



City Council Meeting

August 21, 2023

6:00 p.m.

Cadillac Municipal Complex

Council Chambers

200 N. Lake St.

Cadillac, MI 49601



August 21, 2023 City Council Meeting Agenda
6 p.m. at City Hall - 200 N. Lake St. – Cadillac, MI 49601

We support each other in serving our community

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

I. APPROVAL OF AGENDA

II. PUBLIC COMMENTS

This opportunity for public comment provides the public with a chance to make a statement regarding any subject matter. Public comment is not an opportunity to necessarily ask questions or converse with City Staff, Council Members or other meeting attendees. Contact information for Council and staff is available on our website, www.cadillac-mi.net, or can be obtained by calling (231) 775-0181. Comment time is limited to 3-minutes, and unused time may not be yielded back or given to someone else to use.

III. CONSENT AGENDA

All items listed on the consent agenda are considered routine and will be enacted by one motion with roll call vote. There will be no separate discussion of these items unless a Council Member so requests it, in which event the items will be removed from the consent agenda and discussed separately.

A. Minutes from the regular meeting held on August 7, 2023
Support Document III-A

B. Minutes from the closed session held on August 7, 2023

IV. COMMUNICATIONS

A. Highfield Boats
Support Document IV-A

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B. Cadillac Area Public Schools
Support Document IV-B

C. Chamber of Commerce
Support Document IV-C

D. Trunk or Treat & Food Drive Fundraiser
Support Document IV-D

V. APPOINTMENTS

A. Recommendation regarding reappointment to the Cadillac-Wexford Airport Authority.
Support Document V-A

VI. ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution to Name the Pickleball Courts in the Cadillac Lakefront Park “The Sjogren Courts”.
Support Document VI-A

B. Adopt Resolution Amending General Appropriations Act for Fiscal Year 2024.
Support Document VI-B

VII. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Historic Districts Commission
Support Document VII-A

B. Cadillac West Corridor Improvement Authority
Support Document VII-B

VIII. PUBLIC COMMENTS

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IX. GOOD OF THE ORDER

X. ADJOURNMENT

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

Respect

Integrity

Trust

Excellence

Guiding Behaviors

We support each other in serving our community

We communicate openly, honestly, respectfully, and directly

We are fully present

We are all accountable

We trust and assume goodness in intentions

We are continuous learners

CITY COUNCIL MEETING MINUTES

August 7, 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, King, Mayor Filkins
Council Absent: None
Staff Present: Peccia, Roberts, Ottjepka, Homier, Wasson

APPROVAL OF AGENDA

2023-132 Approve agenda as presented.

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

Motion unanimously approved.

PUBLIC COMMENTS

Edith Phillips stated that Relay Rocks will begin during Relay for Life which will be held on August 19, 2023 at the City Park. She noted kids will be able to paint rocks and put them in a garden that will become a community rock garden.

Amy Gonzales, Up North Arts, stated she has seen the four (4) bids that were received for the Cadillac Community Center Painting Project. She noted three (3) of the bidders are from the Grand Rapids area and one (1) bidder is local. She stated the local person was not the lowest bidder, but he is likely to spend that money in the community and invest in the community. She asked Council to take that into consideration when making the final decision.

Randy Lindell commented on the City's offer of water service to Haring Township and the length of time the City Manager has been here.

CONSENT AGENDA

2023-133 Approve consent agenda as presented.

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

Motion unanimously approved.

COMMUNICATIONS

A. Catholic Human Services

2023-134 Approve street closure for Catholic Human Services.

Motion was made by Elenbaas and supported by Schippers to approve the closure of Lake St. between Harris St. and Cass St. from 4:30 pm to 7:30 pm on August 31, 2023 for the Catholic Human Services Overdose Awareness Event.

Motion unanimously approved.

B. Cadillac Fire Department

2023-135 Approve street and parking lot closure for Cadillac Fire Department.

