



City Council Meeting

April 15, 2024

6:00 p.m.

Cadillac Municipal Complex

Council Chambers

200 N. Lake St.

Cadillac, MI 49601



April 15, 2024 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 work session held on April 1, 2024
Support Document III-A

B. Minutes from the regular meeting held on April 1, 2024
Support Document III-B

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IV. PUBLIC HEARINGS

- A. Public hearing to consider approval of the Fiscal Year 2025-2030 Capital Improvement Program.
- B. Public hearing to discuss the 2024/2025 Annual Operating Budget.

V. COMMUNICATIONS

- A. Farmers Market
Support Document V-A
- B. Rotary Stride for S.T.R.I.V.E Memorial 5K
Support Document V-B

VI. APPOINTMENTS

- A. Recommendation regarding appointment to the Downtown Development Authority.
Support Document VI-A
- B. Recommendation regarding appointment to the Local Development Finance Authority.
Support Document VI-B

VII. CITY MANAGER'S REPORT

- A. Out-of-State Travel Request
Support Document VII-A
- B. Bids and recommendation regarding Police Patrol Vehicle Emergency Equipment.
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.

IX. GOOD OF THE ORDER

X. ADJOURNMENT

Cadillac City Council Agenda

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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

CALL TO ORDER

Mayor Filkins opened the meeting at 4:15 pm.

ROLL CALL

Council Present: Schippers, Engels, King, Mayor Filkins

Council Absent: Elenbaas (*joined meeting at 4:17)

Staff Present: Peccia, Roberts, Dietlin, Wallace, Ottjepka, Wasson

Others Present: Chris Lamphere (Cadillac News)

APPROVAL OF AGENDA

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

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

** Elenbaas joined the meeting at 4:17*

DISCUSSION AND REVIEW OF THE DRAFT FY2025 ANNUAL OPERATING BUDGET

City Manager Peccia advised that we received notification today from the City Assessor about the Headlee rollback.

Owen Roberts, Director of Finance, stated we once again have to rollback the millage. He noted if the taxable value grows in excess of the inflation rate which is set September 30th of every year, then they rollback your millage. He stated the rollback has impacted 5 of the past 8 tax rolls which equates to a loss of over \$180,000. He noted the current millage reduction will create a loss of approximately \$45,000. He stated this is not reflected in the proposed budget that was provided but will be included prior to the public hearing.

Roberts explained the Structural Balance Analysis (Budget Page 74) which means ongoing revenues should support ongoing expenditures year after year and if they don't it means you are structurally imbalanced. He discussed the General Fund Outlook and stated we are well in excess of our policy levels.

Roberts summarized the highlights of the draft Fiscal Year 2025 Annual Operating Budget (see attached Budget Summary).

King asked if Code Enforcement activities can be tracked to know if we are high or low on that number.

Roberts stated it can be tracked because Code Enforcement is its own cost center within the General Fund. He noted we will also track activities utilizing our software so we can determine number of letters sent and cases opened.

Peccia noted we wanted to budget a number we thought was reasonable and we can review it a year from now.

Engels asked when we replicate some of the activities we have been doing, like sending out letters, is the cost going to show up under legal expenses or is it going to be shifted to this fund.

Roberts stated it depends on the activity. He noted if legal does it then the cost will fall under legal but he tracks the legal costs separately and the reports are provided to Council on a monthly basis.

Mayor Filkins questioned if \$25,000 is enough.

Roberts briefly explained how the \$25,000 cost was determined. He noted a lot of the issues besides short-term rentals are seasonal.

King asked if we had an uptick where we saw more resources were necessary is it easy to come to Council to increase that amount to make sure we have the resources.

Peccia noted it could be done.

Mayor Filkins noted aside from short-term rentals, blight is a real concern in the community. She stated she would like us to be compassionate but hold people accountable.

Roberts noted we are working on some ordinance changes to help with some of these issues.

Roberts stated we may want to meet again to discuss water and sewer rates.

Mayor Filkins stated she is interested in understanding the anticipated expenses and capital improvements we need to make and what work is going on regarding accessing grant dollars and other programs that might be available before we start looking at rates again.

Schippers stated we are talking about not having the residents bear the burden of the loss but are looking at changing corporate rates.

Roberts stated we are taking a look back at our declining rate structure for the water system to see where the big change has been and how do we spread that burden accordingly.

Jeff Dietlin, Director of Utilities, stated we are currently feeling the environmental savings that some of the bigger companies are making. He noted we have been seeing that in the residential market for years.

Peccia noted we did spend money on an outside rate consultant last spring that did a robust analysis to show where our rates would have to be for our capital needs versus our operational revenue. He stated that analysis is being reviewed again because of the heaviest users reinvesting in their facilities and going with green technology. He noted we are looking at rebalancing the discounted rates and the tiered system.

Engels mentioned a letter to the editor that was critical of the percentage of fund balance that we are keeping in reserves. He noted one of the slides showed that if we don't receive any outside help for the purchase of a ladder truck, it looks like for the first time in quite a long time that we would be closer to the actual policy level after we made that purchase. He asked if that is a way of saving for a big purchase that we see coming.

Roberts referenced Page 75 & 76 of the proposed budget. He noted with the purchase of a ladder truck at \$2.3 million, projected fund balance would decline slightly below policy benchmark.

Roberts explained the next steps in the budget process.

King asked where we can show people that we have budgeted for the maintenance of our assets.

Roberts noted the CIP contains information and we budget all that operationally in the General Fund. He stated we have 117 acres of parks and we budget \$2,900 an acre to maintain those for the year.

