

City Council Meeting

February 6, 2023 6:00 p.m.

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



February 6, 2023 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 regular meeting held on January 17, 2023 Support Document III-A

IV. COMMUNICATIONS

A. Craft Beer Festival Support Document IV-A

Cadillac City Council Agenda

February 6, 2023 Page 2

V. APPOINTMENTS

A. Recommendation regarding reappointment to the Historic Districts Commission. Support Document V-A

VI. CITY MANAGER'S REPORT

- A. Hardship (Poverty) Exemption Policy Support Document VI-A
- B. Out-of-State Travel Request Support Document VI-B
- C. Recommendation regarding purchase of Channel Monster grinder unit. Support Document VI-C
- D. Setting of Budget Related Work Sessions
 - Goals & Capital Improvement Program Review on March 20, 2023 at 4:15 p.m.
 - Fiscal Year 2024 Budget Review on April 3, 2023 at 4:15 p.m.

VII. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Downtown Development Authority Support Document VII-A

VIII. PUBLIC COMMENTS

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- IX. GOOD OF THE ORDER
- X. ADJOURNMENT

Cadillac City Council Agenda

February 6, 2023 Page 3

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

<u>CITY COUNCIL MEETING MIN</u>UTES

January 17, 2023

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, King, Mayor Filkins

Council Absent: Engels

Staff Present: Peccia, Dietlin, Ottjepka, Genovich (via Zoom), Homier (via Zoom),

Wasson

APPROVAL OF AGENDA

2023-001 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.

CONSENT AGENDA

2023-002 Approve consent agenda as presented.

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

Motion unanimously approved.

PUBLIC HEARINGS

A. Public hearing to consider adoption of Ordinance to Approve Granting of an Easement to Consumers Energy Company for Electric Facilities (506 8th Street Property).

Peccia stated this is to ensure we will continue to have power on the old wellfield property.

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

2023-003 Adopt Ordinance 2023-003.

Motion was made by Schippers and supported by Elenbaas to approve the resolution to adopt Ordinance to Approve Granting of an Easement to Consumers Energy Company for Electric Facilities (506 8th Street Property).

Motion unanimously approved.

COMMUNITY SPOTLIGHT

A. Child Development Accelerator Programing & Resources

Peccia noted childcare is a very important element to a successful community. He stated Cadillac, like many communities, is trying to help facilitate access to quality childcare for everyone. He noted Rebecca Krannitz, Alliance for Economic Success, will provide information about the Child Care Accelerator program.

Rebecca Krannitz stated a core team consisting of the Alliance for Economic Success, Great Start Collaborative, Cadillac Area Chamber of Commerce, and the Cadillac Area Community Foundation applied for and was awarded a childcare innovation fund grant from the Early Childhood Investment Corporation to fund a Cadillac Child Care Accelerator Project. She noted she has the position of the Accelerator Coordinator. She stated the goal is to strategically frame and support high-quality childcare as infrastructure essential to the current and future health of the greater Cadillac Area economy in order to ensure that families, industry, and the childcare providers have the resources needed to achieve their goals.

Rebecca Krannitz stated as the Accelerator Coordinator she will identify needs, educate on opportunities, and foster connections that drive solutions for the community. She added she will raise awareness about the importance of access to high-quality childcare and early childhood education within the community and represent the intersecting interests of Cadillac Area businesses/industry, childcare providers and families within the newly formed Regional Child Care Resource Network. She briefly discussed some upcoming activities such as hosting a childcare provider dinner townhall discussion, completing data mapping and needs analysis, and hosting a community report at the April Rise Up.

COMMUNICATIONS

A. Downtown Sidewalk Cafes

2023-004 Approve Sidewalk Cafes.

Motion was made by King and supported by Elenbaas to approve the request from Clam-Torch RMPL, LLC, DBA Clam Lake Beer Company; Raven BBQ, LLC, DBA Raven Social; Feister Enterprises, Inc., DBA Roaring 20's Saloon; and Roasted Café, LLC to have sidewalk cafes in front of their businesses in 2023 subject to the conditions listed.

Motion unanimously approved.

