



City Council Meeting

June 3, 2024

6:00 p.m.

Cadillac Municipal Complex

Council Chambers

200 N. Lake St.

Cadillac, MI 49601



June 3, 2024 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 special meeting held on May 30, 2024
Support Document III-A

IV. FOIA APPEAL

- A. FOIA Appeal received from Mr. William Barnett.
Support Document IV-A

Cadillac City Council Agenda

June 3, 2024

Page 2

V. PUBLIC HEARINGS

- A. Public hearing to consider adoption of Ordinance to Make Violations of Blight Prevention Provisions Municipal Civil Infractions.
Support Document V-A

VI. COMMUNICATIONS

- A. Cadillac Area Public Schools
Support Document VI-A
- B. Cadillac Freedom Festival
Support Document VI-B
- C. Landing Dance Academy
Support Document VI-C
- D. Relay for Life
Support Document VI-D

VII. ADOPTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt Resolution Amending General Appropriations Act for Fiscal Year 2024.
Support Document VII-A
- B. Adopt Resolution Authorizing Application and Implementation of Michigan Shared Streets and Spaces Grant.
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

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

From: [REDACTED]
To: [Todd Keway](#)
Subject: Amended FOIA —Five Years back/2021/2022
Date: Sunday, April 14, 2024 9:40:54 PM

Dear Mr. Todd Keway.

I request, by way of the FOIA, the following:

Everything in the city's possession related to testing or testing results from the LDFA for PFAS or MTBE.

All City of Cadillac and/or LDFA communications to and/or from EGLE and/or EPA regarding PFAS and/or MTBE within the last Five years.

Also all records, emails, letters, documents, notes, memos etc pertaining to PFAS or MTBE as to the LDFA or Lakes Cadillac or Mitchell or the Clam River in your possession over that same time period(FIVE years)

All communications back and forth regarding the recent request/denial of testing for PFAS and/or MTBE between EGLE, EPA, LDFA and/or the City of Cadillac.

All minutes of LDFA meetings including the topic of PFAS and/or MTBE within the last ten years.

The positive PFAS test results from 2021 and 2022 from Cadillac's industrial park and or LDFA area. Thank you.

Bill Barnett

[REDACTED]

Cadillac, Mi

From: [FOIA](#)
To: [REDACTED]
Subject: FOIA Extension
Date: Monday, April 22, 2024 3:45:00 PM

Good Afternoon Bill:

Your Freedom of Information Act request sent by email on April 14, 2024, is acknowledged and considered received by the City on April 15, 2024. This letter serves as notice in accordance with §5(2)(d) of the Freedom of Information Act that the City of Cadillac is extending the time to respond to this request by up to 10 business days in order to have adequate time to search for and review documents.

The City will respond to your request by May 6, 2024, by doing one of the following: (1) granting the request, (2) issuing a written notice denying the request, or (3) granting the request in part and issuing a written notice denying the request in part.

Should you have any questions, please feel free to contact me at (231) 775-0181 ext 7341.

Respectfully,

TODD KEWAY
FOIA Coordinator
City of Cadillac
200 North Lake St / Cadillac, MI 49601
P – (231) 775-0181 ext 7341
F – (231) 306-6005
www.cadillac-mi.net

-----Original Message-----

From: [REDACTED]
Sent: Sunday, April 14, 2024 9:41 PM
To: Todd Keway <tkeway@Cadillac-MI.net>
Subject: Amended FOIA —Five Years back/2021/2022

Dear Mr. Todd Keway.

I request, by way of the FOIA, the following:

Everything in the city's possession related to testing or testing results from the LDFA for PFAS or MTBE.

All City of Cadillac and/or LDFA communications to and/or from EGLE and/or EPA regarding PFAS and/or MTBE within the last Five years.

Also all records, emails, letters, documents, notes, memos etc pertaining to PFAS or MTBE as to the LDFA or Lakes Cadillac or Mitchell or the Clam River in your possession over that same time period(FIVE years)

All communications back and forth regarding the recent request/denial of testing for PFAS and/or MTBE between EGLE, EPA, LDFA and/or the City of Cadillac.

All minutes of LDFA meetings including the topic of PFAS and/or MTBE within the last ten years.

The positive PFAS test results from 2021 and 2022 from Cadillac's industrial park and or LDFA area. Thank you.

Bill Barnett
[REDACTED]



Cadillac, Mi



200 North Lake Street • Cadillac, Michigan 49601
231.775.0181 • fax 231.775.8755
www.cadillac-mi.net

April 29, 2024

William Barnett



Cadillac, MI 49601

Dear Mr. Barnett:

Re: Freedom of Information Act

The City of Cadillac received your Freedom of Information Act request. The City has granted your request in part for all non-exempt information. However, the City has also denied your request in part as follows:

Everything in the city's possession related to testing or testing results from the LDFA for PFAS or MTBE.

Pursuant to the FOIA, a requester has an obligation to describe a public record sufficiently to enable the public body to find the public record. MCL 15.233(1). The request for "everything in the city's possession" is vague and overbroad. Further, the request did not include a time frame limitation. Thus, you are requesting records for the entire history of the City. Under a similar circumstance, a request for records that span over a vast amount of time has been held to be over broad. *Capitol Information Ass'n v Ann Arbor Police*, 138 Mich App 655; 360 NW2d 262 (1984); OAG, 1978-1979, No. 5500, p 255 (July 23, 1979).

However, to the extent that the City can identify documents, your request is granted in part. Your request is granted in part for non-exempt documents. Your request is denied in part because certain correspondence or portions of correspondence you requested were subject to attorney-client privilege and therefore exempt from disclosure under Section 13(1)(g) of the FOIA. MCL 15.243(1)(g). The records you requested contain confidential communications for the purpose of providing legal advice and are subject to attorney-client privilege. For that reason, the information is exempt from disclosure under Section 13(1)(g) of the FOIA, which exempts information subject to attorney-client privilege. MCL 15.243(1)(g).

All City of Cadillac and/or LDFA communications to and/or from EGLE and/or EPA regarding PFAS and/or MTBE within the last Five years.

Your request is granted.

Also all records, emails, letters, documents, notes, memos etc pertaining to PFAS or MTBE as to the LDFA or Lakes Cadillac or Mitchell or the Clam River in your possession over that same time period (FIVE years).

Pursuant to the FOIA, a requester has an obligation to describe a public record sufficiently to enable the public body to find the public record. MCL 15.233(1). The request for "all records" and "etc." is vague and overbroad. Your request is denied to the extent the City cannot determine all the records you are requesting.

However, to the extent that the City can identify documents, your request is granted in part. Your request is granted in part for non-exempt documents. Your request is denied in part because certain correspondence or portions of correspondence you requested were subject to attorney-client privilege and therefore exempt from disclosure under Section 13(1)(g) of the FOIA. MCL 15.243(1)(g). The records you requested contain confidential communications for the purpose of providing legal advice and are subject to attorney-client privilege. For that reason, the information is exempt from disclosure under Section 13(1)(g) of the FOIA, which exempts information subject to attorney-client privilege. MCL 15.243(1)(g).

All communications back and forth regarding the recent request/denial of testing for PFAS and/or MTBE between EGLE, EPA, LDFA and/or the City of Cadillac.

Pursuant to the FOIA, a requester has an obligation to describe a public record sufficiently to enable the public body to find the public record. MCL 15.233(1). The request for "all communications" that are "back and forth" and "recent" is vague and overbroad. Your request is denied to the extent the City cannot determine exactly what records you are requesting.

However, to the extent that the City can identify documents, your request is granted in part. Your request is granted in part for non-exempt documents. Your request is denied in part because certain correspondence or portions of correspondence you requested were subject to attorney-client privilege and therefore exempt from disclosure under Section 13(1)(g) of the FOIA. MCL 15.243(1)(g). The records you requested contain confidential communications for the purpose of providing legal advice and are subject to attorney-client privilege. For that reason, the information is exempt from disclosure under Section 13(1)(g) of the FOIA, which exempts information subject to attorney-client privilege. MCL 15.243(1)(g).

All minutes of LDFA meetings including the topic of PFAS and/or MTBE within the last ten years.

Your request is granted.

The positive PFAS test results from 2021 and 2022 from Cadillac's industrial park and or LDFA area.

Your request is granted.

Since your request has been denied in part, you have the right to (1) submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for the reversal of the disclosure denial or (2) seek judicial review of this decision, as stated in Section 10 of the Michigan Freedom of Information Act, MCL 15.240 (see attachment). Further, you have the right to seek attorney fees as provided in Section 10 (see attachment) if the court determines that the City did not comply with this section and orders disclosure of all or part of the public record.

Please be advised that the City of Cadillac's FOIA Policy & Procedures and Written Public Summary are available at www.cadillac-mi.net.

There is no fee for your request and the documents are attached.

Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd Keway", is written over a horizontal line.

Todd Keway
FOIA Coordinator

Dated: May 4, 2024

“APPEAL”

I am appealing any and all denials from my recent LDFA-related FOIA request. On April 29, 2024, the City of Cadillac (city) sent a letter denying part of my FOIA requests. I would like the Cadillac City Council (city council) to overturn the denials/exemptions as the same would be in the best interests of the public.

Everything in the city’s possession related to testing or testing results from the LDFA for PFAS or MTBE.

The public health, safety, and general welfare responsibilities of the city council require the city staff to disclose all PFAS communications of every nature in the city’s possession. Even partial exemptions should not be permitted to stand. Please share all information (including all that was denied) with each council member so they can review what is being withheld from the public. Additionally, I would specifically like to know when the city was first notified that PFAS was found in the industrial park groundwater and when the city was notified that PFAS was related to LDFA operations. All communications that included the word PFAS in the body or title of any communication is an easy search. Concerns of PFAS have been known since 1998 and increased awareness began in 2013. Searches should have covered those time periods. The LDFA has been in operation during those years. The communications from or to attorneys should be provided in full so that the full and complete truth of this public health concern can be made known to the public. Not disclosing those documents would lead one to believe that the city, or someone who the city is protecting, has some legal liability for the way this circumstance came about or was handled. *I did receive the 2021 positive test results for PFAS in the industrial park, but did not receive the 2022 PFAS test results that two EGLE representatives told me exist. These 2022 tests confirm and verify the 2021 tests. Please provide the 2022 PFAS lab test results in their entirety via this FOIA appeal and consider them as the most significant part of this appeal.*

Also all records, emails, letters, documents, notes, memos, etc., pertaining to PFAS or MTBE as to the LDFA or Lakes Cadillac or Mitchell or the Clam River in your possession over that same time period (FIVE years).

All communications back and forth regarding the recent request/denial of testing for PFAS and/or MTBE between EGLE, EPA, LDFA and/or the City of Cadillac.

The city has provided minimal information in this regard. Nothing was provided from or to Tetra Tech, for example, or any other testing companies. Also, I have received nothing that I could determine “how or why” MTBE has been included in the PFAS concern. I am appealing only the missing PFAS documents in your possession. I waive an appeal on the MTBE test results. Please do a simple word search for PFAS and provide the results. I would like to receive recordings of all LDFA meetings in the past five years which would’ve fallen under the “records” category.