Peccia stated regarding the previous work session, we updated the Key Priority Programs and Projects by adding #18 Public Infrastructure Asset Management Plan.

Mayor Filkins stated we can't lose sight of Cadillac West.

Mayor Filkins asked where we were with the docks.

Roberts stated money was included to get a survey of the docks to see what extent of the current structure would be salvageable.

King mentioned the local boat dealers may be willing to get involved with the docks.

Mayor Filkins asked if there is going to be a goose program this year.

Peccia noted it was cancelled by the State of Michigan again.

ADJOURNMENT

Mayor Filkins adjourned the meeting at 5:25 pm.

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

City of Cadillac

FY2025 Annual Operating Budget Work Session

April 1, 2024

BUDGET SUMMARY

Much of the information included in this summary can be found in the Budget Summaries and Analysis section on pages 52-71 of the budget document.

Total Revenue and Spending

The proposed FY2025 budget recommends the following:

	FY2025 Proposed	FY2024 Adopted	Change	% Change
Revenues	\$23,932,500	\$22,236,800	\$1,695,700	7.63%
Expenditures	\$25,235,600	\$24,842,700	\$392,900	1.58%
Revenue Over (Under) Expenditures	(\$1,303,100)	(\$2,605,900)		

The use of reserves on hand is nearly all related to street construction projects in the Major and Local Street Funds and the Downtown Infrastructure Fund (See pg. 57). Summary of use of reserves:

Fund	Reserves Used
General Fund	(\$252,700)
Major Street Fund	(98,700)
Local Street Fund	(257,400)
Capital Projects Funds	(523,000)
Other	(61,000)
	(\$1,143,000)

Budget Highlights:

- General Fund assumed full costs of \$100,000 for parking maintenance in prior budget after the parking special assessment was not renewed last year. This is up from a \$15,000 contribution that the General Fund formerly made towards parking maintenance.
- Budget maintains transfer of \$50,000 from the General Fund to the Lake Treatment Fund for treatment costs during the year.
- Refuse/recycling rates will increase approximately \$0.46 per month, or about \$5.50 per year. These changes are built into the agreements and reflect inflation changes and changes to the annual diesel fuel index.
- Increased resources of \$25,000 to bolster Code Enforcement activities; this is in the General Fund.
- Proposed water and sewer user charge increase of 3.5%. Though this matches 2023 annual inflation, it will not be adequate for required future capital needs due to revenue loss primarily correlated with industrial users reducing usage. We have been in communication with our rate consultant and hope to have additional analysis soon that will be provided for consideration regarding restructuring our rate schedule.

- General Fund reserves remain well in excess of policy levels, even with transfer in FY2023 of \$1.5 million to fund street maintenance and the proposed use of fund balance included in the initial proposed budget for FY2025.

Capital Budget

The proposed budget includes about \$3 million in appropriations for capital investment, highlighted by the following:

- General Fund (\$439,500): Generator (\$60,000), Patrol Vehicle (\$80,000), Fire Turnout Gear (\$16,000), Parks and Recreation (\$17,500) (p. 109)
- Major and Local Street Funds: \$250,000 for repaving projects, \$390,000 for Burlingame Street Reconstruction
- Water and Sewer Fund: \$747,500 (p. 128)
- Stores and Garage Fund: Garage Equipment, Truck, Wood Chipper, 2 Loaders; \$355,000 (p. 175)
- Information Technology Fund: PC replacement (\$20,000), Server replacement (\$50,000).

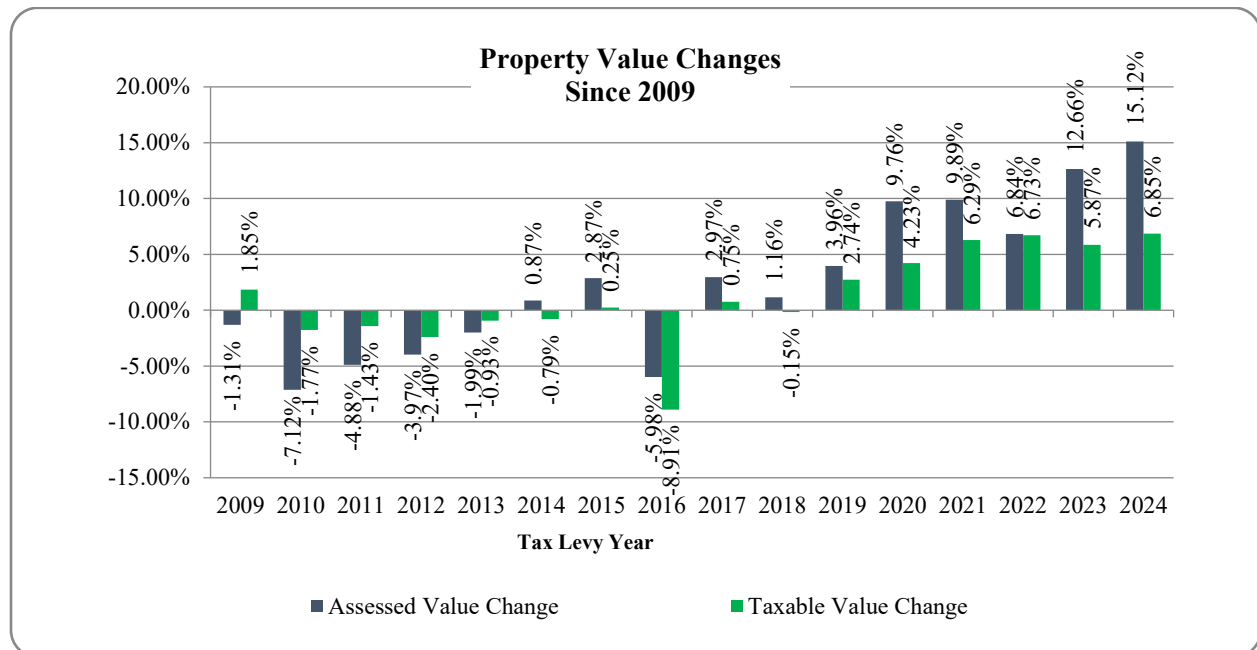
Employment/Cost-of-Living Adjustments (COLA)