B. Cadillac Area Visitors Bureau

2023-005 Approve display of banner for Cadillac Area Visitors Bureau.

Motion was made by Schippers and supported by Elenbaas to approve the display of a banner from January 23-30, 2023 for the Cadillac Area Visitors Bureau.

Motion unanimously approved.

APPOINTMENTS

A. City Council Member appointments, regular and alternate, to the Board of Review.

2023-006 City Council appointments to the Board of Review.

Motion was made by King and supported by Elenbaas to appoint Council Member Engels as the regular member and Council Member Schippers as the alternate member to the Board of Review for a 1-year term to expire on January 17, 2024.

Motion unanimously approved.

B. Recommendation regarding reappointment to the Brownfield Redevelopment Authority.

2023-007 Approve reappointment to the Brownfield Redevelopment Authority.

Motion was made by Schippers and supported by Elenbaas to approve the reappointment of Mike Figliomeni to the Brownfield Redevelopment Authority for a 3-year term to expire on January 21, 2026.

Motion unanimously approved.

C. Recommendation regarding reappointment to the Cemetery Board.

2023-008 Approve reappointment to the Cemetery Board.

Motion was made by Elenbaas and supported by Schippers to approve the reappointment of Charles LaBar to the Cemetery Board for a 3-year term to expire on January 17, 2026.

Motion unanimously approved.

D. Recommendation regarding reappointment to the Zoning Board of Appeals.

2023-009 Approve reappointment to the Zoning Board of Appeals.

Motion was made by Schippers and supported by Elenbaas to approve the reappointment of Larry Bontrager to the Zoning Board of Appeals for a 3-year term to expire on January 21, 2026.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Cadillac Housing Commission compensation change request.

Peccia stated the Cadillac Housing Commission (CHC) Board approved a 5% cost of living pay increase for all CHC staff. He noted the ordinance that established the Cadillac Housing

Commission (CHC) requires the City to approve this type of request. He stated funding of the CHC does not come from City coffers.

2023-010 Approve Cadillac Housing Commission compensation change request.

Motion was made by Schippers and supported by Elenbaas to approve the compensation change request from the Cadillac Housing Commission as presented.

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Schippers stated the next Cadillac Mayor's Youth Council meeting will be held at 3:00 pm on January 18, 2023, and she encouraged high school age youth in Cadillac and the surrounding area to attend.

Elenbaas noted he is sad to see that McLain's bike shop is closing and he hopes someone will open a bike store in the future.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk



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

oday's D	V 1 - 3-		
ity Rece	ived Date		
10 TO		A SHARTTER ST	F 2,709.00

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.

A Server and Letter a house	nt) Mike Filkin	.5 Contact Add	dress	
Contact Phone(s)		Contact Er	mail _	
Sponsoring Organiza	tion Cadillec (Craft Beer Festiva] □ Private ►Mon-Pr	ofit CAFE
Purpose of Event		Ap	prox # of Attendees	1000
Beginning Date:	122123 Ending Da	ate: <u>09 / 23 / 23</u>	Reoc	curring: YES NO
1st Day 9 - 22	Set-up / :DOAM/PM	Start:AM/PM	End 7: 00 AM PM	Clean-up:AM/PM
2nd Day 9 -23	Set-up 8:00(AM)/PM	Start 1:00 AM/PM	End 10 : 00 AM PM	Clean-up/1:00AM/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 foll	ou be requesting permis	sion to display any off sion to display a banne	site signage? er over Mitchell Street	
YES NO Will y	ou be requesting permis		the City of Cadillac fac	intics
YES_NO_Will y YES_NO_Will y YES_NO_Will y	ou be requesting permis	Please Circle		Commons Plaza

