



City Council Meeting

May 15, 2023

6:00 p.m.

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



May 15, 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 May 1, 2023
Support Document III-A

B. Minutes from the closed session held on May 1, 2023

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IV. PUBLIC HEARINGS

- A. Public hearing to consider adoption of Ordinance 2023-03 to Amend Section 42-201 and 42-202(3) of Chapter 42 of the City Code to Adjust Water Rates in the City of Cadillac.

Support Document IV-A

- B. Public hearing to consider adoption of Ordinance 2023-04 to Amend Section 42-374 of Chapter 42 of the City Code to Adjust Sewer Rates in the City of Cadillac.

Support Document IV-B

- C. Public hearing to consider adoption of Ordinance 2023-05 Establishing General Appropriations Act for Fiscal Year 2024.

Support Document IV-C

V. COMMUNICATIONS

- A. Wexford County Veteran Services

Support Document V-A

- B. Memorial Day Parade

Support Document V-B

- C. Festival of the Arts

Support Document V-C

- D. After 26

Support Document V-D

VI. APPOINTMENTS

- A. Recommendation regarding appointment to the Cadillac Housing Commission.

Support Document VI-A

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VII. CITY MANAGER’S REPORT

- A. Recommendation regarding Sanitary Sewer Patches.
Support Document VII-A
- B. Recommendation regarding Sewer Main Root Control.
Support Document VII-B

VIII. 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.

IV. GOOD OF THE ORDER

X. CLOSED SESSION

Adjourn to closed session for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement.

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

May 1, 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, Lanning, Dietlin, Wallace, Homier

APPROVAL OF AGENDA

2023-072 Approve agenda as amended.

Motion was made by Schippers and supported by Elenbaas to approve the agenda as amended to include a change order from a previous bid under City Manager's Report (Item-V-C)

Motion unanimously approved.

PUBLIC COMMENTS

Bill Barnett addressed council in support of the Farmers Market organization.

Mary Galvanek spoke to council regarding parking at the Farmers Market.

Billy Johnson; Grand Traverse Sauce Co. expressed the importance of vendor location and space as a vendor.

Marla Courtney expressed to council that the safety of kids is a huge concern at the market. Marla emphasized the importance of communication on all levels.

David Mackey; After 26 expressed interest to all work together.

Don Grage; Amvets Post 110 stated that parking is crucial for members and staff.

Cheryl Miller stated her position for maximizing parking.

Barbara Macolm informed council of rules that vendors follow which allows for ample parking.

Emily Ruppert emphasized support for neighboring businesses.

Doreen Lanc conveyed to council the need for handicapped parking.

CONSENT AGENDA

2023-073 Approve consent agenda as presented.

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

Motion unanimously approved.

COMMUNICATIONS

A. Upbeat 2023

2023-074 Approve street closure for Upbeat 2023.

Motion was made by Elenbaas and supported by Schippers to approve the closure of Lake St. between Harris St. and Cass St. from 6:00 PM to 9:00 PM on Thursdays from June 22, 2023 through August 24, 2023 for Upbeat Cadillac.

Motion unanimously approved.

B. Clam Lake Band

2023-075 Approve street closure for Clam Lake Band.

Motion was made by Schippers and supported by Elenbaas to approve the closure of Lake St. between Harris St. and Cass St. from 6:30 PM to 8:30 PM on Mondays from June 26, 2023 through August 7, 2023 for Clam Lake Band Concerts.

Motion unanimously approved.

C. Cadillac Farmers Market

2023-076 Approve Parking Option 2 for Cadillac Farmers Market.

Motion was made by Schippers and supported by Elenbaas to approve the Parking Option 2.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Recommendation Regarding Amendment of Award Amount for Screw Pump Replacement.

2023-077 Award Bid to Franklin Holwerda Company.

Motion was made by Schippers and supported by Elenbaas to award amended amount of \$296,450 to Franklin Holwerda Company for Screw Pump Replacement.

Motion unanimously approved.

B. Municipal Analytics Water/Sewer Rate Presentation.

John Kaczor from Municipal Analytics gave a summary on the water and sewer rate study generated from Waterworks software. (Presentation Attached)

C. Bid Change Order for Paving on North Blvd.

2023-078 Approve Change Order Request for Paving.

Motion was made by Engels and supported by Schippers to approve the change order from the previous bid and add the North Blvd to the current contract to pave from Kenwood Park to 115.

Motion unanimously approved.

ADOPTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt resolution to introduce Ordinance to Amend Section 42-201 and 42-202(3) of Chapter 42 of the City Code to Adjust Water Rates in the City of Cadillac and set a public hearing for May 15, 2023.

2023-079 Adopt Resolution 2023-3495 to Introduce Ordinance 2023-03 and set Public Hearing

Motion was made by Engels and supported by Schippers to adopt the Resolution 2023-3495 to introduce Ordinance 2023-03 and set a public hearing for May 15, 2023.

Motion unanimously approved.

- B. Adopt resolution to introduce Ordinance to Amend Section 42-374 of Chapter 42 of the City Code to Adjust Sewer Rates in the City of Cadillac and set a public hearing for May 15, 2023.

2023-080 Adopt Resolution 2023-3496 to Introduce Ordinance 2023-04 and set a Public Hearing

Motion was made by Engels and supported by Schippers to adopt the Resolution 2023-3496 to introduce Ordinance 2023-04 and set a public hearing for May 15, 2023.

Motion unanimously approved.

- C. Adopt resolution to introduce Ordinance Establishing General Appropriations Act for Fiscal Year 2024 and set a public hearing for May 15, 2023.

2023-081 Adopt Resolution 2023-3497 to Introduce Ordinance 2023-05 and set a Public Hearing

Motion was made by Engels and supported by Schippers to adopt the Resolution 2023-3497 to introduce Ordinance 2023-05 and set a public hearing for May 15, 2023.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSION

- A. Cadillac Area Arts Council
- B. Downtown Development Authority

PUBLIC COMMENTS

Mary Galvanek expressed her appreciation to City Council for working with the Farmers Market. Marla Courtney announced a performance date for the Cadillac Area Symphony.

GOOD OF THE ORDER

Mayor Filkins stated that on Tuesdays the food trucks for the Farmers Market can be located at the east side (cinema side) of the parking lot.

Peccia addressed the inoperable condition of the wind screens. The available grant opportunity would fund an overhead door system to be installed and permanent bathrooms. Weekly cleaning of the Marketplace is needed, due to the infestation of birds. This will continue until a permanent door solution is installed.

Schippers noted that problems are not solved in social media. Problems can be solved together in meetings - not social media.

Elenbaas stated that public hearings will be held at the next meeting for water and sewer rates. Elenbaas informed the public that they need to be in attendance to voice any concerns at that time.

Engels thanked Council Members Schippers and Mayor Filkins for meeting with Mary Galvanek.

CLOSED SESSION

Adjourn to closed session to discuss a written confidential legal opinion with the City Attorney.

2023-082 Adjourn to closed session.

Motion was made by Schippers and supported by Engels to adjourn to closed session to discuss a written confidential legal opinion with the City Attorney.

Motion unanimously approved.

2023-083 Return to open session.