One example of what I see missing, is the recent test data that shows Lakes Cadillac and Mitchell and the Clam River all have PFAS toxins present in the surface waters. Surely the city has documents as to this alarming concern. I am looking for notifications, source information and the approach needed to put an end to the pollution source from further destroying our natural resources. As in all these denials, the city appears to be hiding valuable information related to the pollution of our industrial park area. Please discontinue concealing your politically sensitive information related to this topic by putting it in your attorney-client communications only. Certainly you have communications with elected officials from the city related to these topics that you should be sharing, such as when the city council was notified of the toxin's presence under the industrial park.

The public should have this information. You have done nothing to correct what you have known is a problem with the LDFA area, at least since 2021, or possibly before that time, as it relates to the several PFAS chemicals that are probably migrating northwest or are definitely being released into the city's air and into the Clam River. Please disclose everything that you have. You have a duty to protect the health, safety and general welfare of every Cadillac citizen and our neighboring citizens who breathes the emitted air and that are on private or commercial wells. Recently, a city staff member announced at a city council meeting that regulators wished to use the LDFA wells to investigate PFAS and MTBE issues. At that time, your representative **failed to inform the city council and the general public that the city has known that PFAS was found to be present in the industrial park groundwater from at least the year 2021.**

This information was not provided in conjunction with the recent city council meeting revelation that the city was denying either the department of EGLE or the EPA from testing for PFAS (and MTBE) through the LDFA system. This looks terrible.

The critical reasons supporting why (further) testing was requested (by the EPA and/or EGLE) must have been deliberately omitted by your staff member and curiously withheld from the public. This staff omission leads me to distrust the city's response to my FOIA. A few weeks ago, two employees from EGLE indicated to me that PFAS was picked up on lab tests from industrial park wells near the LDFA properties as far back as in 2021 and 2022. Why are we only hearing this now? Citizens shouldn't have to rely on state officials to find out why the city was asked to allow the testing of city wells. The city's awareness of PFAS findings has not been transparent and is just another trust setback for the city. Why wasn't this disclosed three years ago? Why weren't the testing "requests" back then brought forward? Or the results? All we are told now is that the city has turned down (additional) testing through the LDFA well system. When was that voted on? Was a quorum of the LDFA present? We are told that it would "gum up the works" or that the LDFA was set up for a different poison/chemical clean-up. Both answers are not credible. I'm sure this comes down to putting money ahead of the public's health and our local environment. This is a sad commentary for this city's history. My FOIA was filed to learn the answers to these questions. Please don't tell me that the answers are only contained in confidential attorney-client communications.

The data from 2021 shows that PFAS was found in multiple well tests in the industrial park. Those test results were regrettably kept secret by the city from the general public for unknown

reasons. Please release the documents that explain this. The city needs to repair this breach of trust and needs to open up on all the information related to this issue. It's time to clear the air. This makes me wonder, what else are you hiding?

I'm sure it's embarrassing and upsetting that PFAS is still being found in the LDFA area, almost thirty years after 2.4 million gallons, daily, has been pumped out of that region, filtered into an imperfect airborne scrubber system and then dumped in a similar manner into the Clam River. I recognize that the system wasn't designed to scrub PFAS from the toxic water and I am very concerned that PFAS has been emitted into the air and directly into the Clam River for almost thirty years. This may explain why Lake Cadillac has a higher PFAS level than Lake Mitchell. It may also explain why PFAS has been found via the Clam River, as far away as in Haring Township on John R Street, 13th Street and at the Career Tech Center. Can you imagine how high the PFAS levels must have been in 1996 when the LDFA system began this well-intended clean-up operation? Do you have any test results from 1998 to 2021 that show the PFAS levels?

Please share the entire document history of this PFAS disaster and hopefully, the documents that show what you intend to do to correct it.

Please address and grant this Appeal at your next regularly-scheduled city council meeting.

Thank you.



WILLIAM BARNETT

[REDACTED]
Cadillac, MI 49601

[REDACTED]
Email: [REDACTED]

From: [FOIA](#)
To: [Bill Barnett](#)
Subject: RE: FOIA appeal
Date: Monday, May 6, 2024 11:52:00 AM
Attachments: [Courtesy Notice of Appeal 5.6.24.pdf](#)

Good Morning Bill –

Please find attached notice acknowledging your appeal and its timetable to be heard.

Thanks,

Todd

From: Bill Barnett [REDACTED]
Sent: Sunday, May 5, 2024 12:00 AM
To: Todd Keway <tkeway@Cadillac-MI.net>
Subject: FOIA appeal



200 North Lake Street • Cadillac, Michigan 49601
231.775.0181 • fax 231.775.8755
www.cadillac-mi.net

May 6, 2024

Bill Barnett

[REDACTED]
Cadillac, MI 49601

Dear Mr. Barnett:

Re: Freedom of Information Act
Appeal – Courtesy Notice

The City of Cadillac ("City") is in receipt of your Freedom of Information Act ("FOIA") appeal dated May 5, 2024. In Cadillac, the City Council hears and considers FOIA appeals. Pursuant to Section 10 of the FOIA, the City Council is not considered to have received a written appeal until the first regularly scheduled meeting of Council following submission of the written appeal. MCL 15.240. Thus, the City will consider your appeal "received" on May 6, 2024, and will consider the appeals at its May 20, 2024, regular meeting. The meeting will be held at 6:00 p.m. at the City Council Chambers, 200 N. Lake St., Cadillac, 49601.

Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd Keway", is written over a horizontal line.

Todd Keway
FOIA Coordinator

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Robert Engels
Stephen King
Bryan Elenbaas

RESOLUTION NO. 2024-_____

RESOLUTION TO ADOPT AN ORDINANCE TO MAKE VIOLATIONS OF BLIGHT PREVENTION PROVISIONS MUNICIPAL CIVIL INFRACTIONS

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, on June 3, 2024, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the City wishes to make violations of its blight prevention provisions punishable by municipal civil infraction; and

WHEREAS, the City desires to amend Section 16-215 of the City Code to make violations of the City Code's blight prevention provisions a municipal civil infraction; and

WHEREAS, the City Council introduced the proposed amendments at a meeting on May 20, 2024; and

WHEREAS, the City Council held a duly noticed public hearing on the proposed amendments on June 3, 2024; and

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

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

1. The City adopts Ordinance No. 2024-____, An Ordinance to Make Violations of Blight Prevention Provisions Municipal Civil Infractions (the "Ordinance") attached as Exhibit A.
2. The Ordinance shall be filed with the City Clerk.
3. The City Clerk is directed to publish a Notice of Adoption within 7 days after its adoption. The Notice shall be substantially in the form of Exhibit B.
4. A copy of the Ordinance shall be available for examination at the office of the City Clerk, and copies may be provided for a reasonable charge.
5. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF WEXFORD)

I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. 2024-____, duly adopted at a meeting of the City Council held on the 3rd day of June, 2024.

Sandra Wasson
Cadillac City Clerk

Exhibit A

CITY OF CADILLAC

ORDINANCE NO. 2024-_____

**AN ORDINANCE TO MAKE VIOLATIONS OF BLIGHT PREVENTION PROVISIONS
MUNICIPAL CIVIL INFRACTIONS**

THE CITY OF CADILLAC ORDAINS:

Section 1. Purpose.

The purpose of this Ordinance is to make violations of the City's blight prevention provisions municipal civil infractions.

Section 2. Amendment to Section 16-215 of the City Code of Cadillac.

Section 16-215 of the City Code of Cadillac is hereby amended to read as follows:

Violations of the blight prevent provisions contained in sections 16-208 through 16-214 shall be punishable as a municipal civil infraction, and, in addition, action to abate the condition may be taken as herein authorized.

Section 3. Repealer.

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

Section 4. Effective Date.

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

Exhibit B

**NOTICE OF ADOPTION OF
AN ORDINANCE TO MAKE VIOLATIONS OF BLIGHT PREVENTION PROVISIONS
MUNICIPAL CIVIL INFRACTIONS**

NOTICE IS HEREBY GIVEN that the City Council of the City of Cadillac, Wexford County, Michigan, at a meeting on June 3, 2024, adopted Ordinance No. 2024-____, An Ordinance to Make Violations of Blight Provisions Municipal Civil Infractions (the “Ordinance”).

A copy of the Ordinance may be inspected or purchased, for a reasonable charge, during regular business hours at City Hall, 200 Lake Street, Cadillac, Michigan 49601.

The following is a summary of the Ordinance:

Section 1 of the Ordinance states its purpose.

Section 2 of the Ordinance makes violations of Sections 16-208 through 16-214 of the Cadillac City Code punishable as municipal civil infractions.

Section 3 repeals inconsistent ordinances as necessary.

Section 4 states the Ordinance’s effective date.

CITY OF CADILLAC, MICHIGAN

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



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

Today's Date 4.8.2024

City Received Date

Banner Request Form

Monday Banner Start Date 7/29/24

Monday Banner End Date 8/15/2024

(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 Cadillac Area Public Schools Contact Person Coni Lindell Denman
Contact Phone [REDACTED] Contact Email [REDACTED]

City of Cadillac & State

- ☐ Banner requested date is a minimum of 2 months prior to requested date.
- ☐ 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 Coni Lindell Denman Signature Coni Lindell Denman Date 4.8.2024

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 _____

removed

Grey is white border.



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





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

Today's Date 2/13/24

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) KATE KING Contact Address [REDACTED]
Contact Phone(s) [REDACTED] Contact Email [REDACTED]
Sponsoring Organization CADILLAC FREEDOM FESTIVAL ☐ Private ☒ Non-Profit
Purpose of Event 4TH OF JULY Approx # of Attendees 500

Beginning Date: 7/4/24 Ending Date: 7/17/24 Reoccurring: YES ☐ NO ☒
1st Day THURS Set-up 12:00 AM/PM Start 3:00 AM/PM End 11:30 AM/PM Clean-up : AM/PM
2nd Day FRI Set-up 8:00 AM/PM Start 10:00 AM/PM End 11:30 AM/PM Clean-up : AM/PM
3rd Day SAT Set-up 6:00 AM/PM Start 7:30 AM/PM End 11:30 AM/PM Clean-up : AM/PM
4th Day SUN Set-up 6:00 AM/PM Start 8:00 AM/PM End 12:00 AM/PM Clean-up : AM/PM

Please answer the following questions:

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

Please Circle

Market at Cadillac Commons

Rotary Pavilion

City Park

Cadillac Commons Plaza

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

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

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

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



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

Today's Date 2/13/24

City Received Date

The Market at the Cadillac Commons Reservation Form

Please Submit 60-days Prior to Event Date
for HIGH IMPACT EVENTS

Event CADILLAC FREEDOM FESTIVAL

Please Circle:

Electricity/Lights Heat

Usage Rules:

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace, and must be lowered at the City's request.
3. No decorations, props, or appurtenances shall be used or placed in a manner that will cause damage to the Market, grounds (including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Any signage or decorations must be removed immediately following any event.
5. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
6. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
7. Damage to public properties or the City's cost incurred in cleanup and repair shall be the responsibility of the Applicant and the Permit Holder. Payment of any such assessment shall be due within thirty (30) days of notice of such cost or assessment.