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

Today's Date	
City Received Date	
)t	

Phone (231) 775-0181 www.cadillac-mi.net	
The Market at the Cadillac	Commons Reservation Form
Event COA BOUY FUST OF	days Prior to Event Date
Special Req	uests: Please Circle
Electricity/Lights	Heat Wind Screens
	aced in a manner that will cause damage to the Market, grounds (including etc. is strictly prohibited, along with the use of stakes in the ground. ollowing any event. In additional license. (Code of Ordinances-Chapter 28) proval of City Council. (Code of Ordinances-Chapter 26)
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	50.5
Non-Profit Hourly Rate (less than 4 hours) \$25 per ho	
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 event was denied for any reason.	your total cost to hold your date(s), and would only be refunded if
Market Hours 7:00	AM through 11:00 PM
I understand and agree to comply with these rules, and acknow program that is not in compliance with them.	rledge that the City reserves the right to change or cancel any event or
Signature	
Form must be mailed/emailed or delivere	d to Cadillac City Hall, Attention Events Coordinator at
	treet in Cadillac, MI 49601
	@cadillac-mi.net

___Date __ Print Name_ _____Total Fees Required: ______Total Fees Paid: ___



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

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ity R	eceived Dat	te		

	Stree	et & Parking Lot Closu Please fill out a separate for			
Reason for	Request Ca	dillac Craft	-		
Contact Per		a Filkins			
Contact Pho	one_	Contact Email			
Dat	re: <u>09 / 23 / 23</u>	Street Closur	es		
Stre	et Name Lake St	Beginning Location <u>C455</u> Beginning Time <u>10:00</u> AN	_	_	_
Stre	eet Name	Beginning Location		_	
Stre	eet Name	Beginning LocationAN			
Stre	eet Name	Beginning Time:AN	л/PM E	nding Time:AM/P	М
	te <u>09 / 23 / 23</u> Location <u> Harris</u> St	Street	Near	55 paces neede est Cross Street <u>Lake</u> /PM Ending Time:_	
Lot	Location	Street Beginning Time		est Cross Street: /PM Ending Time:	
Lot	Location			est Cross Street /PM Ending Time:	
	d and agree to these req	o the above address or email uirements & understand if the signatureSignature	hese are		e denied.
		be notified if additional inform	*****		
				Comments	
				Comments	
Police		Date Approved		Comments	
	er			Comments	
City Counci		Date Approved		Comments	



200 N. Lake Street

	15.4	
ity Receiv	ed Date	

Cadillac MI 49601 Phone (231) 775-0181 www.cadillac-mi.net	MUST BE OFFICIALLY CITY DATE STAMP
City Park (Fountain) Req	uest Form
	Festiva
Organization Cadillac Craft Bees Festival	Contact Person Mike Filkins
Contact PhoneContact Email	
City of Cadillac Guidel	lines:
The Park is for public use The City does not provide any tents, tables, chairs, rugs, extension The fountain may not be operating due to equipment break down and agree to these requirements and understand in Special Requests	on cords etc vns or weather conditions such as wind f these are not met the request will be denied.
Picnic Tables Use of private tent Use of private chairs	
Form must be mailed or brought to: (Email or Fax will not be accepted Cadillac City Hall Attn: Public Works Department-Events 200 N. Lake Street Cadillac, MI 49601 Print Name Mike Filkins Signature Request will be reviewed & you will be notified if additional information	Date <u>01/13/23</u>

For Office Use Only Public Works _____ Date Approved_ Comments_____ City Clerk _____ Date Approved_____ Comments_____ Date Approved_ City Manager_____ Comments Date Approved___ City Council Comments



200 N. Lake Street

Tod	ay's Date
City	Received Date
	MUST BE OFFICIALLY CITY DATE STAMP

Cadillac MI 49601 Phone (231) 775-0181 www.cadillac-mi.net Alcoholic Beverage Request Form Cadillac Craft Beer Festival Event Name Requesting Organization Contact Person(s) ____ Contact Email Contact Phone Date of Event 09/23/23 Approx. number of participating groups 1000 Starting Time 1:00 pm Ending Time 9:00 pm City of Cadillac & State of Michigan Guidelines: Double fence Inspection of site Form must be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net (No Faxes accepted) I understand and agree to these requirements & understand if these are not met the request will be denied. hik Filkins_Signature_ Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied. For Office Use Only Streets _____ Date Approved Comments Parks _____ Date Approved Comments Date Approved Comments Fire _____ Police Date Approved_____ Comments