The City is primarily a service organization. As such, costs of personnel will be the most significant cost in each year's budget. For FY2025, employee-related costs including wages and benefits total just over \$9 million, or 35% of overall proposed spending.

The proposed budget funds 75 full-time employees. Included is a proposed 3.5% COLA for non-union staff. The proposed budget also includes a 3-5% COLA for all union employees in accordance with their respective collective bargaining agreements.

Current Tax Roll Projections

The total value of taxable property within the City once again increased. It is expected that the 2024 tax roll will increase approximately 6.85% compared to the 2023 roll. A summary of tax roll changes since 2009 is presented below:



Tax Revenue History:

	Fiscal Year Ending June 30,				
Millage	2021	2022	2023	2024	2025
City Operating	13.7774	13.6630	13.4922	13.4922	13.4922
Police and Fire Retirement	2.6000	2.6000	2.6000	2.6000	2.6000
Total City Millage Rate	16.3774	16.2630	16.0922	16.0922	16.0922
TAX BASE (Taxable Value of City Property) <i>FY25 Projected</i>	\$238,992,545	\$254,024,937	\$270,904,206	\$287,021,418	\$305,000,000
Taxes Generated (Total)	\$3,954,681	\$4,131,208	\$4,359,445	\$4,618,806	\$4,908,121
Change from Prior Year	\$160,312	\$176,527	\$228,237	\$259,361	\$289,315

Headlee Rollback

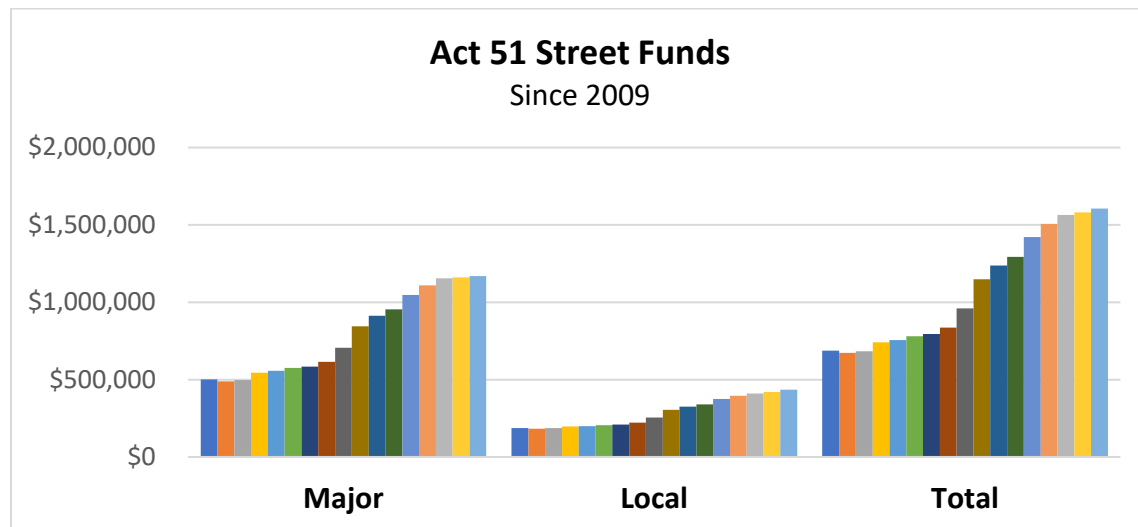
FY2025 will be the sixth consecutive year of overall taxable value growth, but total tax revenue increases have been restricted by the impacts of the Headlee Amendment. Unfortunately, we received word on April 1, 2024 that the millage would be rolled back yet again to 13.3467 mills. The budget currently contains estimates based on no rollback but this will be adjusted prior to the upcoming public hearing. The rollback has impacted 5 of past 8 tax rolls, lowering total authorized millage from 13.9473 to 13.3467 (0.597 mill reduction). This equates to a loss of over \$180,000 in annual property tax revenue. The police and fire retirement millage is proposed to remain at 2.6 mills.

State Shared Revenue

The State of Michigan provides projections for state shared revenue for the upcoming fiscal year. Recent projections released in February 2024 anticipate FY2025 revenues of approximately \$1,135,000 for the constitutional portion, and \$237,000 for the statutory portion.

