

City Council Meeting

September 6, 2022 6:00 p.m.

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



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

We are fully present

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 regular meeting held on August 15, 2022 Support Document III-A
- B. Minutes from the work session held on August 23, 2022 Support Document III-B

IV. COMMUNICATIONS

A. Friends of the Library Support Document IV-A

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- B. Cadillac Garden Club Support Document IV-B
- C. Cadillac Area Symphony Orchestra Support Document IV-C
- D. Holiday Lighted Garland Support Document IV-D
- E. CHS Homecoming Parade Support Document IV-E

V. APPOINTMENTS

A. Designate primary representative and alternate to attend the Michigan Municipal League Annual Convention.

Support Document V-A

VI. CITY MANAGER'S REPORT

A. Fall Household Hazardous Waste Event Support Document VI-A

VII. ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt resolution regarding Local Government Approval for a New On-Premises Tasting Room Permit.

Support Document VII-A

VIII. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Zoning Board of Appeals Support Document VIII-A

IX. PUBLIC COMMENTS

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- X. GOOD OF THE ORDER
- XI. 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

August 15, 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, Engels, King, Mayor Filkins

Council Absent: Schippers

Staff Present: Roberts, Dietlin, Ottjepka, Wallace, Eller, Genovich, Wasson

APPROVAL OF AGENDA

2022-139 Approve agenda as presented.

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

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2022-140 Approve consent agenda as presented.

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

Motion unanimously approved.

COMMUNICATIONS

A. Relay for Life

2022-141 Approve street closure for Relay for Life.

Motion was made by Elenbaas and supported by King to approve the closure of Lake St. between Harris St. and Cass St. from 10:00 am to 10:00 pm on August 27, 2022 for Relay for Life.

Motion unanimously approved.

B. Crafters for a Cause

2022-142 Approve partial closure of parking for Crafters for a Cause-Cornerstone Coffee.

Motion was made by Engels and supported by King to approve the closure of 3-4 spaces of the southwest portion of the City parking lot from 7:00 am to 8:00 pm on Saturdays from August 20, 2022 through September 17, 2022 for Crafters for a Cause – Cornerstone Coffee food truck.

Motion unanimously approved.

C. Cadillac Festival of Races

2022-143 Approve street closure for Cadillac Festival of Races.

Motion was made by Elenbaas and supported by King to approve the closure of Lake St. between Harris St. and Cass St. from 7:00 am to 1:00 pm on September 3, 2022 for Cadillac Festival of Races.

Motion unanimously approved.

D. Child Safety Expo

2022-144 Approve street and parking lot closures for Child Safety Expo.

Motion was made by Elenbaas and supported by King to approve the closure of Lake St. between Pine St. and Harris St. and the closure of the east and south parking lots of the Municipal Complex from 11:00 am to 4:00 pm on September 11, 2022 for the Cadillac Fire Department Child Safety Expo.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Deputy Chief Update

Adam Ottjepka, Director of Public Safety, stated Deputy Chief Eric Eller has provided 27-years of dedicated service to the City.

Deputy Chief Eric Eller stating he is retiring from the City on September 2, 2022. He noted he has accepted the position of Deputy Juvenile Officer with Wexford County Probate Court which fits into his wheelhouse and allows him to continue serving the community.

B. Bids and recommendation regarding purchase of Compact Tractor.

Owen Roberts, Director of Finance, stated the compact tractor is for operations at the Wastewater Treatment Plant. He noted this unit would replace the current compact tractor that is over 15 years old. He stated competitive bids were solicited and the recommendation is to award the purchase to the low bidder, Ebels Hardware, in the amount of \$24,198.01.

2022-145 Award purchase of compact tractor.

Motion was made by King and supported by Elenbaas to award the purchase of a compact tractor to Ebels Hardware in the amount of \$24,198.01.

Motion unanimously approved.

C. Bids and recommendation regarding Kentucky Alley Utilities Extension.

Roberts noted there is a fully developed area near Kentucky Street which was developed in a way that left several parcels with no access to water or sewer infrastructure. He stated competitive bids were solicited and the recommendation is to award the project to the low bidder, CJ's Excavating in the amount of \$32,800.

Mayor Filkins asked if this project was included in our plans.

Roberts stated there were direct inquiries to the Utilities Department so it wasn't part of the street project and didn't flow directly through the CIP project. He noted we have been discussing this over the past year as a result of the property owners wanting to develop residential properties but there was no access to water and sewer.

2022-146 Award Kentucky Alley Utilities Project

Motion was made by Elenbaas and supported by Engels to award the Kentucky Alley Utilities Project to CJ's Excavating in the amount of \$32,800.

Motion unanimously approved.

