



City Council Meeting

August 18, 2025

6:00 p.m.

Cadillac Municipal Complex

Council Chambers

200 N. Lake St.

Cadillac, MI 49601



August 18, 2025 City Council Meeting Agenda
6 p.m. at City Hall - 200 N. Lake St. – Cadillac, MI 49601

We support each other in serving our community

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

I. APPROVAL OF AGENDA

II. PUBLIC COMMENTS

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

III. PFAS UPDATE

IV. CONSENT AGENDA

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

- A. Minutes from the regular meeting held on August 4, 2025
Support Document IV-A

V. COMMUNITY SPOTLIGHT

- A. Travis Owens – DDA Director/Main Street Manager

VI. PUBLIC HEARINGS

- A. Public hearing to consider adoption of Ordinance Amending a Lease Agreement with Up North Arts, Inc.
Support Document VI-A

Cadillac City Council Agenda

August 18, 2025

Page 2

VII. COMMUNICATIONS

- A. Cadillac Philharmonic Club
Support Document VII-A

VIII. APPOINTMENTS

- A. Recommendation regarding appointment to the Zoning Board of Appeals.
Support Document VIII-A
- B. Recommendation regarding appointment to the Zoning Board of Appeals.
Support Document VIII-B
- C. Recommendation regarding reappointment to the Elected Officials Compensation Commission.
Support Document VIII-C

IX. CITY MANAGER'S REPORT

- A. Hardship (Poverty) Exemption Policy
Support Document IX-A
- B. Bids and recommendation regarding Fire Department Support Truck Equipment.
Support Document IX-B
- C. Recommendation regarding Zoning Ordinance Consulting Service Contract.
Support Document IX-C
- D. Recommendation regarding Police Patrol Vehicle Emergency Equipment.
Support Document IX-D
- E. Amendment to Contract with ISD for CCTV Operations.
Support Document IX-E
- F. Non-Union Benefits Schedule
Support Document IX-F

X. ADOPTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt Resolution Amending General Appropriations Act for Fiscal Year 2026.
Support Document X-A

Cadillac City Council Agenda

August 18, 2025

Page 3

XI. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Historic Districts Commission

Support Document XI-A

XII. 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.

XIII. GOOD OF THE ORDER

XIV. CLOSED SESSION

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

XV. ADJOURNMENT

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

Respect

Integrity

Trust

Excellence

Guiding Behaviors

We support each other in serving our community

We communicate openly, honestly, respectfully, and directly

We are fully present

We are all accountable

We trust and assume goodness in intentions

We are continuous learners

CITY COUNCIL MEETING MINUTES

August 4, 2025

Cadillac City Hall - 200 N. Lake St. - Cadillac, Michigan 49601

CALL TO ORDER

The meeting was called to order by Mayor Pro-Tem Engels at approximately 6:00 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Present: Elenbaas, Hopkins, French, Mayor Pro-Tem Engels

Council Absent: Mayor Schippers

Staff Present: Peccia, Dietlin, Adams, Ottjepka, Homier (via Zoom), Wasson

APPROVAL OF AGENDA

2025-182 Approve agenda as presented.

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

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

PFAS UPDATE

Peccia stated last week he was offered the opportunity by Representative Joseph Fox's office to testify in Lansing in front of a House Appropriations Subcommittee with regard to asking for an appropriation to address PFAS in the City. He noted the presentation is available on YouTube (House Appropriations Subcommittee on Local Economic Development). He stated we are asking for nearly \$8 million to address PFAS in our community. He noted this would be enough funds to connect everybody in the City that is on a private well, and to build infrastructure to everywhere in the City where there are private wells where main infrastructure does not exist. He stated we won't likely hear anything until much later this fall or even shortly after the new year.

Jeff Dietlin, Director of Utilities, stated we have 66 completed Cyclopure tests results. He noted we were contacted by 3 residents in the MPART area and we forwarded their information to MPART. He stated we learned that at least 4 residents in the MPART area had filters installed since our last meeting. He noted we are waiting for the last 2 Cyclopure test results. He stated we have test results for 96 wells. He noted 37 wells are located in the MPART area and we may or may not have those results. He noted 36 residents in the area that the City is actively testing have not responded to our testing request. He stated we ended the active testing of wells on July 31, 2025. He noted this Friday the residential wells that were located in the LDFA area will be pulled and capped.

Dietlin noted we are still delivering bottled water and have approximately 2 months of stock remaining. He stated we delivered to 14 residents and of those, 10 now have filters on their water line.

Mayor Pro-Tem Engels asked how many Cyclopure tests we have left from the initial purchase.

