



City Council Meeting

March 20, 2023

6:00 p.m.

Cadillac Municipal Complex

Council Chambers

200 N. Lake St.

Cadillac, MI 49601



March 20, 2023 City Council Meeting Agenda
6 p.m. at City Hall - 200 N. Lake St. – Cadillac, MI 49601

We communicate openly, honestly, respectfully, and directly

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 March 6, 2023
Support Document III-A

IV. COMMUNICATIONS

A. Cadillac Area Public Schools
Support Document IV-A

Cadillac City Council Agenda

March 20, 2023

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V. CITY MANAGER’S REPORT

- A. Recommendation regarding 2023-2024 Road Salt.
Support Document V-A
- B. Recommendation regarding Rental of Mechanical Street Sweeper.
Support Document V-B
- C. Bids and Recommendation regarding Lester Street Improvements Project.
Support Document V-C
- D. Bids and Recommendation regarding HMA Paving-Various Sections Project.
Support Document V-D

VI. INTRODUCTION OF ORDINANCES

- A. Adopt resolution to introduce Ordinance Amending the City Zoning Map and set a public hearing for April 3, 2023.
Support Document VI-A

VII. 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.

VIII. GOOD OF THE ORDER

IX. ADJOURNMENT

Core Values (R.I.T.E.)

Respect

Integrity

Trust

Excellence

Cadillac City Council Agenda

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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

March 6, 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, Engels, Mayor Filkins
Council Absent: King
Staff Present: Peccia, Roberts, Ottjepka, Dietlin, Homier (via Zoom), Wasson

APPROVAL OF AGENDA

2023-034 Approve agenda as amended.

Motion was made by Schippers and supported by Elenbaas to approve the agenda as amended to add a reappointment to the Board of Review under Appointments (Item IV-B).

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2023-035 Approve consent agenda as presented.

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

Motion unanimously approved.

APPOINTMENTS

A. Recommendation regarding appointment to the Planning Commission.

2023-036 Approve appointment to the Planning Commission.

Motion was made by Schippers and supported by Elenbaas to approve the appointment of Margaret Host to the Planning Commission for a 3-year term to expire on March 6, 2026.

Motion unanimously approved.

B. Recommendation regarding reappointment to the Board of Review.

2023-037 Approve reappointment to the Board of Review.

Motion was made by Elenbaas and supported by Engels to approve the reappointment of Jim Walker to

the Board of Review for a 2-year term to expire on March 6, 2025.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Bids and recommendation regarding Pickleball Courts.

Peccia noted four (4) bids were received and it is being recommended to award the contract for the Pickleball Courts Project to the lowest bidder, CJ's Excavating, Inc. in the amount of \$132,385.60 and to include a 15% contingency bringing the total amount to \$152,243.54.

Peccia stated we have received a generous donation of \$100,000 from Cliff Sjogren who is in attendance. He noted we have also received a donation of \$5,000 from Horizon Bank and anticipate that General Fund dollars of up to \$47,244 will be needed to fund the remainder of project costs.

2023-038 Award contract for Pickleball Courts.

Motion was made by Schippers and supported by Elenbaas to award the contract for the Pickleball Courts Project to CJ's Excavating, Inc. in accordance with their bid, plus a 15% contingency for City engineer-approved field changes in unit quantity or scope due to unknowns in site conditions, bringing the total award to \$152,243.54.

Motion unanimously approved.

B. Recommendation regarding Industrial Monitoring Program Update.

Peccia stated in February 2022 the City awarded the engineering firm of Fleis and Vandenbrink (F&V) a contract to perform an Industrial Monitoring Program Update. He noted this was pursuant to a Michigan Department of Environment, Great Lakes and Energy (EGLE) mandate that this program needed to be updated. He stated the program is used to monitor wastewater discharge from industries connected to the City's sewer system. He noted this work has been underway, and it has become apparent that having industrial evaluations performed would be beneficial to the update. He stated once updated, the IPP program will be codified in the City Code and forwarded to EGLE for their review and approval.