D. Bids and recommendation regarding purchase of Bulletproof Vests.

Roberts noted the City received a grant through the Bulletproof Vest Partnership Initiative of the Bureau of Justice Assistance that covers 50% of the costs to replace bulletproof vests worn daily as critical protective gear by the Cadillac Police Department. He stated bids were solicited and four (4) bids were received. He noted as part of analyzing these costs, we are recommending the second lowest bidder, On Duty Gear, LLC, that has already performed fitting and measurements for City officers. He stated the recommendation is to award the purchase of bulletproof vests and related gear to On Duty Gear, LLC in the amount of \$10.045. He noted grant funding will cover 50% of the costs and funds are available in the General Fund for the remainder of the costs.

2022-147 Award purchase of bulletproof vests.

Motion was made by King and supported by Elenbaas to award the purchase of bulletproof vests and related protective gear to On Duty Gear, LLC in the amount of \$10,045.

Motion unanimously approved.

E. Recommendation regarding purchase of Furnishings.

Roberts stated as part of the relocation to the new well field and water department headquarters, furniture needs to be acquired for the new offices, lobbies, break rooms, and conference room at the facility. He noted this purchase is fully reimbursable using the loan funds previously secured and the purchase is within the amount approved for the project. He stated to avoid paying higher than necessary costs and markup, the general contractor was not awarded the responsibility for acquiring furnishings for the new facilities.

Roberts noted it was determined that utilizing the State's competitive bidding service, MiDEAL, it ensures that we receive goods from a supplier that was awarded by the State to

supply their goods and services with pricing and quality standards already approved by the State.

Roberts stated the recommendation is to approve the authority to participate in the MiDEAL cooperative purchase plan and to purchase office furniture through such plan and award the contract to Interphase Interiors of Traverse City, Michigan in an amount not to exceed \$91,702.70. He noted there are few items included in the quote that he believes we should pull and search for alternative items to lower the cost.

King stated he was concerned when he saw the total cost. He pointed out the two (2) lobby reception chairs at a cost of \$2,045 each. He noted it also appears that some of the office chairs are the same but vary in price so he believes we should be able to get a quantity discount.

Roberts stated the more expensive chairs are for the private offices. He mentioned in addition to the lobby chairs, he also questioned the cost of the lobby table.

King asked if we are able to remove some of the items if they can be purchased at a lower cost.

Roberts stated that is correct and that is what he intends to do. He noted as it states in the Council Communication there are several items included in the quote that will be reexamined for less expensive items, but overall the final purchase will be substantially equivalent to what is presented.

King questioned the cost of the folding tables.

Roberts noted we have purchased some white plastic tables but they aren't quite as sturdy as actual training tables. He stated he believes the tables quoted are on wheels to make it a mobile training facility.

Roberts noted this quote includes delivery and installation.

Mayor Filkins noted it appears the tables quoted are flip tables that can be folded down for storage.

Engels noted Item Numbers 64 & 65 of the quote were the only items he couldn't support.

2022-148 Approve purchase of furnishings.

Motion was made by Engels and supported by Elenbaas to approve the authority to participate in the MiDEAL cooperative purchase plan and to purchase office furniture through such plan and award the contract to Interphase Interiors of Traverse City, Michigan in an amount not to exceed \$91,702.70 with the understanding that we will not be purchasing Item Numbers 64 & 65 and we will be rebidding those two items along with any other bulk purchase items.

Motion unanimously approved.

INTRODUCTION OF ORDINANCES

A. Adopt resolution to introduce Ordinance to Approve Granting of an Easement to Consumers Energy Company for Electrical Substation and set a public hearing for September 19, 2022.

Roberts noted there is a Consumers Energy substation located on the wellfield property in the Industrial Park. He stated the property was leased to Consumers Energy since 1969. He noted Consumers Energy requested the City grant an easement for this property.

Elenbaas asked if the substation will remain the same or will it be upgraded.

Jeff Dietlin, Director of Utilities, stated it has been upgraded in the past and he believes they are planning additional upgrades within their allotted area.

Elenbaas asked the purpose of the upgrades.

Dietlin stated updating the equipment would enhance reliability.

2022-149 Introduce Ordinance 2022-10.

Motion was made by King and supported by Elenbaas to adopt the resolution to introduce Ordinance to Approve Granting of an Easement to Consumers Energy Company for Electrical Substation and set a public hearing for September 19, 2022.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSION

- A. Downtown Development Authority
- B. Construction Code Board of Appeals

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Elenbaas noted Paul Nelson will be performing at 7:00 pm on Thursday, August 18th at the Rotary Performing Arts Pavilion.

Mayor Filkins stated the Michigan Association of Mayors recently met in Cadillac. She noted it was a great conference and CWTA assisted with transporting the group into downtown area for a walking tour, dinner at the Willow and Jazz in the Park. She stated there were many compliments about Cadillac from those in attendance.

Mayor Filkins noted during the last Council meeting a concern was raised about a staff member taking time off on a regular basis to perform work in another municipality. She stated that she and Council Member King met with the City Manager about the concern. She noted the City Manager and the Director of Finance provided some clarification which was very helpful. She stated the employee was

not "double-dipping". She added he was taking his personal and vacation time to be able to do that work for the other municipality. She noted it was agreed that being out of the office on the same day of every week didn't look right because it is all about perception. She stated although there was nothing wrong occurring it's a perception, so we need to be very careful of that. She noted they were grateful the employee was using his own time but they requested this not continue to occur on a regular weekly basis.