Dietlin stated we have used 68 so we have 32 remaining.

Mayor Pro-Tem Engels asked if there is a shelf-life on the test kits.

Dietlin noted he has been told by Cyclopure that there is no shelf-life on the test kits.

CONSENT AGENDA

2025-183 Approve consent agenda as presented.

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

Motion unanimously approved.

PUBLIC HEARINGS

- A. Public hearing to consider adoption of Ordinance Amending the General Appropriations Act for the 2026 Fiscal Year.

Peccia noted that after City Council approved the appropriations ordinance regarding our budget we received information from the County regarding a Headlee rollback. He stated we now need to amend the ordinance to take into consideration that very small rollback.

Mayor Pro-Tem Engels opened the public hearing.

There were no public comments.

Mayor Pro-Tem Engels closed the public hearing.

2025-184 Adopt Ordinance 2025-11.

Motion was made by Elenbaas and supported by Hopkins to approve the resolution to adopt Ordinance Amending the General Appropriations Act for the 2026 Fiscal Year.

Motion unanimously approved.

- B. Public hearing regarding Lakelynn Apartments Brownfield Plan.

Peccia stated this is a residential housing development project that requires the same financial tool used for development projects such as the North Lake Street Flats, the former Cooley School, and Cadillac Lofts. He noted Kyle Friar and Aaron Kutsche, KMF Construction, are in attendance.

Kyle Friar noted they are a residential and multifamily general contractor developer. He stated they have been working on the project for quite some time. He noted the project

encompasses seven parcels north of Paluster Street off the east end of Mosser Street and Copier Street. He stated the total area of the parcels is 11.24 acres. He noted primary access will be from Cobb Street. He provided a presentation regarding Lakelynn Apartments (see attachment).

Peccia noted that all City Council is here to do this evening is to consider the financial component with regard to the Brownfield residential TIF. He stated the site plan, layout, and anything dealing with the development itself is within the purview of the Planning Commission.

Kyle Friar noted at the end of last month they did receive sketch plan approval. He stated the project has 252 units over seven buildings. He noted they plan to break it up into three different phases and the first phase will consist of 72 units. He stated the amount of twists and turns in the development was by design to slow down traffic for pedestrian safety. He noted there is a primary open space, approximately one acre, in the middle of the development that can be used by residents for a variety of outdoor activities.

Kyle Friar stated Cadillac has a lack of workforce housing. He noted Wexford County needs over 3,700 housing units before 2027 and over 1,300 of those are multifamily. He stated Cadillac is a four-season destination, and they like the proximity to US 131. He noted local leadership has been amazing to work with from the beginning. He stated there are strong local employers and industry, and they are excited to bring workforce housing to Cadillac.

Mac McClellan, Brownfield Authority Consultant, provided a presentation – Lakelynn Apartments Brownfield Plan (see attachment).

Mayor Pro-Tem Engels opened the public hearing.

There were no public comments.

Mayor Pro-Tem Engels closed the public hearing.

Elenbaas noted we need the housing.

Mayor Pro-Tem Engels stated he knows the Planning Commission approved the sketch plan, talked about a traffic study and a site plan. He asked if anything comes back to Council after we approve the Brownfield Plan.

City Attorney Homier stated it probably doesn't on this project because it is an apartment building development.

Mayor Pro-Tem Engels encouraged anyone that wants more information to watch the Planning Commission meeting.

Elenbaas noted he walked the area and it's interesting to see how they are going to hook into Cobb Street.

Mayor Pro-Tem Engels noted there was a lot of concern about the traffic and the Planning Commission was concerned about that as well.

French noted she attended the Planning Commission meeting and there was good discussion about traffic flow from the public. She stated there were a lot of members of the public there that live on Copier and Mosser Streets so there is a lot to be taken into consideration. She noted whether the timing of the traffic study is going to be done sooner than later was discussed and she believes they are getting a quicker start on it. She stated they were trying to capture what the traffic flow is going to be after school starts because that impacts that neighborhood significantly.

Elenbaas noted there doesn't seem like there is any perfect place to put apartments in Cadillac anymore because we are limited by space, but we need apartments.

2025-185 Adopt Resolution Approving Brownfield Plan Lakelynn Apartments.

Motion was made by Elenbaas and supported by French to adopt the Resolution Approving Brownfield Plan Lakelynn Apartments.

Motion unanimously approved.

COMMUNICATIONS

A. Great Start Collaborative

2025-186 Approve street closure for Great Start Collaborative.

Motion was made by Elenbaas and supported by French to approve the closure of Lake St. between Harris St. and Cass St. from 6:00 pm to 10:00 pm on September 19, 2025 for the Great Start Collaborative Family Movie Night.