Date Approved___

Date Approved

Date Approved_____

Comments

Comments Comments

City Manager

State of MI _____

City Council _____



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

oday's Date
ty Received Date
MUST BE OFFICIALLY CITY DATE STAMP

	Banner Request F	orm	
Monday Banner Start Date 09	/18/23 Mo	nday Banner End Date 🗠 /	25/23
(Banners are installed and rea	moved on Mondays unless i	t is a Holiday, then it will be t	he following day)
(Banners n	nay only be requested for o	ne week at a time per form)	
Reason for Banner Cadil	lac Craft Beer	Festival	
Organization Cadillac Craft	+ Beer Festival/CAF	E Contact Person Mik	L Filkins
Contact Phone_	Contact Email		
City of	Cadillac & State of Mi	chigan Guidelines:	
Banner requested date is a mir	nimum of 2 months prior to	display date requested.	
Banner picture or a design prod		350 350	oved.
The City reserves the right to d		1 No. 14 Sc 75 A	
The City is not responsible for		(5) (5) (5) (6) (6) (6) (6) (6) (6) (6) (6) (6) (6	
Banner requested is for a reaso			
Banner does not display any le		ne construed to advertise, pro	mote the sale of, or
publicize any merchandise or o			inote the sale on, or
The legend may contain the na			bvious advertising of
and promotion of the sale of th			
The lettering of the sponsor's n	ame or a logo does not exce	ed three inches if on a single	line or two-inches if on
more than one line.			
Banner does not contain an add	dress or directions to locatio	n.	
Banner meets all the design spe			
The banner will be delivered to			
City Garage is located at 1001 6			
Banner will be picked up within	1 week after being displaye	d; if it is not picked up, the ba	nner will be disposed o
Form must be mailed or delivered to th	e above address or emailed	to: iavila@cadillac-mi.net (No	Faxes accepted)
I understand and agree to these require			
	1 (
Print Name Mike Filkins	Signature) D	ate <u>01/13/23</u>
Request will be reviewed & you will be	e notified if additional informa	tion is needed and/or if request	is approved or denied.
*******************	*****		
•	For Office Use Only		
Streets	Date Approved		
City Manager	Date Approved Date Approved		
State of Michigan City Council	Date Approved		
City Council	Date Approved		



Craft Beer, Meade, Cider, Wine • Classic Car Show • Live Music • Local Food & Fun

Cadillac's Craft Beer Festival www.ccbeerfest.com · facebook.com/ccbeerfest



COUNCIL COMMUNICATION

Re: Reappointment of John Iehl to a Three-Year Term on the Cadillac Historic Districts Commission

John Iehl has expressed interest in continuing his service on the Cadillac Historic Districts Commission for another three-year term. He was originally appointed in 2017.

Recommended Council Action:

Motion to reappoint John Iehl to a three-year term on the Cadillac Historic Districts Commission, which will end on 2/06/2026.

Council Communication

Re: Hardship (Poverty) Exemption Policy

Public Act 390 states that the governing body of the local assessing unit shall determine and make available to the public, the policy and guidelines the local assessing unit uses for granting hardship (poverty) exemptions. Furthermore, MCL 211.7u requires local units to **annually** adopt a policy, including an asset test used to approve or deny poverty exemptions.

The City of Cadillac has adopted and incorporated the federal poverty guidelines established by US Department of Health & Human Services. The revision to our existing policy establishes the 2022 Health and Human Services Poverty guidelines. The Board of Review utilizes these guidelines when a hardship (poverty) application comes before them.

The Audit of Minimum Assessing Requirements (AMAR) requires the local unit to set an actual dollar amount for assets with the exemption of the primary resident. We have included language in this policy to set the amount of \$50,000 as the asset amount not to exceed, excluding the primary home.

Council Action

Adopt the updated Hardship (Poverty) Exemption Policy utilizing the 2022 Health and Human Services Poverty guideline as well as a \$50,000 asset guideline, excluding the primary home.