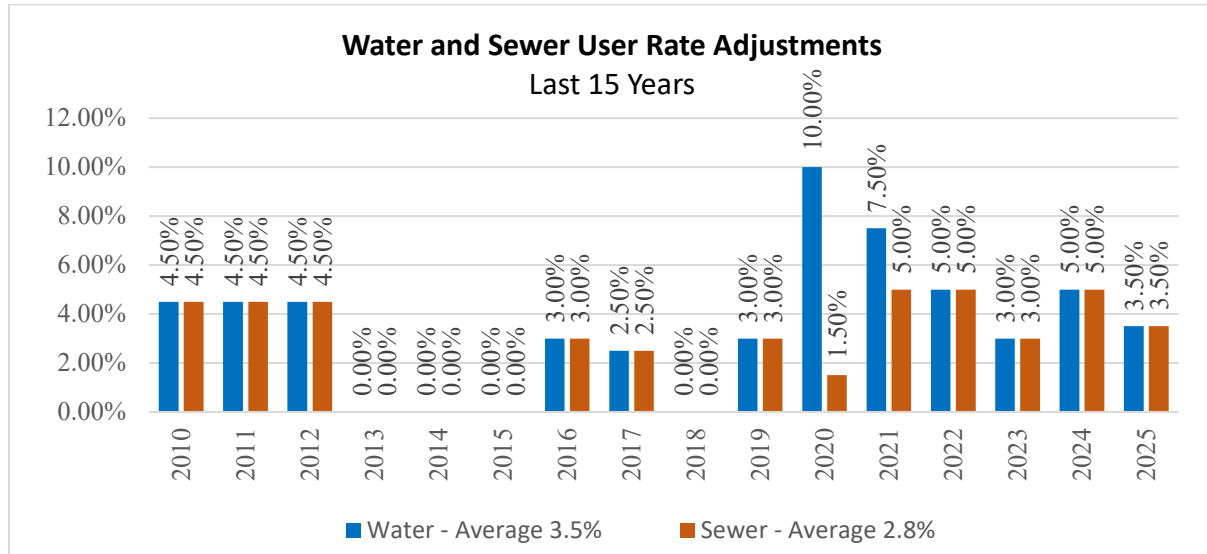
Michigan Transportation Funds (Act 51)

The chart below shows the annual revenue received since 2009 from the State of Michigan pursuant to Act 51. These revenues – primarily generated from gas taxes and vehicle registration fees – have experienced solid growth in recent years, primarily due to legislative increases in the underlying fees. The total expected revenue projected by the State is \$1,633,000 and the City's budget includes projected revenues in the Major Street Fund (\$1,170,000) and the Local Street Fund (\$435,000).



Water and Sewer User Charges

A comprehensive rate study is being updated using the current budget, and will provide the underlying data regarding the overall rate structure and the need for future rate adjustments in order to provide adequate funding for operations and capital investment. The current recommendation is to increase both water and sewer rates by 3.5%. A history of rate increases for the last 15 years is presented below:



With the current recommended increase included, rate increases for the last 15 years have averaged 3.5% for water and 2.8% for sewer. The City's rates continue to compare favorably in the region based on an independent rate survey. According to the 2021 version of the survey by Gosling Czubak Engineering Sciences, Inc., the typical monthly water bill was \$32.05, and the typical monthly sewer bill was \$41.70 for a total of \$73.75 per month. By contrast, the typical monthly water bill in Cadillac is just \$17.59, and the typical monthly sewer bill in Cadillac is \$27.13 per month for a total of \$44.72 which is \$29.03 – or 39% - below the typical bill reported in the study. Cadillac's typical bill was **6th lowest** out of 47 water system respondents to the survey, and **11th lowest** out of 48 sewer system respondents. In the prior survey, Cadillac was 10th lowest and 11th lowest, respectively.

If the 3.5% increase is approved, the total monthly water and sewer bill for the average residential customer will increase by approximately \$1.90 per month, or \$22.80 per year.

Next Steps

- Budget is available at the Cadillac Municipal Complex, as well as online on the City's website. Public comment and input invited.
- Budget Public Hearing on April 15, 2024.
- Introduce General Appropriations Act ordinance on May 6, 2024.
- Consider adoption of General Appropriations Act ordinance on May 20, 2024.
- Budget takes effect July 1, 2024.

CITY COUNCIL MEETING MINUTES

April 1, 2024

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, Engels, Schippers, King, Mayor Filkins

Council Absent: None

Staff Present: Peccia, Roberts, Wallace, Dietlin, Ottjepka, Genovich, Wasson

APPROVAL OF AGENDA

2024-042 Approve agenda as presented.

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

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2024-043 Approve consent agenda as presented.

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

Motion unanimously approved.

PUBLIC HEARINGS

- A. Public hearing to consider adoption of Ordinance Amending the City Zoning Ordinance Regarding Variations in R-PUD Designs.

Peccia stated this public hearing was set in accordance with City Council's adjustment to the timeframe of the proposed ordinance which was to allow one (1) year for staff to work with the Planning Commission on some overall amendments to the Zoning Code.

Mayor Filkins opened the public hearing.

Linda Durant expressed support for the proposed ordinance. She noted there used to be houses and apartments in the area where the development is being proposed.

Mayor Filkins closed the public hearing.

King asked if lot size should be added to the proposed ordinance.

Mayor Filkins asked Council Member King if he believes it would create a better understanding of what the ordinance is trying to do.

King stated that it would.

City Attorney Genovich stated she would make the change to the proposed ordinance.

2024-044 Adopt Ordinance 2024-02 as amended.

Motion was made by King and supported by Elenbaas to approve the resolution to adopt Ordinance Amending the City Zoning Ordinance Regarding Variations in R-PUD Designs as amended.

Motion unanimously approved.

COMMUNICATIONS

A. Festival of the Arts

2024-045 Approve banner, street and parking lot closures and alcoholic beverages for Festival of the Arts.

Motion was made by Schippers and supported by King to approve the display of a banner from July 15-22, 2024, the serving of alcoholic beverages from 6:00 pm to 9:00 pm on July 19, 2024, and the street and parking lot closures from July 18-20, 2024 as presented for the Festival of the Arts.