Motion was made by Engels and supported by Elenbaas to return to open session.

Motion unanimously approved.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Keri Lanning, Deputy City Clerk

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Stephen King
Robert J. Engels
Bryan Elenbaas

RESOLUTION NO. 2023-3499

**RESOLUTION ADOPTING
ORDINANCE TO AMEND SECTIONS 42-201 AND 42-202(3) OF CHAPTER
42 OF THE CADILLAC CITY CODE TO INCREASE WATER RATES IN THE
CITY OF CADILLAC 5%.**

At a regular 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 15th day of May, 2023, at 6:00 p.m.

PRESENT: COUNCIL MEMBERS: _____

ABSENT: _____

The following preamble and resolution was offered by Council Member xxxxxxxx and seconded by Council Member xxxxxxxx.

WHEREAS, the City has established a water supply system for the residents and businesses of the City;

WHEREAS, the City charges for the use of the water system for the purpose of recovering the cost of construction, reconstruction, maintenance, repair, and operation of the system;

WHEREAS, Section 42-183(e)(3) of the Cadillac City Code provides that City staff or designated parties shall periodically review the charges, rates, fees, rules, and regulations of

the water supply system and report the results of the review to the City Council with respective recommendations for any adjustments;

WHEREAS, pursuant to Article 16, Section 16.3 of the City Charter, the City may fix just and reasonable water rates and other charges from time to time as may be deemed advisable;

WHEREAS, the City staff has reviewed the water supply system rates and has recommended a rate increase of 5%;

WHEREAS, the City wishes to consider increasing rates for the water supply system by 5%; and

WHEREAS, the City held a public hearing on the proposed ordinance increasing the rates (the "Ordinance") on May 15, 2023; and

WHEREAS, the City Council has determined that it is in the best interests of the public health, safety and welfare to adopt the Ordinance.

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

1. Ordinance No. 2023-03, Ordinance to Amend Sections 42-201 and 42-202(3) of Chapter 42 of the Cadillac City Code to Increase Water Rates in the City of Cadillac 5% (the "Ordinance," attached as Exhibit A) is hereby adopted.
2. The Ordinance shall be filed with the City Clerk.
3. The City Clerk shall publish notice of adoption in a newspaper of general circulation in the City within seven (7) days.

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

YEAS: COUNCIL MEMBERS: _____

NAYS: COUNCIL MEMBER: _____

STATE OF MICHIGAN)
)ss
COUNTY OF WEXFORD)

I, Keri Lanning, Deputy City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. 2023-3499, duly adopted at a regular meeting of the City Council held on the 15th day of May, 2023.

Keri Lanning
Deputy Cadillac City Clerk

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Stephen King
Robert J. Engels
Bryan Elenbaas

ORDINANCE NO. 2023-03

**AN ORDINANCE TO AMEND SECTIONS 42-201 AND 42-202(3) OF
CHAPTER 42 OF THE CADILLAC CITY CODE TO INCREASE WATER RATES
IN THE CITY OF CADILLAC 5%.**

THE CITY OF CADILLAC ORDAINS:**Section 1.**

The City hereby amends Section 42-201 of the Cadillac City Code, entitled "Service rates," which shall read as follows:

The rates for water service furnished by the city water supply system shall be as follows:

(1) *Monthly service charges.*

Meter Size (in inches)	Charge (per month)
5/8	\$8.84
3/4	\$13.00
1	\$21.66
1 1/2	\$43.41
2	\$69.24
3	\$151.63
4	\$259.96
6	\$541.63
8	\$779.93

(2) *Commodity charge.*

Volume (100 cubic-foot unit)	Per Month (per unit)
0 to 600 cu. ft.	\$1.85
601 to 10,000 cu. ft.	\$1.58
10,001 to 100,000 cu. ft.	\$1.40
100,001 to 250,000 cu. ft.	\$1.22
250,001 and above	\$1.07

Section 2.

The City hereby amends Section 42-202(3) of the Cadillac City Code, which shall read as follows:

The rates for providing fire protection sprinklers shall be as follows:

Line Size (in inches)	Charges (per month)
$\frac{3}{4}$	\$3.16
1	\$5.41
1 $\frac{1}{2}$	\$10.74
2	\$17.34
3	\$37.64
4	\$64.75
6	\$135.12
8	\$194.70
10	\$313.60
12	\$464.84

Section 3.

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

Section 4.

This Ordinance shall take effect July 1, 2023.

Approved this 15th day of May, 2023.

Keri Lanning, Deputy City Clerk

Carla J. Filkins, Mayor

I, Keri Lanning, Deputy City Clerk of the City of Cadillac, Michigan, do hereby certify that Ordinance No. 2023-03 was published in the Cadillac News on the _____ day of _____, 2023.

Keri Lanning, Deputy City Clerk



CADILLAC CITY COUNCIL

NOTICE OF ADOPTION

NOTICE IS HEREBY GIVEN that the City Council of the City of Cadillac, Wexford County, Michigan, at a meeting on May 15, 2023, adopted Ordinance No. 2023-03, Ordinance to Amend Sections 42-201 and 42-202(3) of Chapter 42 of the Cadillac City Code to Increase Water Rates in the City of Cadillac 5%.

A copy of the Ordinance may be purchased or inspected during regular business hours at the Cadillac City Hall located at 200 Lake Street, Cadillac, Michigan. Members of the public may obtain a copy of the Ordinance for a reasonable charge.

The following is a summary of the Ordinance:

ORDINANCE NO. 2023-03

**ORDINANCE TO AMEND SECTION 42-201 AND 42-202(3) OF CHAPTER 42 OF THE
CADILLAC CITY CODE TO INCREASE WATER RATES IN THE CITY OF
CADILLAC 5%**

Section 1 of the ordinance amends section 42-201 of the City Code entitled “service rates” to change certain monthly service rates and commodity charges.

Section 2 of the ordinance amends section 42-202(3) of the City Code to change the rates for providing fire protection sprinklers.

Section 3 of the ordinance states that any ordinances inconsistent with the provisions of this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 4 of the ordinance provides its effective date.

By: Keri Lanning, Deputy 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
Stephen King
Robert J. Engels
Bryan Elenbaas

RESOLUTION NO. 2023-3498

**RESOLUTION ADOPTING
ORDINANCE TO AMEND SECTION 42-374 OF CHAPTER 42 OF THE CITY
CODE TO INCREASE SEWER RATES IN THE CITY OF CADILLAC 5%.**

At a regular 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 15th day of May, 2023, at 6:00 p.m.

PRESENT: COUNCIL MEMBERS: _____

ABSENT: _____

The following preamble and resolution was offered by Council Member xxxxxxx and seconded by Council Member xxxxxxx.