King noted the CWTA recently received a large grant. He stated the purpose is to try to reestablish both material and passenger rail travel from Petosky to Ann Arbor. He noted it would present many economic opportunities for both industry and tourism and would allow members of the pubic to travel to and from major places. He stated he is excited that Carrie Thompson, Executive Director CWTA, was able to secure the grant and he is looking forward to working with her on this opportunity.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

City Council Special Meeting Work Session Minutes August 23, 2022

CALL TO ORDER

Mayor Filkins opened the meeting at 4:04 pm.

ROLL CALL

Council Present: Elenbaas, Schippers, King, Mayor Filkins

Council Absent: Engels

Staff Present: Peccia, Homier, Wasson

APPROVAL OF AGENDA

2022-150 Approve agenda as presented.

Motion was made by Schippers and supported by Elenbaas 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

City Manager Peccia distributed and discussed a document titled City Council Goals (see attachment). He noted the document lists Priority Programs that fit within the City Council Goals that are part of the budget.

Mayor Filkins noted at a previous work session she provided an example of an evaluation tool that could be utilized for the evaluation of the City Manager. She stated the items listed on the document provided by the City Manager would be inserted into the evaluation tool under Section 8 - Organizational Operations.

Mayor Filkins distributed a document titled 2021/22 Executive Feedback Program (see attachment). She noted it is basically the same document that she provided at the previous work session except that some language has been revised to fit the City of Cadillac.

Mayor Filkins noted some of the items included on the list provided by the City Manager fall into some of the different categories within the Executive Feedback Program document. She stated the City Manager will be working with the Department Heads on all Council Goals, and noted she also believes Council is looking for some goals specific to the City Manager.

King suggested that each year specific comments or goals be included in the various categories of the evaluation tool, so along with the general organizational goals, there are specific goals for the City Manager to focus on.

Discussion ensued regarding specific goals to be added to the different categories of the 2021/2022 Executive Feedback Program document.

Based on the discussion, it was determined that the following specific goals be added to the evaluation document:

2. Organizational Mission & Initiatives

Review/update, where necessary, organizational policies.

3. Council Relations

At meetings provide brief summaries prior to Council discussion, and then allow Council to have discussion without participating unless requested.

6. Communication – Part 1

Being in front of the Long Road, Speeds, Lofts, Hermann's, Northwood, Cooley School, Inland Lakes and other developments.

7. Communication – Part 2

Continue communicating, in advance of issues Council may have to make decisions on and share potentially controversial matters as soon as possible.

9. Staff Management

Hold staff accountable for execution of their responsibilities.

It was determined that all the City Council Goals listed on the document provided by the City Manager would be included in the evaluation document under Section 8 - Organizational Operations.

An additional work session will be scheduled to finalize the document.

ADJOURNMENT

Mayor Filkins adjourned the meeting at 5:29 pm.

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

City Council Goals

- 1. Community Development and Enhancement
- 2. Economic Health and Development
- 3. Public Safety
- 4. Customer Service and Organizational Enhancement

• PP1 - Future of Cadillac Community Center (former Naval Reserve)

Goal Reference: 1, 2

Potential Investments:

- Repair/Paint drill deck interior (\$15K); Source of Funds: ARPA, GF
- Powerwash/Paint Exterior (\$15K); Source of Funds: ARPA, GF
- Tree Removal (\$5k); Source of Funds: ARPA, GF

• PP6 - Implement Plan to Upgrade All Streets Rated in Poor Condition

Goal Reference: 1, 2, 3

Potential Investments/Tasks:

- Updated Street Ratings; Completed; Source of Funds: Act 51
- All streets 3 and under update engineering estimates, plan for reconstruction; Source of Funds: ARPA, Act 51, future bonds?

• Others:

• Blight (PP11 under Outside Funding)

Goal Reference: 1, 2, 3, 4

Measures:

- o Blight Enforcement Letters Issued
- o Open Cases v. Total Cases
- Yards Mowed
- o Vehicles Removed

• Leverage Technology (PP7/10)

Goal Reference: 1, 4

- o Electronic Payments v. Physical Checks
- o Online Payment Volume
- Direct Draft Payments
- o Electronic Billing

• PP-9 – Encourage and Facilitate Local Economic Development

Goal Reference: 1, 2

Potential Investments/Tasks

- Progress of Zoning Code Updates
- City-Owned Property Database

• PP-12 – Police Department Accreditation Program

Goal Reference: 3

Potential Investments/Tasks

• Accreditation Progress

• PP-16 - Public Safety Community Trust & Engagement Program

Goal Reference: 3, 4

Potential Investments/Tasks

- SRO
- Public Events
- Training Hours/Programs Attended

• PP-18 - Asset Management Plan and Distribution System Materials Inventory

Goal Reference:

Potential Investments/Tasks

- # of Inspections
- Complete required state reporting
- # of services replaced

2021/22 Executive Feedback Program

The City Council of Cadillac recognizes its greatest success will come through the hard work, passion, and dedication of the people working each day to advance its mission. The role of the City Manager is a significant factor in creating this success. As such, the City Council is committed to providing ongoing professional feedback to the City Manager to ensure he/she continues to develop and grow as a strategic partner of the organization.