Motion unanimously approved.

B. Craft Beer Festival

2024-046 Approve banner, street and parking lot closures and alcoholic beverages for the Craft Beer Festival.

Motion was made by Elenbaas and supported by Schippers to approve the display of a banner from September 23-30, 2024, the serving of alcoholic beverages from 2:00 pm to 10:00 pm on September 28, 2024, and the street and parking lot closures on September 28, 2024 as presented for the Craft Beer Festival.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Bids and recommendation regarding purchase of Police In-Car and Body-Worn Cameras.

Peccia stated six (6) bids were received and the recommendation is to award the purchase to LensLock, Inc. in the amount of \$98,410. He noted this system will help us with video storage required for departmental operations. He stated our acting Deputy Chief provided a comprehensive explanation for selecting LensLock Inc.

2024-047 Award purchase of Police In-Car and Body-Worn Cameras.

Motion was made by Schippers and supported by Elenbaas to award the purchase of in-car and body-worn cameras to LensLock, Inc. in accordance with their proposal.

Motion unanimously approved.

B. Bids and recommendation regarding Lakefront Bridge Decking Replacement Project.

Peccia stated the recommendation is to go with a synthetic non-slip decking surface versus replacing the current wood surface. He noted four (4) bids were received and the recommendation is to award the project to the lowest bidder, Greater North Services, in the amount of \$27,398.

Elenbaas asked if there is a reason we are not utilizing people from the Street Department to do this project.

Owen Roberts, Director of Finance, stated we could probably have City employees do the project. He stated we looked at insurance and they are going to have to protect the water, keep debris safe and out of the way, and they will warranty their work so we decided it would be easiest to utilize an outside contractor.

King noted that bridge gets used so much and he believes the synthetic non-slip surface is the best option.

Roberts noted the project should be completed by the end of April.

2024-048 Award Lakefront Bridge Decking Replacement Project.

Motion was made by Schippers and supported by Engels to award the Lakefront Bridge Decking Replacement Project to Greater North Services of Cadillac for the bid amount of \$27,398.

Ayes: Schippers, Engels, King, Mayor Filkins

Nays: Elenbaas

Motion carried.

C. Schedule a public hearing for April 15, 2024 to consider approval of the Fiscal Year 2025-2030 Capital Improvement Program.

2024-049 Schedule public hearing for the Fiscal Year 2025-2030 Capital Improvement Program.

Motion was made by Engels and supported by King to schedule a public hearing for April 15, 2024 to consider approval of the Fiscal Year 2025-2030 Capital Improvement Program.

Motion unanimously approved.

D. Schedule a public hearing for April 15, 2024 to discuss the 2024/2025 Annual Operating Budget.

2024-050 Schedule public hearing to discuss the 2024/2025 Annual Operating Budget.

Motion was made by Engels and supported by King to schedule a public hearing for April 15, 2024 to discuss the 2024/2025 Annual Operating Budget.

Motion unanimously approved.

INTRODUCTION OF ORDINANCES

- A. Adopt resolution to introduce Ordinance Vacating Certain Streets and Alleys and Reserving a Public Utility Easement in Favor of the City of Cadillac and set public hearing for May 6, 2024.

John Wallace, Community Development Director, stated the County has acquired some parcels and they are near the Wexford County Jail. He noted in order to maximize the use of those lots, the County requested the vacation of the streets and alleys. He stated the request has undergone department head review and there is no objection to the request. He noted the Planning Commission passed a resolution recommending the vacation of those streets and alleys to the City Council. He stated the County is planning to relocate their administrative building on Lake St. to those lots.

2024-051 Set public hearing for Ordinance 2024-03.

Motion was made by King and supported by Engels to adopt the resolution to introduce Ordinance Vacating Certain Streets and Alleys and Reserving a Public Utility Easement in Favor of the City of Cadillac and set a public hearing for May 6, 2024.

Motion unanimously approved.

ADOPTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt Resolution to Approve the Assessment of Costs Incurred to Abate Public Nuisance Against Real Property for the Purpose of Collection as a General Tax.

Peccia stated this is regarding two (2) nuisance trees from properties along Sunnyside Dr. at the corner of Petrie Rd. He noted this resolution would allow the cost of the removal of those trees to be placed on the properties, accordingly. He stated we were unsuccessful in getting the property owner to remove those trees for several years. He noted we did bid the project and the cost to remove the trees was \$2,300.

King stated the trees were presenting a danger to the power lines and to the public.

2024-052 Adopt Resolution to Approve the Assessment of Costs Incurred to Abate Public Nuisance.

Motion was made by King and supported by Schippers to adopt the Resolution to Approve the Assessment of Costs Incurred to Abate Public Nuisance Against Real Property for the Purpose of Collection as a General Tax.

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Peccia thanked Council for their support for the zoning change that was made. He noted he hopes the development of Lake Street Flats will move forward.

Peccia stated we are seeking grant funds to help offset some of the cost of the police cameras.

Mayor Filkins noted it will be our normal Festival of the Arts but simultaneously there is a Model T car tour (250 cars) in town that week. She stated there is also an Airstream convention at Veterans Serving Veterans Park that weekend.

King stated he received a letter this week from a citizen that listed several concerns including maintenance and enforcement issues. He noted copies of the letter were disseminated to Council and members of City staff. He encouraged people to keep information coming in because that is the only way we know what needs to be responded to and what needs to be done. He thanked the citizen that sent the letter.