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

THURSDAY 7/4
NOON - 4pm
SATURDAY 7/6
10AM - 2pm

Market Hours 7:00 AM through 11:00 PM

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

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

Signature [Signature] Total Fees Required: _____ Total Fees Paid: _____ Date ____/____/____



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

Today's Date 2/15/24

City Received Date

(MUST BE OFFICIALLY CITY DATE STAMP)

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request Cadillac Freedom Festival Car Show 2024

Contact Person Desiree Lambert / John Dykstra

Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u>2/15/2024</u>		Street Closures	
Street Name <u>Lake St</u>	Beginning Location <u>Cass</u>	Ending Location <u>Harris</u>	
	Beginning Time <u>12:00</u> AM/PM <u>(ALL DAY)</u>	Ending Time <u>12:00</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 Desiree Lambert Signature [Signature] Date 2/15/24

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 _____
City Manager _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____



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

Today's Date 2/15/24

City Received Date

NOT FOR OFFICIAL CITY DATE STAMP

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request Cadillac Freedom Festival Car Show 2024
Contact Person Desiree Lambert / John Dykstra
Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u>2/6/2024</u>		
Street Closures		
Street Name <u>Lake St</u>	Beginning Location <u>Cass</u>	Ending Location <u>Harris</u>
	Beginning Time <u>12:00</u> AM/PM	Ending Time <u>7:00</u> AM/PM
Street Name <u>Harris</u>	Beginning Location <u>Lake St</u>	Ending Location <u>Shelby</u>
	Beginning Time <u>8:00</u> AM/PM	Ending Time <u>4:00</u> AM/PM
Street Name <u>Mitchell</u>	Beginning Location <u>Pine St</u>	Ending Location <u>Cass</u>
	Beginning Time <u>8:00</u> AM/PM	Ending Time <u>4:00</u> 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 Desiree Lambert Signature Desiree Lambert Date 2/15/24

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 _____
City Manager _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____



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

Today's Date 2/15/24

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request Cadillac Freedom Festival Car Show 2024
Contact Person Desiree Lumbert / John Dykstra
Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u>2/6/2024</u>		Street Closures	
Street Name <u>Pine St</u>	Beginning Location <u>Lake St</u>	Ending Location <u>Shelby</u>	
	Beginning Time <u>8:00</u> AM/PM	Ending Time <u>4:00</u> AM/PM	
Street Name <u>Spruce</u>	Beginning Location <u>Mitchell</u>	Ending Location <u>Shelby</u>	
	Beginning Time <u>8:00</u> AM/PM	Ending Time <u>4:00</u> AM/PM	
Street Name <u>Mason</u>	Beginning Location <u>W. Terminus of W. Mason</u>	Ending Location <u>Mitchell</u>	
	Beginning Time <u>8:00</u> AM/PM	Ending Time <u>4:00</u> AM/PM	
Street Name <u>Beech</u>	Beginning Location <u>Mitchell</u>	Ending Location <u>Shelby</u>	
	Beginning Time <u>8:00</u> AM/PM	Ending Time <u>4:00</u> AM/PM	

Date <u> </u> / <u> </u> / <u> </u>		Parking Lot Closures	
Lot Location <u> </u>	Street <u> </u>	Nearest Cross Street <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Lot Location <u> </u>	Street <u> </u>	Nearest Cross Street <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Lot Location <u> </u>	Street <u> </u>	Nearest Cross Street <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> 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 Desiree Lumbert Signature Desiree Lumbert Date 2/15/24

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 <u> </u>	Date Approved <u> </u>	Comments <u> </u>
Parks <u> </u>	Date Approved <u> </u>	Comments <u> </u>
Fire <u> </u>	Date Approved <u> </u>	Comments <u> </u>
Police <u> </u>	Date Approved <u> </u>	Comments <u> </u>
City Manager <u> </u>	Date Approved <u> </u>	Comments <u> </u>
City Council <u> </u>	Date Approved <u> </u>	Comments <u> </u>



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

Today's Date 2-1-24

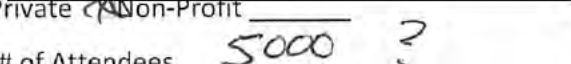
City Received Date

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.

Applicant Name (Print) DAVID DALTON Contact Address 

Contact Phone(s)  Contact Email 

Sponsoring Organization FREEDOM FEST ☐ Private ☒ Non-Profit

Purpose of Event JULY 4th CELEBRATION Approx # of Attendees 5000 ?

Beginning Date: <u>7/5/24</u>	Ending Date: <u>7/7/24</u>	Reoccurring: YES NO		
1st Day _____	Set-up <u>10:00</u> AM/PM	Start <u>1:00</u> AM/PM	End <u>10:00</u> AM/PM	Clean-up _____ AM/PM
2nd Day _____	Set-up <u>10:00</u> AM/PM	Start <u>1:00</u> AM/PM	End <u>10:00</u> AM/PM	Clean-up _____ AM/PM
3rd Day _____	Set-up <u>8:00</u> AM/PM	Start <u>9:00</u> AM/PM	End <u>12:30</u> 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? JUST NEED ACCESS FOR EQUIP
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

Market at Cadillac Commons

Please Circle
Rotary Pavilion

City Park

Cadillac Commons Plaza

FROM PARK LOT

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

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

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

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

RECEIVED

FEB 11 2024



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

Today's Date 2-1-24

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

*Please Submit 60-days Prior to Event Date
for **HIGH IMPACT EVENTS***

Event FREEDOM FEST

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 [Signature] Total Fees Required: 150.00 Total Fees Paid: _____ Date 2/1/24



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 DATED STAMP

All City Parks Request Form

Reason for Request Crafts / Vendor Show
Organization 2024 Cadillac Freedom Festival Contact Person Katie Durant-Merrett
Contact Phone [REDACTED] Contact Email [REDACTED]
Date 7/5 & 7/6/2024 Times 7am - 10pm.

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

Kedm All Parks are for public use.

Kedm 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.

Kedm The City does not provide any porta potty's, tents, tables, chairs, rugs, extension cords etc

Kedm The fountain may not be operating due to equipment breakdowns or weather conditions such as wind.

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

Kedm Not all parks have space for tents, chairs etc.

Kedm 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.

Kedm 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.

Kedm 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 Katie Dunant-Herritt Date 2/01/2024



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

Today's Date 2/12/2024

City Received Date

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request Cadillac Freedom Festival Fireworks

Contact Person Michael Falk

Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u>2/6/2024</u>		Street Closures	
Street Name <u>Chestnut</u>	Beginning Location <u>Linden</u>	Ending Location <u>N. Lake</u>	
	Beginning Time <u>3:00AM</u>	Ending Time <u>12:00AM</u>	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 Michael Falk Signature Michael Falk Date 2/12/2024

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



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

Today's Date 2/1/2024

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 2024 Freedom Festival-Food Vendor Parking

Contact Person Kevin Dewey

Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u> </u> / <u> </u> / <u> </u>		Street Closures	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	

Date <u> 7 </u> / <u> 3 </u> / <u>2024</u>		Parking Lot Closures	
Lot Location <u> 17 Spots </u>	Street <u> W. Harris St. </u>	Nearest Cross Street <u> N. Lake St. </u>	
<u> Attached to City Park </u>	Beginning Time <u> 8:00 </u> AM/PM	Ending Time <u> 8:00 </u> AM/PM	
Lot Location <u> </u>	Street <u> </u>	Nearest Cross Street <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Lot Location <u> </u>	Street <u> </u>	Nearest Cross Street <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> 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 Kevin Dewey Signature Kevin Dewey Date 2/1/24

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



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

Today's Date 2/1/2024

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 2024 Freedom Festival-Food Vendor Parking

Contact Person Kevin Dewey

Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u> </u> / <u> </u> / <u> </u>		Street Closures	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	

Date <u> 7 </u> / <u> 4 </u> / <u>2024</u>		Parking Lot Closures	
Lot Location <u>17 Spots</u>	Street <u>W. Harris St.</u>	Nearest Cross Street <u>N. Lake St.</u>	
Attached to City Park <u> </u>	Beginning Time <u>8:00</u> AM/PM	Ending Time <u>8:00</u> AM/PM	
Lot Location <u> </u>	Street <u> </u>	Nearest Cross Street <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Lot Location <u> </u>	Street <u> </u>	Nearest Cross Street <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> 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 Kevin Dewey Signature Kevin Dewey Date 2/1/24

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



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

Today's Date 2/1/2024

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 2024 Freedom Festival-Food Vendor Parking

Contact Person Kevin Dewey

Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u> </u> / <u> </u> / <u> </u>		Street Closures	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	

Date <u> 7 </u> / <u> 5 </u> / <u>2024</u>		Parking Lot Closures	
Lot Location <u>17 Spots</u>	Street <u>W. Harris St.</u>	Nearest Cross Street <u>N. Lake St.</u>	
Attached to City Park <u> </u>	Beginning Time <u>8:00</u> AM/PM	Ending Time <u>8:00</u> AM/PM	
Lot Location <u> </u>	Street <u> </u>	Nearest Cross Street <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Lot Location <u> </u>	Street <u> </u>	Nearest Cross Street <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> 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 Kevin Dewey Signature Kevin Dewey Date 2/1/24

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



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

Today's Date 2/1/2024

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 2024 Freedom Festival-Food Vendor Parking

Contact Person Kevin Dewey

Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u> </u> / <u> </u> / <u> </u>		Street Closures	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	

Date <u> 7 </u> / <u> 6 </u> / <u>2024</u>		Parking Lot Closures	
Lot Location <u>17 Spots</u>	Street <u>W. Harris St.</u>	Nearest Cross Street <u>N. Lake St.</u>	
Attached to City Park <u> </u>	Beginning Time <u>8:00</u> AM/PM	Ending Time <u>8:00</u> AM/PM	
Lot Location <u> </u>	Street <u> </u>	Nearest Cross Street <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Lot Location <u> </u>	Street <u> </u>	Nearest Cross Street <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	

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Print Name Kevin Dewey Signature Kevin Dewey Date 2/1/24

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

Today's Date 2/1/2024

City Received Date

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Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request 2024 Freedom Festival-Food Vendor Parking

Contact Person Kevin Dewey

Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u> </u> / <u> </u> / <u> </u>		Street Closures	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Street Name <u> </u>	Beginning Location <u> </u>	Ending Location <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	