Motion was made by Elenbaas and supported by Schippers to approve the closure of Lake St. at the parking lot entrance on both sides of the Municipal Building and the closure of the south and east parking lots of the Municipal Building from 2:00 pm to 8:00 pm on September 11, 2023 for the Cadillac Fire Department 9/11 Expo.

Motion unanimously approved.

APPOINTMENTS

A. Recommendation regarding reappointment to the Downtown Development Authority.

2023-136 Approve reappointment to the Downtown Development Authority.

Motion was made by Schippers and supported by Elenbaas to approve the reappointment of Steven Barnes to the Downtown Development Authority for a 4-year term to expire on August 7, 2027.

Motion unanimously approved.

B. Recommendation regarding appointment to the Cadillac West Corridor Improvement Authority.

2023-137 Approve appointment to the Cadillac West Corridor Improvement Authority.

Motion was made by Elenbaas and supported by Engels to approve the appointment of Trenton Stange to the Cadillac West Corridor Improvement Authority for a 4-year term to expire on August 7, 2027.

Motion unanimously approved.

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

2023-138 Designate representatives for the MML Annual Convention.

Motion was made by Engels and supported by Elenbaas to designate Mayor Filkins as the primary representative and Council Member Schippers as the alternate to attend and vote at the Michigan Municipal League Annual Convention.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Update to the City Holiday Schedule

Peccia stated it is being recommended to add Juneteenth to the City Holiday Schedule.

2023-139 Add Juneteenth to City Holiday Schedule.

Motion was made by Schippers and supported by Elenbaas to add Juneteenth to the City Holiday Schedule.

Motion unanimously approved.

PUBLIC COMMENTS

Gerald Olson asked if the road construction will be completed before the beginning of the school year.

Randy Lindell commented on the lowest bidder for the Community Center Painting Project not being from the local area and questioned if the City has checked experience and references. He commented on turnover in some of the City departments and the length of time the City Manager has been here.

TABLED ITEMS

A. Cadillac Community Center Painting

Peccia stated four (4) bids were received with the lowest bid received from Do It All Painting in the amount of \$27,640. He noted references were checked for Do It All Painting and they came back positive.

Mayor Filkins asked if we have a timeline on when the work will begin.

Owen Roberts, Director of Finance, stated Do It All Painting provided a completion date of September 30, 2023.

Elenbaas stated the other bidders already knew the bid amount from Jeff Campbell so it doesn't seem fair.

King stated we have a duty to bid the project and Mr. Campbell had the right to rebid the project. He noted the leases were checked by staff and this is an area that the City is responsible for in the building.

2023-140 Award Cadillac Community Center Painting Project.

Motion was made by King and supported by Engels to award the Cadillac Community Center Painting Project to Do It All Painting in the amount of \$27,640.

Ayes: Schippers, Engels, King, Mayor Filkins

Nays: Elenbaas

Motion carried.

GOOD OF THE ORDER

Peccia stated the ribbon cutting ceremony at the new pickleball facility was well-attended. He noted members of the Sjogren family were in attendance.

Engels asked when the street project near Franklin Elementary School will be completed.

Roberts stated the street project on Division Street is mostly on schedule. He noted we did run into some underground utility issues on Lester Street. He stated we are in regular communication with the Principal of Franklin Elementary School.

Schippers noted Edith Phillips is very active with Relay for Life and raising money for the American Cancer Society. She suggested reaching out to her to determine a location for the rock garden. She noted the Mayor's Youth Council will be hosting a movie in the park in August and the movie will be Inside Out. She stated they are seeking funding for the next movie which will be Cars.

CLOSED SESSION

Adjourn to closed session pursuant to MCL 15.268(a) to consider a periodic personnel evaluation of the City Manager, a public officer and employee, at his written request.

2023-141 Adjourn to closed session.

Motion was made by Schippers and supported by Elenbaas to adjourn to closed session pursuant to MCL 15.268(a) to consider a periodic personnel evaluation of the City Manager, a public officer and employee, at his written request.