Peccia noted it is being recommended that we amend the current contract with Fleis & Vandenbrink in the amount of \$16,000.

2023-039 Amend contract with Fleis & Vandenbrink to add Industrial User Evaluations.

Motion was made by Schippers and supported by Engels to amend the contract with Fleis & Vandenbrink for providing an Industrial Monitoring Program Update to add Industrial User Evaluations for the amount of \$16,000

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Planning Commission

PUBLIC COMMENTS

Randy Lindell discussed the importance of keeping the sidewalks plowed. He expressed opposition to an out-of-state travel request that was previously approved by Council.

GOOD OF THE ORDER

Schippers noted she spoke to the Youth in Government Club at Cadillac High School. She stated she would love to see a Community Spotlight showing some of things that youth are doing in the community. She noted that at 4:00 pm on St. Patrick's Day there will be a kid's parade beginning at the east end of Crippen Street.

Elenbaas requested an update on the second building of the Cadillac Lofts project and on the screens at the Market.

Peccia stated the developer, Michigan Community Capital, is still very interested in moving forward with phase two of the project. He noted the developer recently met with City Staff and representatives of Michigan Department of Environment, Great Lakes, and Energy (EGLE) regarding moving forward this season with the remainder of the environmental related clean-up work for phase two. He stated the developer is looking at a new grant opportunity to help with the funding gap due to unprecedented inflation.

Peccia stated the screens at the Market were destroyed by the severe windstorms we experienced in the fall and early winter. He stated the City is in the process of looking at alternative options to the screens, such as a garage door type system. He noted the City will be looking at potential outside funding through the state grant process.

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

Today's Date 3.8.23

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Banner Request Form

Monday Banner Start Date 4.3.23

Monday Banner End Date 4.10.23

(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 Kindergarten Bond Up

Organization Cadillac Schools Contact Person _____

Contact Phone [REDACTED] Contact Email cori.lindell@cadillac

Schools.org

City of Cadillac & State of Michigan Guidelines:

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

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

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

Print Name Cori Lindell Signature Cori Lindell Denman Date 3.16.23

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 _____
City Manager _____	Date Approved _____	Comments _____
State of Michigan _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____

Grey is white border.



Cadillac Area Public Schools
Learn More & Enroll at www.cadillacschools.org



March 20, 2023

Council Communication

Re: 2023/2024 Road Salt

For many years, the City of Cadillac has participated with the State of Michigan's Delivering Extended Agreements Locally (MiDEAL) program to competitively bid road salt. Cadillac joins the State and over 400 other agencies in utilizing this bidding process to achieve cost savings through the economies of scale inherent in the process.

Orders for road salt are placed in the spring of each year. The State's contract is finalized by late summer, and early shipments typically arrive in late fall. Based on seasonal requirements, the City expects to need up to 2,500 tons of road salt to cover the entire winter. Depending on the final bid award, annual costs are expected to total about \$187,500 (~\$75/ton).

Recommended Action

Because of the economies of scale achieved through the process, it is recommended that Council, pursuant to Section 2-299 and 2-312 of the City Code, authorize the City to participate in the MiDEAL competitive bidding process and approve the commitment to purchase up to 2,500 tons of seasonal road salt through the resulting State of Michigan contract at the unit cost bid approved by the State of Michigan. Funds are available in the Stores and Garage Fund for this purchase. Actual costs of usage are charged to appropriate activities within the Major and Local Street Funds and several other City activities based upon actual usage throughout the winter.

March 20, 2023

Council Communication

Re: Recommendation regarding rental of mechanical street sweeper

The Department of Public Works previously requested and received Council approval for the rental of a mechanical street sweeper in May 2022. The justification for this rental continues to exist, other vendors that the City contacted continue to not offer rental programs, and the department desires to utilize the same strategy for spring/fall cleanup in 2023. The previous communication is attached that details the justification.

The only change from the prior year is MacQueen Equipment of St. Paul, MN has acquired Bell Equipment and will be the company of record for the rental.

