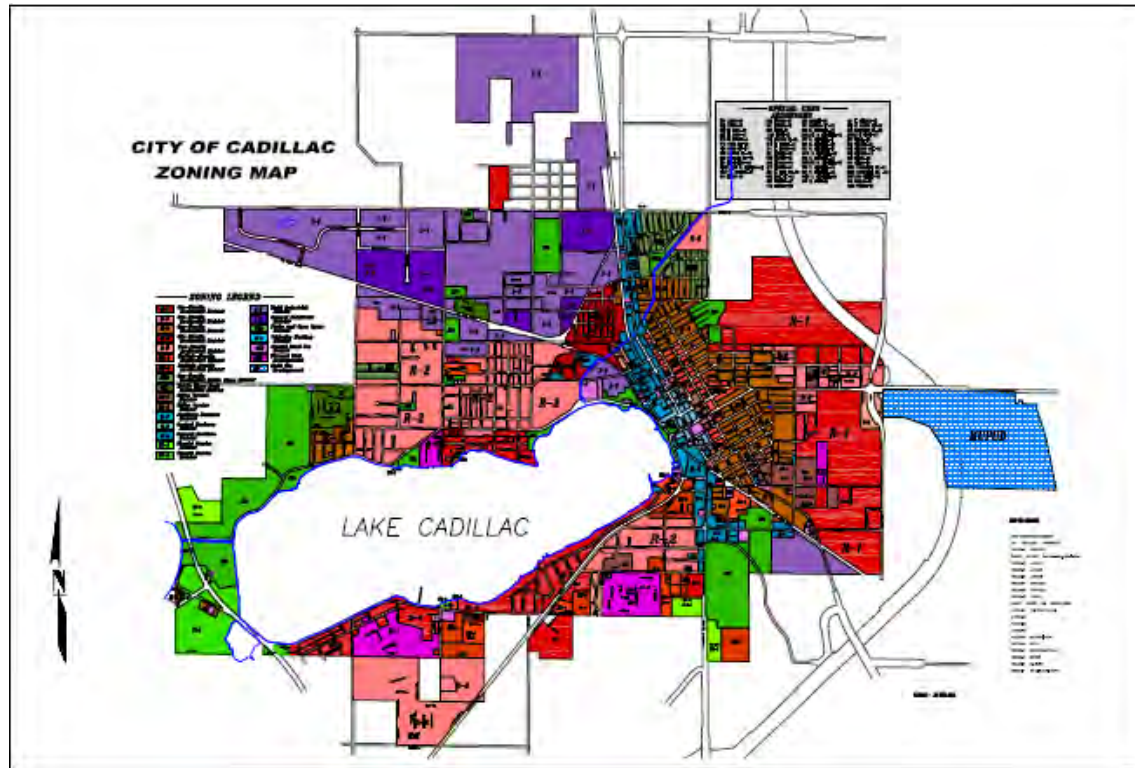


Utilities



Parks and Open Space





ZONING ORDINANCE

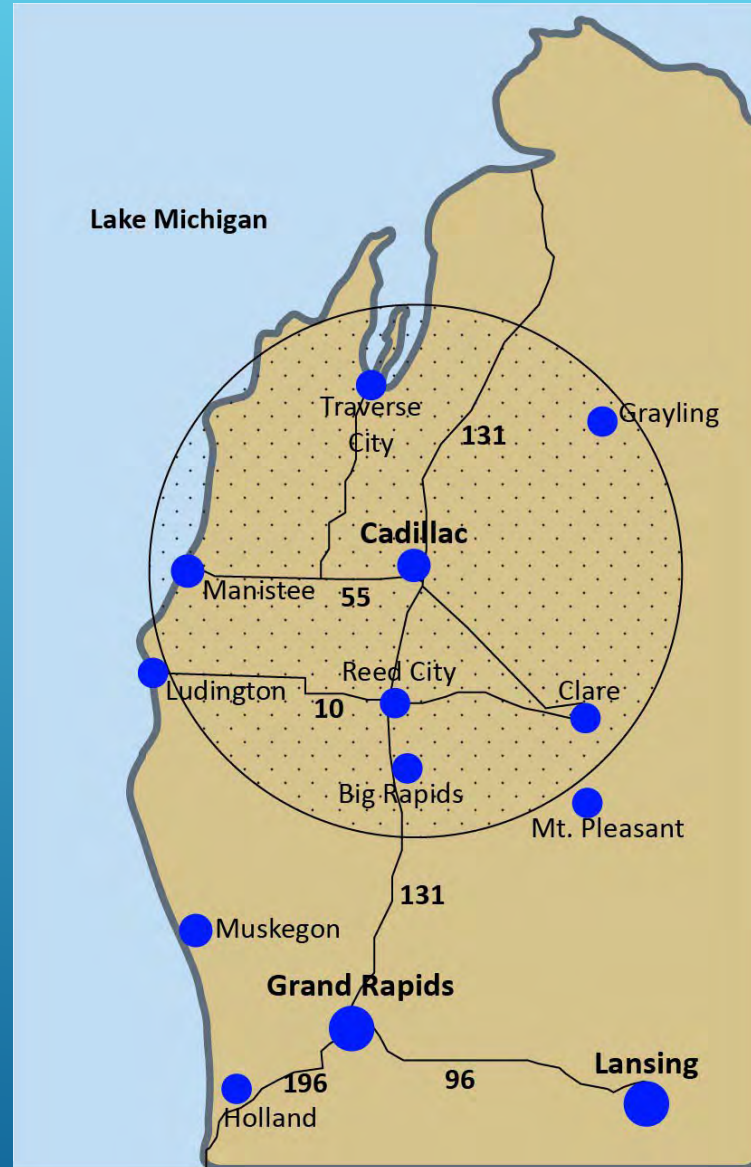
BUILDING AND FIRE CODES

- The city contracts with Associated Government Services (a private company) to do building code reviews and enforcement.
- The city reviews and enforces its fire codes internally through staff positions.

PLACEMAKING AND
PRIVATE INVESTMENT
IN DOWNTOWN
CADILLAC, MICHIGAN

Several thin, white, parallel lines of varying lengths and angles are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

Regional Context



Eight cities within
an hour's drive of
Cadillac

1.5 hours north of
Grand Rapids,
Michigan



Cadillac Commons

Cadillac Commons

All venues are within 600 feet of each other



CITY PARK



Craft Beer Festival

Rotary Performing Arts Pavilion



Before



After

The Plaza



Before



After

The Plaza



The Market



Before



After

The Market



After



After

The Trailhead



Proposed Concept (Construction in 2020)



CADILLAC LOFTS



CADILLAC LOFTS



CADILLAC LOFTS



VACANT FOR OVER 10
YEARS

100 E. Chapin Street
Cadillac, Michigan



AFTER

- ▶ **Financing and incentives involved**
- ❖ Local conventional bank financing
- ❖ Brownfield Tax Incentive
- ❖ Historic Tax Credit