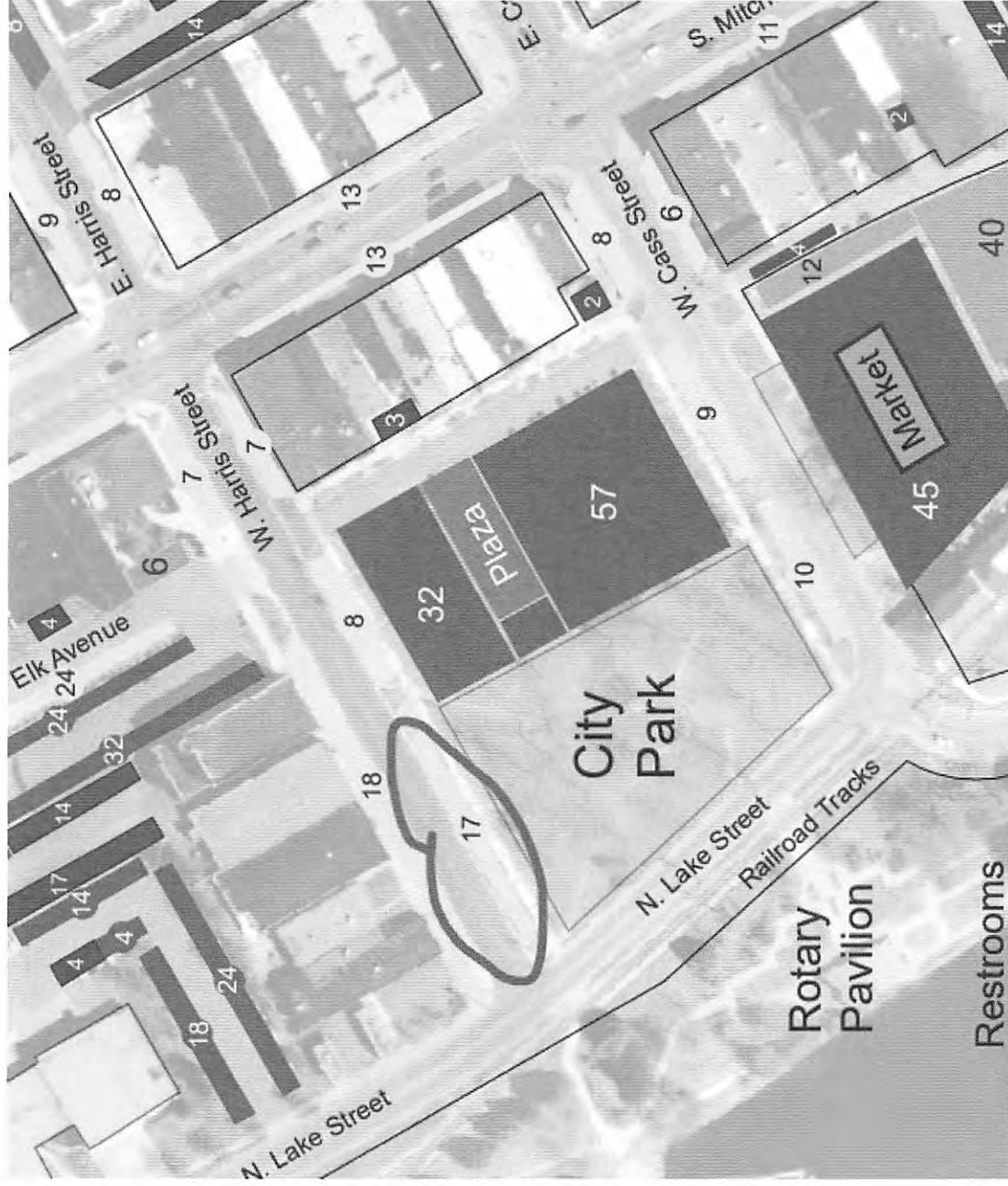
Date <u>7</u> / <u>7</u> / <u>2024</u>		Parking Lot Closures	
Lot Location <u>17 Spots</u>	Street <u>W. Harris St.</u>	Nearest Cross Street <u>N. Lake St.</u>	
Attached to City Park <u> </u>	Beginning Time <u>8:00</u> AM/PM	Ending Time <u>11:00</u> AM/PM	
Lot Location <u> </u>	Street <u> </u>	Nearest Cross Street <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> AM/PM	
Lot Location <u> </u>	Street <u> </u>	Nearest Cross Street <u> </u>	
	Beginning Time <u> </u> : <u> </u> AM/PM	Ending Time <u> </u> : <u> </u> 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 Kevin Dewey Signature Kevin Dewey Date 2/1/24

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





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

Today's Date 2/13/24

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

All City Parks Request Form

Reason for Request CADILLAC FREEDOM FESTIVAL : SPLASH PAD PIZZA PARTY
Organization CADILLAC FREEDOM FESTIVAL Contact Person KATE KING
Contact Phone [REDACTED] Contact Email [REDACTED]
Date 7/4/24 Times 5-7 pm

City Parks

Please Check One

- ☐ Downtown "Fountain" City Park
- ☒ Cadillac Commons Plaza : SPLASH PAD
- ☐ 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

- KK All Parks are for public use.
- KK 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.
- KK The City does not provide any porta potty's, tents, tables, chairs, rugs, extension cords etc
- KK The fountain may not be operating due to equipment breakdowns or weather conditions such as wind.
- KK I understand and agree to these requirements and understand if these are not met the request will be denied.
- KK Not all parks have space for tents, chairs etc.
- KK 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.
- KK 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.
- KK 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  Date 2 / 13 / 24



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

Today's Date 2-7-24

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Race Request Form

Name of Race Freedom Festival 5K
Purpose of Race Raise Funds For Victim Service Unit
Requesting Organization CADILLAC FREEDOM FESTIVAL
Contact Person(s) Ann Bush
Contact Phone [REDACTED] Contact Email [REDACTED]
Date of Race 2/6/24 Approx. number of participants 65
Registration Location City Park Registration Time 7:30 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 Ann M Bush Signature AM Bush Date 2/7/24

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



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

Today's Date 2-7-24

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Parade Request Form

Name of Parade Freedom Festival July 4th Parade
Purpose of Parade 4th of July
Requesting Organization Freedom Festival
Contact Person(s) Amy Bush
Contact Phone [REDACTED] Contact Email [REDACTED]
Date of Parade 7/4/24 Approx. number of participating groups 75-100
Requested Route ☐ Lake Street ☒ Mitchell Street Staging Time 11:30 AM/PM
Starting Time 1:00 AM/PM Ending Time : AM/PM

City of Cadillac & State of Michigan Rules

- Parade requests must be turned in a minimum of 6 weeks before parade
- Only one (1) parade is allowed per month
- Parades are only allowed on Holiday mornings, Saturday mornings, or Weekday evenings.
- Parades must use the designated route (See back side for the two (2) route options)
- Lake Street Parade Route is preferred so closure of US-131 can be avoided
- Mitchell Street Parade Route is only granted under special circumstances. The parade must be a well-established, annual parade with 40+ participating groups.

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

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

Amb

Signature



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

Today's Date 2-7-24

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Parade Request Form

Name of Parade Kid & Pet Parade
Purpose of Parade A way for people to showcase their animals ? Kids to be part of a parade
Requesting Organization Freedom Festival
Contact Person(s) Ann Bush
Contact Phone [REDACTED] Contact Email [REDACTED]
Date of Parade 7/5/24 Approx. number of participating groups 30
Requested Route ☒ Lake Street ☐ Mitchell Street Staging Time 5:30 PM
Starting Time 6:00 PM Ending Time : AM/PM

City of Cadillac & State of Michigan Rules

- Parade requests must be turned in a minimum of 6 weeks before parade
- Only one (1) parade is allowed per month
- Parades are only allowed on Holiday mornings, Saturday mornings, or Weekday evenings.
- Parades must use the designated route (See back side for the two (2) route options)
- Lake Street Parade Route is preferred so closure of US-131 can be avoided
- Mitchell Street Parade Route is only granted under special circumstances. The parade must be a well-established, annual parade with 40+ participating groups.

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

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

Signature



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

Today's Date 2/13/24

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Banner Request Form

Monday Banner Start Date 6/24/24

Monday Banner End Date 7/1/24

(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 FREEDOM FESTIVAL PROMOTION

Organization CADILLAC FREEDOM FESTIVAL

Contact Person KATE KING

Contact Phone [REDACTED]

Contact Email [REDACTED]

City of Cadillac & State of Michigan Guidelines:

- KK Banner requested date is a minimum of 2 months prior to display date requested.
- KK Banner picture or a design proof is attached with this request form or it will not be approved.
- KK The City reserves the right to determine when the banner is hung during inclement weather.
- KK The City is not responsible for any damages to the banner.
- KK Banner requested is for a reasonable and public purpose.
- KK 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.
- KK 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.
- KK 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.
- KK Banner does not contain an address or directions to location.
- KK Banner meets all the design specifications on the back of this form.
- KK The banner will be delivered to City Garage a minimum of 1 week before banner is to be displayed.
- KK City Garage is located at 1001 6th Street and hours. Call Street Supervisor at (231)920-7800 to schedule time.
- KK 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 KATE KING Signature Kate King Date 2/13/24

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



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

Today's Date 2/13/24

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Banner Request Form

Monday Banner Start Date 7/1/24

Monday Banner End Date 7/8/24

(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 FREEDOM FESTIVAL PROMOTION

Organization CADILLAC FREEDOM FESTIVAL

Contact Person KATE KING

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

Print Name KATE KING Signature [Signature] Date 2/13/24

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

Annually 1st
Weekend in July

CADILLAC FREEDOM FESTIVAL

CADILLAC
FREEDOM
FESTIVAL

3 Days
of FUN

Live Music • BBQ Cookoff • Military Tribute • Parade • Motorcycle Show • Vendors • Fireworks • much more...

	Day	Event	Time	Facilities	Forms Needed	Forms Submitted Date
+	BEFORE	Banner	June 24 - July 1	Mitchell St	Banner Request	
			July 1 - July 8	Mitchell St	Banner Request	
+ + + + CS	Thursday	Parade	11:30 am Staging 1:00 pm Start	Harris st to Lake st Mitchell St Route	Parade Request Form	
		Kids Community Carnival	3-5	Market	Market Reservation Form	
		Splash Pad Pizza & Dance Party	5-7	Splashpad	Commons Plaza Reservation Form	
		Downtown Concert Series	7	Rotary Pavillion	-- Existing Event --	
		Family Movie Night	10-ish (dark)	Rotary Pavillion	-- Existing Event --	
+ + + + + + + +	Friday	Food Vendors	8 am - Dark	Parking		
		Craft Show	10 am - 6 pm	City Park	City Park Resrvation Form	
		Concert	1 pm - Dark	Rotary Pavillion	Rotary Pavillion Reservation Form	
		Kid & Pet Parade	Staging: 5:30 pm	City Park	Parade Request Form	
			Event: 6 pm	Lake St Route		
		Car Cruise	7-ish	TBD		
		Fire on the Water	9:00 PM	Rotary Pavillion	Rotary Pavillion Reservation Form	
		Drone Show	10:00 PM	Rotary Pavillion	Rotary Pavillion Reservation Form	
+ + + + + + + + + +	Saturday	5K Race	Registration 7:30	City Park	Race Request Form	
			Event 8:30-10:30	Lake St Route		
		Craft Show	10 am - 6 pm	City Park	City Park Resrvation Form	
			Registration 9-11	Mitchell St. Closure		
		Car Show	Event 11am - 4 pm	Mitchell St. Closure		
			11:00 AM	Market	Market Reservation Form	
		Concert	1 pm - Dark	Rotary Pavillion	Rotary Pavillion Reservation Form	
		Pork in the Park	Cooks Meeting 9:30	City Park	City Park Resrvation Form	
			Chicken 3 pm			
			Ribs 5 pm			
+ +		Fireworks	10-ish (dark)	Rotary Pavillion	Rotary Pavillion Reservation Form	
+	Sunday	Church Service	8 am - Noon (?)	Rotary Pavillion	Rotary Pavillion Reservation Form	

Date: June 3, 2024

Council Communication

Re: Cadillac Freedom Festival Car Show 2024

Introduction

The Cadillac Freedom Festival Car Show is asking to place directional sandwich board signs in the City Right-Of-Way for the day of July 6, 2024, for the purpose of directing car show participants and spectators to the event. The signs will be placed so as not to interfere with pedestrian traffic or obstruct the view of motorists.