Motion unanimously approved.

B. CAPS Homecoming Parade

2025-187 Approve parade route for CAPS Homecoming Parade.

Motion was made by Hopkins and supported by Elenbaas to approve the parade route on September 26, 2025 for the CAPS Homecoming Parade.

Motion unanimously approved.

C. Block Party

2025-188 Approve street closures for Block Party.

Motion was made by Elenbaas and supported by Hopkins to approve the closure of Hemlock St. at E River St. and Crippen St. at N Park St from 1:00 pm to 3:00 pm on August 10, 2025 for a Block Party.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Bids and recommendation regarding Aldrich Street Improvements.

Peccia noted four (4) bids were received and the recommendation is to award the contract to the lowest bidder, CJ's, Excavating, Inc., in the amount of \$617,403.70 and to approve a 5% contingency for City engineer-approved field changes in unit quantity or scope due to unknowns bringing the total amount of the award to \$648,273.89.

Elenbaas asked if this is approved when construction would start.

Connie Boice, Prein & Newhof, stated they would like to start mid-August and construction should take approximately 6-7 weeks.

2025-189 Award contract for Aldrich Street Improvements.

Motion was made by Elenbaas and supported by French to award the contract for the Aldrich Street Improvements project to CJ's Excavating, Inc. for the bid amount of \$617,403.70 and to approve a 5% contingency for City engineer-approved field changes in unit quantity or scope due to unknowns occurring underground in construction bringing the total amount to \$648,273.89.

Motion unanimously approved.

ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Resolution to Deny Rezoning of 820 S. Mitchell Street.

Peccia stated 820 S. Mitchell St. is located in the B-3 zoning district. He noted the owner of the property would like the option of using it for a short-term rental, but short-term rentals are not permitted in the B-3 district. He stated the owner requested that the Planning Commission consider changing the zoning into the B-2 district where short-term rentals are allowed by a special use permit. He noted the Planning Commission debated, discussed and unanimously determined not to approve changing the zoning from B-3 to B-2 as it would essentially be spot-zoning.

Peccia noted the Planning Commission did publicly suggest that staff prepare an analysis and come back to them to talk about amending the B-3 zoning code to allow for a short-term rental to be an appropriate use similar to the B-2 district where it's an appropriate use by special use permit. He stated if that is the direction they go this will be back in front of the City Council for a public hearing and for consideration.

Peccia stated City Council has the authority to approve, deny, or make amendments to things that the Planning Commission has done. He noted the staff recommendation is to uphold the Planning Commission recommendation of denying the change of zoning and then allow this to go back through the process with the Planning Commission.

Peccia noted the reason the packet includes a couple of different options was so that if City Council chose to go in another direction we already had the paperwork ready to go.

Mayor Pro-Tem Engels noted the Planning Commission has done a good job and he thinks moving forward they will continue to do a good job.

French asked if we uphold the Planning Commission's decision to deny the rezoning request and staff prepares an adjustment to the B-3 zoning description to include short-term rentals and then goes back to the Planning Commission, does this homeowner have to do anything other than go back to the Planning Commission for a special use permit.

Peccia explained that if the Planning Commission modifies the B-3 zoning district to allow that activity to happen by right, then the property owner would not have to do anything else, however, that would also be subject to the City Council approving that decision. He stated if the Planning Commission modifies the B-3 zoning district and makes it similar to what is in the B-2 zoning district where it is an activity that's allowed only by special use permit then again, subject to City Council agreeing to change the zoning ordinance, the property owner would then have to file an application with the Planning Commission for the ability to get a special use permit.

Peccia stated we received two (2) bids from consultants to get assistance with finishing the rewrite of our zoning code. He noted we received a grant to help us fund this effort. He stated that after the Planning Commission has an ability to review, discuss and make changes, it would come back to City Council for consideration.

2025-190 Adopt Resolution to Deny Rezoning of 820 S. Mitchell Street.

Motion was made by Elenbaas and supported by Hopkins to adopt the Resolution to Deny Rezoning of 820 S. Mitchell Street.

Motion unanimously approved.

- B. Resolution to introduce Ordinance to Amend the Zoning Ordinance to Rezone Property at 820 S. Mitchell Street and set a public hearing for August 18, 2025.

No City Council action taken.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

- A. Cadillac West Corridor Improvement Authority
- B. Planning Commission

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Peccia noted progress is being made on the Diggins Hill project.

Connie Boice, Prein & Newhof, stated on August 23rd from 9:00 am to noon we're going to be spreading

the mulch. She noted the path was paved last week and the grades look good. She stated the ribbon-cutting will be at noon and then the park will be open for play.