HISTORIC PRESERVATION AWARD

Northwood





NORTHWOOD



NORTHWOOD



SHAY LOCOMOTIVE



SHAY LOCOMOTIVE



Water and Sewer User Rates

Public Hearing

May 16, 2022

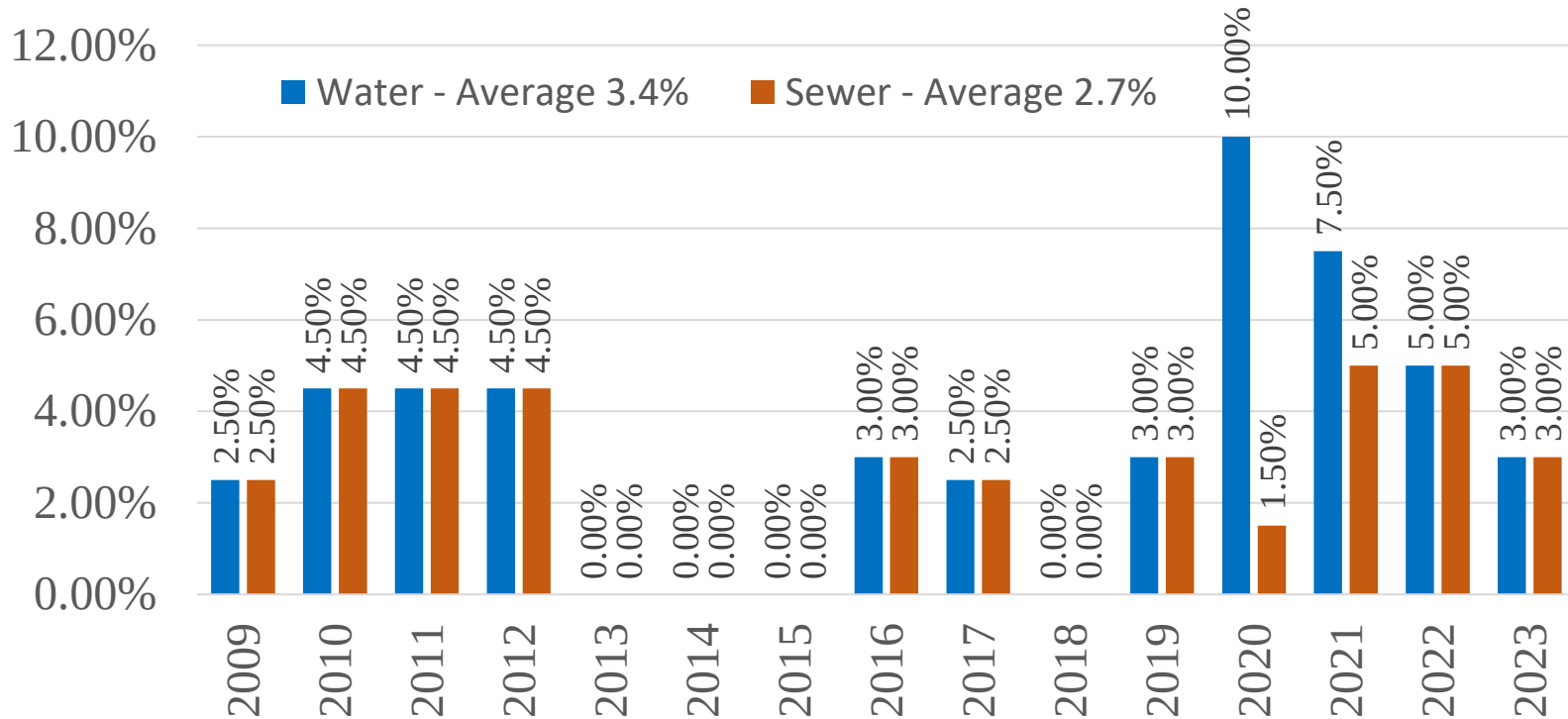
Proposed Rate Adjustment (3%): + \$1.53 per mo/\$18.36 per year (total water and sewer)



- **Water and Sewer User Charges**

- Justification:
 - Well Field: debt service on \$9.7 million DWRF loan
 - Ongoing capital investment
- Average Monthly Bill ↑ ~\$1.53
- Sewer: ↑ \$0.93/month
- Water: ↑ \$0.60/month
- *Based on average residential customer (5200 gallons per month)*

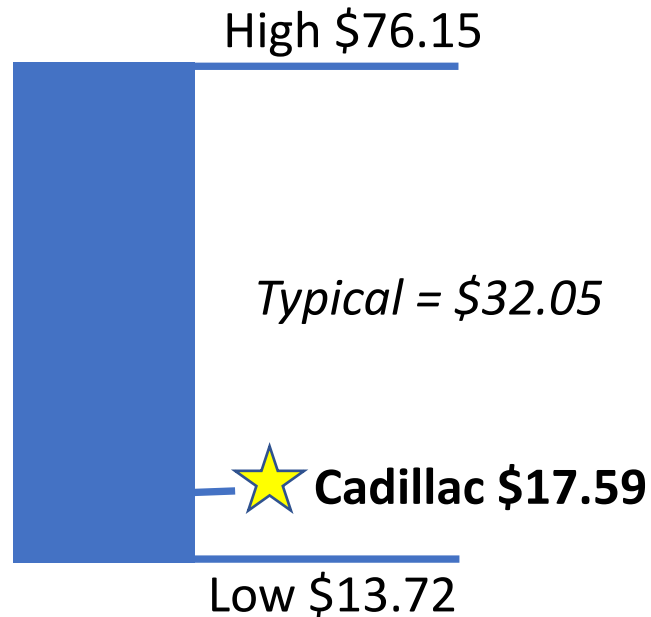
Water and Sewer User Rate Adjustments Last 15 Years