Schippers stated if people let us know who they are we can reach out and let them know what we are doing. She noted she understands anonymous letters are better sometimes but when someone is just asking for help, please let us know who you are so we can let you know what we are doing.

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 3/15/2024

City Received Date

Banner Request Form

Monday Banner Start Date 5/27/24

Monday Banner End Date 6/3/24

(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 Advertise Cadillac Farmers Market

Organization Cadillac Farmers Market Contact Person Mary Galvanek

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 Mary Galvanek Signature Mary Galvanek Date 3/15/24

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



Cadillac Farmers Market

JUNE thru OCTOBER



February 26, 2024

City of Cadillac
200 N. Lake Street
Cadillac, Michigan 49601

RE: 2023 ROTARY STRIDE FOR S.T.R.I.V.E MEMORIAL DAY 5K RACE

City of Cadillac:

As we do each year, the Rotary Club of Cadillac is requesting assistance with the 26th annual STRIDE FOR S.T.R.I.V.E. 5K run/walk event to be held on Memorial Day, May 27, 2024, in the City of Cadillac. The event supports our local S.T.R.I.V.E. mentoring program (Students Taking a Renewed Interest in the Value of Education), which assists local high school students who struggle in school.

Enclosed please find completed City of Cadillac forms: Request Planning Guide; Race Request Form with detailed schedule for the day, route map, and Certificate of Liability Insurance; Street and Parking Lot Closure Request Form; and City Park Request Form.

This event attracts hundreds of adult and student runners, walkers, and spectators. We plan to manage traffic on the route with signs and volunteers at key locations. We have asked MMR to be present in case of injury and volunteers will be stationed with cell phones to notify of any emergencies. An awards ceremony will be held in the Naval Reserve Flower Open Space following the event.

We ask that you forward a copy of this letter to appropriate entities that may be involved. Please contact me at [REDACTED] or [REDACTED] to let me know if further action needs to be taken by Rotary. Your assistance with this important traditional event is appreciated.

Regards,



Edward D. Van Alst

Enc.



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

Today's Date 2/26/2024

RECEIVED

FEB 26 2024

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) Rotary Club of Cadillac Contact Address [REDACTED]
Contact Phone(s) [REDACTED] Contact Email [REDACTED]
Sponsoring Organization Rotary Club of Cadillac ☐ Private ☒ Non-Profit
Purpose of Event Fundraiser Approx # of Attendees 300-400

Beginning Date: 5/27/24 Ending Date: 5/27/24 Reoccurring: ☒ YES ☐ NO
1st Day 5/27/24 Set-up 6:30 AM/PM Start 8:30 AM/PM End 10:30 AM/PM Clean-up 11:00 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? Generator for finish line.

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

Today's Date 2/26/2024

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Race Request Form

Name of Race Cadillac Rotary Stride For S.T.R.I.V.E. 5k Run/Walk
Purpose of Race Fundraiser - School Program: Students Taking a Renewed Interest in the
Requesting Organization Rotary Club of Cadillac Value of Education
Contact Person(s) Edward Van Arst
Contact Phone [REDACTED] Contact Email [REDACTED]
Date of Race 5/27/2024 Approx. number of participants 300-400
Registration Location Cadillac Senior Center Registration Time 7:00 AM PM
Starting Time 8:30 AM PM Ending Time 10:30 AM PM

City of Cadillac Rules

- The City's designated route must be used unless approved by Police Department (Route on backside)
- If marking the route, washable sidewalk chalk or small signs placed in the City right-of-way must be used
- Spray paint is not allowed and will be strictly enforced & fines will be issued
- Organizations are responsible for all clean-up including removal of signs and pavement markings
- The Police Department does not provide escorting services
- Organizations are responsible for providing designated safety and security workers & escorts
- No streets are to be blocked off unless reviewed with City Staff & approved by City Council
- Participants must follow all State & City laws
- Organizations are responsible for providing their own tables, tents, porta johns etc...

The following must be provided with this request:

- ☒ Proof of Liability Insurance (1 million & City of Cadillac named as additional insured)
- ☐ Proof of Marine Permit from DNR if race takes place in the Lake
- ☐ Approval from Wexford Road Commission & Wexford County Police Dept. if race is outside of City Limits
- ☒ Detailed Daily schedule/agenda of races and events

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 Edward O. Van Arst Signature [Signature] Date 2/26/24

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 _____
Risk Management _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____