POLICY: Hardship (Poverty) Exemption

DATED: January 21, 1997

REVISED: February 16, 1998; March 1, 1999; February 6, 2006; May 7, 2007;

December 15, 2008; December 11, 2012; November 18, 2013;

March 5, 2018; February 18, 2019; January 21, 2020;

January 19, 2021, February 22, 2022

PURPOSE: Public Act 390 of 1994 was passed by the Michigan legislature and signed by the Governor on December 29, 1994, and said Public Act makes significant changes to the poverty exemption policy found in 211.70 as amended, of the Michigan Compiled laws. Public Act 390 states that the governing body of the local assessing unit shall annually determine and make available to the public, the policy and guidelines the local assessing unit uses for granting hardship (poverty) exemptions. The City of Cadillac develops a hardship exemption policy of real and personal property of persons, who, in the opinion of the Board of Review, by reason of poverty, are unable to contribute towards the public charges. MCL 211.7u (1)

POLICY: In order to be eligible for a hardship (poverty) exemption, the claimant must establish or comply with <u>all</u> of the following:

- 1. Be the owner and occupant of property that is his/her principal residence for the year for which the exemption is requested. If requested by the Board of Review, a copy of the deed, land contract, or other evidence of ownership of the property. MCL 211.7u (2) (a)+(d)
- 2. Not own any other real estate and/or recreational vehicles in or out of the State of Michigan.
- 3. Fully complete the Declaration of Poverty Request for tax relief application, including the asset and income schedule.
- 4. Hardship exemption may be granted up to a maximum of 50 percent.
- 5. The exemption is also dependent upon the total household income of the applicant meeting the guidelines established by the City of Cadillac.
 - a. Total household income is defined as money, wages, and salaries before deductions; net receipts from non-farm self-employment, business, professional, enterprise, or partnership after deductions; payments from social security, retirement, unemployment compensation, veteran's payments, public assistance; alimony, child support, military family allotments or other regular support from an absent family member or someone not living in the household; private pensions, government pensions, annuity or insurance payments; scholarships, grants, fellowships, assistantships; dividends, interest, rental income, royalties, periodic receipts from estates or trusts, gambling or lottery winnings.
 - b. In compliance with *Ferrero v Walton Township*, 295 Mich App 475: 813 NW2d 368 (2012), when determining "total household income" of the applicant, the City shall not include or consider monies the applicant received from claiming homestead property tax credit.

1

- 6. Provide a current or preceding year federal and state income tax returns for all persons residing in the principal residence
- 7. Provide a valid driver's license or other form of identification if requested by the Board of Review. MCL 211.7u (2)(c)
- 8. Meet the City of Cadillac's income standards for "Poverty Threshold" for the calendar year in question. As its "Poverty Threshold", the City of Cadillac has adopted and incorporated the federal poverty guidelines updated annually in the Federal Register by the United States Department of Health and Human Services. (under authority of Section 673 of subtitle B of Title VI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, 42 USC 9902)

2022 HHS POVERTY GUIDELINES

Perso	ons in Family/Household	Poverty Guideline
	1	\$13.590
	2	\$18,310
	3	\$23.030
	4	\$27,750
	5	\$32,470
	6	\$37,190
	7	\$41,910
	8	\$46,630

^{*}Families with more than 8 persons, add \$4,720 for each person.

- 9. Even if the income guidelines are met, assets shall not exceed \$50,000 with the exception of the Primary home.
- 10. This policy applies only to individuals and is not for trusts or other types of ownerships such as corporations, limited liability companies, partnerships, associations, and co-owners (the only exception being the individual owner of a life estate).
- 11. Only the assessed value of the principal residence of an owner of a life estate shall apply, but the incomes of the owner of a life estate and income of all interested persons and household members shall be combined for determination of the poverty threshold. The owner of the life estate must reside and use the property as his or her principal residence.
- 12. Any tax exemption given to an individual under these guidelines shall be for the one (1) year's taxes. A new application will be required each year an exemption is requested.
- 13. During the deliberation process, the Board of Review must remain totally objective and ensure that their decisions is in no way arbitrary. The Board of Review must follow this hardship exemption policy and the guidelines set forth within.