ADJOURNMENT

Respectfully submitted,

Tiyi Schippers, Mayor

Sandra Wasson, City Clerk

DRAFT

LAKELYNN APARTMENTS



SITE PLAN



BUILDING ELEVATION



BUILDING ELEVATION



LAKELYNN APARTMENTS BROWNFIELD PLAN



Cadillac City Council
August 4, 2025

OPPORTUNITY

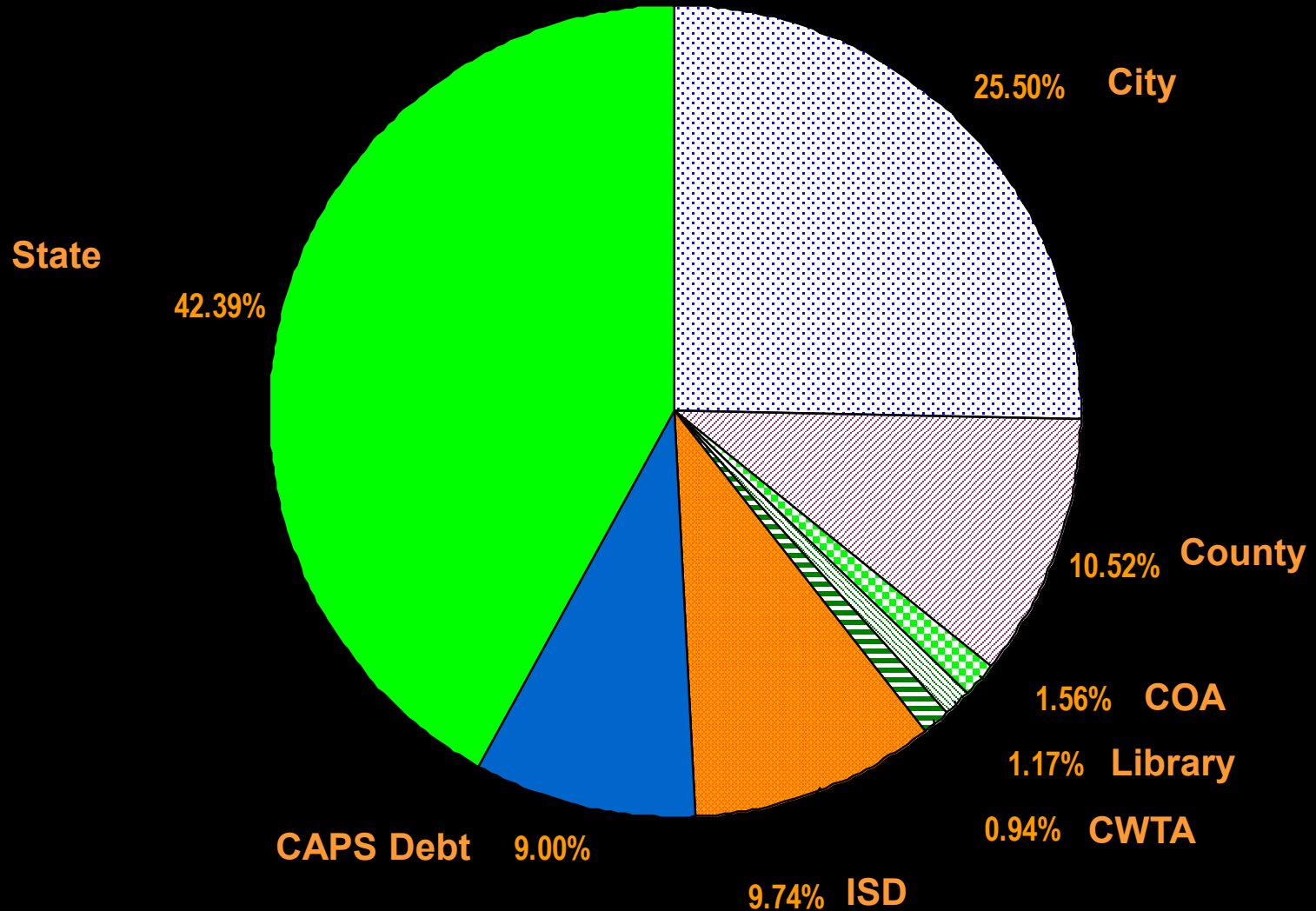
- Recent amendments to Act 381 added financial support for workforce housing (80% - 120% Area Median Income)
- Provides reimbursement for gap between development costs and revenues from capture of future incremental taxes.
- Lowers monthly rental rates (average \$202 per month)
- Provides 42.39% state funding for workforce housing in Cadillac. (\$4.3 million State Grant over time)
- Brownfield Plan approval by Brownfield Authority and City Council, Act 381 Work Plan approval by MSHDA for State tax capture.