The locations the group is requesting are:

1. Placement on the sidewalk located on the Southwest corner of West 13th St and North Mitchell St.
2. Placement on the sidewalk located on the Southwest corner of West River St and North Mitchell St.
3. Placement on the sidewalk located on the Southwest corner of West North St and North Mitchell St.
4. Placement on the tree lawn located on the Northeast corner of East North St and North Mitchell.
5. Placement on the sidewalk located on the Southwest corner of West Pine St and North Mitchell St.
6. Placement on the sidewalk located on the Northeast corner of East Pine St and North Mitchell St.
7. Placement on the sidewalk located on the Northeast corner of East Cass St and South Mitchell St.
8. Placement on the sidewalk located on the Southwest corner of West Cass St and South Mitchell St.
9. Placement on the tree lawn located on the Northeast corner of Paluster Street and South Mitchell St.
10. Placement on the sidewalk located on the Southwest corner of Granite St and South Mitchell St.

The signs will read as shown in the attached pages with their sign permit application.

Requested Council Action

Consider granting permission for the Cadillac Freedom Festival Car Show to place temporary signs at the locations listed above on the morning of Saturday, July 6th, 2024, with removal of signs taking place after completion of Car Show, evening of July 6th, 2024.

RECEIVED

APR 12 2024



Permit Number: _____ Date: _____
Zoning District _____ Payment Received: _____
Fee (Circle one) Permanent \$20 Temporary \$10
Approved By: _____

Sign Permit Application

Applicants Name Cadillac Freedom Festival Car Show 2024 Phone Desiree Lumbert _____
Applicants Email Address _____
Applicant's Address _____
Site Address (If Different) Multiple sites for sign placement, see attached sheet
Business Name N/A
Property Owner's Name N/A
Property Owner's Address N/A

Circle Sign Type WALL POLE PROJECTING HANGING MONUMENT SANDWICH BOARD STYLE
If sign is temporary, how many days will it be projected? 1 Day SANDWICH BOARD STYLE

Circle Purpose Type INSTITUTION BUSINESS DISPLAY DIRECTIONAL
Value of Sign <\$50 each Height 30" Width 42"
Set Back(s) 2-4' from the curb or side of the pavement
Height of Building (if applicable) N/A

****ALL SIGN PERMIT APPLICATIONS MUST INCLUDE A COMMERCIAL BUILDING PERMIT****

These are signs to direct traffic and participants to the car show. Set up in the am and removed same day pm. 7/6/24

****ALL SIGN PERMIT APPLICATIONS REQUIRE A DRAWING OR SKETCH OF THE SITE****

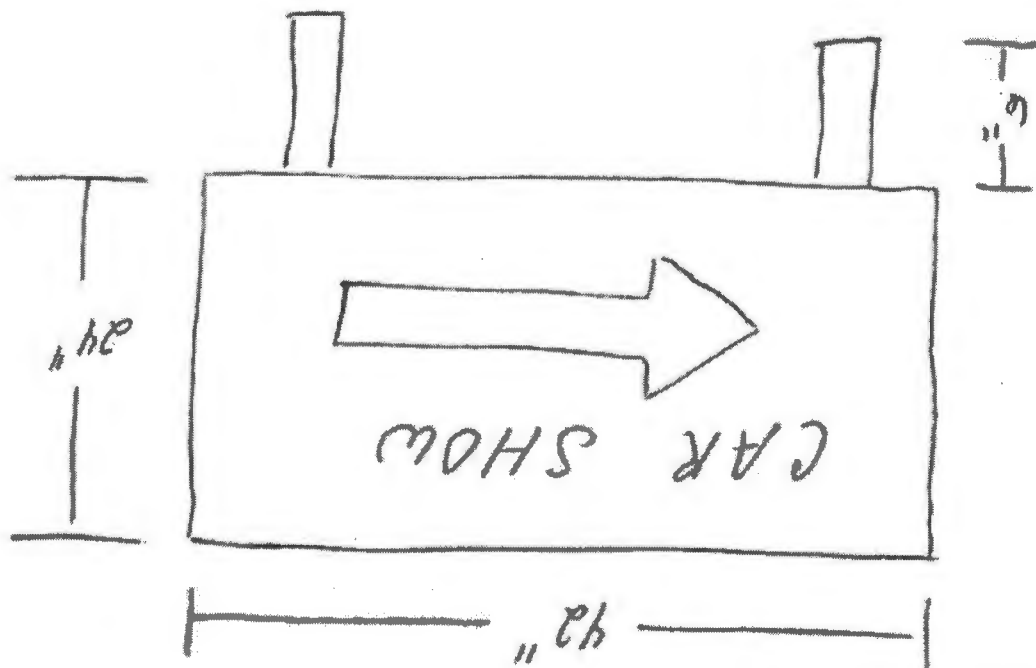
DRAWINGS MUST INCLUDE THE FOLLOWING:

- HEIGHT AND WIDTH OF SIGN
- LIGHTING SPECIFICATIONS
- TOTAL DISPLAY AREA
- PROJECTION DISTANCE FROM BUILDING WALL

I hereby certify that the proposed work is authorized by the property owner and will comply with the local and state laws. This permit will become null and void if work is not started within six months from date of permit.

Applicant Signature Desiree Lumbert Date 4/12/24

Payment Code: ZONING



MAY 14 2024

2024 Cadillac Freedom Festival Car and Motorcycle Show on Mitchell Street 7/6/2024

Directional sign placement locations:

1. Placement on the sidewalk or tree lawn area located on the Southwest corner of West 13th Street and North Mitchell the sign will be placed to not interfere with pedestrian traffic or obstruct the view of motorists.
2. Placement on the sidewalk or tree lawn area located on the Southwest corner of West River Street and North Mitchell the sign will be placed to not interfere with pedestrian traffic or obstruct the view of motorists.
3. Placement on the sidewalk or tree lawn area located on the Southwest corner of West North Street and North Mitchell the sign will be placed to not interfere with pedestrian traffic or obstruct the view of motorists.
4. Placement on the sidewalk or tree lawn area located on the Northeast corner of East North Street and Mitchell. The sign will be placed to not interfere with pedestrian traffic or obstruct the view of motorists.
5. Placement on the sidewalk or tree lawn area located on the Southwest corner of West Pine Street and Mitchell. The sign will be placed to not interfere with pedestrian traffic or obstruct the view of motorists.
6. Placement on the sidewalk or tree lawn area located on the Northeast corner of East Pine Street and Mitchell. The sign will be placed to not interfere with pedestrian traffic or obstruct the view of motorists.
7. Placement on the sidewalk or tree lawn area located on the Northeast corner of East Cass Street and South Mitchell St. The sign will be placed to not interfere with pedestrian traffic or obstruct the view of motorists.
8. Placement on the sidewalk or tree lawn area located on the Southwest corner of West Cass Street and South Mitchell. The sign will be placed to not interfere with pedestrian traffic or obstruct the view of motorists.
9. Placement on the sidewalk or tree lawn area located on the Northeast corner of Paluster Street and South Mitchell. The sign will be placed to not interfere with pedestrian traffic or obstruct the view of motorists.
10. Placement on the sidewalk or tree lawn area located on the Southwest corner of Granite Street and South Mitchell. The sign will be placed to not interfere with pedestrian traffic or obstruct the view of motorists.

These sandwich board style signs are for directional purposes to direct car show participants into the event. Signs will be placed early morning on Saturday, July 6th and removed by that evening. Signs are desired at both sides of the intersections to allow for good visibility and to account for the needed set back to not impede motorist or foot traffic vision and right of way. The signs will be double sided; however, once set back and with traffic pulling up to the corners, they may not be able to be seen well across the intersections for the traffic coming from the other direction.

Desiree Lumbert





Fire Department

200 North Lake Street
Cadillac, Michigan, 49601
Phone 231-775-3114 or
Fax 231-775-1408

SPECIAL EVENT PLAN REVIEW / PERMIT APPLICATION

This permit application is for special events including exhibitions, craft shows, trade shows, fairs, carnivals, fireworks displays, tents/membrane structures, and other large assembly functions.

Submit with application the permit fee of \$75.00 by check payable to the City of Cadillac.

The following information must accompany this application:

1. Scaled site plan showing vehicle parking, traffic patterns, emergency vehicle access, and fire lanes.
2. Scaled floor plan showing floor plan layout, exit locations, egress aisles and widths, interior finishes flame spread / smoke development ratings, and fire extinguisher locations.

DATE: _____ (INTERNAL USE) PERMIT #: _____

APPLICANT/CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBERS: BUSINESS: _____ CELL: _____

EMAIL: _____

TYPE OF EVENT: _____

EVENT DATE(S): _____ HOURS OF OPERATION: _____

TEMPORARY TENTS/STRUCTURES: YES ☐ NO ☐

BUSINESS/ORGANIZATION OR BUILDING NAME: _____

SITE ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

One (1) plan review and one (1) inspection are included. Inspection shall be during business hours. For inspections during non-business hours, inspections are charged at \$100.00 per hour with a minimum two (2) hour charge. Additional inspections are charged at \$50.00 per hour during business hours and \$100.00 per hour during non-business hours.

Applicant Signature: _____

Payment Code: FIRE PERMIT FEE

2024 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY
DATE PERMIT(S) EXPIRE

Authority: 2011 PA 256		The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.	
TYPE OF PERMIT(S) (Select all applicable boxes)			
☐ Agricultural or Wildlife Fireworks		☐ Articles Pyrotechnic	
☒ Public Display		☒ Display Fireworks	
☐ Private Display		☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes	
NAME OF APPLICANT Pyrotecnico Fireworks, Inc.		ADDRESS OF APPLICANT 299 Wilson Rd, New Castle, PA 16101	AGE OF APPLICANT 18 YEARS OR OLDER X YES ☐ NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Stephen Vitale		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 299 Wilson Rd, New Castle, PA 16101	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT) Michael Falk		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT) 4369 E Summit Woods Dr NE, Rockford, MI 49341	TELEPHONE NUMBER 616.427.0377
NAME OF PYROTECHNIC OPERATOR Michael Falk		ADDRESS OF PYROTECHNIC OPERATOR 4369 E Summit Woods Dr NE, Rockford, MI 49341	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER X YES ☐ NO
NO. YEARS EXPERIENCE 34 years	NO. DISPLAYS 400+ displays	WHERE Michigan, Indiana, Illinois, Missouri, Texas, Florida, California, Nevada	
NAME OF ASSISTANT Brian Mulder		ADDRESS OF ASSISTANT 4369 E Summit Woods Dr NE, Rockford, MI 49341	AGE OF ASSISTANT 18 YEARS OR OLDER X YES ☐ NO
NAME OF OTHER ASSISTANT Jacob Boers		ADDRESS OF OTHER ASSISTANT 4369 E Summit Woods Dr NE, Rockford, MI 49341	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER X YES ☐ NO
EXACT LOCATION OF PROPOSED DISPLAY 500 Chestnut Street, Cadillac MI 49601			
DATE OF PROPOSED DISPLAY July 6, 2024 w/ rain date of July 7, 2024		TIME OF PROPOSED DISPLAY Approx. 10:25 pm	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT No storage necessary, delivered on date of display			
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$10,000,000.00		NAME OF BONDING CORPORATION OR INSURANCE COMPANY Britton-Gallagher & Associates	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY One Cleveland Center, Floor 30; 1375 East 9 th Street, Cleveland, OH 44114			
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)		
Approximately 1500	Aerial display shells ranging in size from 1 ¼ inches to 6 inches in diameter		
SIGNATURE OF APPLICANT 		DATE February 8, 2024	

Bureau of Fire Services
P.O. Box 30700
Lansing, MI 48909
(517) 241-8847

Authority: 1988 PA 358	The Department of Energy, Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, material status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American with Disabilities Act, you may make your needs known to this agency.
Compliance: Voluntary	
Penalty: Permit will not be issued	

This permit is not transferable. It authorizes the resident wholesale dealer or jobber named below to have in his or her possession fireworks of any type, for sale only to holders of permits for public display or agriculture control.