Motion unanimously approved.

2023-142 Return to open session.

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

Motion unanimously approved.

Mayor Filkins stated Council had the opportunity in closed session to discuss the annual evaluation of the City Manager. She noted Council agreed that the outcome of the evaluation was that the City Manager was meeting requirements in all of the categories. She noted Council discussed the opportunity moving forward to continue to tweak the Executive Feedback tool to be more focused on the accountabilities that Council would like to focus on for the next year. She stated, in support of Marcus, Council will meet on a quarterly basis. She noted the first meeting will be to set the document for the year and the other three (3) meetings will be to have conversations about how to best support the work that Council thinks is most important for the City and for Marcus in the coming year.

Peccia thanked Council for the time everyone spent on the process. He noted he likes the new form and he thinks it will show all the great things we work on and do collaboratively.

Mayor Filkins stated the compensation adjustment request from the City Manager is that it minimally be on par with the annual adjustments that were given to other non-union full time staff members which was a 4% adjustment on base salary and a 1.5% one-time inflationary adjustment.

King noted because the raise last year was over 7% which was above the amount received by other employees, he is concerned about giving a raise that high this year. He stated after discussing the evaluation he thinks to go that high we would have to see greater improvement. He noted to be fiscally responsible you don't just give raises for the sake of giving raises. He stated he believes the compensation adjustment requested by the City Manager is too high for this year.

Engels stated last year when he was reviewing the numbers and the City Manager's experience, he felt the City Manager was underpaid. He noted this year he feels the City Manager is in a good place and he thinks giving him the exact same raise as the rest of the City employees would be the appropriate thing to do.

Elenbaas stated he agrees with Council Member King.

2023-143 Approve compensation adjustment for the City Manager.

Motion was made by Engels and supported by Schippers that the City Manager receive a 4% adjustment on his base pay which increases his salary to \$120,249.23, a 1.5% one-time inflationary bonus in the amount of \$1,803.75 and making it retroactive to May 17, 2023.

Ayes: Schippers, Engels, Mayor Filkins

Nays: Elenbaas, King

Motion carried.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra Wasson, City Clerk

August 21, 2023

COUNCIL COMMUNICATION

Re: Highfield Boats Dealer Show – Request for Use of Public Docking Spaces

The dealer show is scheduled for Monday, September 11, 2023, through Tuesday, September 12, 2023, and a special request from Christophe Lavigne, from Highfield Boats, was made to reserve the public docking spaces during that timeframe. The need for the public docking spaces, assuming the weather holds, will be essential to providing an opportunity for dealer attendees to access several of the boats on display. Given the time of year of the show, it is not anticipated that there will be a high demand on the public docking spaces.

Recommendation

Approve the special request to allow Highfield Boats to reserve the public docking spaces during their dealer show as presented.



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 at least 60 days before a HIGH IMPACT 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 7342 if you have questions.

Applicant Name (Print) Christophe Lavigne _____ Contact Address [REDACTED] Cadillac _____
Contact Phone(s) [REDACTED] [REDACTED] [REDACTED] _____ Contact Email [REDACTED] _____
Sponsoring Organization Highfield boats _____ X Private ☐ Non-Profit _____
Purpose of Event dealer : meeting and boat testing _____ Approx # of Attendees 80 _____

Beginning Date: 09_ /11_/2023_ Ending Date: 09_ /12_/2023_ Reoccurring: YES NO X
1st Day 09 11 2023_ Set-up 8_ :AM AM/PM Start 12_ :PM AM/PM End 18_ :PM AM/PM Clean-up 20_ :PM AM/PM
2nd Day 09 12 2023_ Set-up 8_ :AM AM/PM Start 9_ :AM AM/PM End 18_ :PM AM/PM Clean-up 19_ :PM 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___ NOx___ Will you be requesting permission to close any streets or parking lots?
YES___ x NO___ Will you be requesting permission to display any off site signage?
YES___ NOx___ Will you be requesting permission to display a banner over Mitchell Street?
YESx___ 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___ NOx___ Will you be requesting permission to have a parade?
YES___ NOx___ Will you be requesting permission to hold any races?
YESx___ NO___ Will you be requesting permission to serve alcoholic beverages?
YES___ NOx___ 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