Directions for the City Council:

1. Strategic Planning / Activities

Consider the performance of Marcus Peccia *in its entirety* over the evaluation period in each of the categories identified below. Review each of these and check the box of the rating category that best represents the employee's performance. Provide comments and/or specific examples to support these ratings, particularly for those categories rated above or below "Doing Well." Upon completion, your confidential evaluation will be forwarded to the Mayor for him/her and the Mayor Pro Tem to review and to summarize the results of all responses to share with the City Manager.

Please complete and submit your responses by Friday, April 15th.

Develops, communicates, and leads the implementation of established strategic initiatives in a manner consistent with the City's mission, goals, and initiatives in a manner consistent with the City's Standard of Excellence.		
☐ Would like to see improvement/changes	Doing well in this area	
Exceeds my expectations in this area		
Provide Comments / Examples:		

2. Organizational Mission & Initiatives Works with the City Council, leadership staff, and other internal and external stakeholders to develop strategies and plans for achieving the city's mission and goals, including identifying new initiatives that combine our inclusion, equity, and public policy themes.				
Would like to see improvement/changes	Doing well in this area			
Exceeds my expectations in this area				
Provide Comments / Examples:				
3. Council Relations Provides appropriate guidance and ensures that all men important organizational developments and recommen Council to consider. Would like to see improvement/changes				
Exceeds my expectations in this area				
Provide Comments / Examples:				

4. Leadership				
Inspires loyalty, trust, and passion among city staff and external partners to further the mission of the City. Seeks professional development opportunities as appropriate with an emphasis on leadership and innovation.				
☐ Would like to see improvement/changes	Doing well in this area			
Exceeds my expectations in this area				
Provide Comments / Examples:				
5. Fiscal Responsibility Sets the tone for financial expectations and finds the apprission and vision while continuously exploring opportugrowth, and development.				
☐ Would like to see improvement/changes	Doing well in this area			
Exceeds my expectations in this area				
Provide Comments / Examples:				

6. Communication – Part 1 Continues to evangelize the message of our great City tand DC, the media, partner organizations, and the like.	
Would like to see improvement/changes	Doing well in this area
Exceeds my expectations in this area	
 7. Communication – Part 2 Provides a series of updates to the City Council regarding reports and seeks in-person meetings as appropriate. Would like to see improvement/changes Exceeds my expectations in this area Provide Comments / Examples: 	ng the progress of City activities. Provides regular Doing well in this area
8. Organizational Operations Has shown significant and/or appropriate progress on t	the following programs:
a.	
b. c.	
d. e.	
☐ Would like to see improvement/changes	☐ Doing well in this area
Exceeds my expectations in this area	
Provide Comments / Examples:	

9. Staff Management Leads staff and nurtures a culture that attracts, retains, workforce to ensure both a city resident, employee and	
☐ Would like to see improvement/changes	Doing well in this area
Exceeds my expectations in this area	
Provide Comments / Examples:	
10. Organizational Culture Stresses a culture of achievement and innovation that is upon these matters.	s in place and continues to maintain and improve
☐ Would like to see improvement/changes	Doing well in this area
Exceeds my expectations in this area	
Provide Comments / Examples:	

11. Additional Comments / Feedback Provide additional comments on any performance, behaviors, accomplishments, and/or concerns not covered above.