WHEREAS, the City has established a sewer supply system for the residents and businesses of the City;

WHEREAS, the City charges for the use of the sewer system for the purpose of recovering the cost of construction, reconstruction, maintenance, repair, and operation of the system;

WHEREAS, Section 42-238(d)(3) of the Cadillac City Code provides that City staff or designated parties shall periodically review the charges, rates, fees, rules, and regulations of the sewage disposal system and report the results of the review to the City Council with respective recommendations for any adjustments;

WHEREAS, pursuant to Article 16, Section 16.3 of the City Charter, the City may fix just and reasonable sewer rates and other charges from time to time as may be deemed advisable;

WHEREAS, the City staff has reviewed the sewer supply system rates and has recommended a rate increase of 5%; and

WHEREAS, the City wishes to consider increasing rates for the sewer supply system by 5%; and

WHEREAS, the City held a public hearing on the proposed ordinance increasing the rates (the "Ordinance") on May 15, 2023; and

WHEREAS, the City Council has determined that it is in the best interests of the public health, safety and welfare to adopt the Ordinance.

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

1. Ordinance No. 2023-04, Ordinance to Amend Section 42-374 of Chapter 42 of the City Code to Increase Sewer Rates in the City of Cadillac 5% (the "Ordinance," attached as Exhibit A) is hereby adopted.
2. The Ordinance shall be filed with the City Clerk.
3. The City Clerk shall publish notice of adoption in a newspaper of general circulation in the City within seven (7) days.
4. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS: COUNCIL MEMBERS: _____

NAYS: COUNCIL MEMBERS: _____

STATE OF MICHIGAN)
)ss
COUNTY OF WEXFORD)

I, Keri Lanning, Deputy City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. 2023-3498, duly adopted at a regular meeting of the City Council held on the 15th day of May, 2023.

Keri Lanning
Cadillac Deputy City Clerk

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Stephen King
Robert J. Engels
Bryan Elenbaas

ORDINANCE NO. 2023-04

**AN ORDINANCE TO AMEND SECTION 42-374 OF CHAPTER 42 OF THE
CITY CODE TO INCREASE SEWER RATES IN THE CITY OF CADILLAC 5%.**

THE CITY OF CADILLAC ORDAINS:

Section 1.

The City hereby amends Section 42-374 of the Cadillac City Code, entitled "Monthly wastewater user service charges," which shall read as follows:

No free service shall be furnished by the system to the city or to any person, firm or corporation, public or private, or to any public agency or instrumentality.

(1) *Metered users.*

a. *Base Rate.* The base rate for metered users is as follows:

Meter Size (in inches)	Service Charge (per month)
5/8	\$12.84
3/4	\$19.31
1	\$32.14
1 1/2	\$64.27
2	\$102.87
3	\$225.20
4	\$385.81
6	\$803.92
8	\$1,157.60

b. *Commodity charges.* A charge of \$2.97 per 100 cubic feet of metered water used will be charged each month.

- (2) *Unmetered users (flat rate).* Unmetered users will be charged according to the following rate schedule:

- a. Room charge: Count living, dining, bedrooms and kitchens. **DO NOT COUNT** bathrooms, halls, storage closets. This charge includes lavatories, dishwashing, laundry, and all other domestic uses except bathtubs, showers and toilets.

Rooms	Per Month
1 to 3 rooms, inclusive	\$11.12
4 to 6 rooms, inclusive	\$12.45
7 to 8 rooms, inclusive	\$14.70
Each additional room	\$2.05

- b. For each additional bathtub or shower, add \$5.32 per month.
- c. For each additional toilet, add \$5.86 per month.

- (3) *Surcharges.* Additional charges will be in accordance with the following schedule:

Parameter	Parameter Surcharge (per month-per pound)	Base Concentration (in mg/L)
Suspended Solids	\$0.43	215
Biochemical oxygen demand	\$0.63	185
Phosphorus	\$4.16	10
Nitrogen	\$9.73	20
Total organic carbon	\$3.50	600
Chemical oxygen demand	\$1.50	600
Total chlorides	\$0.78	600

- (4) *Unmetered users with private water systems.* The monthly wastewater user service charges for those homes, businesses and other customers who do not have city water available, and are using a private water supply system shall be as follows:

- a. All commercial, industrial, and institutional accounts shall have a water meter installed. The meter shall be installed under the direction of the city utilities department. The cost of installation shall be borne by the owner. The cost of replacement shall be borne by the utilities department.

- b. All residential customers shall be given the option of having a water meter installed as provided for above, or the residential customer shall be billed a flat rate sewer charge equal to the average billing as determined on an annual basis.
- c. The average monthly residential sewer bill, as of July 1, 2023, is a charge of \$33.63.

(5) *Watering adjustment basis.*

- a. For all residential users, charges for sewer for the months of May, June, July, August and September shall be computed for each account based on the average metered water consumption for the base period of the preceding October, November, December January and February. If no previous base history is available, a citywide residential average will be used.
- b. For all other users, a separate meter may be purchased and installed at owner's expense, which will be utilized for watering only with the billing to reflect that amount.

Section 2.

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

Section 3.

This Ordinance shall take effect July 1, 2023.

Approved this 15th day of May, 2023.

Keri Lanning, Deputy Clerk

Carla J. Filkins, Mayor

I, Keri Lanning, Deputy City Clerk of the City of Cadillac, Michigan, do hereby certify that Ordinance No. 2023-04 was published in the Cadillac News on the _____ day of _____, 2023.

Keri Lanning, Deputy City Clerk



CADILLAC CITY COUNCIL

NOTICE OF ADOPTION

NOTICE IS HEREBY GIVEN that the City Council of the City of Cadillac, Wexford County, Michigan, at a meeting on May 15, 2023, adopted Ordinance No. 2023-04, Ordinance to Amend Section 42-374 of Chapter 42 of the Cadillac City Code to Increase Sewer Rates in the City of Cadillac 5%.

A copy of the Ordinance may be purchased or inspected during regular business hours at the Cadillac City Hall located at 200 Lake Street, Cadillac, Michigan. Members of the public may obtain a copy of the Ordinance for a reasonable charge.

The following is a summary of the Ordinance:

ORDINANCE NO. 2023-04

ORDINANCE TO AMEND SECTION 42-374 OF CHAPTER 42 OF THE CADILLAC CITY CODE TO INCREASE SEWER RATES IN THE CITY OF CADILLAC 5%

Section 1 of the ordinance amends section 42-374 of the City Code entitled "Monthly wastewater user service charges" to change certain base rates for metered users, commodity charges, flat rates for unmetered users, surcharges and other sewer fees/rates.

Section 2 of the ordinance states that any ordinances inconsistent with the provisions of this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 3 of the ordinance provides its effective date.

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

City Council

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Cadillac, Michigan 49601
Phone (231) 775-0181
Fax (231) 775-8755



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Stephen King
Robert J. Engels
Bryan Elenbaas

RESOLUTION NO. 2023-3500

**RESOLUTION TO ADOPT ORDINANCE ESTABLISHING GENERAL
APPROPRIATIONS ACT FOR FISCAL YEAR 2024**

At a regular 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 15th day of May, 2023, at 6:00 p.m.

PRESENT: COUNCIL MEMBERS: _____

ABSENT: _____

The following preamble and resolution was offered by Council Member xxxxxxx and seconded by Council Member xxxxxxx.