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 60-days Prior to Event Date
for HIGH IMPACT EVENTS

Event Highfield Dealer meeting _____

Special Requests: Please Circle

Electricity

Water

Wind Screens

Sound System

Movie Screen/Projector System**

Weather Dependentafter dark only**

Usage Rules

1. Profanity and offensive language are 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 unloading/loading 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**

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.

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

Signature  Total Fees Required: \$200 Total Fees Paid: _____ Date 6__/22__/2023__



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

Today's Date

7.26.23

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Banner Request Form

Monday Banner Start Date 8/20/23

Monday Banner End Date 8/28/23

(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 Back to School

Organization CAPS

Contact Person Cori Lindell Denman

Contact Phone

mail cori.lindell-denman@cadillacschools.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 Denman Signature Cori Lindell Denman Date 7/26/23

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.



1/2 inch



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 Business Trick or Treating 2,500⁰⁰ people
Contact Person Bethany Miller
Contact Phone 231 775-9776 Contact Email bmiller@cadillac.org

Date: <u>10 / 25 / 2023</u>		Street Closures	
Street Name <u>Mitchell St</u>	Beginning Location <u>Cass St</u>	Ending Location <u>Nelson St.</u>	
	Beginning Time <u>4:00</u> AM/PM	Ending Time <u>7:00</u> AM/PM	
Street Name <u>Haver St</u>	Beginning Location <u>Cass St</u>	Ending Location <u>Plumtree Alley</u>	
	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 Bethany Miller Signature Bethany Miller Date 01 / 12 / 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 _____
Parks _____	Date Approved _____	Comments _____
Fire _____	Date Approved _____	Comments _____
Police _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____

RECEIVED
JAN 13 2023
BY: _____

Today's Date August 3rd 2023

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 Trunk or treat and food drive fundraiser

Contact Person Kari Dumas

Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u>8/2/23</u>		Street Closures	
Street Name <u>Hemlock</u>	Beginning Location <u>Corner of Hemlock</u>	Ending Location <u>Corner of Crispen</u>	
	Beginning Time <u>5:00</u> AM/PM	Ending Time <u>7:00</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	
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 _____ Signature _____ Date ____/____/____

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 _____

RECEIVED
AUG 14 2023
BY: _____

August 21, 2023

COUNCIL COMMUNICATION

Re: Reappointment of Karl Holder to a Two-Year Term on the Cadillac-Wexford Airport Authority

Karl Holder has expressed interest in continuing his service on the Cadillac-Wexford Airport Authority for another two-year term. He was originally appointed in 2017.

Recommended Council Action:

Motion to reappoint Karl Holder to a two-year term on the Cadillac-Wexford Airport Authority. Term will expire on 8/21/25.

August 21, 2023

Council Communication

Re: Recommendation Regarding Pickleball Courts

The new pickleball courts in the lakefront park were made possible through a generous contribution from Cliff “Top” Sjogren. Because of this enabling gift, along with those of several other donors, the courts are now complete and available for public use!

The attached resolution is being proposed to recognize Mr. Sjogren and his family for their generosity that allowed this project to happen. The family has graciously supported this proposal in honor of their parents and has conceptually approved the language of the sign, an initial rendering of which is attached to this communication. This sign will be mounted to the gates at the entryways to the north and south sides of the courts.

Recommended Action

It is recommended that City Council adopt the proposed resolution to name the new pickleball courts in the lakefront park “The Sjogren Courts.”