☒ PUBLIC DISPLAY

☐ AGRICULTURAL PEST CONTROL

Issued To Pyrotecnico Fireworks, Inc.		Age (18 or over) Yes
Address 4369 E Summit Woods Dr NE, Rockford, MI 49341		
Name of Organization, Group, Firm, or Corporation Cadillac Freedom Festival		
Address PO Box 853, Cadillac MI 49601		
Number and Types of Fireworks Approximately 1500 aerial display shells ranging in size from 1 ¼ inches to 6 inches in diameter.		
Exact Location of Display 500 Chestnut Street, Cadillac MI 49601		
City, Village, Township City of Cadillac, MI	Date July 6, 2024 w/ rain date of July 7, 2024	Time Approx. 10:25 pm
Bond or Insurance Filed? ☒ Yes ☐ No		Amount \$10,000,000.00

Issued by action of: ☐ Council ☐ Commission ☐ Board of the

☐ City ☐ Village ☐ Township of _____
(Name of City, Village, Township)

on the _____ day of _____, _____

(Signature and Title of Council/Commission/Board Representative)

Instructions for Application for Fireworks Other Than Consumer or Low Impact

Applications shall be submitted to the legislative body of a city, village or township board. A permit may be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the jurisdiction of the legislative body of a city, village or township board.

1. Type of Permit – check all boxes that may apply to the type of permit needed. You may select several permit types depending on your fireworks display. You may check with your legislative body of a city, village or township board for assistance when making your selection. Please review the following definitions to determine which type of permit to select:
 - Agricultural or Wildlife Fireworks – devices distributed to farmers, ranchers, and growers through a wildlife management program administered by the US Department of Interior or Michigan DNR.
 - Articles Pyrotechnic – 1.4G fireworks for professional use only that is classified as UN0431 or UN0432.
 - Display Fireworks – 1.3G fireworks for professional use only
 - Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes – devices with a combination of chemical elements or compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect for pest or animal control.
 - Public Display – a fireworks display that is open to all persons for viewing.
 - Private Display – a fireworks display that is not open to the general public for viewing.
2. Name of applicant – list the name of the applicant. The applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in the operator's section.
3. Address of applicant – complete the address of the applicant; include the street address, city, state and zip code.
4. Name of person or resident agent representing corporation, LLC, DBA or other – list the name of the person or resident agent that represents the corporation, LLC, DBA or other.
5. Address of person or resident agent that represents the corporation, LLC, DBA or other – list the address of the person or resident agent representing the corporation, LLC, DBA or other.
6. Non-resident applicant – list the name of the non-resident applicant. A non-resident applicant shall appoint a Michigan attorney or Michigan resident agent in writing to be the applicant's legal representative upon whom all service of process in any action or proceeding may be served.
7. Name of pyrotechnic operator – list the name of the pyrotechnic operator. The pyrotechnic operator is the person in charge of the display. The legislative body of a city, village or township board shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
8. Address of pyrotechnic operator – list the address of the pyrotechnic operator; include the street address, city, state and zip code.
9. Age of the pyrotechnic operator – list the age of the pyrotechnic operator; the operator must be 18 years of age or older.
10. Name of assistant – list the name of the assistant to the pyrotechnic operator;
11. Address of assistant – list the address of the assistant; include the street address, city, state and zip code. If there is more than one assistant, please list additional assistants on a separate sheet and include the address and age of those additional assistants.
12. Age of assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
13. Name of other assistant – list the name of other assistant to the pyrotechnic operator.
14. Age of other assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
15. Exact location of proposed display – list the address of the exact location of the proposed fireworks display.
16. Date of proposed display – indicate the date of the proposed fireworks display; only one display date can be used per application.
17. Time of proposed display – indicate the time of the proposed fireworks display.
18. Manner and place of storage - indicate the manner and place of storage within the legislative body of a city, village or township board of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body of a city, village or township board shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.

19. Amount of bond or insurance - the issuing legislative body of a city, village or township board shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
20. Name of bonding corporation or insurance company – provide the name of the bonding corporation or insurance company for which the bond was issued through.
21. Address of bonding corporation or insurance company – list the address of the bonding corporation or insurance company; include the street address, city, state and zip code.
22. Number of fireworks and kind of fireworks to be displayed– indicate the total amount of fireworks proposed for the display or use and a description of the type of fireworks for display; such as 10 aerial bombs, 30 aerial rocket bursts, etc.
23. The application is valid for the calendar year in which the application was received and permit was issued.
24. Permit fees shall be established by the legislative body of a city, village or township board and shall be submitted to and retained by legislative body of a city, village or township board.
25. Permitting will be in compliance with the [Michigan Fireworks Safety Act, PA 256 of 2011](#), [MCL 28.466, Section 16](#).
26. **Mail the application to the legislative body of a city, village or township board within the location jurisdiction of the display.** DO NOT mail the application to the Bureau of Fire Services (BFS). If mailed to the BFS, it will be returned to the sender.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/8/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Acrisure, LLC dba Britton Gallagher & Associates One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	CONTACT NAME: PHONE (A/C, No, Ext): 216-658-7100 E-MAIL ADDRESS: info@brittongallagher.com FAX (A/C, No): 216-658-7101
INSURED Pyrotecnico Fireworks Inc. P.O. Box 149 299 Wilson Road New Castle PA 16103	INSURER(S) AFFORDING COVERAGE INSURER A: Everest Indemnity Insurance Co. INSURER B: Everest Denali Insurance Company INSURER C: Arch Speciality Ins Co INSURER D: Continental Indemnity Company INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 2088297011**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC	Y	Y	SI8ML00891-232	10/14/2023	10/14/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS	Y	Y	SI8CA00141-232	10/14/2023	10/14/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$	Y	Y	UXP1035252-04	10/14/2023	10/14/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	Y	82-872096-04-37	10/14/2023	10/14/2024	☒ WC STATUTORY LIMITS ☒ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess Liability #2	Y	Y	SI8EX01314-232	10/14/2023	10/14/2024	Each Occ/ Aggregate \$5,000,000 Total Limits \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured extension of coverage is provided by above referenced liability policies where required by written agreement.

DISPLAY DATE: July 6, 2023 with a rain date of July 7, 2023

LOCATION: Cadillac near High School, Cadillac, MI

ADDITIONAL INSURED: Cadillac Freedom Festival; Cadillac Area Public Schools; City of Cadillac

CERTIFICATE HOLDER**CANCELLATION**Cadillac Freedom Festival
P.O. Box 853
Cadillac MI 49601

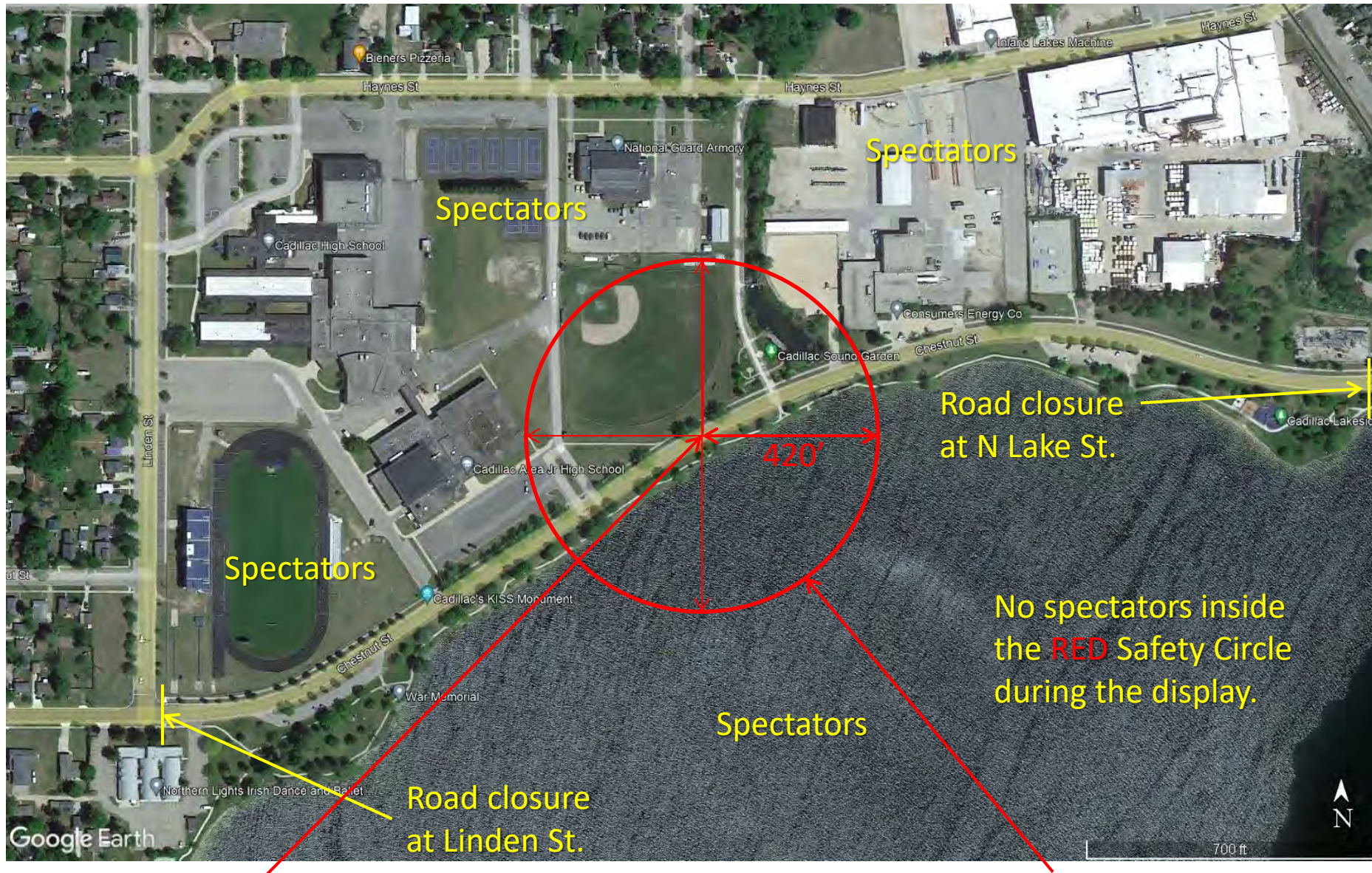
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Cadillac Freedom Festival
500 Chestnut Street, Cadillac MI 49601

