



City Council Meeting

October 2, 2023

6:00 p.m.

Cadillac Municipal Complex

Council Chambers

200 N. Lake St.

Cadillac, MI 49601



October 2, 2023 City Council Meeting Agenda
6 p.m. at City Hall - 200 N. Lake St. – Cadillac, MI 49601

We are all accountable

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 September 18, 2023
Support Document III-A

IV. COMMUNICATIONS

- A. Cadillac Band Boosters
Support Document IV-A

Cadillac City Council Agenda

October 2, 2023

Page 2

B. Cadillac Garden Club
Support Document IV-B

C. Zion Lutheran Church
Support Document IV-C

D. Holiday Lighted Garland
Support Document IV-D

V. APPOINTMENTS

A. Recommendation regarding appointment to the Cadillac West Corridor Improvement Authority.
Support Document V-A

VI. CITY MANAGER’S REPORT

A. Cadillac Area Chamber of Commerce Leadership Project Proposal 2023/2024.
Support Document VI-A

B. Recommendation regarding ADA Detector Plate Replacement Project.
Support Document VI-B

C. Recommendation regarding Maple Hill Cemetery Tree Removal.
Support Document VI-C

D. Recommendation regarding Banking Services.
Support Document VI-D

VII. PUBLIC COMMENTS

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

VIII. GOOD OF THE ORDER

Cadillac City Council Agenda

October 2, 2023

Page 3

IX. CLOSED SESSION

Adjourn to closed session to consult with the City Attorney regarding trial or settlement strategy in connection with pending litigation in *City of Cadillac v Casity Kao*, Case No. 23-0030949, and *City of Cadillac v Neil & Jo Almond*, Case No. 23-0030948, for the reason that an open meeting would have a detrimental financial effect on the litigating or settlement position of the City and to discuss a written confidential legal opinion with the City Attorney.

X. 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

September 18, 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, Dietlin, Homier (via Zoom), Wasson

APPROVAL OF AGENDA

2023-162 Approve agenda as amended.

Motion was made by Schippers and supported by Elenbaas to approve the agenda as amended to add an appointment to the DDA under Appointments (Item V-B).

Motion unanimously approved.

PUBLIC COMMENTS

Ashley Osowski noted that she and her husband are the new owners of the Mancino's building. She talked about some of the improvements they are making to the building and parking area.

CONSENT AGENDA

King stated he has a possible point of clarification regarding the regular meeting minutes from September 5, 2023. He noted the motion he made is correct on Page 4 which states "updating TS-1, TS-2, B-1, and B-2 and how that would handle short-term rentals. We aren't looking for an option that would change the nature of R-1, R-2 or the other designations".

King stated there was discussion rather moving forward with the motion initially, but the second part of the motion was on the table when it was seconded by Council Member Elenbaas and unanimously voted in. He noted on Page 6 of the minutes it states "King stated the motion he has on the table..." is referring to the original motion. He stated it was his belief that his motion still included "We aren't looking for an option that would change the nature of R-1, and R-2". King noted that doesn't direct what the Planning Commission has to do, but it makes it clear that we're not looking to change the nature of R-1 and R-2.

King stated he believes the motion on the table was the one that is on Page 4 and he wanted to see if that was what everyone else understood.

Engels asked how the motions are different.

King stated it leaves out that we're not looking to change the nature of the R-1 or R-2.

Schippers asked Council Member King what he means by “nature”.

King stated it means we would not allow short-term rentals in R-1 or R-2.

Schippers asked wasn't that part of the motion that she voted for.

King stated his opinion is that it was part of the motion because he stated it's the motion on the table so he is making that clarification.

City Attorney Homier stated Council is on the Consent Agenda, so he would recommend they remove these minutes from the Consent Agenda, approve the Consent Agenda for the Closed Session Minutes, and then discuss revisions or corrections to the regular minutes.

2023-163 Remove minutes for regular meeting from Consent Agenda.

Motion was made by Engels and supported by Schippers to remove the minutes for the regular meeting from the Consent Agenda.

Motion unanimously approved.

2023-164 Approve Consent Agenda as amended.

Motion was made by Engels and supported by Schippers to approve the Consent Agenda as amended.