Note: Well Field Phase I was built in 2011/2012.
Approximately \$3 million.

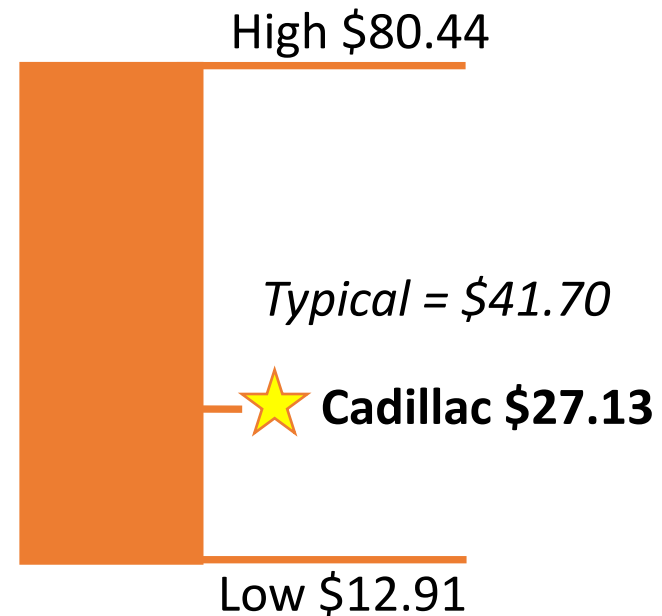
Water and Sewer User Charges

WATER



Cadillac = 6th lowest of 47

SEWER



Cadillac = 11th lowest of 48

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

Independent Cash Flow/Rate Analysis

- Need to maintain adequate reserves
- Fund \$450,000 additional annual debt service for new well field
- Continue to fund ongoing capital investment with cash on hand
- Identified need for user charge adjustment:

	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Baker Tilly	5.00%	9.50%	3.00%	3.00%	3.00%	3.00%
Baird	N/A	4.41%	8.36%	2.03%	2.28%	2.28%

- Slight timing differences based on when debt issued/project bid and approved

Public Process of Adopting Annual Budget

Public Meetings

- ✓ Goals/Capital Work Session 3/21/2022
- ✓ Work Session 4/4/2022
- ✓ Public Hearing 4/18/2022
- ✓ Introduce General Appropriations and Rate Ordinances 5/2/2022
- Public Hearing/Adopt General Appropriations Act and Rate Ordinances 5/16/2022

Budget available for public review and input

- ✓ City Clerk's Office
- ✓ www.cadillac-mi.net/FY2023Budget



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

Today's Date 25 May 2022

City Received Date

Request Planning Guide

This form must be completed and return to the City 60 days before an 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) Shari Spoelman

Contact Address

Contact Phone(s)

Contact Email

Sponsoring Organization ☐ Cadillac Rotary Club ☐ Private ☒ Non-Profit ☐ X

Purpose of Event Concert

Approx # of Attendees 200

Beginning Date: July / 24 / 2022 Ending Date: 7 / 24 / 22 Reoccurring: YES ☐ NO ☒

1st Day Set-up 5:30 PM Start 7:00 PM End 9:00 PM Clean-up 9:30 PM

2nd Day Set-up AM/PM Start AM/PM End AM/PM Clean-up AM/PM

3rd Day Set-up AM/PM Start AM/PM End AM/PM Clean-up AM/PM

4th Day Set-up AM/PM Start AM/PM End AM/PM Clean-up AM/PM

Please answer the following questions:

YES ☒ NO ☐ Will you be requesting permission to close any streets or parking lots?