WHEREAS, the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, requires the City Council of the City of Cadillac to pass a general appropriations act for all funds, except trust or agency, internal service, enterprise, debt service or capital project funds for which the City Council may pass a special appropriation act; and

WHEREAS, Section 10.3 of the Charter of the City of Cadillac (the "Charter") requires a public hearing be held in the second half of the month of April on the proposed budget before final adoption; that notice of the public hearing be published at least ten (10) days in advance of the hearing; and that the complete proposed budget be on file for public inspection during office hours at the office of the City Clerk for a period of not less than (10) days prior to such public hearing; and

WHEREAS, on April 7, 2023 a notice of hearing was published as required by Section 10.3 of the Charter and a public hearing on the proposed budget for Fiscal Year 2024 was held on April 17, 2023; and

WHEREAS, Section 10.4 of the Charter requires the City Council to adopt a budget by ordinance between the 10th day of May and the last day of May of each year appropriating the money needed for municipal purposes during the next fiscal year and provide for a levy of the amount necessary to be raised by taxes upon real and personal property; and

WHEREAS, Section 5.2 of the Charter requires each proposed ordinance be introduced in written or printed form, identified by a short title containing a preamble stating its purpose and, following introduction of the proposed ordinance, requires the City Clerk to publish a summary of the proposed ordinance in a local newspaper of general circulation in the City of Cadillac (the "City") and make copies of the proposed ordinance available for examination at the office of the City Clerk and provide copies at a reasonable charge; and

WHEREAS, the City held a public hearing on the proposed ordinance on May 15, 2023; and

WHEREAS, the City Council has determined that it is in the best interests of the public health, safety and welfare to adopt the proposed ordinance and budget.

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

1. Ordinance No. 2023-05, Ordinance Establishing General Appropriations Act for Fiscal Year 2024 (the "Ordinance," attached as Exhibit A) is hereby adopted.
2. The Ordinance shall be filed with the City Clerk.

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

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

YEAS: COUNCIL MEMBERS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF WEXFORD)

I, Keri Lanning, Deputy City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. 2023-3500, duly adopted at a regular meeting of the City Council held on the 15th day of May, 2023.

Keri Lanning
Deputy Cadillac City Clerk

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Stephen King
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Bryan Elenbaas

ORDINANCE NO. 2023-05 ORDINANCE ESTABLISHING GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2024

THE CITY OF CADILLAC ORDAINS:

Section 1, Title.

This Ordinance shall be known as the City of Cadillac General Appropriations Act for Fiscal Year 2024.

Section 2, Public Hearing on the Budget.

Pursuant to MCL 141.412 and Section 10.3 of the City Charter, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on April 7, 2023, and a public hearing on the proposed budget was held on April 17, 2023.

Section 3, Expenditures.

The City hereby appropriates the expenditures for the fiscal year commencing July 1, 2023 and ending June 30, 2024 on a departmental and activity total basis as follows:

General Fund Expenditures

Legislative	\$55,000
Office of the City Manager	332,300
Financial Services	378,100
City Clerk/Treasurer Department	363,000
Election Services	16,000
Assessing Services	144,000
Legal Services	200,000
City Complex	355,100
Police Department	2,273,000
Code Enforcement	19,000
Fire Department	1,600,900
Public Works	1,106,300
Culture and Recreation	307,000
Economic Development and Assistance	303,000
Intergovernmental	99,200
Other	170,000
Total Expenditures	\$7,721,900

Section 4, Estimated Revenues.

The City estimates that revenues for the fiscal year commencing July 1, 2023 and ending June 30, 2024 will be as follows:

General Fund	
Taxes	\$4,353,000
Licenses & Permits	132,500
Intergovernmental	2,171,000
Charges for Services	1,175,100
Fines & Forfeits	10,000
Miscellaneous	20,000
Interest and Rents	36,500
Total Revenues	\$7,898,100

Section 5, Budgets.

The City hereby approves budgets for the fiscal year commencing July 1, 2023 and ending June 30, 2024 for the following funds in the amounts set forth below:

	<u>Revenues</u>	<u>Expenses</u>
Governmental Funds		
Major Street Fund	\$1,527,500	\$2,044,300
Local Street Fund	766,000	1,349,600
Cemetery Operating Fund	152,000	160,000
Cadillac Development Fund	13,500	90,500
Building Inspection Fund	70,000	70,000
Naval Reserve Center Fund	25,800	25,500
Lake Treatment Fund	30,000	30,000
H.L. Green Operating Fund	500	0
2016 General Obligation Capital Improvement Bond	160,000	160,000
2020 General Obligation Capital Improvement Bond	317,500	317,500
Industrial Park Fund	5,000	50,500
Special Assessment Capital Projects Fund	3,300	25,500
Downtown Infrastructure Project	0	455,000
Cemetery Perpetual Care Fund	15,500	15,500
Capital Projects Fund	1,500	500

	<u>Revenues</u>	<u>Expenses</u>
Proprietary Funds		
Auto Parking Fund	\$94,500	\$92,400
Water & Sewer Fund	4,717,000	4,708,600
Capital		918,500
Debt Service		890,000
Building Authority Operating Fund	194,500	160,500
Central Stores & Municipal Garage Fund	710,000	708,300
Capital		95,000
Debt Service		50,000
Information Technology Fund	208,100	207,100
Capital		70,000
Self-Insurance Fund	1,635,000	1,635,000
Employee Safety Fund	12,000	12,000
Pension Trust Fund		
Police & Fire Retirement System	1,112,500	1,112,500
Component Units		
Local Development Finance Authority Operating Fund	275,000	275,000
Local Development Finance Authority Utility Fund	21,000	15,300
Local Development Finance Authority Capital Projects Fund	161,000	325,500
Downtown Development Authority Operating Fund	34,000	34,000
Downtown Development Authority Capital Projects Fund	135,000	130,000
Brownfield Redevelopment Authority Operating Fund	149,000	149,000

Section 6, Millage Levies.

(a) The City will levy a tax of 13.4992 mills for the period of July 1, 2023 through June 30, 2024, on all real and personal taxable property in the City, according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City and is levied pursuant to Section 20.6, Article 20 of the City Charter. The maximum authorized levy according to the City Charter is 15.00 mills.

(b) The City further levies a tax of 2.60 mills for the period of July 1, 2023 through June 30, 2024, on all real and personal taxable property in the City, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of supporting the retirement plan for personnel of the police and fire departments of the City pursuant to the provisions of Public Act 345 of 1937, as amended, as approved by a vote of the citizens of the City on November 8, 1977.

(c) The City further levies a tax of 1.8501 mills for the period of July 1, 2023 through June 30, 2024, on all real and personal taxable property in the City, according to the valuation of the same in a district known as the Downtown Development District. This tax is levied for the purpose of defraying the cost of the Downtown Development Authority.

Section 7, Adoption of Budget by Reference.

The general fund budget of the City is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 6 of this Act.

Section 8, Transfer Within Appropriation Centers.

The City Manager is hereby authorized to make budgetary transfers within the appropriation centers established throughout this budget. All transfers between appropriations may be made only by further resolution of the City Council pursuant to Section 10.5 of the City Charter and Section 19(2) of the provisions of the Michigan Uniform Accounting and Budget Act.

Section 9, Appropriations by Resolution.

The City Council may, by resolution, make additional appropriations during the 2023 Fiscal Year for unanticipated expenditures required of the City, but such expenditures shall not exceed the amount by which actual and anticipated revenues of the fiscal year are exceeding the revenues as estimated in the budget unless the appropriations are necessary to relieve an emergency endangering the public health, peace or safety.