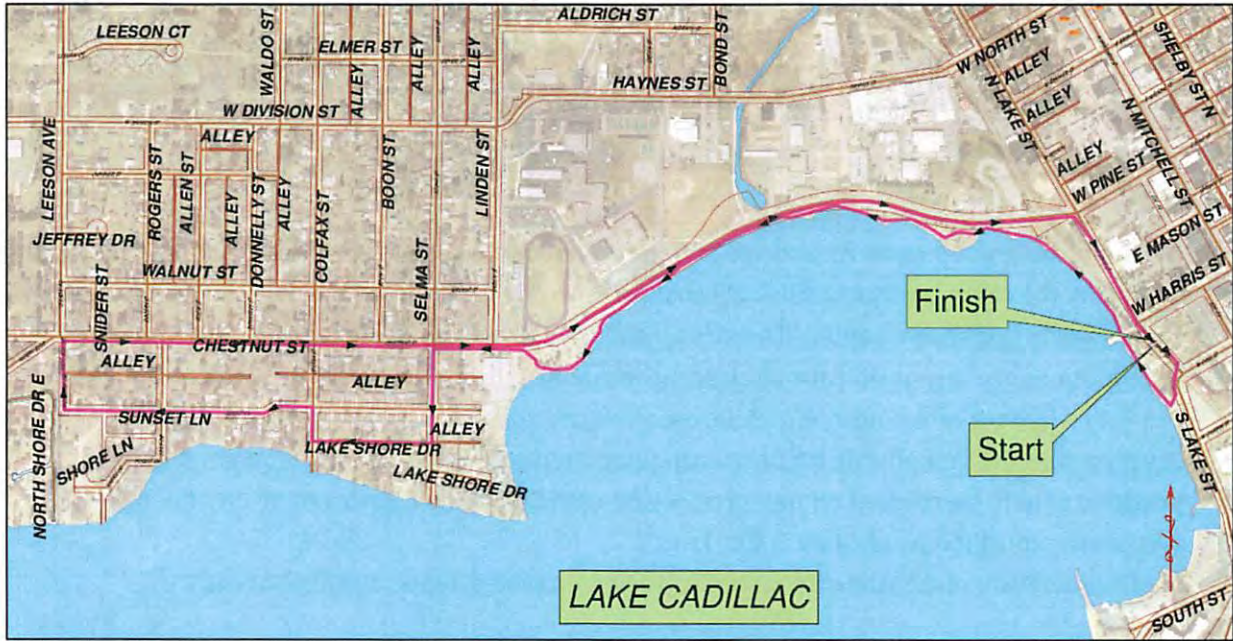
5K - RUN

Date ----- 2016

Race Start Time: ----- AM

Race Starts and Ends at City Park
Lake Street

Surface: Sidewalk and Road



Note: The course is marked and ----- are on the course to provide directions and safety.

ROTARY CLUB OF CADILLAC



ANNUAL STRIDE FOR S.T.R.I.V.E. 5K RUN/WALK

RACE DAY SCHEDULE

- | | |
|----------|--|
| 6:00 am | Rotary Volunteers set up for event at the east end of Sunset Lane behind the Cadillac Senior Center. |
| 7:00 am | Runner Registration Opens -
Participants gather behind the Cadillac Senior Center at the east end of Sunset Lane. |
| 8:30 am | Start 5K Run/Walk |
| 10:30 am | Race finishes and clean-up. |



Rotary Club of Cadillac - Annual Stride for S.T.R.I.V.E. 5k

Memorial Day

Race Start Time: 8:30 AM

Race Starts at East End of Sunset Lane

Behind the Cadillac Senior Center

601 Sunset Lane, Cadillac, MI

Surface: Road Race

Restrooms: Inside Cadillac Senior Center and Porta Johns

Parking: Cadillac Senior Center, Adjacent Park Parking, Side Street



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

Today's Date 2/26/2024

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 Rotary Club of Cadillac Stride for S.T.R.I.V.E. 5k Run/Walk
Contact Person Edward D. Van Alst
Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u>5/27/24</u>		Street Closures	
Street Name <u>Sunset Ln.</u>	Beginning Location <u>East end</u>	Ending Location <u>Selma St</u>	
	Beginning Time <u>8:00</u> AM/PM	Ending Time <u>11:00</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 Edward D. Van Alst Signature [Signature] Date 2/26/2024

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 _____

Today's Date 2/26/2024

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

All City Parks Request Form

Reason for Request Cadillac Rotary Stride For S.T.R.I.V.E. 5k Run/Walk
Organization Rotary Club of Cadillac Contact Person Edward Van Arman
Contact Phone [REDACTED] Contact Email [REDACTED]
Date 5/27/2024 Times 6:00 AM to 11:00 AM

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

- EV All Parks are for public use.
- EV The Plaza nor the City Park in Cadillac Commons will have its general use, as an open space or park without organized activity, restricted to no more than two consecutive weekends.
- EV The City does not provide any porta potty's, tents, tables, chairs, rugs, extension cords etc
- EV The fountain may not be operating due to equipment breakdowns or weather conditions such as wind.
- EV I understand and agree to these requirements and understand if these are not met the request will be denied.
- EV Not all parks have space for tents, chairs etc.
- EV No digging, staking, or any other ground disturbing activity shall be performed except as authorized in the Permit and upon prior notification from the Operations Manager for DPW.
- EV No trucks or other motor vehicles are allowed in City parks except in designated parking lots or except those conveying specialized equipment for the Event, or otherwise allowed as stated in the Permit.
- EV Applicants shall provide a detailed site plan depicting facility location, if any, to be used or installed during the Event.

Permit Fee Schedule

Permits are required for reservations at the following facilities:

- The Market at Cadillac Commons
- The Rotary Performing Arts Pavilion at Cadillac Commons
- City Park at Cadillac Commons
- The Plaza at Cadillac Commons

Permit 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 occur a minimum of once a week, for four consecutive weeks. Two examples include a summer concert series and farmers' market. **Reoccurring events are not permissible in The Plaza or City Park at Cadillac Commons.**

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

Permit fees may be adjusted annually by 5% or the Michigan Consumer Price Index, whichever the greater.

All events require liability insurance.

Form can be emailed to javila@cadillac-mi.net or mailed to 200 N. Lake St. Cadillac, MI 49601

Signature


Edward D. Van Aist

Date 2 / 26 / 2024

April 15, 2024

COUNCIL COMMUNICATION

Re: Appointment of David Klein to a Four-Year Term on the Downtown Development Authority (DDA)

David Klein has expressed interest in serving on the Downtown Development Authority (DDA) for a four-year term.

Requested Council Action:

Motion to appoint David Klein to a four-year term on the Downtown Development Authority (DDA), which will expire on 04/15/2028.