YES ☐ NO ☒ Will you be requesting permission to display any off site signage?

YES ☐ NO ☒ Will you be requesting permission to display a banner over Mitchell Street?

YES ☒ NO ☐ Will you be requesting permission to reserve any of the City of Cadillac facilities

Please Circle

Market at Cadillac Commons ☒ Rotary Pavilion ☐ City Park ☐ Cadillac Commons Plaza ☐

YES ☐ NO ☒ Will you be requesting permission to have a parade?

YES ☐ NO ☒ Will you be requesting permission to hold any races?

YES ☐ NO ☒ Will you be requesting permission to serve alcoholic beverages?

YES ☐ NO ☒ Will your event include use of generators, food trucks, grills, fireworks display, or a tent/membrane structure?

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.

Forms can be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net

All events require liability insurance: Required Min. general aggregate amount of \$1,000,000, naming the City of Cadillac as Certificate Holder and as additionally insured



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

Today's Date May 21, 2022

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event Rotary Summer Concert - Luke Winslow King

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. (MUSICAL PERFORMANCES)

Reservation Fees:

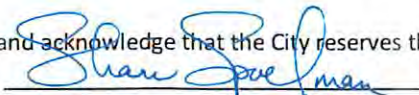
- Daily Rate (4 hours or more) \$100
- Hourly Rate (less than 4 hours) \$55 per hour
- Non-Profit Daily Rate (4 hours or more) \$50
- Non-Profit Hourly Rate (less than 4 hours) \$25 per hour

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 Shari Spoelman Total Fees Required: 0 Total Fees Paid: _____ Date 5 / 21 / 22



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

Today's Date _____

City Received Date

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request: Rotary Concert - Luke Winslow King. Would like street closed to reduce congestion and provide pedestrian safety. Contact Person: Shari Spoelman

Contact Phone [REDACTED] Contact Email: [REDACTED]

Date: 7 / 24 / 22

Street Closures

Street Name: Lake__ Beginning Location__ Cass__ Ending Location __ Harris__
Beginning Time _6:00_ PM_ Ending Time _10:00_ PM

Street Name_____ Beginning Location_____ Ending Location _____
Beginning Time __: __ AM/PM Ending Time __: __ AM/PM

Street Name_____ Beginning Location_____ Ending Location _____
Beginning Time __: __ AM/PM Ending Time __: __ AM/PM

Street Name_____ Beginning Location_____ Ending Location _____
Beginning Time __: __ AM/PM Ending Time __: __ AM/PM

Date __ / __ / __

Parking Lot Closures

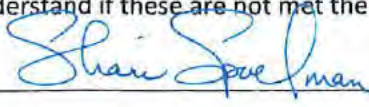
Lot Location_____ Street_____ Nearest Cross Street _____
Beginning Time __: __ AM/PM Ending Time __: __ AM/PM

Lot Location_____ Street_____ Nearest Cross Street _____
Beginning Time __: __ AM/PM Ending Time __: __ AM/PM

Lot Location_____ Street_____ Nearest Cross Street _____
Beginning Time __: __ AM/PM Ending Time __: __ AM/PM

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

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

Print Name __ Shari Spoelman__ Signature  Date: 05 / 25 / 2022

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

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

Today's Date _____

City Received Date _____

MUST BE OFFICIALLY CITY DATE STAMP

Request Planning Guide

This form must be completed and return to the City 60 days before an 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) Timothy Scully Contact Address _____