Section 10, Effective Date.

This Ordinance shall take effect on July 1, 2023.

Approved this 15th day of May, 2023.

Keri Lanning, Deputy City Clerk

Carla J. Filkins, Mayor



CADILLAC CITY COUNCIL

NOTICE OF ADOPTION

NOTICE IS HEREBY GIVEN that the City Council of the City of Cadillac, Wexford County, Michigan, at a meeting on May 15, 2023, adopted Ordinance No. 2023-05, Ordinance Establishing General Appropriations Act for Fiscal Year 2024.

A copy of the Ordinance may be purchased or inspected during regular business hours at the Cadillac City Hall located at 200 Lake Street, Cadillac, Michigan. Members of the public may obtain a copy of the Ordinance for a reasonable charge.

The following is a summary of the Ordinance:

ORDINANCE NO. 2023-05

ORDINANCE ESTABLISHING GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2024

Section 1 of the ordinance states the title of the Ordinance

Section 2 of the ordinance provides that notice of a public hearing on the budget was published in the newspaper and a public hearing was held on April 17, 2023.

Section 3 of the ordinance provides appropriations for expenditures for the fiscal year commencing July 1, 2023 and ending June 30, 2024.

Section 4 of the ordinance provides the estimated revenues for the fiscal year commencing July 1, 2023 and ending June 30, 2024.

Section 5 of the ordinance provides the budgets for the fiscal year commencing July 1, 2023 and ending June 30, 2024 for certain funds.

Section 6 of the ordinance provides millage levies for the period of July 1, 2023 through June 30, 2024.

Section 7 of the ordinance provides that the general fund budget of the City is hereby adopted by reference with revenues and activity expenditures as indicated in Section 5 and 6 of this Act.

Section 8 of the ordinance provides that the City Manager is authorized to make budgetary transfers within the appropriation centers established throughout the budget.

Section 9 of the ordinance provides that the City Council may make additional appropriations during the 2024 fiscal year by resolution for unanticipated expenditures required by the City under certain conditions.

Section 10 of the ordinance provides its effective date.

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



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

Today's Date 1-18-2023

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Banner Request Form

Monday Banner Start Date 7/24/2023

Monday Banner End Date 7/31/2023

(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 Northwest Michigan Military Veterans Expo

Organization Lapeer County Veterans Services Contact Person Kathy Clive

Contact Phone [REDACTED] Contact Email [REDACTED]

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 Kathy Clive Signature Kathy Clive Date 1/18/2023

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 _____

Kathleen Cline

From: Kathy Cline <kathycline49650@gmail.com>
Sent: Wednesday, January 18, 2023 4:04 PM
To: Kathleen Cline
Subject: Banner





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

Today's Date _____

City Received Date



BY: _____

Parade Request Form

Name of Parade Memorial Vets

Purpose of Parade Memorial Vets

Requesting Organization Cadillac Honor Guard

Contact Person(s) Steve Bindwell

Contact Phone [REDACTED] Contact Email [REDACTED]

Date of Parade 5/29/23 Approx. number of participating groups 50

Requested Route ☐ Lake Street ☒ Mitchell Street Staging Time 8:00 AM/PM

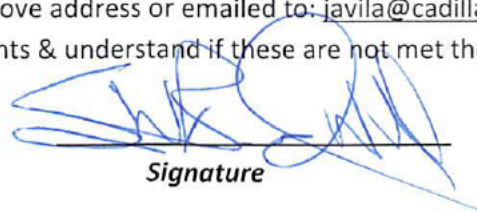
Starting Time 10:00 AM/PM Ending Time 11:00 AM/PM

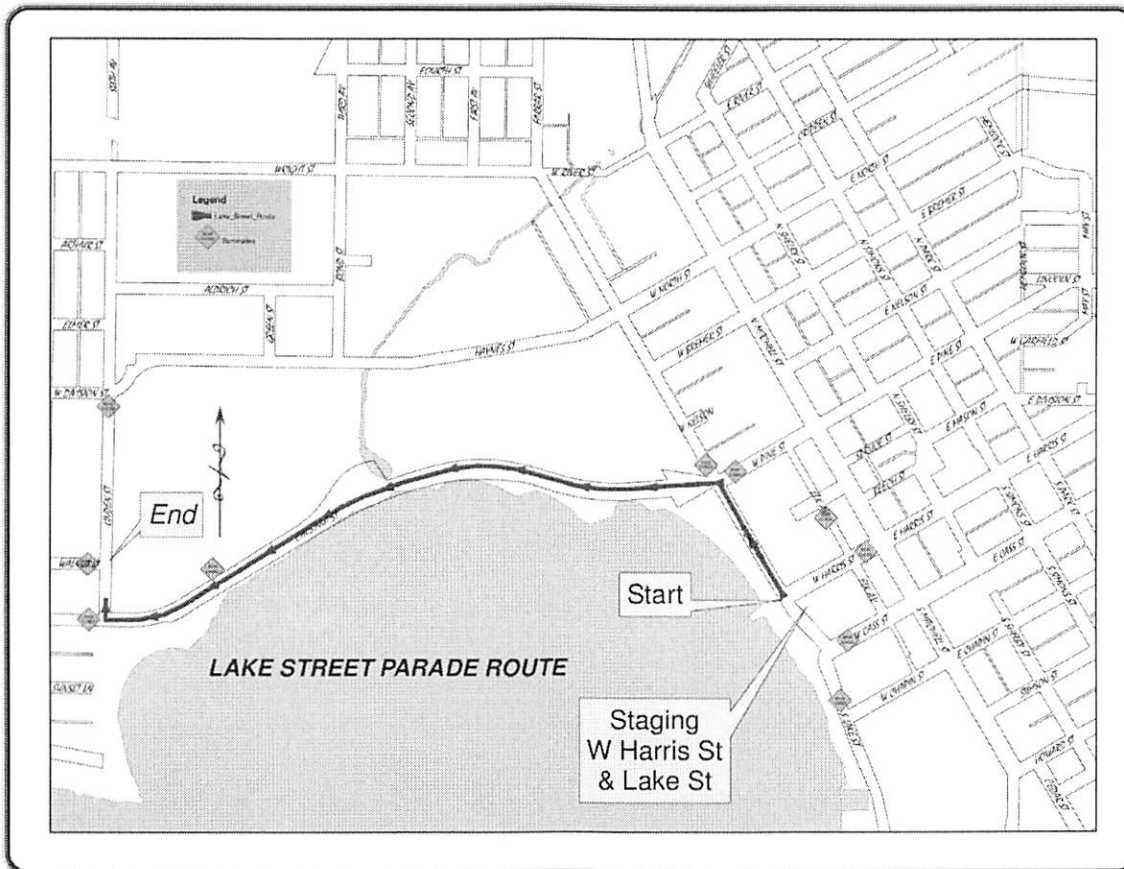
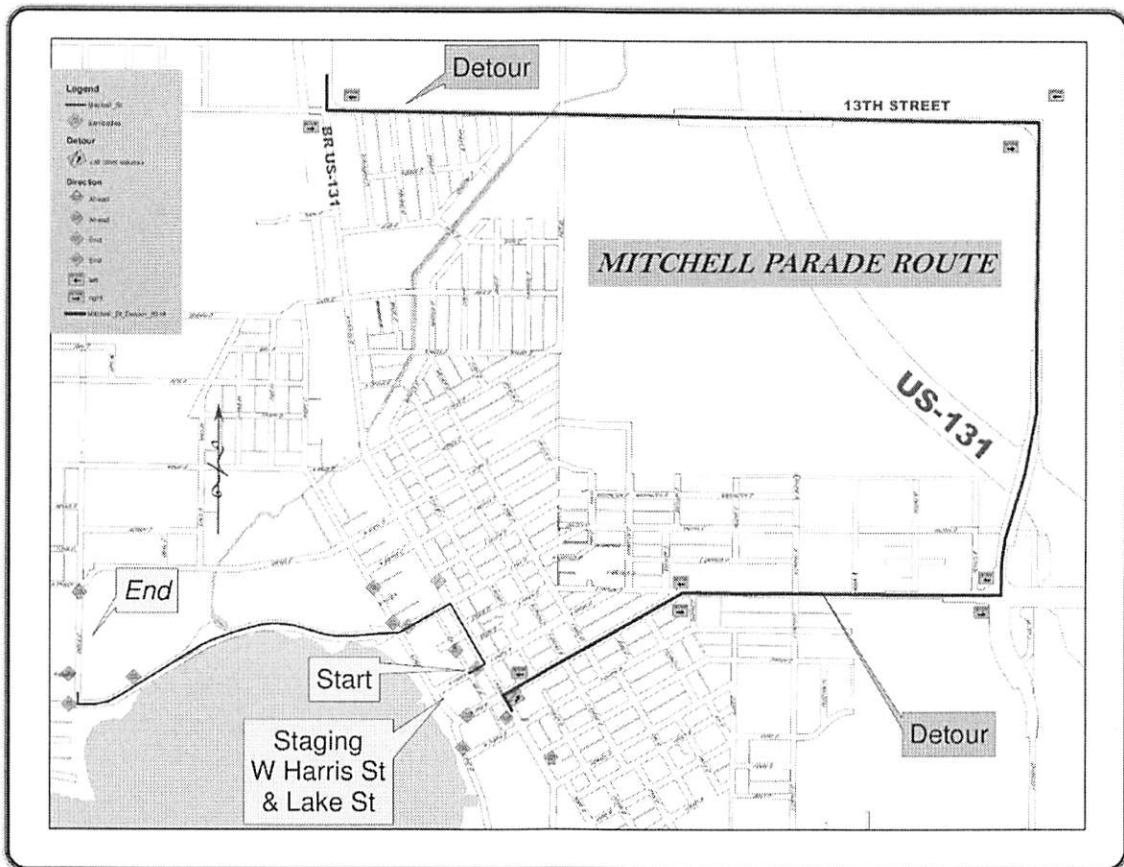
City of Cadillac & State of Michigan Rules