Motion unanimously approved.

Mayor Filkins asked the City Attorney how to handle this from a procedural standpoint.

Homier stated he agrees with Council Member King that in the second reference to the motion he was referring to the first. He noted the only issue is that at about 1:14 of the meeting, Council Member King restates the motion without that last part, the nature of R-1 and R-2. He stated he thinks he was referring to the motion that was previously made but then stated what his motion was at that time. He noted Council Member King made a motion and the motion was not supported at the time, there was full length discussion about it, and then Council Member King restates his motion but leaves out the last part of it which was change the nature of R-1, R-2 or the other designations.

Homier noted the issue is did the City Council believe that they were voting on the motion with that included or without that included. He stated to the extent Council believed it was passing that motion with that included, Council can make that change to the minutes to indicate that. He noted if the Council thought it was voting on a slimmed down motion without that last part, Council can decide that as well.

Engels asked if the extra sentence changes the policy.

King stated R-1 and R-2 would not allow short-term rentals and therefore the nature of R-1 and R-2 would not be affected.

Peccia stated if Council Member King's intention when he made the motion was to have the City Council provide the direction to codify the current practice regarding short-term rentals then the extra part of the original motion reaffirms that we are only focusing on TS-1, TS-2, B-1, and B-2 for codification purposes. He stated it won't and cannot tell the Planning Commission what they should be

looking at doing in the future, but it asks them to reaffirm what it is as of today.

Mayor Filkins stated based on the discussion in the previous meeting, she believes we were all in agreement that we want R-1 and R-2 left alone.

King requested that the minutes be amended to reflect that the final motion had that last sentence.

2023-165 Amend motion in September 5, 2023 minutes.

Motion was made by King and supported by Elenbaas that the minutes be amended as previously stated to add the last sentence which is on Page 4 from his original motion.

Engels noted it is the sentence that states we aren't looking for option that would change the nature of R-1, R-2, or the other designations.

Motion unanimously approved.

COMMUNICATIONS

A. Cadillac Area Public Schools

2023-166 Approve parade route for Homecoming Parade.

Motion was made by Elenbaas and supported King to approve the parade route for the Homecoming Parade on October 6, 2023.

Motion unanimously approved.

B. Cadillac Area Visitors Bureau & Chamber of Commerce

2023-167 Approve display of a banner for the Mitchell Street Market Day.

Motion was made by Schippers and supported by Elenbaas to approve the display of a banner from October 9-16, 2023 for the Mitchell Street Market Day.

Motion unanimously approved.

C. Friends of the Library

2023-168 Approve display of a banner for Friends of the Library.

Motion was made by Elenbaas and supported by Engels to approve the display of a banner from October 16-30, 2023 for Friends of the Library.

Motion unanimously approved.

D. Request to hang purple lights on light poles for Domestic Violence Awareness Month.

Sara Shields, Oasis Family Resource Center, stated they provide services to survivors of domestic violence and sexual assault including emergency temporary housing, transitional housing, counseling, advocacy, and financial resources. She noted October is Domestic Violence Awareness Month and they are eager to raise awareness about resources that are available in the community. She stated they are asking businesses in the downtown area to

hang purple lights in their storefront windows. She noted they are also requesting that the City hang purple lights on light poles in the core downtown area. She stated they want to create a visually impactful statement to let survivors know they are not alone, the community supports them, and there is help available.

2023-169 Approve request to hang purple lights for Domestic Violence Awareness Month.

Motion was made by Schippers and supported by Elenbaas to approve the request from Oasis Family Resource Center to hang purple lights on light poles in the core downtown area during the month of October for Domestic Violence Awareness Month.

Motion unanimously approved.

APPOINTMENTS

A. Recommendation regarding appointment to the Downtown Development Authority.

2023-170 Approve appointment to the Downtown Development Authority.

Motion was made by Elenbaas and supported by King to approve the appointment of Aaron Fekete to the Downtown Development Authority for a 4-year term to expire on September 18, 2027.

Motion unanimously approved.

B. Recommendation regarding appointment to the Downtown Development Authority.

2023-171 Approve appointment to the Downtown Development Authority.