Contact Phone(s) _____ Contact Email _____

Sponsoring Organization 27th Annual UpBeat Cadillac ☐ Private ☒ Non-Profit

Purpose of Event 10 Week Music Series Approx # of Attendees _____

27th Annual UpBeat Cadillac 2022

Beginning Date: 6/23/22 Ending Date: 8/25/22 Reoccurring: YES NO

1st Day <u>6/23</u>	Set-up <u>5</u> : AM/PM	Start <u>7</u> : AM/PM	End <u>9</u> : AM/PM	Clean-up <u>9</u> : AM/PM
2nd Day <u>6/30</u>	Set-up <u>5</u> : AM/PM	Start <u>7</u> : AM/PM	End <u>9</u> : AM/PM	Clean-up <u>9</u> : AM/PM
3rd Day <u>7/7</u>	Set-up <u>5</u> : AM/PM	Start <u>7</u> : AM/PM	End <u>9</u> : AM/PM	Clean-up <u>9</u> : AM/PM
4th Day <u>7/14</u>	Set-up <u>5</u> : AM/PM	Start <u>7</u> : AM/PM	End <u>9</u> : AM/PM	Clean-up <u>9</u> : AM/PM
5th <u>7/21</u>	6th <u>7/28</u>	7th <u>8/4</u>	8th <u>8/11</u>	9th <u>8/18</u>
10th <u>8/25</u>				

Please answer the following questions:

YES 2 NO Will you be requesting permission to close any streets or parking lots?

YES NO X Will you be requesting permission to display any off site signage?

YES X NO Will you be requesting permission to display a banner over Mitchell Street?

YES X NO Will you be requesting permission to reserve any of the City of Cadillac facilities

Rotary Pavilion

Market at Cadillac Commons

Please Circle
Rotary Pavilion

City Park

Cadillac Commons Plaza

YES NO X Will you be requesting permission to have a parade?

YES NO X Will you be requesting permission to hold any races?

YES NO X Will you be requesting permission to serve alcoholic beverages?

YES NO X Will your event include use of generators, food trucks, grills, fireworks display, or a tent/membrane structure?

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.

Forms can be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net

All events require liability insurance: Required Min. general aggregate amount of \$1,000,000, naming the City of Cadillac as Certificate Holder and as additionally insured



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

Today's Date 2/17/2022

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event UPBEAT CADILLAC

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. (MUSICAL PERFORMANCES)

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 [Signature]

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

Print Name Tim Scully Total Fees Required: _____ Total Fees Paid: _____ Date / /

Today's Date

4/25/2022

City Received Date

STAMP HERE

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request

Concerts - Rotary Pavilion

Contact Person

Scully

Contact Phone

Contact Email

Every Thurs 6/23/2022 thr 8/25/2022

Date: __/__/__

Street Closures

Street Name	Lake	Beginning Location	Harris	Ending Location	Cass
		Beginning Time	6:00	Ending Time	9:00
Street Name	A	Beginning Location	6	Ending Location	
		Beginning Time	6:00	Ending Time	9:00
Street Name	K	Beginning Location	D	Ending Location	P
		Beginning Time	6:00	Ending Time	9:00
Street Name	E	Beginning Location	M	Ending Location	M
		Beginning Time	6:00	Ending Time	9:00

Date: __/__/__

Parking Lot Closures

Lot Location	Street	Nearest Cross Street	Beginning Time	Ending Time
			__ : __ AM/PM	__ : __ AM/PM
Lot Location	Street	Nearest Cross Street	Beginning Time	Ending Time
			__ : __ AM/PM	__ : __ AM/PM
Lot Location	Street	Nearest Cross Street	Beginning Time	Ending Time
			__ : __ AM/PM	__ : __ 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

EScully

Signature

Tim Scully

Date

4/26/2022

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

Date: June 6, 2022

Council Communication

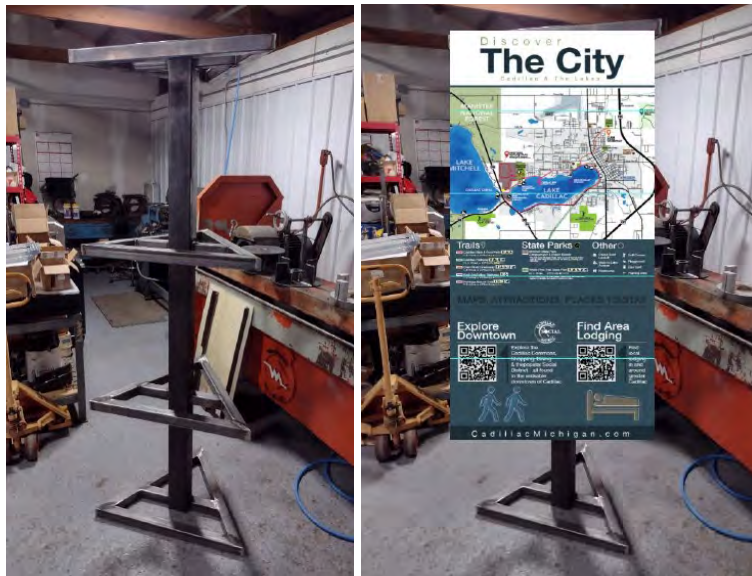
Re: Approval of request by the Cadillac Visitors Bureau for the installation of six tourism information/kiosk signs within the City of Cadillac.