Recommended Action

It is recommended that City Council waive competitive bidding and authorize rental of a mechanical street sweeper from MacQueen Equipment for one month in the spring of 2023 and an additional month in the fall of 2023 at the cost of \$11,790 per month. Funds are available in the Stores and Garage Fund.

May 2, 2022

Council Communication

Re: Recommendation regarding rental of mechanical street sweeper

The Department of Public Works is working on improving the efficiency and quality of debris removal from roads/gutters/paths, etc. as part of annual spring cleanup. The optimal solution is to utilize a mechanical sweeper that essentially operates as a “broom and dustpan” along the roadways. The current sweepers in the fleet work well, but both utilize the movement of air, but for the major debris in the spring, they don’t perform quite as effectively.

DPW staff has been talking with Bell Equipment and they rent this style sweeper for \$4,250 per week, and offer monthly rentals for \$10,750 per month, so essentially you get 4 weeks for the price of 2.5 weeks. These sweepers cost over \$300,000 new, so it’s not practical to look at adding one to the fleet at this time. By adding this rental sweeper for a month, three sweepers could be deployed at once which would significantly increase productivity. Bell Equipment does not add hourly charges, so the rental unit could potentially be run 6-7 days per week during the rental period. Two other vendors that the DPW has received bids from for purchases in the past, MTech and Fredrickson Supply, do not currently offer rental programs.

Recommended Action

It is recommended that City Council waive competitive bidding and authorize a 1-month rental of a mechanical street sweeper from Bell Equipment in the amount of \$10,750. Funds are available in the Stores and Garage Fund.

March 20, 2023

Council Communication

RE: Lester Street Improvements

On March 14, 2023, the City of Cadillac held a bid opening on the above referenced project. The following bids were received:

Contractor	Bid
CJ's Excavating, Inc. Cadillac, MI	\$1,000,827.28
Salisbury Excavating, Inc. Tustin, MI	\$1,099,396.70

The project includes the addition of several sections of sidewalk near Franklin Elementary School, which will enhance the walkability and pedestrian safety in the area. The total scope of the project includes the following approximate quantities of major items:

6,300 Syd Aggregate Base	2,000 Lft Storm Sewer
960 Ton HMA, 4EL	600 Lft Water Main
3,000 Lft Curb and Gutter	1,300 Lft Sanitary Sewer

Recommended Action

It is recommended that the contract for the Lester Street Improvements Project be awarded to CJ's Excavating, Inc. in accordance with their bid. In addition, a 10% contingency is requested for City engineer-approved field changes in unit quantity or scope due to unknowns in municipal utilities and underground conditions, bringing the total recommended award to a total of \$1,100,910.01. Funds will be available in the Local Street Fund and the Water and Sewer Fund for this project.

March 20, 2023

Council Communication

RE: HMA Resurfacing – Multiple Locations

On February 21, 2023, the City held a bid opening on the above referenced project. The following bids were received:

Contractor	
Elmer's Crane and Dozer, Inc. Traverse City, MI	\$549,220.75
Pyramid Paving & Contracting Bay City, MI	\$583,842.10
Rieth-Riley Construction Company Co., Inc. Grawn, MI	\$639,237.75

This project is for a surface improvement at various locations throughout the city that will remove and re-pave the top layer of asphalt only. It is considered a non-structural improvement (versus a full reconstruction) to improve the ride quality of the street. This will reduce the city maintenance needs for frequent patching of these areas. It is a cost-efficient fix that will extend the pavement service life at least 5 to 7 years or more.

Details regarding the specific sections of streets included in the project are attached to this communication. The work includes the following approximate quantities of major items for multiple locations:

- 19,400 Syd Cold Milling
- 7,400 Syd HMA Crushing & Shaping
- 3,200 Ton HMA, 4EL

Recommended Action

It is recommended that the contract for the HMA Resurfacing – Multiple Locations Project be awarded to Elmer's Crane and Dozer, Inc. for the bid amount of \$549,220.75. In addition, a 5% contingency is requested for City engineer-approved field changes in unit quantity or scope due to deteriorated pavement conditions bringing the total recommended award to a total of \$576,681.79. Funds will be available in the Major and Local Street Funds for this project.