- 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 well-established, 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





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

Today's Date _____

City Received Date _____

MUST BE OFFICIALLY CITY DATE STAMP

Banner Request Form

Monday Banner Start Date 07/17/23

Monday Banner End Date 07/24/23

(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 Cadillac Festival of the Arts

Organization Cadillac Arts Council Contact Person Mike Filkins

Contact Phone _____ Contact Email _____

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 Mike Filkins Signature [Signature] Date 01/13/23

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 _____

**FESTIVAL of the ARTS
CITY PARK this weekend**



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

Today's Date _____

City Received Date

MINOR ORIGINAL / CITY EVENT TEAM

Request Planning Guide

This form must be completed and return to the City 60 days before an event. Additionally a representative for the event must meet with City Event Team to verify all details for the event before going to City Council for approval. Failure to comply will result in a denial of your event. Please call (231) 775-0181 x 120 if you have questions.

Applicant Name (Print) Mike Filkins Contact Address [REDACTED]
Contact Phone(s) [REDACTED] Contact Email [REDACTED]
Sponsoring Organization Cadillac Arts Council ☐ Private ☒ Non-Profit _____
Purpose of Event _____ Approx # of Attendees _____

Beginning Date: 07 / 20 / 23 Ending Date: 07 / 22 / 23 Reoccurring: YES NO
1st Day 7/20 Set-up 1:00 AM/PM Start 7:00 AM/PM End 9:00 AM/PM Clean-up _____ AM/PM
2nd Day 7/21 Set-up 8:00 AM/PM Start 11:00 AM/PM End 9:00 AM/PM Clean-up _____ AM/PM
3rd Day 7/22 Set-up 8:00 AM/PM Start 9:00 AM/PM End 5:00 AM/PM Clean-up 7:00 AM/PM
4th Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Clean-up _____ AM/PM

Please answer the following questions:

YES ☒ NO _____ Will you be requesting permission to close any streets or parking lots?
YES ☒ NO _____ Will you be requesting permission to display any off site signage?
YES ☒ NO _____ Will you be requesting permission to display a banner over Mitchell Street?
YES ☒ NO _____ Will you be requesting permission to reserve any of the City of Cadillac facilities

Please Circle

Market at Cadillac Commons

Rotary Pavilion

City Park

Cadillac Commons Plaza

YES _____ NO ☒ Will you be requesting permission to have a parade?
YES _____ NO ☒ Will you be requesting permission to hold any races?
YES _____ NO _____ Will you be requesting permission to serve alcoholic beverages?
YES ☒ NO _____ Will your event include use of generators, food trucks, grills, fireworks display, or a tent/membrane structure?

If you answered YES to any of the above questions, additional form(s) must be completed for each one. All forms must be completely filled out and all information provided before requests will be brought to City Council for approval.

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

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





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

Today's Date _____

City Received Date

The Market at the Cadillac Commons Reservation Form

Please Submit 60-days Prior to Event Date

Event Cadillac Festival of the Arts

Special Requests: Please Circle

Electricity/Lights

Heat

Wind Screens

Usage Rules:

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace, and must be lowered at the City's request.
3. No decorations, props, or appurtenances shall be used or placed in a manner that will cause damage to the Market, grounds (including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Any signage or decorations must be removed immediately following any event.
5. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
6. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
7. Quilted floor **MUST BE** protected at all times please make sure tables; chairs and etc. are equipped with rubber or felt protection.

Reservation Fees:

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

July 20 - don't need it
July 21 - 9:30 pm - 9:30 pm
July 22 - 8 am - 5 pm

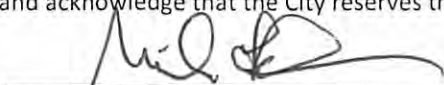
Reoccurring Events: Events that are a minimum of once a week, for four consecutive weeks or more

- Daily Rate of \$25:
- Non-Profit Daily Rate of \$15

All Fee options require a deposit of \$25 that will be applied to your total cost to hold your date(s), and would only be refunded if event was denied for any reason.

Market Hours 7:00 AM through 11:00 PM

I understand and agree to comply with these rules, and acknowledge that the City reserves the right to change or cancel any event or program that is not in compliance with them.