Motion was made by Schippers and supported by Elenbaas to approve the appointment of Tereesa Arn to the Downtown Development Authority for a 4-year term to expire on September 18, 2027.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Early Voting Agreement

Peccia stated following the passage of Proposal 2022-2, the Michigan Constitution requires each municipality to have at least one early voting site for statewide and federal elections. He noted one of the options available to achieve that is to partner with the county. He stated most of the local units of government are partnering with Wexford County. He noted they are planning to utilize their facility on Lake Street as the early voting site. He stated the request is to allow the City Clerk to execute the agreement subject to legal review by the City Attorney.

2023-172 Authorize City Clerk to execute Early Voting Agreement.

Motion was made by Elenbaas and supported by Schippers to authorize the City Clerk to execute an agreement with Wexford County to conduct early voting, subject to legal review by the City Attorney.

Motion unanimously approved.

B. Emergency Screw Pump Bearing Replacement

Peccia stated the total cost of the emergency repair was \$9,055.

C. Recommendation regarding Well #8 Pump Replacement.

Peccia noted during the Water Well Cleaning Project it was discovered that the 6-stage pump in Well #8 had significant maintenance issues and needed to be replaced. He stated the request is to increase the contractual amount with Northern Pump and Well by \$14,724.

2023-173 Approve increase to original award amount for Well #8 Pump Replacement.

Motion was made by Schippers and supported by Elenbaas to increase the original award to Northern Pump and Well by \$14,724 to include the purchase and installation of a new 6-stage pump which will increase the award amount from \$56,320 to \$71,044.

Motion unanimously approved.

PUBLIC COMMENTS

Mark Lagerwey stated they recently held the 5th annual White Pine Ride. He noted he is thankful for what the City has done with the downtown area. He suggested that the white striping be painted more frequently.

GOOD OF THE ORDER

Schippers noted the Mayor's Youth Council will meet at 3:00 pm on September 20, 2023. She encouraged high school age youth to fill out an application to join the Mayor's Youth Council.

King noted one of the questions he has received is what is required for redevelopment ready. He asked if there is a summary sheet showing the requirements and can it be placed on the website.

Engels stated he was reading some of the material but didn't find anything that was concise enough to be a useful tool for us to explain it to the public.

Peccia noted we work with a specific State liaison through that program and it is possible he may have something.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra Wasson, City Clerk



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

Today's Date 8-8-23

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Banner Request Form

Monday Banner Start Date 11/6/23

Monday Banner End Date 11/13/23

(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 Band Boosters Hobby and Craft Show

Organization Cadillac Band Boosters Contact Person Tony Nelson

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 Tony Nelson Signature [Signature] Date 8/8/23

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 _____

**Cadillac
Band
Boosters**

Hooby & Craft Show
SECOND WEEKEND IN NOVEMBER



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

Today's Date 1-11-2023

City Received Date



BY: _____

Banner Request Form

Monday Banner Start Date 11/13/2023

Monday Banner End Date 11/20/2023

(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 Advertising Fundraiser

Organization Cadillac Garden Club

Contact Person Jane Peterson

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.
- On file ☒ 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 Lucy McGuire Signature Lucy McGuire Date 1/11/23

Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied.

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

CADILLAC GARDEN CLUB'S HOLIDAY HOME TOUR

1ST SATURDAY OF DECEMBER

Date: October 2, 2023

Council Communication

Re: Zion Lutheran Church Craft Show

Introduction

Zion Lutheran Church is asking to place two yard-type signs with dimensions of three feet by three feet square in the City Right-Of-Way for two days advertising their Craft Show on October 20th and 21st. The Craft Show benefits the work they do with Project Christmas.

The locations they are requesting are;

1. On South Mitchell Street across from Pearl Street on the east side near Maple Hill Cemetery.
2. At Sunnyside Drive and Pearl Street intersection.

The sign copy will read;

**ZION LUTHERAN
CHURCH
CRAFT SHOW
THIS SATURDAY**

Staff Comments

This request is nearly identical to the temporary sign request council received in 2019 and 2021 from Zion Lutheran Church. They have received approval in years past.

Requested Council Action

Consider granting permission for the Zion Lutheran Church to place one sign at each of the locations listed above on October 20th and 21st. The signs can be put up on the morning of October 20th, and removed immediately after the craft show ends on the 21st.