CITY OF CADILLAC

HMA Resurfacing - Multiple Locations**Estimate by Location - Elmer's Bid Unit Prices**

Number	Street Name	Limits	Estimated Cost	
1	Leeson Avenue	Wright St intersection	\$	18,578.58
2	Leeson Avenue	Arthur St intersection	\$	21,126.40
3	6th Avenue	6th St to 8th St	\$	35,836.07
4	River Street	Hemlock St to Powers St	\$	38,655.88
5	Hemlock/Lincoln	Nelson south to Lincoln east to Pine	\$	28,379.10
6	Division Street	May St to Blodget St	\$	42,358.28
7	Holbrook Street	Division St to Garfield St	\$	22,453.05
8	Delmar Street	Cass St to Chapin St	\$	16,982.72
9	Rush Street	Cass St to Chapin St	\$	14,434.90
10	Shelby Street	Cass St to Harris St	\$	29,191.74
11	Maple Street	Howard St to Evar St	\$	25,217.36
12	Whaley Street	Carmel St intersection	\$	20,349.29
13	Whaley Street	Curve east of Carmel St	\$	6,638.78
14	Whaley Street	Paluster St intersection	\$	11,945.36
15	Paluster Street	Mitchell St to east of Wilcox St	\$	31,511.98
16	Carmel Street	Cobb St to Stimson St	\$	185,561.27
PROJECT TOTAL			\$	549,220.75

City Council

200 North Lake Street
Cadillac, Michigan 49601
Phone (231) 775-0181
Fax (231) 775-8755



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Robert Engels
Stephen King
Bryan Elenbaas

RESOLUTION NO. 2023-_____

**RESOLUTION TO INTRODUCE AND SET PUBLIC HEARING FOR
AN ORDINANCE TO AMEND THE CITY ZONING MAP**

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held
in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac,
Michigan, on the _____ day of _____ 2023, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, pursuant to the Michigan Zoning Enabling Act, Act 110 of 2006, MCL
125.3101 *et seq.* ("MZEA"), the City has authority to adopt and amend zoning ordinances
regulating land use in the City; and

WHEREAS, the City desires to amend the City's Zoning Ordinance to change the OS-2,
Office Service District zoning designation and established use district as shown on the City Zoning
Map for the real property legally described as:

N1/2 Lot 7, ½ of Lot 8, and W 3.4 FT of N1/2 of Lot 9, BLK 4 Mitchells Revised Plat of
the Village of Clam Lake City of Cadillac
(Tax identification No. 10-086-00-159-02) (the "Parcel")

to the B-2, Central Business District zoning designation and corresponding use district under Chapter 46 of the Cadillac City Code; and

WHEREAS, the Planning Commission held a duly noticed public hearing on the proposed amendments on February 27, 2023; and

WHEREAS, the Planning Commission voted to recommend the proposed amendments to the City Council; and

WHEREAS, the City Council desires to adopt the proposed amendments.

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

1. Pursuant to Section 5.2 of the City Charter, the City introduces Ordinance No. 2023-____, An Ordinance to Amend The City Zoning Ordinance (the “Ordinance,” attached as Exhibit A).

2. A public hearing regarding the Ordinance shall be held on the ____ day of _____ 20____, at 6:00 p.m.

3. The City Clerk is directed to publish a summary of the Ordinance in a newspaper of general circulation in the City of Cadillac, together with a notice setting the time and place for a public hearing on the Ordinance, within seven (7) days. The summary and notice of the hearing shall be substantially in the form of Exhibit B.

4. A copy of the Ordinance shall be available for examination at the office of the City Clerk, and copies may be provided for a reasonable charge.

5. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF WEXFORD)

I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. 2023-____, duly adopted at a meeting of the City Council held on the _____ day of _____ 2023.

Sandra Wasson
Cadillac City Clerk

Exhibit A:

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY ZONING MAP

THE CITY OF CADILLAC ORDAINS:

Section 1.