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 | ☐ Other _____ |
| ☒ Downtown Development Authority | |

Please print or type:

Name David Klein Address [REDACTED]

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

E-mail [REDACTED] Date available for appointment 4/1/2021

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.

None

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.

I have worked in Management most of my life and now own a small Business in Downtown Cadillac. I have an associates degree in Business. I have also owned another small that was very successful in the past.

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 would like to see Downtown Cadillac flourish, and serve our community in the best possible way.

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 experience owning a small business coupled with my Management experience will really help me with this position. also, my ability to work with others and get things done will be a great asset.

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

Signature _____

Date _____

3/20/2024

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.

April 15, 2024

COUNCIL COMMUNICATION

Re: Appointment of Brian Warner to a Four-Year Term on the Local Development Finance Authority (LDFA) Board.

Brian Warner has expressed interest in serving as a member on the Local Development Finance Authority (LDFA) Board for a four-year term.

Requested Council Action:

Motion to appoint Brian Warner to a four-year term on the Local Development Finance Authority (LDFA), which will end on 4/15/28.



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 Brian Warner Address [REDACTED]

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

E-mail [REDACTED] Date available for appointment April 11, 2024

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.

Current Community Service Boards/Committees

1. City of Cadillac Brownfield Authority
2. Missaukee County Brownfield/Landbank Authority

Prior Community Service

1. State of Michigan Site Review Board (2000. New hazardous waste permitting advisory Board)
2. Michigan Land Use Leadership Council (2000)
3. State of Michigan Clean Air Advisory Panel (2007)
4. State of Michigan Advisory Rules Committee (2011-2012)

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.

Education

1. B.S Forest Management, Michigan Technological University (May, 1982)
2. Graduate Certificate in Hazardous Waste Management, Wayne State University (December, 1994)

Em[p]loyment

As the owner of Warner Consulting, I currently provide Wolverine Power Cooperative with environmental regulatory and project development advice through an exclusive consulting services agreement.

In 2019, I retired from Wolverine after serving 30 years of service with Wolverine. My responsibilities as Wolverine's VP of Environmental Strategy included ensuring the environmental compliance of the cooperative, land acquisition, land use approvals, environmental permitting and property management.

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 enjoy serving the City of Cadillac as a member of the Brownfield Authority. I am part of a team that secured an EGLE cleanup grant allowing the Mitchell property to be developed. We also were able to secure a grant from the State of Michigan Land Bank to complete demolition work for the Western Concrete property,

I would enjoy the opportunity to provide additional value to the City through service as a member of the LDFA.

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.

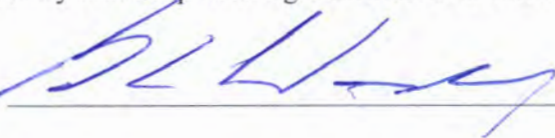
Are you aware of the time commitment necessary to serve on the committee, board and/or commission to which you seek appointment, and will you have such time? ☒ Yes ☐ No

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

I believe that my Wolverine Power environmental regulatory compliance and permitting experience as well as my hazardous material training will be a good fit for service with the LDFA. I also believe that the constructive relationships I have built with EGLE staff and local Cadillac area community leaders will provide value to the LDFA.

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

Signature



Date

4/10/24

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.

April 15, 2024

Council Communication

Re: Out of State Travel Request

The City of Cadillac's Travel Expense Reimbursement Policy requires that the City Council consent to any work-related out-of-state travel for City employees.

Main Street Now Conference – The Community Development Director and Community Development Coordinator have requested to attend this Conference, which is taking place May 6-8 in Birmingham, Alabama. The City is an active member of the Michigan Main Street Program working with the Downtown Development Authority to implement the program in Cadillac. This conference is an opportunity to learn more about the innovative methods and practices that make the Main Street Approach™ one of the most powerful economic development tools in the nation. As a national conference it will be attended by hundreds of downtown directors including an anticipated Michigan contingency of 70 people.

This event provides an opportunity to hear from directors both in Michigan and across the country on time-tested approaches to achieving downtown economic success. The Main Street Now 2024 schedule features 150 + opportunities for downtown advocates to strengthen networks, gain new skills, and discover new ideas through hearing case studies, educational sessions, and mobile workshops. Some of the topics to be covered include art, health, event programming, financing, activating empty spaces, marketing strategy including branding, storytelling, measuring downtown impacts, rightsizing regulations, housing, data led placemaking, walkability and creating a needs-based entrepreneurial ecosystem.

In accordance with the travel policy, the City Manager has reviewed and is recommending approval of this out-of-state travel request. Costs of the conference are anticipated to be approximately \$5,000, and the FY2024 budget has adequate appropriations.

Recommended Action

It is recommended that the City Council approve the out-of-state travel request for the Community Development Director & Coordinator as presented above.

April 15, 2024

Council Communication

Re: Police Patrol Vehicle Emergency Equipment

The City recently acquired three new Dodge Durango police patrol vehicles. These vehicles now need to be up-fitted with required emergency equipment. An invitation to bid was recently released and the following bids were received:

Vendor	Bid
FirstResponse Emergency Systems Calumet, MI	\$121,680.51
Pro Comm Inc. Mt. Pleasant, MI	\$86,010.69
Keweenaw Solutions LLC Laurium, MI	\$88,956.00
Grand Traverse Mobile Communications, Inc. Traverse City, MI	\$104,866.20

Recommended Action

It is recommended that the purchase and installation of police patrol vehicle emergency equipment be awarded to ProComm Inc. in accordance with their bid. Funds are available in the General Fund.