Welcome to The Sjogren Courts

**Made Possible By the Generosity of
Cliff "Top" & Patricia Sjogren**

**As well as gifts from:
Cadillac Area Community Foundation
Rotary Club of Cadillac
Rotary District 6290
Horizon Bank
Cadillac Area Women's Giving Circle
Cadillac Area Men's Giving Circle
Potvin Family Fund**

1.249 in

2.06 in

31 in

39 in

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-xxxx

**RESOLUTION TO NAME THE PICKLEBALL COURTS IN THE CADILLAC
LAKEFRONT PARK "THE SJOGREN COURTS"**

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 21st day of August, 2023, at 6:00 p.m.

PRESENT: COUNCIL MEMBERS: XXXXX

ABSENT: COUNCIL MEMBER: XXXXX

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

WHEREAS, the City of Cadillac completed construction of two new pickleball courts in the lakefront park in the area of the Keith McKellop walkway in August 2023;

And WHEREAS, these pickleball courts were made possible by the generosity of Mr. Cliff "Top" Sjogren, who has a deep love for Cadillac, and walks the Keith McKellop Walkway on the shores of Lake Cadillac hundreds of times per year and desired to add smiles to the lakefront through the construction of these courts within the walkway area,

And WHEREAS, Mr. Sjogren generously contributed \$100,000 to this project, inspiring several other donors to also contribute funds in order to make the project a reality, including the Cadillac Area Community Foundation, the Cadillac Rotary Club, Rotary District 6290, Horizon Bank, Cadillac Area Women's Giving Circle, Cadillac Area Men's Giving Circle, and the Potvin Family Fund,

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

1. The new pickleball courts recently completed in the Cadillac lakefront park shall hereafter be named "The Sjogren Courts."
2. A sign shall be installed at the site commemorating this name as well as recognizing the other major donors to the project.
3. 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)
)ss
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-xxxx, duly adopted at a regular meeting of the City Council held on the 21st day of August, 2023.

Sandra Wasson
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

RESOLUTION NO. 2023-____

**RESOLUTION AMENDING 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 21st day of August, 2023, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the City adopted Ordinance No. 2023-05, Ordinance Adopting General Appropriations Act for Fiscal Year 2024 ("General Appropriations Ordinance") on May 15, 2023, which approved a general appropriations act for the 2024 fiscal year; and

WHEREAS, Section 10.5 of the City Charter provides that the City Council may make additional appropriations during the fiscal year for unanticipated expenditures required of the City; and

WHEREAS, Section 9 of the General Appropriations Ordinance authorizes the City Council to make such additional appropriations by resolution; and

WHEREAS, the City Council has determined that additional appropriations are required due to unanticipated expenditures;

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

1. The general appropriations act for the 2024 fiscal year is hereby amended in the manner set forth in the attached Exhibit A, which is incorporated by reference.

2. 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. _____, duly adopted at a regular meeting of the City Council held on the 21st day of August, 2023.

Sandra Wasson
Cadillac City Clerk

City of Cadillac

EXHIBIT A

Financial Services Department
FY2024 Budget Amendment #1
August 21, 2023

Current Budget	Amended Budget	Increase (Decrease)
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Consumers Energy Prosperity Grant Fund

Department: Revenue	\$0	\$240,000	\$240,000
Amended Line Items Detail			
Contribution from Private Sources	0	240,000	240,000

Purpose: To recognize revenue for current year anticipated grant expenditures.

Department: Expenditures	\$0	\$240,000	\$240,000
Amended Line Items Detail			
Construction/Contractual Services	0	240,000	240,000

Purpose: Appropriate funds for current year anticipated grant expenditures.

Fund: Consumers Energy Prosperity Grant Fund

Type: Capital Project Fund

Oversight: Community Development Director

Nature and Purpose:

This temporary fund was created to account for the use of proceeds from a private grant from Consumers Energy. The City received \$250,000 which will be used for several purposes, including addressing blight throughout the community, construction of a couple of microparks within the City, and assistance to homeowners with exterior improvements on their homes.