Signature

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

Print Name Mike Filkins Total Fees Required: _____ Total Fees Paid: _____ Date ____/____/____

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

Today's Date _____

City Received Date _____

MUST BE OFFICIALLY CITY DATE STAMP

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request Cadillac Festival of the Arts
Contact Person Mike Filkins
Contact Phone [REDACTED] Contact Email [REDACTED]

Date: 07/20/23 - 07-22-23 **Street Closures**

Street Name Lake St Beginning Location Cass St Ending Location Harris St
Beginning Time _____ AM/PM Ending Time _____ AM/PM

Street Name Cass Beginning Location Crosswalk Ending Location _____
Beginning Time _____ AM/PM Ending Time _____ AM/PM

Street Name _____ Beginning Location _____ Ending Location _____
Beginning Time _____ AM/PM Ending Time _____ AM/PM

Street Name _____ Beginning Location _____ Ending Location _____
Beginning Time _____ AM/PM Ending Time _____ AM/PM

Date ____ / ____ / ____

Parking Lot Closures

Lot Location _____ Street _____ Nearest Cross Street _____
Beginning Time _____ AM/PM Ending Time _____ AM/PM

Lot Location _____ Street _____ Nearest Cross Street _____
Beginning Time _____ AM/PM Ending Time _____ AM/PM

Lot Location _____ Street _____ Nearest Cross Street _____
Beginning Time _____ AM/PM Ending Time _____ AM/PM

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

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

Print Name Mike Filkins Signature [Signature] Date 01/13/23

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



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

Today's Date _____

City Received Date _____

MUST BE OFFICIALLY CITY DATE STAMP

City Park (Fountain) Request Form

Reason for Request Cadillac Festival of the Arts
Organization Cadillac Arts Council Contact Person Mike Filkins
Contact Phone [REDACTED] Contact Email [REDACTED]

City of Cadillac Guidelines:

Please read the following and initial to acknowledge your understanding

- mf The Park is for public use
mf The City does not provide any tents, tables, chairs, rugs, extension cords etc
mf The fountain may not be operating due to equipment break downs or weather conditions such as wind
mf I understand and agree to these requirements and understand if these are not met the request will be denied.

Special Requests:

- Electricity
Picnic Tables
Use of private tent
Use of private chairs

Please have the fountain off 7/21-22

July 20 - 22, 2023

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 [Signature] Date 01/13/23

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

Public Works _____	Comments _____	Date Approved _____
City Clerk _____	Comments _____	Date Approved _____
City Manager _____	Comments _____	Date Approved _____
City Council _____	Comments _____	Date Approved _____



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

Today's Date _____

City Received Date _____

MUST BE OFFICIALLY CITY DATE STAMP

Alcoholic Beverage Request Form

Event Name Cadillac Festival of the Arts

Requesting Organization Cadillac Arts Council

Contact Person(s) Mike Filkins

Contact Phone [REDACTED] Contact Email [REDACTED]

Date of Event July 21, 2023 Approx. number of participating groups 75

Starting Time 5:30 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.

Print Name Mike Filkins Signature [Signature] Date 01/13/23

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 _____
Parks _____	Date Approved _____	Comments _____
Fire _____	Date Approved _____	Comments _____
Police _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
State of MI _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____



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

Today's Date _____

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Request Planning Guide

This form must be completed and return to the City 60 days before an event. Additionally a representative for the event must meet with City Event Team to verify all details for the event before going to City Council for approval. Failure to comply will result in a denial of your event. Please call (231) 775-0181 x 120 if you have questions.

Applicant Name (Print) After 26 Contact Address 127 Cass St.
Contact Phone([REDACTED] Contact [REDACTED]
Sponsoring Organization _____ ☐ Private ☒ Non-Profit _____
Purpose of Event Music Fest Approx # of Attendees 500 ish

Beginning Date: 7/29/23 Ending Date: 7/29/23 Reoccurring: YES NO
1st Day _____ Set-up 12:00 AM/PM Start 2:00 AM/PM End 8:00 AM/PM Clean-up 9:00 AM/PM
2nd Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Clean-up _____ AM/PM
3rd Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Clean-up _____ AM/PM
4th Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Clean-up _____ AM/PM

Please answer the following questions:

YES ☒ NO _____ Will you be requesting permission to close any streets or parking lots?
YES _____ NO ☒ Will you be requesting permission to display any off site signage?
YES _____ NO ☒ Will you be requesting permission to display a banner over Mitchell Street?
YES ☒ NO _____ Will you be requesting permission to reserve any of the City of Cadillac facilities

Please Circle

Market at Cadillac Commons

Rotary Pavilion

City Park

Cadillac Commons Plaza

YES _____ NO ☒ Will you be requesting permission to have a parade?
YES _____ NO ☒ Will you be requesting permission to hold any races?
YES _____ NO ☒ Will you be requesting permission to serve alcoholic beverages?
YES ☒ NO _____ Will your event include use of generators, food trucks, grills, fireworks display, or a tent/membrane structure?

If you answered YES to any of the above questions, additional form(s) must be completed for each one. All forms must be completely filled out and all information provided before requests will be brought to City Council for approval.

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

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



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

Today's Date _____

City Received Date

The Market at the Cadillac Commons Reservation Form

Event After 210 Music Fest *Please Submit 60-days Prior to Event Date*

Special Requests: Please Circle

Electricity/Lights

Heat

Wind Screens

Usage Rules:

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace, and must be lowered at the City's request.
3. No decorations, props, or appurtenances shall be used or placed in a manner that will cause damage to the Market, grounds (including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Any signage or decorations must be removed immediately following any event.
5. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
6. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
7. Quilted floor **MUST BE** protected at all times please make sure tables; chairs and etc. are equipped with rubber or felt protection.

Reservation Fees:

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

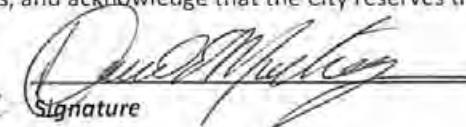
Reoccurring Events: Events that are a minimum of once a week, for four consecutive weeks or more

- Daily Rate of \$25:
- Non-Profit Daily Rate of \$15

All Fee options require a deposit of \$25 that will be applied to your total cost to hold your date(s), and would only be refunded if event was denied for any reason.

Market Hours 7:00 AM through 11:00 PM

I understand and agree to comply with these rules, and acknowledge that the City reserves the right to change or cancel any event or program that is not in compliance with them.