The City hereby amends the City Zoning Map to change the OS-2, Office Service District zoning designation and established use district as shown on the City Zoning Map for the real property legally described as:

N1/2 Lot 7, ½ of Lot 8, and W 3.4 FT of N1/2 of Lot 9, BLK 4 Mitchells Revised Plat of the Fillage of Clam Lake City of Cadillac
(Tax identification No. 10-086-00-159-02)(the “Parcel”)

to the B-2, Central Business District zoning designation and corresponding use district under Chapter 46 of the Cadillac City Code.

Section 2.

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

Section 3.

All other ordinances inconsistent with the provisions of this Ordinance are hereby repealed but only to the extent necessary to give this Ordinance full force and effect.

Section 4.

This Ordinance shall take effect twenty (20) days after its adoption.

Approved this ____ day of _____, 2023.

Exhibit B:

NOTICE OF PUBLIC HEARING AND SUMMARY OF PROPOSED ORDINANCE

On _____, the City Council of the City of Cadillac introduced Ordinance No. _____, An Ordinance Amending the City Zoning Map. Pursuant to Section 5.2 of the City Charter, the City Council shall hold a public hearing on the Ordinance.

NOTICE IS HEREBY GIVEN that a Public Hearing on the proposed ordinance will be held in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan, on _____, at 6:00 p.m., at a Regular Meeting of the City Council.

The City of Cadillac complies with the "Americans with Disabilities Act." If auxiliary aids or services are required at a public meeting for individuals with disabilities, please contact Sandra Wasson, City Clerk, at least three (3) business days prior to any such meeting. Copies of the proposed ordinance are available for examination at the office of the City Clerk and copies may be provided at a reasonable charge. The following is a summary of the proposed ordinance.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY ZONING MAP

Section 1 of the proposed ordinance amends City Zoning Map to change the OS-2, Office Service District zoning designation and established use district as shown on the City Zoning Map for the real property legally described as:

N1/2 Lot 7, ½ of Lot 8, and W 3.4 FT of N1/2 of Lot 9, BLK 4 Mitchells Revised Plat of the Fillage of Clam Lake City of Cadillac (Tax identification No. 10-086-00-159-02)

to the B-2, Central Business District zoning designation and corresponding use district under Chapter 46 of the Cadillac City Code.

Section 2 of the proposed ordinance states that should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 3 of the proposed ordinance states all other ordinances inconsistent with the provisions of the proposed ordinance are hereby repealed but only to the extent necessary to give the proposed ordinance full force and effect.

Section 4 of the proposed ordinance states that the proposed ordinance shall take effect twenty (20) days after its adoption.

CITY COUNCIL OF THE
CITY OF CADILLAC, MICHIGAN

By: Sandra Wasson, City Clerk
Cadillac Municipal Complex
200 Lake Street
Cadillac, Michigan 49601
Telephone No: (231) 775-0181

City Council

200 North Lake Street
Cadillac, Michigan 49601
Phone (231) 775-0181
Fax (231) 775-8755



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Robert Engels
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ORDINANCE NO. _____

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Section 2.

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Section 3.

All other ordinances inconsistent with the provisions of this Ordinance are hereby repealed but only to the extent necessary to give this Ordinance full force and effect.

Section 4.

This Ordinance shall take effect twenty (20) days after its adoption.

Approved this ____ day of _____, 2023.

City Council

200 North Lake Street
Cadillac, Michigan 49601
Phone (231) 775-0181
Fax (231) 775-8755



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
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NOTICE OF PUBLIC HEARING AND SUMMARY OF PROPOSED ORDINANCE

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Section 4 of the proposed ordinance states that the proposed ordinance shall take effect twenty (20) days after its adoption.

CITY COUNCIL OF THE
CITY OF CADILLAC, MICHIGAN

By: Sandra Wasson, City Clerk
Cadillac Municipal Complex
200 Lake Street
Cadillac, Michigan 49601
Telephone No: (231) 775-0181