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

Today's Date	10	125	12021	
Today 3 Date_	1-/		- 0	_

City Received Date

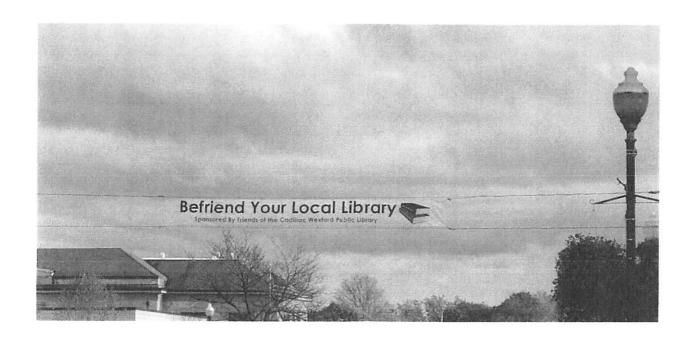
MUST BE OFFICIALLY CITY DATE STAMP

Banner Request Form

Monday Banner Start Date	10/17/2022	Monday Banner End Date 10 /24 / 2022
	ers may only be requested	Inless it is a Holiday, then it will be the following day) If for one week at a time per form) The horast Week Contact Person
Contact Phone	_ Contact Email	
City	of Cadillac & State	of Michigan Guidelines:
Banner requested date is a	minimum of 2 months pr	rior to display date requested.
Banner picture or a design	proof is attached with thi	s request form or it will not be approved.
The City reserves the right	to determine when the b	anner is hung during inclement weather.
The City is not responsible	for any damages to the b	anner.
Banner requested is for a r	easonable and public pur	oose.
Banner does not display ar	ny legend or symbol which	may be construed to advertise, promote the sale of, or
publicize any merchandise	or commodity, or be poli	tical in nature.
		ing for the banner if such is not an obvious advertising of
and promotion of the sale of		
	r's name or a logo does no	ot exceed three inches if on a single line or two-inches if on
more than one line. Banner does not contain ar	address or directions to	ocation
Banner meets all the design		
	7 (5	m of <u>1 week before</u> banner is to be displayed.
City Garage is located at 10	01 6 th Street and hours. Ca	all Street Supervisor at (231)920 -7800 to schedule time. isplayed; if it is not picked up, the banner will be disposed o
Form must be mailed or delivered t	o the above address or er	nailed to: javila@cadillac-mi.net (No Faxes accepted)
I understand and agree to these red	quirements & understand	if these are not met the request will be denied.
Print Name Vicki Jon	Signature (Date 10/25/2021
Request will be reviewed & you w	vill be notified if additional in	nformation is needed and/or if request is approved or denied.
******	*****	
Standard	For Office Us	
Streets		
City ManagerState of Michigan		
City Council		



PHOTO: FRIENDS OF THE CADILLAC LIBRARY BANNER





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

Today's Date	1-3-	22	
City Received	d Date		

Banner Request Form	
Monday Banner Start Date 11 1.7. 22 Monday Banner End Date 11 1.14	20
(Banners are installed and removed on Mondays unless it is a Holiday, then it will be the following the sequested for one week at a time per form) Reason for Banner Pablicity for Holiday Home, Jour Contact Person Quit Contact Person Contact Email	Mc. Garre
City of Cadillac & State of Michigan Guidelines:	
Banner requested date is a minimum of 2 months prior to display date requested. Banner picture or a design proof is <u>attached with this request form</u> or it will not be approved. The City reserves the right to determine when the banner is hung during inclement weather. The City is not responsible for any damages to the banner. Banner requested is for a reasonable and public purpose. Banner does not display any legend or symbol which may be construed to advertise, promote to publicize any merchandise or commodity, or be political in nature. The legend may contain the name of the sponsor paying for the banner if such is not an obviou and promotion of the sale of the sponsor's goods or services. The lettering of the sponsor's name or a logo does not exceed three inches if on a single line or more than one line. Banner does not contain an address or directions to location. Banner meets all the design specifications on the back of this form. The banner will be delivered to City Garage a minimum of <u>1 week before</u> banner is to be display City Garage is located at 1001 6 th Street and hours. Call Street Supervisor at (231)920 -7800 to see Banner will be picked up within <u>1 week after</u> being displayed; if it is not picked up, the banner will be picked up within <u>1 week after</u> being displayed; if it is not picked up, the banner will be delivered.	the sale of, or us advertising of r two-inches if on ayed.
Form must be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net (No Faxes I understand and agree to these requirements & understand if these are not met the request will be deleted. Print Name	

CADILLAC GARDEN CLUB'S HOLIDAY HOME TOUR TOUR SECRET SECONDER 10 YACISUTAS 121 SECONDER 101 SECO



200 N. Lake Street Cadillac MI 49601

Today's	Date May 16, 2022	
City Rec	eived Date	
MUS	T BE OFFICIALLY CITY DATE STAMP	

Phone (231) 775-0181			MUST BE DEFICIALLY CITY DATE STAMP
www.cadillac-mi.net	Banner Requ	uest Form	n
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	The state of the s		a Holiday, then it will be the following day) week at a time per form)
Reason for Banner Advertising a conce	ert		
Organization Cadillac Area Symphony (Orchestra	(Contact Person Stephanie Horlocker
Contact Phone	Contact Emai		
City	of Cadillac & State	of Michi	gan Guidelines:
SAH Banner requested date is a r	minimum of 2 months p	orior to displ	olay date requested.
SAH Banner picture or a design p	roof is attached with th	nis request f	form or it will not be approved.
SAH The City reserves the right to	o determine when the I	banner is hu	ung during inclement weather.
SAH The City is not responsible for	or any damages to the I	banner.	
SAH Banner requested is for a re-	asonable and public pu	rpose.	
SAH Banner does not display any	legend or symbol whic	ch may be co	onstrued to advertise, promote the sale of, or
publicize any merchandise of			
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SAH Banner does not contain an	address or directions to	location.	
SAH Banner meets all the design			orm
SAH The banner will be delivered			
			supervisor at (231)920 -7800 to schedule time.
			it is not picked up, the banner will be disposed
Form must be mailed or delivered to	the above address or e	emailed to: i	iavila@cadillac-mi.net (No Faxes accepted)
			e not met the request will be denied.
			STATE OF THE STATE
Print Name Stephanie Horlocker	SignatureS	stephani	is Horlocker Date 5 / 16 / 2022
Request will be reviewed & you wil	I be notified if additional	information	is needed and/or if request is approved or denied.