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

Today's Date _____

City Received Date

Banner Request Form

Monday Banner Start Date 11/20/23

Monday Banner End Date 1/2/23

(Banners are installed and removed on Mondays unless it is a Holiday, then it will be the following day)

(Banners may only be requested for one week at a time per form)

Reason for Banner

Lighted Christmas Garland

Organization

City of Cadillac

Contact Person

Ken Payne

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

Ken Payne

Signature

[Signature]

Date

 / /

Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied.



40" DOUBLE DRAPE; 60" CANDLE WREATH, 18" & 24" NYLON BOWS. 1165728

October 2, 2023

COUNCIL COMMUNICATION

Re: Appointment of Kacy Wickenhauser to a Four-Year Term on the Cadillac West Corridor Improvement Authority

Kacy Wickenhauser has submitted her application and expressed interest in serving on the Cadillac West Corridor Improvement Authority for a four-year term.

Requested Council Action:

Motion to appoint Kacy Wickenhauser to a four-year term on the Cadillac West Corridor Improvement Authority, which will end on 10/02/2027.



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 <u>Open to many assignments</u> |

Please print or type:

Name Kacy L. Wickenhauser Address [REDACTED]

Telephone: Home [REDACTED] Business/cell

E-mail [REDACTED] Date available for appointment Flexible

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.

I relocated to Cadillac, MI in 2019 for work and am looking for a way to become more involved in the community through board or committee service. Prior to my Michigan relocation I served on the Ronald McDonald House Charities of Central Illinois from 2018-2019. I also spent 10 years volunteering as a board member of the Bloomington Normal Human Resource Council to further the professional development and growth of HR professionals in central Illinois.

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.

Recent Work Experience:

Wolverine Power Cooperative (2019 - present), **Chief Human Resources Officer**

I lead the HR, Safety, Accounting & Finance, Information Technology, Administration and Apprenticeship divisions in my role.

Corn Belt Energy Corporation (2010 - 2019), **Vice President of Utility Services**

I led the HR, Accounting & Finance, Communications, Marketing and Member Services divisions in my role.

Education:

MBA w/ HR Concentration, 2009, DeVry University

Bachelors of Psychology, 2004, Indiana State University

Senior Professional in HR, 2015, HRCI

Certified Professional Coach, 2023, Institute for Professional Excellence in Coaching

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 am looking for a way to become more involved in the community and offer my skillset to help further the growth and development of Cadillac. I now have some additional time available to do so and would welcome the challenge.

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.

My background in employment may make me uniquely qualified to serve on the compensation committee. Otherwise, I have a strong business sense, sound judgement skills, am a strong negotiator and above average communicator.

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

Signature Karyl L. Wickenhauser Date 09/18/2023

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.

Date: October 2, 2023

Council Communication

Re: Cadillac Area Chamber of Commerce Leadership Project Proposal 2023/2024

Introduction

The Leadership Class is accepting proposals, as a part of a “shark tank” style presentation, for community projects up to \$30,000.00. In consideration of a relatively quick turnaround, staff have identified two projects, including price quotes, that fit the criteria, and that would benefit the community if selected.

In no specific order, the two projects are:

Project #1: Kenwood Park Improvements

The first portion of this project would be to paint the existing playground which was constructed as a Chamber Leadership project several years ago. Second, would be the installation of concrete tee pads at the 9-hole disc golf course located on the beach side of Kenwood Park.

Project #2: Footbridge Improvements

This project would include replacing the wood treads of the footbridge on the Keith McKellop Walkway with Trex.

Requested Council Action

Make a recommendation to staff as to which project to present to the Chamber Leadership Class as a Community Project Proposal for their 2023/2024 class project.

October 2, 2023

Council Communication

RE: Americans with Disabilities Act Compliant Detector Plate Replacement

The City has a maintenance contract with the state of Michigan to maintain portions of state-owned trunklines within City limits. As part of this contract, the State contacted the City and requested that City staff coordinate a project on the State's behalf to replace ADA-compliant detector plates at nine intersections along US131 from River Street to 13th Street. The State has provided the required plates, and the scope of the project includes removing the concrete crosswalk area and existing plates, replacing the concrete and installing the new plates.