- 14. The City Assessor and the Board of Review shall notify in writing all applicants whose application for exemption is being denied. The applicant may appeal the decision by applying to the Michigan Tax Tribunal and filing the appeal in writing prior to June 30th for a March Board of Review action. For July and December Board of Review actions the appeal must be filed with the Tax Tribunal within 30 days of receipt of your answer from the Board of Review. The address is Michigan Tax Tribunal, 611 West Ottawa, PO Box 30232, Lansing, Michigan 48909.
- 15. The assessor will act as an advisor for the Board of Review. The Board of Review will have the final determination for a hardship exemption. A person who files a claim is not prohibited from also appealing the assessment on the property for which that claim is made before the Board of Review in the same year.

 MCL211,7u (6).
- 16. The application filing for an exemption under this policy shall be filed after January 1, but before the day prior to the last day of the Board of Review.

 MCL 211.7U (3)

Council Communication

Re: Out of state travel - DPW

The Department of Public Works would like to request approval for out-of-state travel for Ken Payne, DPW Operations Manager, to attend the North American Snow Conference in Omaha, Nebraska. The conference is put on by the American Public Works Association and will highlight useful tools in snow fighting, fleet maintenance, driver fatigue, emergency traffic control, and managing employees. Additionally, attendance at the Public Fleet Management Course offered by the APWA is planned, while also taking the opportunity to network with other agencies, and get a tour of one of the area Public Works facilities.

The conference will take place from April 16-19, 2023. The total cost of the travel and training is estimated to be \$2000, including hotel, food, and transportation.

Recommended Action

The City Manager is in support of this request and it is therefore recommended that City Council approve the out of state travel for the DPW Operations Manager to attend the upcoming North American Snow Conference in Omaha, Nebraska. Funds are available in the Stores and Garage Fund.

Council Communication

Re: Channel Monster Grinder Purchase

In FY2016 the City solicited bids for the purchase, installation, and implementation of a Channel Monster grinder unit for the wastewater treatment operation to replace an obsolete comminutor grinder unit. The new unit was to match another existing unit, which was in a second flow channel. After receiving competitive bids for purchase and installation it was determined that treatment plant staff had the expertise to install the unit and save on installation costs. Council supported this recommendation and awarded the purchase to JWC Environmental. This worked out very well and purchasing the equipment directly and utilizing internal staff to install it saved the City thousands of dollars.

Recently, the second Channel Monster has failed and needs to be replaced. City staff investigated getting parts to repair the unit and have determined that a total replacement would be more cost effective. As before, staff at the plant have the expertise to install this unit and save the City the installation cost. JWC Environmental is the sole source provider for Channel Monsters (see letter included with this Communication) and utilizing the same manufacturer for the replacement unit would enable it to fit in the existing mounting brackets with no additional work required to retrofit a new unit, especially a unit from a different manufacturer. The price for this replacement Channel Monster and associated equipment and shipping is \$46.315.80.

Recommended Action

Because they are a sole source provider and because it is most advantageous to the City to utilize the same brand unit, it is recommended that competitive bidding be waived and the purchase of a replacement Channel Monster be awarded to JWC Environmental for the sum of \$46,315.80. Funds for this project are available in the Water and Sewer Fund.



To: City of Cadillac 200 Lake Street Cadillac, MI 49601 Date:02/02/2023

Subject: Sole Source for Muffin Monster Federal Tax ID# 45-2771126

Customer Name: City of Cadillac,

JWC Environmental is the inventor and owner of the Muffin Monster, Channel Monster, Auger Monster, Screenings Washer Monster, Honey Monster and Monster Screening Systems. We hold numerous patents and trademarks on these products.

JWC Environmental is the sole manufacturer of these products and the exclusive source for service parts for this equipment.

JWC Environmental operates the only Service Centers that are factory authorized to perform repairs on Muffin Monster, Channel Monster, Auger Monster, Screenings Washer Monster, Honey Monster and Monster Screening Systems.

All repairs will be performed at a JWC Environmental Service Center and will come with a one (1) year warranty.

Please feel free to contact me at 800-331-2277 or servicesales@jwce.com if we can provide any additional information.

Best Regards,

Jorge Gasca Customer Service Phone: 800-331-2277 Fax: 714-549-4007











Minutes

Downtown Development Authority (DDA) Business Improvement District (BID) Board

Regular Meeting December 7, 2022

A regular meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board was held at 9:30 a.m. on Wednesday, December 7, 2022.