Church	For Office U		C
StreetsCity Manager			Comments
State of Michigan			Comments
City Council			





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

Today's Date _	8	26	22	
City Received	Date	2		

Banner Request Form

Monday Banner Start Date 1 /21 / 22 Monday Banner End Date 1 / 2 / 23
(Banners are installed and removed on Mondays unless it is a Holiday, then it will be the following day) (Banners may only be requested for one week at a time per form) Reason for Banner (Banners may only be requested for the budday's
Organization City of Cadillac Contact Person Ken Payme
Contact Phone 231-779-7342 Contact Email Garage a Cadillac-mi. not
City of Cadillac & State of Michigan Guidelines:
Banner requested date is a minimum of 2 months prior to display date requested. Banner picture or a design proof is <u>attached with this request form</u> or it will not be approved. The City reserves the right to determine when the banner is hung during inclement weather. The City is not responsible for any damages to the banner. Banner requested is for a reasonable and public purpose. Banner does not display any legend or symbol which may be construed to advertise, promote the sale of, or publicize any merchandise or commodity, or be political in nature. The legend may contain the name of the sponsor paying for the banner if such is not an obvious advertising of and promotion of the sale of the sponsor's goods or services. The lettering of the sponsor's name or a logo does not exceed three inches if on a single line or two-inches if on more than one line. Banner does not contain an address or directions to location. Banner meets all the design specifications on the back of this form. The banner will be delivered to City Garage a minimum of <u>1 week before</u> banner is to be displayed. City Garage is located at 1001 6 th Street and hours. Call Street Supervisor at (231)920 -7800 to schedule time. Banner will be picked up within <u>1 week after</u> being displayed; if it is not picked up, the banner will be disposed of.
Form must be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net (No Faxes accepted) I understand and agree to these requirements & understand if these are not met the request will be denied. Print Name Date 8 / 26 / 23 Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied.

40 DOUBLE DRAPE; 60" CANDLE WREATH THE & 24" NYLON BOWS, | 1165725



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

Today's Da	ite 0 000
City Dansi	
City Receiv	ved Date

Parade Request Form

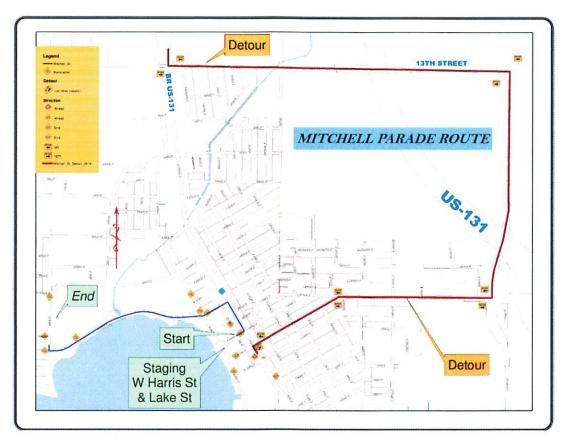
Name of Parade Homecoming	Cadillac High School
Purpose of Parade Showcase Set	and croanizations sports floats
Requesting Organization Cadillac &	igh School
Contact Person(s) Dena Kinning	
Contact Phone 231 8765800	Contact Email dera. Kinnie @ cadulacschools
Date of Parade 10 /14/22	Approx. number of participating groups 40
Requested Route DLake Street Mitchell Street	Staging Time 4: WAM PM
Starting Time 5: WAM/PM	Ending Time (: WAMAEM)

City of Cadillac & State of Michigan Rules

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

Form must be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net
I understand and agree to these requirements & understand if these are not met the request will be denied.

Signature





Form 7 Updated May 2011

1675 Green Road Ann Arbor, MI 48105-2530

T 734.662.3246 800.653.2483 F 734.662.8083 mmLorg

July 18, 2022

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Muskegon, October 19-21, 2022. The League's "Annual Meeting" is scheduled for 4:30 pm on Wednesday, October 19 in Section D meeting room at the VanDyk Mortgage Convention Center. The meeting will be held for the following purposes:

- 1. Policy. A) To vote on the Core Legislative Principles document.
 - In regard to the proposed League Core Legislative Principles, the document is available on the League website at http://www.mml.org/delegate. If you would like to receive a copy of the proposed principles by fax or email, please call Monica Drukis at the League at 800-653-2483.
 - B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #1 on page 2.)
 - In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by <u>September 18, 2022</u>.
- 2. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, <u>you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting http://www.mml.org/delegate <u>no later than September 18, 2022.</u></u>



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

"Section 4.4 - <u>Votes of Members</u>. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative."

1. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and "no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting." Thus, the deadline this year for the League to receive resolutions is September 18, 2022. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

Further, "Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof."



2. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Wednesday, October 19 at 4:30 pm in the Delta Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,

Barbara Ziarko President

City Council, Sterling Heights

Parbaral Zeirdo

Daniel P. Gilmartin Executive Director & CEO



Council Communication

Re: Fall Household Hazardous Waste (HHW) Event

Since 2018 the City and Wexford County have sponsored spring and fall household hazardous waste collection events at the Cadillac wastewater treatment facility. Collection expenses are split 40% (City) and 60% (County). Over the last five years, approximately 113,000 lbs. of hazardous waste have been collected, thereby diverting it from landfills and potentially polluting the wastewater stream. On average, each collection has approximately 228 vehicles, each with about 55 lbs. of household hazardous to be collected.

The current authorization with the approved vendor, ERG Environmental Services, has expired. The City will release a bid for HHW collection services in the near future, for a new contract to begin in 2023. However, a fall collection event is already scheduled for September 24, prior to when a new bid could be released, published, opened, and awarded by the City Council.

ERG has agreed to hold their pricing the same for this fall's scheduled event as it was for the event this past spring, at \$1.25 per pound. Using the average collection amount as a basis for estimating the cost, total collection costs will be approximately \$15,675, with the City responsible for 40% or about \$6,270.

Recommended Action

It is recommended that City Council waive competitive bidding for the fall 2022 household hazardous waste collection and award the one-time collection service to ERG Environmental Services. Funds are available in the Water and Sewer Fund.

BIOGRAPHY:

Reed City Brewing Company opened their doors to patrons on July 1st of 2017 in downtown Reed City. The Murphy's and owners of the establishment Kevin, Deanna, and Courtney have built more than just a business. Patrons come from all over the state of Michigan to see what the small town BIG BEER is all about. The Murphy's enjoy meeting new patrons and building lifelong friendships with most that walk through their doors. With the genuine camaraderie that has been built at the Reed City Brewing Company the Murphy's want to expand to build a very similar base in Cadillac.

Cadillac Brewing Company will offer a full food menu, beer, wine, and live music weekly. There will be special events held throughout the year such as an anniversary party, Oktoberfest celebration, comedy shows, corn hole tournaments, and trivia nights.

There will be a mug club membership at Cadillac Brewing Company where patrons can sign up and receive their own personalized mug to enjoy their beverage in during each visit. Reed City Brewing Company has over 230 members in which have become very good friends with not only the staff but many other mug members as well.

Patrons often enjoy beer flights, wine flights, and our wine slushies, which will be offered at Cadillac Brewing Company. A new edition to this location will be sparkling wine. This will include an option for a variety of mimosas and mimosa flights.

Food will also be a main priority at Cadillac Brewing Company. The Murphy's enjoy offering a full food menu while also creating daily specials.



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 MI CC use only)

Local Government Approval For On-Premises Tasting Room Permit (Authorized by MCL 436.1536)

Instructions for Applicants:

• You must obtain a recommendation from the local legislative body for a new On-Premises Tasting Room Permit application.

Instructions for Local	Legislative Body:
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At a	meeting o	meeting of the Cadillac City Council			council/board	
(regular or speci-	al)		(to	wnship, city, village)		
called to order by			on	Sep 6, 2022	at	6:00 pm
the following resolution wa				(date)		(time)
Moved by			and supp	ported by		
that the application from						
_	(name	of applicant - if a co	rporation or limi	ited liability company, p	lease state the	company name)
for a NEW ON-PREMISES T	ASTING ROOM PERMIT					
to be located at: 412 S. M	itchell Street Cadillac,	MI 49601				
***************************************	·	***************************************				
It is the consensus of this b	ody that it			this app	lication be o	considered for
		(recommends/does	not recommend	<u> </u>		
approval by the Michigan L	iquor Control Commissio	on.				
If disapproved, the reasons	for disapproval are					
in disapproved, the reasons	Tot disapprovarage				L. Westerner T	
		Vo	<u>te</u>			
		Yeas:				
		Nays: _				
		Absent:_				
I hereby certify that the for	egoing is true and is a co	mplete copy of	the resolutio	n offered and adop	ted by the	Cadillac City
council/board at a	regular	meet	ting held on	Sep 6, 2022		(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: Constitution Hall - 525 W. Allegan Street, Lansing, MI 48933

Overnight deliveries: 2407 N. Grand River Avenue, Lansing, Mi 48906



MEETING MINUTES FINAL Cadillac Zoning Board of Appeals (ZBA) 5:30 P.M. October 21, 2021

CONVENE MEETING

Chairperson Nichols called to order a meeting of the Cadillac Zoning Board of Appeals at 5:30 p.m. on October 21, 2021

ROLL CALL

MEMBERS PRESENT: Nichols, Ault, Paveglio, and Dean

MEMBER ABSENT: Bontrager and Knight

STAFF PRESENT: Coy

APPROVAL OF MEETING AGENDA

Motion by Dean to approve the October 21, 2021 agenda. Support by Ault. The motion was unanimously approved on a roll call vote.