Fund Details	2021/22 Actual	2022/23 Estimated	2022/23 Adopted	2023/24 Proposed
Revenues				
Local Funds	0	10,000	0	240,000
Total	\$0	\$10,000	\$0	\$240,000
Expenditures				
Construction	\$0	\$10,000	\$0	\$240,000
Total	\$0	\$10,000	\$0	\$240,000
Fund Balance				
Net Change in Fund Balance	\$0	\$0	\$0	\$0
Fund Balance - Beginning of Year	0	0	0	0
Ending Fund Balance	\$0	\$0	\$0	\$0



**MEETING MINUTES
THE CADILLAC HISTORIC DISTRICTS COMMISSION (HDC)
MAY 9, 2022**

Roll Call

The meeting started at 5:05

Commission Members Present: Snider, Iehl, Dubravec, Bliven, Carder, and Engels

Staff Present: Coy

Approval of the May 9, 2022 Meeting Agenda

A motion was made to approve the agenda as presented by Dubravec. Support from Snider. The motion passed with unanimous support.

Approval of the December 13, 2021 Meeting Minutes

A motion was made to approve the December 13, 2021 meeting minutes after a correction by Engels. Support from Iehl. The motion passed with unanimous support.

Public Comments

None

New Business –

1. Construction Application from Terry Brizidine, 505 E. Cass Street to replace the current asphalt shingles with new architectural shingles.

Coy showed pictures of the home, chimney in need of repair, and the detached garage on the overhead screens. Coy mentioned that there may be multiple layers of shingles on the home's roof. He also said that the owner wishes to match the shingles on the roof of the garage which has newer shingles than the home. Mr. Brizidine was present at the meeting.

Engels asked if they would be able to do an exact match of the garage shingles? Mr. Brizidine said the contractor had take a sample off the roof to try and match. Snider asked if the plan for repairing the chimney is to tuck the masonry. The answer was yes. Dubravec asked if the contractor would reattach the chimney to the house where there may be separation? She also asked if flashing would be put in the valley behind the chimney? The answer was yes. Mr. Brizidine asked mentioned that what appeared to be cedar shakes on the front of the home were actually made of vinyl.

A motion was made by Bliven to approve the replacement of the current asphalt shingles with new architectural asphalt shingles on the home. Support from Dubravec. The motion was approved with a unanimous vote.

2. Construction Application from Michael Ochs and Michelle Carder to approve the replacement of old, weathered shingles from the detached accessory structure/garage in the rear of the yard with a new metal roof. Also, to replace both the garage door and the side door of the accessory garage.

Coy showed pictures of the garage from multiple views. He also explained that we currently have quite a few metal roofs within our historic district and surrounding neighborhood. He added that the garage is not considered a contributing structure like their home within the historic district. Carder explained the metal roof they plan to have put on the garage along with the new doors. The color of the roof will be a Copper Metallic. The garage and home will be painted a new color. Carder also presented Sanborn Maps for the neighborhood. The years she found were 1900, 1906, and 1914. In the 1914 map there is not a carriage house shown.

A motion was made by Iehl to approve the replacement of the current asphalt shingles on the accessory garage with a new metal roof and to replace the larger garage door and side door on the accessory structure with new doors. Support from Snider. The motion was approved with a unanimous vote.

Election of Officers

A motion was made by Dubravec with support from Bliven to elect the current officers Carder, Chairperson; Iehl, Vice-Chairperson; Snider, Secretary; for the remainder of the 2022 calendar year term. The motion passed with unanimous support.

Commissioner Comments –

There was a discussion on blight in the Courthouse Hill Historic District and having members of this commission gather information on specific addresses and the types of blight to present to City Officials.