Signature

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

Print Name David Mackey Total Fees Required: 50 Total Fees Paid: _____ Date ____/____/____



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

Today's Date _____

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event AFTER 26 Report MUSIC Festival

Special Requests: Please Circle

Electricity

Water

Wind Screens

Sound System

Movie Screen/Projector System**

**Weather Dependent

Usage Rules

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace, and must be lowered at the City's request.
3. No decorations, props, or appurtenances shall be used or placed in a manner that will cause damage to the Pavilion, grounds (including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Movies/programs shown at the Pavilion are at the discretion of the City, and proper licensing to show copyrighted material is required. One potential resource is www.swank.com. MPAA ratings of G and PG are appropriate.
5. Any signage or decorations must be removed immediately following any event.
6. No vehicles are permitted on sidewalks or grass. However, the sidewalk immediately south of the pavilion can be utilized for temporary parking for the purpose of drop-off and/or pick-up of equipment only. Parking is prohibited on Lake Street, even if it has been closed for the event.
7. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
8. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
9. **Sound System Fees** - \$20 per hour for use of our sound board and sound technician. (MUSICAL PERFORMANCES)

Reservation Fees:

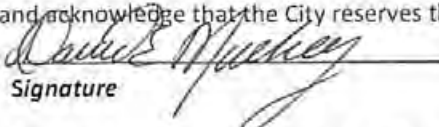
- Daily Rate (4 hours or more) \$100
- Hourly Rate (less than 4 hours) \$55 per hour
- Non-Profit Daily Rate (4 hours or more) \$50
- Non-Profit Hourly Rate (less than 4 hours) \$25 per hour

Reoccurring Events: Events that are a minimum of once a week, for four consecutive weeks or more

- Daily Rate of \$25:
- Non-Profit Daily Rate of \$15

All Fee options require a deposit of \$25 that will be applied to your total cost to hold your date(s), and would only be refunded if event was denied for any reason.

I understand and agree to comply with these rules, and acknowledge that the City reserves the right to change or cancel any event or program that is not in compliance with them.


Signature

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

Print Name DAVID MACKAY Total Fees Required: 50 Total Fees Paid: _____ Date / /



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

Today's Date _____

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

All City Parks Request Form

Reason for Request AFTER 26 dept music Festival /
Organization AFTER 26 dept Contact Person _____
Contact Phone [REDACTED] Contact Email [REDACTED]
Date 2-16-23 Times _____

City Parks

Please Check One

- ☒ Downtown "Fountain" City Park
- ☐ Cadillac Commons Plaza
- ☐ Sound Garden
- ☐ The Bridge
- ☐ Naval Reserve Flower Open Space
- ☐ Tree Zoo Gazebo

City of Cadillac Guidelines:

Please read the following and initial to acknowledge your understanding

- _____ All Parks are for public use
- _____ The City does not provide any tents, tables, chairs, rugs, extension cords etc
- _____ The fountain may not be operating due to equipment break downs or weather conditions such as wind
- _____ I understand and agree to these requirements and understand if these are not met the request will be denied.
- _____ Not all parks have space for tents, chairs etc.
- _____ If needing speakers or microphone fee may be required (\$15)

Form must be emailed, mailed or brought to:

Cadillac City Hall
Attn: Public Works Department-Events
200 N. Lake Street
Cadillac, MI 49601

Print Name David Machs Signature [Signature] Date 2-16-23

Today's Date _____

City Received Date _____

MUST BE OFFICIALLY CITY DATE STAMP

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request MUSIC FESTIVAL
Contact Person DAVID MACHESY
Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u>7/29/23</u>		Street Closures	
Street Name <u>LAKE ST</u>	Beginning Location <u>CASS</u>	Ending Location <u>Harris</u>	
	Beginning Time <u>11:00</u> AM/PM	Ending Time <u>10:00</u> AM/PM	
Street Name <u>CASS ST</u>	Beginning Location <u>curve</u>	Ending Location _____	
	Beginning Time <u>11:00</u> AM/PM	Ending Time <u>10:00</u> AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	

Date ____/____/____		Parking Lot Closures	
Lot Location _____	Street _____	Nearest Cross Street _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Lot Location _____	Street _____	Nearest Cross Street _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Lot Location _____	Street _____	Nearest Cross Street _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	

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

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

Print Name DAVID E. MACHESY Signature David Machesy Date 2/16/23

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



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

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

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

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

Please print or type:

Name GARY VAN HOUTEN Address [REDACTED] CADILLAC MI (text)

Telephone: Home [REDACTED] Business/cell [REDACTED]

E-mail [REDACTED] Date available for appointment Any

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

Community Service

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

BOARD OF TRUSTEES - FIRST CONGREGATIONAL CHURCH, CADILLAC MI
PINE RIVER CHAPTER AUDUBIN CLUB
CADILLAC AREA LAND CONSERVANCY - BOARD MEMBER

Employment and Education

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

DEPARTMENT OF ENVIRONMENTAL QUALITY - SURFACE WATER SPECIALIST
B.A. BIOLOGY & ENGLISH
HOME ENERGY AUDITOR - CONSUMERS POWER/VOLT ENERGY SYSTEMS
U.S. MARINE CORP - COMBAT VETERAN

Have you ever worked for the City of Cadillac? ☐ Yes ☒ No
If yes, please list dates and names of departments.

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

I believe that adequate housing is a vital component of a healthy life for the individual as well as the community.

Personal

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

If yes, please indicate potential conflicts.

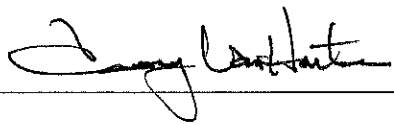
Are you aware of the time commitment necessary to serve on the committee, board and/or commission to which you seek appointment, and will you have such time? ☒ Yes ☐ No

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

B.A. CENTRAL MICHIGAN UNIVERSITY
BIOLOGY/ENGLISH MAJORS
HOUSE CONSTRUCTION - BUILDER
CARPENTER/WOODWORKER

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

Signature



Date

5-8-2023

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

Mail or return your completed application to:

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

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

May 15, 2023

Council Communication

RE: Sanitary Sewer Patches

The Water and Sewer Fund budget includes an appropriation for maintenance of sewer mains. Two sections of 8" VIT sanitary main currently need to be patched, using the installation of cure-in-place patches. The following bids were received for this project:

Contractor	Bid
Plummer's Environmental Services, Inc. Byron Center, MI	\$9,600
Elite Pipeline Services Allendale, MI	\$10,000
Pipetek Infrastructure Services Plymouth, MI	\$12,575

Recommended Action

It is recommended that the Sanitary Sewer Main Patches project be awarded to Plummer's Environmental Services, Inc. in accordance with their bid. Funds are available in the Water and Sewer Fund.

May 15, 2023

Council Communication

RE: Sewer Main Root Control

The Water and Sewer Fund budget includes an appropriation for maintenance of sewer mains. Root control is a primary tool used by the department to clear roots from sewer main lines and help prevent backups. The City recently opened bids for this project, and the following bid was received:

Contractor	Bid
Duke's Root Control, Inc. Elgin, IL	\$17,028.15

The work for the current fiscal year includes root control activities on 3500 feet of 8" main, 985 feet of 18" main, and 850 feet of 24" main. In total, over a mile of City sewer mains will be treated for root control in the current year. Duke's Root Control also offers a 2-year warranty for their work and will re-treat at their expense any section of pipe that plugs up due to roots or will refund 100% of the payment they received to treat that specific section of pipe.

The bid document also included a provision to award the current project and to authorize the successful contractor to perform this work for the subsequent three fiscal years (FY2024-2026), subject to annual appropriations and satisfactory performance of work.

Recommended Action

It is recommended that Duke's Root Control, Inc. be awarded a contract to perform root control activities in City sewer mains for FY2023 and the subsequent three fiscal years, subject to availability of annual appropriations and satisfactory performance of work. Funds are available in the Water and Sewer Fund.