Pyrotecnico Fireworks Inc.
2/1/2023 Michael Falk



Launch Location

Setup area: 50' X 50'

Radius from setup area: 420'

CAR SHOW STREET CLOSURES

- STREET CLOSURE ON 07/05/2024 & 7/6/2024 - LAKE ST FROM CASS ST TO HARRIS ST STARTING AT 12 PM UNTIL 7 PM FOR THE FREEDOM FESTIVAL CAR SHOW
- STREET CLOSURES ON 07/06/2024 - STARTING AT 8 AM UNTIL 4 PM FOR THE FREEDOM FESTIVAL CAR SHOW
 - MITCHELL ST FROM PINE ST TO CASS ST
 - PINE ST FROM LAKE ST TO SHELBY ST
 - SPRUCE ST FROM MITCHELL ST TO SHELBY ST
 - MASON ST FROM THE WEST TERMINUS OF MASON ST TO MITCHELL ST
 - BEECH ST FROM MITCHELL ST TO SHELBY ST
 - HARRIS ST FROM LAKE ST TO SHELBY ST

FIREWORKS STREET & PARKING LOT CLOSURES

- STREET CLOSURE ON 07/06/2024 - CHESTNUT ST FROM LINDEN ST TO N LAKE ST STARTING AT 3 PM UNTIL 12 AM FOR FREEDOM FESTIVAL FIREWORKS
- PARKING LOT CLOSURE FROM 8 AM ON 07/03/2024 – 11 AM ON 07/07/2024 OF 17 SPOTS FROM W HARRIS ST TO N LAKE ST FOR THE FREEDOM FESTIVAL FOOD VENDOR PARKING
- FIREWORKS DISPLAY ON 07/06/2024 AT DUSK FOR THE FREEDOM FESTIVAL

PARADE STREET CLOSURE

- FREEDOM FESTIVAL PARADE TO BE HELD ON 07/04/2024 STARTING AT 1PM ON THE MITCHELL ST ROUTE
- KIDS PARADE TO BE HELD ON 07/05/2024 STARTING AT 6PM ON THE LAKE ST ROUTE

BANNER DISPLAY

- DISPLAY OF A BANNER OVER MITCHELL ST FROM 06/24/2024 THROUGH 07/01/2024 TO PROMOTE THE FREEDOM FESTIVAL
- DISPLAY OF A BANNER OVER MITCHELL ST FROM 07/01/2024 THROUGH 07/08/2024 TO PROMOTE THE FREEDOM FESTIVAL

OFF-PREMISE SIGNS

- PLACE DIRECTIONAL SIGNS ON 07/06/2024 FOR THE FREEDOM FESTIVAL CAR SHOW



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

Today's Date 4/30/24

City Received Date

PLEASE BE OFFICIALLY CITY DATE STAMP

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request Landing Dance Collective Carwash Fundraiser

Contact Person Andrea Troupe

Contact Phone [REDACTED] Contact Email [REDACTED]

Date: 4/1/24

Street Closures

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

Date: 7/20/2024

Parking Lot Closures

Lot Location	Street	Nearest Cross Street	Beginning Time	Ending Time
<u>Landing Dance Academy</u>	<u>Cass St.</u>	<u>Lake St.</u>	<u>10:00 AM</u>	<u>2:00 PM</u>
Lot Location	Street	Nearest Cross Street	Beginning Time	Ending Time
			AM/PM	AM/PM
Lot Location	Street	Nearest Cross Street	Beginning Time	Ending Time
			AM/PM	AM/PM

Form must be mailed or delivered to the above address or emailed to: jayla@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 Andrea Troupe Signature Andrea Troupe Date 4/30/2024

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

	Date Approved	Comments
Streets		
Parks		
Fire		
Police		
City Manager		
City Council		

Feb 21st, 2024

Dear Marcus Peccia city Manager of Cadillac,

I have officially written all the details of my plans for the Paint the Town Purple event that I would like to have at Cadillac this year in August, the day pending the mayor's council Movie night as we would like to include them. My plans are as follows:

- To have purple ribbons placed on the light poles on the main street from starting at the corner of Granite/ Paluster and South Mitchell and traveling through the Downtown District ending at south Mitchell 13th Street on both sides of the road and include the City Park, Commons and Lake Front also including Cadillac West Area.
- Oasis of Cadillac has agreed to let us borrow their purple lights to put on the light poles if the city street men installed them and uninstalled them. I am hoping they will do that for us as that is a huge favor to ask of them.
- The Cemetery we would like to place purple bows on the gates on both sides of the road.
- We will be asking the businesses of the Downtown District and Cadillac West if we can paint their store fronts with purple designs, to Paint the Town Purple.

The tire sign idea that I spoke to the city council about my plan is this:

- Place 1 tire sign at each bathroom on the Lake Front
- Place 1 tire sign at each bathroom at Kenwood Park and beach
- Place 1 tire sign at the start of the Rails to Trails
- Place 2 to 4 though South Mitchell Street in front of businesses (city and business owner's permission of course) including Cadillac West.

I would like to start placing the tire signs in June due to the fact that Relay for Life is holding a Bark for Life in the city park in July the sign would be promoting that event when that event is over change the sign to promote the Paint the town purple promoting that event in August when that event is over change the sign again to promote the actual Relay event in September, then taking down the tire signs all together after that event is over.

Thank you for your time,

Jaime Stickels, Pre-Event Lead for Relay for life of Wexford, Missaukee, Osceola counties.



06/03/2024

Recommendations to Council regarding “Paint the Town Purple”:

- Secure purple ribbons and purple lights on light posts on Mitchell St from Park St to Chapin St. Lights placed by DPW.
- Place ribbons on gates of Maple Hill Cemetery.
- Placing tire signs at each bathroom on lake front, Kenwood Park/Beach, and White Pine Trailhead
- To run from August 15-September 8, 2024 to promote Relay for Life event

These recommendations were discussed and agreed to by the event coordinator, Jamie Stickles, Relay for Life.

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. 2024-____

**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 3rd day of June, 2024, 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 3rd day of June, 2024.

Sandra Wasson
Cadillac City Clerk

City of Cadillac

Financial Services Department
FY2024 Budget Amendment #3
June 3, 2024

EXHIBIT A

Current Budget	Amended Budget	Increase (Decrease)
-------------------	-------------------	------------------------

GENERAL FUND

Department: Revenue	\$8,420,100	\$8,995,000	\$574,900
Amended Line Items Detail			
Marijuana Tax	80,000	118,000	38,000
Property Tax Administration Fee	140,000	152,000	12,000
Business Licenses	5,000	15,000	10,000
State of Michigan	0	70,500	70,500
State Grants - MJTC	2,000	4,900	2,900
Local Community Stabilization Authority	650,000	735,000	85,000
CAPS - School Resource Officer	50,000	115,000	65,000
Fire Protection	210,000	225,000	15,000
Rental Housing Ordinance Fee	7,000	8,500	1,500
Interest Income	50,000	175,000	125,000
Contributions from Private Sources	5,000	155,000	150,000

Purpose: To recognize additional revenue from the following:

Marijuana Tax - actual revenue shared from State of Michigan.

Property Tax Administration Fee - 1% of total taxes levied; based on final tax roll.

Business Licenses - annual renewals, including two marijuana licenses.

State of Michigan - grant funding to sponsor three police cadets through Police Academy.

State Grants - MJTC - additional police training funds from State of Michigan.

Local Community Stabilization Authority - actual revenue based on state shared formula.

CAPS - School Resource Officer - payment from CAPS for original SRO (\$50,000); grant received by CAPS to fund second SRO beginning 23/24 school year.

Fire Protection - actual revenue based on final taxable value of Clam Lake Township.

Rental Housing Ordinance Fee - actual revenue from enforcement of rental registration program.

Interest Income - additional earnings from rising interest rates and interest on checking account.

Contributions from Private Sources - funds received in current year for pickleball court donations and Diggins Hill donations.

Department: Elections	\$28,000	\$34,000	\$6,000
Amended Line Items Detail			
Salaries and Wages	15,000	18,000	3,000
Office Supplies	10,000	13,000	3,000

Purpose: Appropriate additional funds for elections. Current elections require additional staff and supplies based on State requirements.

City of Cadillac

Financial Services Department
FY2024 Budget Amendment #3
June 3, 2024

EXHIBIT A

Current Budget	Amended Budget	Increase (Decrease)
-------------------	-------------------	------------------------

Department: Police Department	\$2,555,100	\$2,712,100	\$157,000
Amended Line Items Detail			
Operating Supplies	13,000	40,000	27,000
Travel and Education	20,000	50,000	30,000
Vehicle Repair and Maintenance	20,000	25,000	5,000
Capital Outlay	165,000	260,000	95,000

Purpose: Appropriate additional funds for costs related to three cadets sent to Police Academy (reimbursed through grant funds), additional vehicle repairs, and upfitting costs for three new patrol vehicles.

Department: Fire Department	\$1,699,000	\$1,844,000	\$145,000
Amended Line Items Detail			
Overtime	95,000	190,000	95,000
Fringes	595,000	625,000	30,000
Vehicle Repair and Maintenance	30,000	50,000	20,000

Purpose: Appropriate additional funds for overtime due to MMR issues and for several major repairs on fire apparatus during the year.

Department: Planning and Zoning	\$263,000	\$296,500	\$33,500
Amended Line Items Detail			
Salaries and Wages	150,000	170,000	20,000
Fringes	85,000	97,000	12,000
Publisher's Costs	2,000	3,500	1,500

Purpose: Appropriate additional funds for additional wage payments during transition of former zoning administrator and current long-term medical absence of current employee; additional funds for publishing costs due to legal publishing requirements.

Department: Economic Development	\$5,000	\$25,000	\$20,000
Amended Line Items Detail			
Special Projects	5,000	25,000	20,000

Purpose: Appropriate additional funds for final costs of pickleball courts.

Department: Public Works	\$933,600	\$941,600	\$8,000
Amended Line Items Detail			
Public Works			
Salaries and Wages	45,000	50,000	5,000
Fringes	32,000	35,000	3,000

Purpose: Appropriate additional funds for DPW hours based on actual time allocations. Additional hours spent on an activity will be offset with less activities in other maintenance activities.

City of Cadillac

Financial Services Department
FY2024 Budget Amendment #3
June 3, 2024

EXHIBIT A

Current Budget	Amended Budget	Increase (Decrease)
-------------------	-------------------	------------------------

Department: Parks and Recreation	\$402,500	\$467,000	\$64,500
Amended Line Items Detail			
Salaries and Wages	115,000	135,000	20,000
Fringes	43,000	50,000	7,000
Repairs and Maintenance	30,000	47,500	17,500
Equipment Rental	25,000	45,000	20,000

Purpose: Appropriate additional funds for payments made to employees and extra DPW hours and equipment rental based on actual time allocations. Additional hours spent on an activity will be offset with less activities in other maintenance activities.