Adjourn – The meeting adjourned at 5:44 pm,



**MEETING MINUTES
THE CADILLAC HISTORIC DISTRICTS COMMISSION (HDC)
SPECIAL MEETING JUNE 27, 2022**

Roll Call

The meeting started at 5:01

Commission Members Present: Snider, Dubravec, Bliven, Carder, and Engels

Staff Present: Coy, Pluger, & Laura Genovich with Foster Swift

Approval of the June 27, 2022 Meeting Agenda

A motion was made to approve the agenda as presented by Bliven. Support from Snider. The motion passed with unanimous support.

Approval of the May 9, 2022 Meeting Minutes

Carder recommended the May 9, 2022 meeting minutes were tabled until the next regularly scheduled meeting.

Public Comments

None

New Business –

1. Construction Application from Lisa Nelson, owner of 506 E. Division Street to replace the current asphalt shingles with new architectural shingles.

Coy showed pictures of the home. Ms. Nelson was present to answer questions. Ms. Nelson brought a sample of the shingle she wishes to use for the commission to see and also explained that the contractor went into the attic, found some separation between boards and said that a number of the deck boards should be replaced. Dubravec recommended this be addressed to prevent future problems.

A motion was made by Bliven to approve the replacement of the current asphalt shingles with new architectural asphalt shingles on the home. Support from Snider. The motion was approved with a unanimous vote.

2. Construction Application from Joni Holly, 461 E. Cass Street to approve the replacement of old asphalt shingles with new asphalt shingles on their home. She did not attend this meeting.

Coy showed a picture of the home which included the shingles which are of the brand IKO Dynasty True Square. The commission had questions which could not be answered. Carder suggested that a motion should include that no work is approved other than what is specifically in the applicant's application. This includes re-decking of roof boards.

A motion was made by Bliven to approve the replacement of the current asphalt shingles with new asphalt shingles. Adding a condition that no other work on the exterior is to be done other than what is specified in the homeowner's application. Support from Dubravec. The motion was approved with a unanimous vote.

Carder told the commission that the final three applications they received were of home located outside the Courthouse Hill Historic District and would not need their review.

Commissioner Comments –

Dubravec told the commission that the window repairs and new storm windows were installed at the Wexford County Historic Museum. She encouraged people to stop and see the improvements .

Adjourn – The meeting adjourned at 5:16 pm,



**MEETING MINUTES
THE CADILLAC HISTORIC DISTRICTS COMMISSION (HDC)
JULY 10, 2023**

Roll Call

The meeting started at 5:00 PM.

Commission Members Present: Snider, Dubravec, Carder, and Engels

Commission members Absent: Iehl

Staff Present: Coy, Plugger, Wallace

Approval of the July 10, 2023 Meeting Agenda

A motion was made to approve the agenda as presented by Dubravec. Support from Snider. The motion passed with unanimous support.

Approval of the May 9, 2022 and June 27, 2022 Meeting Minutes

A motion was made to approve the meeting minutes by Engels. Support from Snider. The motion passed with unanimous support.

Public Comments

None

New Business –

1. Construction Application from William Crowley for the construction of a lean-to on the garage and new roof on the entire structure.
 - a. Plugger presented an explanation of the project and site review. Discussion took place about the lean-to/carport and the design of it. The board requested a copy of the building plans and Coy made copies for each. Dubravec shared concern for the different styles of roofing on the garage versus the house. Snider made clarification that the siding would match the garage siding.
 - b. Motion to approve the work permit by Dubravec. Supported by Snider. The motion passed with unanimous support.
2. A motion was made by Engels with support from Dubravec to elect the current officers Carder, Chairperson; Iehl, Vice-Chairperson; Snider, Secretary; for the remainder of the 2023 calendar year term. The motion passed with unanimous support.