This project will be paid for using State funds, but the City will coordinate the project. As such, the City released a bid that was opened on September 26, 2023. The following bid was received:

Contractor	Bid
Greater North Services Cadillac, MI	\$26,226

Recommended Action

It is recommended that the ADA Detector Plate Replacement Project be awarded to Greater North Services for the bid amount of \$26,226. Funds are available in the Major Street Fund.

October 2, 2023

Council Communication

RE: Maple Hill Cemetery Tree Removal

A recent survey of trees at the Maple Hill Cemetery resulted in the identification of twenty trees that needed to be removed to protect the integrity and safety of areas throughout the cemetery. Because of the difficulty in and equipment required for removing large trees while maneuvering between rows of monuments and other cemetery infrastructure, the City typically uses an outside contractor with a crane for these services. As such, the City released a bid that was opened on September 26, 2023. The following bids were received:

Contractor	Bid
Burman's Tree Services Chelsea, MI	\$17,000
Joe's Tree Service Lake City, MI	\$19,061
Ghormley Four Seasons Newberry, MI	\$33,075
CHOP Grand Rapids, MI	\$35,475
Alpine Tree Service Newaygo, MI	\$36,500
Treeworks, Inc. Coopersville, MI	\$51,500
Parshall Tree Care Traverse City, MI	\$67,324
Tree Tech LLC Hamilton, MI	\$73,200

The low bidder, Burman's Tree Services, is more than likely competent to perform the work. The City spoke with several references that affirmed their capacity. However, this company is located several hours away and unlike most bidders, this company was one of three bidders that did not visit the site and has no knowledge of Maple Hill Cemetery or the particular challenges or concerns that may be present with the trees that are slated for removal. In contrast, Joe's Tree service is local, has visited the cemetery on multiple occasions to evaluate this project, and has performed work on an as-needed basis at the cemetery with no issues regarding quality or concerns with protection of the various monuments and cemetery infrastructure that will be encountered. As such, staff is recommending award to Joe's Tree Service.

Recommended Action

It is recommended that the Maple Hill Cemetery Tree Removal Project be awarded to Joe's Tree Service for the bid amount of \$19,061. Funds are available in the Cemetery Operating Fund.

October 2, 2023

Council Communication

RE: Request for Proposals – Banking Services

The City has been with its current banking services provider for many years. There is no dissatisfaction with the current level of service from this institution, but Financial Services staff made the decision to issue a Request for Proposals to identify a banking partner that would offer the City comprehensive, high quality banking services, competitive earnings rates, and a strong working relationship. One of the core requirements of the proposal was a local presence, as the City needs to have access to a local branch to make cash deposits, etc. Proposals were received from the following banks:

- Huntington Bank (current service provider)
- Horizon Bank
- Mercantile Bank

These banks were invited to make in-person presentations to the Financial Services team, and each presentation confirmed the capability of the respective bank to provide great services to the City. They all have local representation ready to assist the City with day-to-day needs. After much evaluation and discussion, the Financial Services team is recommending that Mercantile Bank be approved as the City's banking partner.

Each financial institution that submitted a proposal is a financially stable, quality banking institution with professional and capable local staff and the products and technology to service the needs of the City. Mercantile Bank emerged as the recommended bank based on the following:

- **Municipal Focus:** Mercantile Bank recently appointed a very experienced banker as the new Director of Governmental Banking to expand their capacity and focus on the specific and unique needs of an expanding portfolio of municipal clients.
- **Other Financial Products:** Mercantile Bank has a money market account yielding a favorable rate of interest that will enable the City to earn additional interest on idle cash without having to wire or transfer these funds out to other institutions. This enables staff to make regular deposits into this account and proactively monitor cash flow needs while also taking the greatest advantage possible of additional earnings. Mercantile's fees were slightly higher, but it is expected that these fees should be more than offset by additional earnings.

Recommended Action

It is recommended that the City Council approve Mercantile Bank as the City's new banking partner, authorize the City Manager and the Director of Finance to execute all relevant agreements required to establish the relationship, and to authorize the City Manager and Director of Finance as signers on all City banking accounts established as part of the new relationship.