Kathy Morin, Director of the Cadillac Visitors Bureau is requesting approval to install six tourism information/kiosk signs within the City of Cadillac. General locations are:

- White Pine Trailhead
- Northwest corner of the Market in stone-filled landscape area.
- Chestnut Street boat launch to replace the old kiosk.
- Kenwood Park on the beach side to replace old kiosk.
- Near Mitchell and Mason Streets (by Visitors Bureau office in Old City Hall)
- Near the Rotary Performing Arts Pavilion

Regarding the White Pine Trailhead location, Kathy Morin has been working with Connie Boice from Prein & Newhof, and the precise location has been designed into the overall site plan, which is now under construction. The City was going to do some similar signage, but was glad to switch to the Visitor Bureau's concept as it met the same purpose and was more comprehensive as to the information contained.

The proposed kiosks will be similar to the following renderings, which can accommodate three informational panels (see photos below)





Staff has reviewed and supports the signage design and chosen locations. Note, if the location at Mitchell and Mason Streets ends up in the MDOT right-of-way, MDOT approval would also be sought before this kiosk would be installed.

Recommended Action

To approve the request by the Cadillac Visitors Bureau to install six tourism information/kiosks within the City at the proposed general locations. Final locations would be approved through a collaborative effort between the Public Works and Community Development Departments, and the City Manager.

June 6, 2022

COUNCIL COMMUNICATION

Re: Aquatic Invasive Species Landing Blitz Boat Outreach Event, North Country Cisma

The purpose of the Aquatic Invasive Species Landing Blitz Boat Outreach Event is to educate boaters about how aquatic invasive species are spread and encourage them to inspect their boats for invasive species.

The North Country Cooperative Invasive Species Management Area is an organization that brings other groups together to collaborate on programs and projects such as:

- Assistance in identifying invasive species
- Guidance on treating invasive species and buying herbicides
- Invasive species treatment demonstrations
- Strike Team for hire to control high priority invasive species on private property
- Outreach and educational events

Their request is to have a booth set up on the grass on the east side of the Chestnut Street Boat Launch area on July 1 from approximately 8:30 a.m. to 3 p.m., for the purposes of providing complimentary handouts to boaters about invasive species. We have a booth that we'll set up off to the side of the boat launch with educational materials and cool swag to hand out. I'd like to hold this event on July 1st so that it can be a part of the statewide Aquatic Invasive Species Landing Blitz.

Recommended Action

Approve the request from the North Country Cooperative Invasive Species Management Area to set up a booth on July 1, 2022 as presented.

June 6, 2022

Council Communication

Re: Out-of-State Travel Request

The City of Cadillac's Travel Expense Reimbursement Policy requires that the City Council consent to any work-related out-of-state travel for City employees.

The City currently has one (1) travel request that is being presented for Council consideration:

1. **Annual Conference of the International City Management Association (ICMA)** – The City Manager is requesting consent to travel to the ICMA Annual Conference, which takes place this September in Columbus, Ohio. ICMA has sponsored an annual conference for over 100 years, and this event is the single largest gathering of local government managers. The conference provides an opportunity to discuss management issues, local government development across a variety of topics, and network with professionals from around the world. Costs of the conference are anticipated to be approximately \$3,000, and the FY2023 budget has adequate appropriations.

Recommended Action

It is recommended that the City Council approve the out-of-state travel request for the City Manager as presented above.