Commissioner Comments –

There was a discussion on blight in the Courthouse Hill Historic District, including Alleyway issues, tree lawn parking, overgrown grass, and uncleanness. Staff advised the board to report a concern as issues take place. Plugger advised Snider and Engels to gather a petition showing support from the neighbors to begin a Special Assessment to replace their alleyway. Dubravec shared concern about the historic buildings downtown that are in disrepair. The Commission shared concerns about enforcement in general. It was discussed

that a meeting could be set with the Police Chief to discuss concerns happening in the district. Carder requested that staff assist in researching if the City would be willing to do tax incentives for people to improve their properties.

Adjourn – The meeting adjourned at 5:45 pm,

Minutes
Cadillac West Corridor Improvement Authority (CIA)
Regular Meeting
June 8, 2023

A regular meeting of the Cadillac West Corridor Improvement Authority (CIA) was held at City Hall at 3:30 pm on Thursday, June 8, 2023

MEMBERS PRESENT: Carla Filkins, Shannon Hamner, Justice Walraven, Caitlyn Stark, Regan O'Neill, Mike Blackmer (4:05pm)

MEMBERS ABSENT: Kris O'Neill, Jake Walraven

STAFF PRESENT: Wallace, Plugger, Lavigne

APPROVAL OF AGENDA

Motion to approve the agenda by Filkins, supported by Regan O'Neill. Supported unanimously.

MINUTES/REPORTS

Motion to approve minutes Regan O'Neill, Supported by Stark. Supported unanimously.

COMMITTEE REPORTS:

OLD BUSINESS

NEW BUSINESS

- A. Wallace introduced Elliot Lavigne, an intern assisting the city this summer. Presentation by Elliot Lavigne about the Design Guidelines he created for the West Corridor Improvement Authority.
 - a. Lavigne explained this is a draft of the vision for the West Corridor. Lavigne gave a brief history and a description of his objectives for the report. A description of what materials and style that already exist was given, and a comparison to a modern look of what exists. Lavigne then showed some examples of changes that he created for facades in the corridor.
 - b. Filkins asked if the plan is to have a meeting with more of the businesses in the district. Wallace explained that is the progression after the board compiles a draft they like, and then presents it for more input.
 - c. Stark asked Lavigne his initial thoughts about the West Corridor before looking at it as a planner/designer. Lavigne explained that when his family moved here this section is much different than the rest of the city, it was a bit dangerous. There are no routes to walk around even without crossing M-115.
 - d. Walraven asked if Lavigne had any ideas for traffic. Lavigne explained he had discussed this with Wallace, and they proposed a round-about at the intersection. He also mentioned adding more landscaping, making it stand out and getting people to slow down and stop.
 - e. O'Neill asked Lavigne's ideas for foot traffic. He explained people in the corridor would like to see a bridge, but that can be expensive. He also suggested softening the space and making it a community.
 - f. Discussion took place about the safety of the West Corridor and ideas for foot traffic. Discussion also took place about creating unique ways for walkability, bringing and stopping people in the Corridor.
 - g. Stark asked Lavigne for suggestions about signage. Discussion followed.
 - h. Wallace asked the board how they would like to move forward with the guidelines. Regan O'Neill suggested more details on landscaping that is feasible for businesses to implement. Stark requested safety suggestions and any other things that could benefit the area.
- B. Match on Main Plugger and Wallace explained this can be used to help fund the ideas we are talking about. Filkins explained that MML has funds that they give for are pieces and things to enhance the corridor. Wallace explained that MEDC has a program that the City can get funds for façade grants to help pay for the updates.

COMMUNICATIONS/OTHER ITEMS

- A. Wallace presented the new zoning map that will be released with the proposed zoning of the West Corridor. The board was in approval of the proposed addition to the zone.

PUBLIC COMMENTS

Kathy Morin: explained they have been working with businesses on the West Corridor recently. Morin emphasized community engagement and explanations for the Design Guidelines.

Kevin Dewey from Chico's Tacos: is outside the district but wants to be a part of the area and the conversation. Emphasized importance of maintenance of the improvements. Requested involving other businesses not always in the corridor but in the community.

ADJOURNMENT: Meeting Adjourned at 5:02 PM