APPROVE THE September 16, 2021 MEETING MINUTES

Motion by Paveglio to approve the September 16, 2021 meeting minutes as presented. Support by Ault. The motion was unanimously approved on a roll call vote.

Nichols turned the meeting over to Coy to present the applications for review.

PUBLIC HEARINGS-

1. Nancy Vollmar, 507 Arbutus Drive, Cadillac, MI is requesting a 20 foot front yard setback variance for her property at 162 Leisure Road in the Cadillac West Resort District to construct two new cabins to be used for short term lodging servicing visitors to Cadillac. Nancy Vollmar attended the meeting.

Coy explained that Leisure Road and surrounding properties are zoned TS-2 Tourist Service District. Short term lodging is a permitted use by right in the TS-2 Districts. The minimum front yard setback to be a conforming structure is 50 feet. Included in the packets given to the ZBA is a site plan showing the cottages she plans to have built and how they are to be set on the site and an aerial GIS photo showing the immediate and surrounding area. The aerial photo was taken in 2010 and still shows a rental cottage that used to be at 162 Leisure Road. The rental cottage in the GIS had a fire and was condemned. After a few years of unpaid taxes the Wexford County Treasurer and the City of Cadillac tore down the condemned home with grant money from a federal blight grant.

He went over the standards for approving a variance in the City Ordinance and the standards in the Michigan Zoning Enabling Act 110 of 2006.

The standard in Section 46-69(2) from the City Code of Ordinances reads, "To authorize, upon an appeal, a variance from the strict application of the provisions of this chapter where by reason of exceptional narrowness, shallowness, shape or area of a specific piece of property at the time of enactment of this chapter or by reason of exceptional conditions of such property, the strict application of the regulations enacted would result in peculiar or exceptional practical difficulties to, or exceptional undue hardship upon the owner of such property, provided such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of this chapter."

Finding – Coy said he feels there is an exceptional condition. The neighboring rental cottage on Leisure Road is setback 22 feet from the right-of-way. To be conforming it would need to be setback 50 feet. Additionally, the pastie shop and rental cottage next door have nonconforming abutting side yard setbacks. The pastie shop also has a nonconforming rear yard setback.

Standard – *The variance will not impair an adequate supply of light and air to adjacent property.*

Finding – The requested variance is not anticipated to impair an adequate supply of light and air to adjacent properties.

Standard - The requested variance will not unreasonably increase congestion in public streets.

Finding – It is expected that traffic volume will be slightly greater when the two cabins are rented out.

Standard – The requested variance will not increase the danger of fire or endanger the public safety.

Finding – The requested variance will not increase the danger of fire or endanger the public safety.

Standard – The requested variance will not unreasonably diminish or impair established property values within the surrounding area.

Finding – The construction of two rental cottages on this vacant site will increase the property value of this site.

Standard — The requested variance will not impair the public health, safety, comfort, morals, or welfare of the inhabitants of the city.

Finding – The requested variance is not anticipated to impair the public health, safety, comfort, morals, or welfare of the inhabitants of the city.

PUBLIC NOTICES

Coy said that notification of the public hearing on this application was published in the local newspaper and sent via first-class mail to all property owners and residents within 300 feet of the subject site not less than 15 prior to the meeting. He received no questions from neighbors.

Coy finished his presentation with "based on a finding of compliance or non-compliance with the standards of the ordinance, the Board shall approve, approve with conditions, or deny the variance application." Reasonable conditions may be attached to an approval in-order to achieve compliance with the standards of the ordinance.

STAFF COMMENTS

Coy added that the cottages Ms. Vollmar plans to build are 900 square feet of living space. He said that a number of the cottages at Pilgrim's Village across M-115 are 480 square feet in size according to the Wexford County Equalization assessment cards. These new cottages will have modern features.

Nichols opened the floor up for questions from the ZBA and discussion.

Ms. Vollmar said the new cottages will each have stackable washers and dryers. The rental cottage next door has them and past renters commented frequently about how much they are appreciated.

After no further comment.

A motion was made by Paveglio to approve the variance request for a 20-foot front yard setback to allow for the construction of two rental cottages. Support from Ault. On a roll call vote the motion was passed with a unanimous vote.

The new cottages will be setback a minimum distance of 30 feet from the Leisure Road right-of-way.

PUBLIC COMMENTS –

None

BOARD MEMBER COMMENTS –

Coy asked Ms. Vollmar a question. She explained that they owned Mr. Foisies Pasties for several years and sold it to their nephew a few years ago who now also owns the rental cottage next door. She is a retired teacher from the Cadillac Area School District

ADJOURN

Chairperson Nichols adjourned the meeting at 5:49 pm.