MEMBERS PRESENT: Peccia, Crawley, Coffey, Schultz, Barnes, Huckle, Kelsey. Munger(10:30 am) **STAFF PRESENT:** Pluger, Payne, Wallace

APPROVAL OF AGENDA

- Motion to approve the meeting agenda for December 7, 2022, by Kelsey. Supported by Huckle.
- Motion approved unanimously.

APPROVAL OF MINUTES

- Motion to approve the minutes from October 26, 2022, by Schultz. Supported by Crawley.
- Motion approved unanimously

FINANCE REPORT/ MANAGER REPORT:

- Peccia presented the financial statement and explained the revenues and expenses.
- Peccia presented general updates. He presented Acts PA210 and PA225 explaining that the State renewed these, and they did not expire in 2020. It was explained that these programs and incentives can help with future development of the Authority.
- Peccia informed the DDA that the ice rink will not be out this year.

DIRECTOR REPORT:

- Wallace gave updates on projects
 - Speed's project is on an indefinite hold as Lee Richards attempts to fill the commercial space.
 - Cadillac Lofts are in a hold pattern but have been performing environmental tests. They are struggling with cost and availability of construction materials
 - o The Northwoods building is unknown, the new owner has not been responsive to city staff.
 - o Hotel Study has been completed, recommending that short term, 40-50 unit building in downtown to draw people to Cadillac.
 - Match on Main was submitted again, and we expect to be able to announce soon. Owl Eye has received their funds.
 - Connecting Entrepreneurial Conference, the city will be hosting in 2023 with CAVB, Chamber, and AES.
 - o Cadillac News conducted a survey after the public forum and shared the results with us.
 - Spark Grant is a recreation grant that the City is working on that will include seeking funds for the shelter at the trailhead, a new dock along the shoreline, and new overhead doors at the market.

COMMITTEE REPORTS:

OLD BUSINESS

- Parking Assessment Recap: Peccia explained the process that the council took for the parking assessment. Peccia explained that a different millage could be discussed city wide that could be used for parking, sidewalks and other infrastructure items. There was discussion about the impact this will have on maintaining parking lots versus street improvement projects. City council wants something new brought to fund the maintenance downtown and city staff will be discussing new ways to fund it moving forward.

- Wallace expressed his disappointment in the loss of the assessment and explained it will
 have a negative effect in other areas. He encouraged the board to think about how to move
 forward and what ways the DDA could assist in moving something forward in the future.
- Coffey suggested not maintaining certain parking lots during the winter. Discussion followed.
- Downtown Forum: Barnes stated that the number one response from the forum was safety in walking, pedestrians. The second response was more events and ways to bring people downtown. There were several parallels to from public forum and both surveys.
 - O Discussion took place about bringing more people downtown and how to get vacant buildings filled and developed.
- Flowerpot Applications: Pluger would send out the applications to each DDA member to share with neighbors and get orders by the end of the year.
 - o Barnes requested a quote for watering by Hope Network at the January Meeting.
- Vision/Direction- combined with Event Planning/Coordination

NEW BUSINESS

- Future of the Market: Wallace explained there is a grant to improve the screens and possibly expand to add bathrooms. Discussion followed about expansion and putting in bathrooms.
- Event Planning/Coordination and Vision/Direction: Barnes discussed the consistent feedback of wanting/needing more events and coordination of downtown. The DDA and the CAVB are the two entities that are in discussion to keep driving growth and attraction to downtown.
 - O Discussion took place about using the DDA funds for marketing. It was requested that the plan be reviewed to investigate if the DDA funds could be used for downtown planning.
 - o Kathy Morin from CAVB stated that they are applying for the CDAM Fellowship, and this person could assist in this position.
 - O Barnes asked if the board would like to pursue some sort of partnership and promotion. Huckle recommended that there be a list of priorities that the board pursue before spending money.
 - O Peccia made a motion that the DDA pay \$2000.00 towards the CDAM Fellowship if we are awarded the Fellowship. Supported by Huckle.

COMMUNICATIONS/OTHER ITEMS None

PUBLIC COMMENTS None

ADJOURNMENT: Meeting Adjourned at 11:30 AM, motion by Huckle, supported by Munger.