Department: Community Promotions	\$77,500	\$94,500	\$17,000
Amended Line Items Detail			
Salaries and Wages - Regular	24,000	30,000	6,000
Fringes	15,000	18,000	3,000
Operating Supplies	8,000	12,000	4,000
Equipment Rental	20,000	24,000	4,000

Purpose: Appropriate additional funds for payments made to employees and extra DPW hours and equipment rental based on actual time allocations. Additional hours spent on an activity will be offset with less activities in other maintenance activities. Additional supplies needed as well.

Department: Other Financing Uses	\$243,000	\$373,000	\$130,000
Amended Line Items Detail			
Transfer Out - The Market	0	100,000	100,000
Transfer Out - Lake Treatment	50,000	80,000	30,000

Purpose: Appropriate funds for transfer out of ARPA funds for grant matching funds for The Market upgrade project; transfer additional funds for lake treatment based on actual lake survey conducted in May.

General Fund Summary	Prior Approved	Amended	Change
Revenues	\$8,420,100	\$8,995,000	\$574,900
Expenditures	8,676,400	9,257,400	581,000
Revenues Over (Under) Expenditures	(\$256,300)	(\$262,400)	

City of Cadillac

Financial Services Department
FY2024 Budget Amendment #3
June 3, 2024

EXHIBIT A

Current Budget	Amended Budget	Increase (Decrease)
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Water and Sewer Fund

Revenue	\$5,281,000	\$5,336,200	\$55,200
Amended Line Items Detail			
State of Michigan	0	35,200	35,200
Interest Income	25,000	45,000	20,000

Purpose: To recognize revenue from State grant for demolition of former water department headquarters, and additional earning based on current interest rates.

Expenditures	\$5,134,500	\$5,255,000	\$120,500
Amended Line Items Detail			
Administration			
Office Supplies	12,500	16,500	4,000
Contractual Services	15,000	50,000	35,000

Purpose: Appropriate additional funds for supplies and services related to demolition of former water department headquarters (reimbursed with grant funds).

Sludge Treatment			
Injection Contract Costs	70,000	85,000	15,000

Purpose: Appropriate additional funds for actual volume of biosolids removed during the year.

Wells and Well Fields			
Contractual Services	25,000	35,000	10,000
Repairs and Maintenance	33,500	55,000	21,500

Purpose: Appropriate additional funds for well maintenance. Two wells had preventive maintenance conducted in current year; portion of costs were from unused appropriation from prior year.

Meter Operations and Maintenance			
Operating Supplies	30,000	65,000	35,000

Purpose: Appropriate funds for actual needs of meter replacement in current year.

City of Cadillac

Financial Services Department
FY2024 Budget Amendment #3
June 3, 2024

EXHIBIT A

Current Budget	Amended Budget	Increase (Decrease)
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Major Street Fund

Expenditures	\$2,241,200	\$1,871,200	(\$370,000)
Amended Line Items Detail			
Construction	970,000	600,000	(370,000)

Purpose: Reduce appropriation for construction based on actual timing of projects; one project (Carmel Street) appropriated in the current year was completed in the prior year.

Information Technology Fund

Expenses	\$226,300	\$265,300	\$39,000
Amended Line Items Detail			
Contractual Services	36,000	40,000	4,000
Software and Consulting	80,000	115,000	35,000

Purpose: Appropriate additional funds for IT contract and new subscription-based software services (GIS, etc.)

Lake Treatment Fund

Revenue	\$50,000	\$80,000	\$30,000
Amended Line Items Detail			
Transfer In - General Fund	50,000	80,000	30,000

Purpose: Recognize revenue from additional transfer from General Fund to cover actual treatment costs.

Expenditures	\$50,000	\$80,000	\$30,000
Amended Line Items Detail			
Contractual Services	50,000	80,000	30,000

Purpose: Appropriate additional funds for required lake treatment costs.

City of Cadillac

Financial Services Department
FY2024 Budget Amendment #3
June 3, 2024

EXHIBIT A

Current Budget	Amended Budget	Increase (Decrease)
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Cadillac Development Fund

Revenue	\$13,500	\$38,500	\$25,000
Amended Line Items Detail			
State of Michigan	0	25,000	25,000

Purpose: Recognize revenue from Match on Main passthrough grant from State of Michigan.

Expenditures	\$81,000	\$111,000	\$30,000
Amended Line Items Detail			
Contractual Services	0	30,000	30,000

Purpose: Appropriate funds for passthrough Match on Main grant, and other economic development memberships and participation..

Downtown Development Authority Fund

Revenue	\$36,000	\$39,500	\$3,500
Amended Line Items Detail			
Contributions from Private Sources	5,000	7,500	2,500
Interest Income	0	1,000	1,000

Purpose: Recognize revenue from flower basket contributions

Expenditures	\$36,000	\$44,000	\$8,000
Amended Line Items Detail			
Salaries and Wages	16,500	18,000	1,500
Fringes	7,000	7,500	500
Contractual Services	10,000	16,000	6,000

Purpose: Appropriate funds for wages and fringes, and for flower basket watering costs.

City of Cadillac

Financial Services Department
FY2024 Budget Amendment #3
June 3, 2024

EXHIBIT A

Current Budget	Amended Budget	Increase (Decrease)
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Stores and Garage Fund

Expenses	\$774,700	\$784,700	\$10,000
Amended Line Items Detail			
Equipment Maintenance	75,000	85,000	10,000

Purpose: *Appropriate additional funds for repair of fleet equipment.*

Self-Insurance Fund

Expenses	\$1,627,000	\$1,727,000	\$100,000
Amended Line Items Detail			
Claims Funding	400,000	500,000	100,000

Purpose: *Appropriate additional funds for health claims.*

June 3, 2024

Council Communication

RE: MICHIGAN SHARED STREETS AND SPACES GRANT

On May 22, via a webinar, the Michigan Department of Transportation introduced the **Michigan Shared Streets and Spaces Grant**, which is due on June 7, 2024. The primary goal is to make communities more walkable, bikeable, and transit- and micromobility-friendly. As an incorporated city, we are allowed to request up to \$200,000.00 of funding with no local match required.

Projects must be a quick-build; ones that do not require permitting, right-of-way, design, or environmental work. Projects need to align with the program objectives of supporting public health, safe mobility, and strengthened commerce. Eligible project elements must fall into any of 4 given categories; two of which are Pedestrian and Bicycle Supportive Infrastructure and Plazas and Pedestrian Spaces.

Projects identified as being perfect for this grant application are elements that have been planned for in previous projects, that were put aside for a later phase.

- In 2018, the City was awarded a grant through the Michigan Natural Resources Trust Fund for the extension of the White Pine Trail and construction of a new trailhead. This project – The Trailhead at Cadillac Commons – included a **shade picnic shade shelter** which was pulled from the project when funding was maxed out. This element was slated to be on hold until additional funding could be procured.
- Another component of the Trailhead grant project was to add the **green pavement surface** to the **shoulder bike lane**. The green paint is used to make drivers and bicyclists more aware of each other as they share the road. A few locations along Lake Street within the Trailhead project were completed with the Trust Fund grant. Additional locations were identified and planned to be implemented when future funding could be obtained. These include the shoulder bike lanes on Chestnut Street, North Boulevard, and a few locations around Lake Cadillac and to the Clam River Greenway.
- In 2021, the City was awarded a Prosperity Grant through Consumers Energy for a Micro Park at Clam River and Haynes Street across from the Clam River Greenway. The project has been designed and is ready to go out for bids and construction. The park includes a parking lot, sidewalk, bike racks, and a river viewing area. The plans for this Micro Park also included a **shade picnic shelter** that had to be removed from the bid proposal package due to a lack of funding procured. This element was slated as a ‘can be added later’ when additional funding is obtained.
- **Wayfinding Signing** has been an on-going effort throughout the city for over 20 years. A collaborative and cohesive effort of marketing and branding was initiated and gained

momentum through the Visitor Bureau's Strategic Plan, the Chamber Wayfinding Project, the DDA, and the Cadillac West Corridor Improvement Authority. Additional signing will be a part of this grant application as well. A funding line item will include money for kiosks, Social District signing, sidewalk marking decals, monument signing, identification signing for the 'Kid Stops' such as the playscapes, splash pad, skate park, Sound Garden, Shay locomotive, and others.

Grant Schedule

The Grants will be reviewed by MDOT and winners notified in August 2024. A contract would be signed with the winning cities and transit authorities by the end of September 2024. Construction needs to occur before the end of September 2027.

Funding

This program is being administered by MDOT with no Local Match requirement. The Grant Request will be for \$200,000.00.

Recommended Action

Motion to approve the submittal of the application for the Michigan Shared Streets and Spaces Grant.

Motion to approve the Local Governmental Authorizing Resolution for certification of the MI SSG Application, signing of the grant agreement, and execution of all future documents required for grant completion.

RESOLUTION NO. 2024-_____

City of Cadillac
STATE OF MICHIGAN

RESOLUTION AUTHORIZING APPLICATION AND IMPLEMENTATION OF
MICHIGAN SHARED STREETS AND SPACES GRANT

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 3rd day of June, 2024, at 6:00 p.m.

PRESENT: COUNCIL MEMBERS: _____

ABSENT: _____

The following preamble and resolution was offered by Council Member _____ and Seconded by Council Member _____.

WHEREAS, the City of Cadillac is an incorporated municipality of the State of Michigan and therefore an eligible applicant to apply for the one-time appropriation of Shared Streets and Spaces Grant (SSSG) funding through the Michigan Department of Transportation, and

WHEREAS, the City of Cadillac strives for a more walkable, bikeable, and transit-friendly community, and is submitting an application for funding for the Lakeside District Improvements, and

WHEREAS, the City of Cadillac finds that this project uses *innovation* and forward-thinking project planning, design, and construction, considers *equity and accessibility* in the selection of the project, and meets program goals, and

WHEREAS, the City of Cadillac has worked across municipal departments to gain broader agency support and *coordination for ease of implementation* as desired by the program goals, and

WHEREAS, the City of Cadillac has presented these concepts in previous project plans and notified the community at large about these exciting additions to our parks and pathways along Lake Cadillac and the Clam River Greenway, and

WHEREAS, the City of Cadillac authorizes Marcus Peccia, City Manager as representative on behalf of the city to sign a contract upon receipt of a grant funding award.

NOW, THEREFORE BE IT RESOLVED:

That the City of Cadillac hereby submits to the State of Michigan an application for the Shared Streets and Spaces Grant program for the project described herein, and commits to additional funding that may be required over and beyond the grant amount, and

That the City of Cadillac hereby agrees to the implementation and continued maintenance of the resulting Shared Streets and Spaces Grant project.

YEAS: COUNCIL MEMBERS: _____

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. 2024-_____, duly adopted at a regular meeting of the City Council held on the 3rd day of June, 2024.

Sandra Wasson
Cadillac City Clerk