BROWNFIELD TAX INCREMENT FINANCING

- The increased taxes generated by additional private investment are captured and used to reimburse approved eligible activities over time.
- Taxes are only captured on Brownfield Eligible Property.
- Capture is limited to the amount spent on Brownfield Eligible Activities or a term set in the Brownfield Plan.
- State and Local Taxes are captured; debt is exempt from capture.
- Schools are held harmless through Foundation Grants and ISD is reimbursed through State Education Fund.

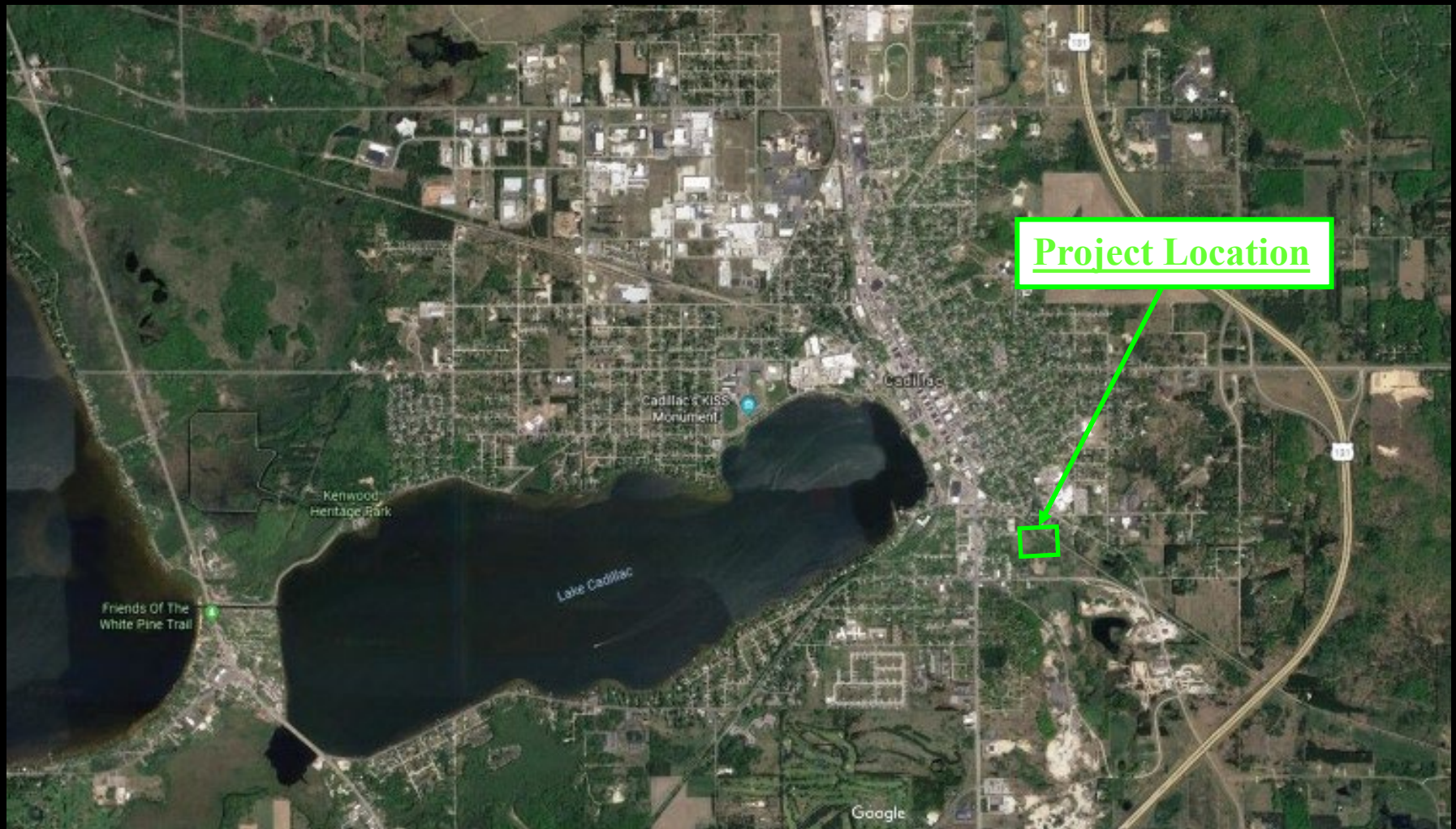
Brownfield Tax Capture Allocation

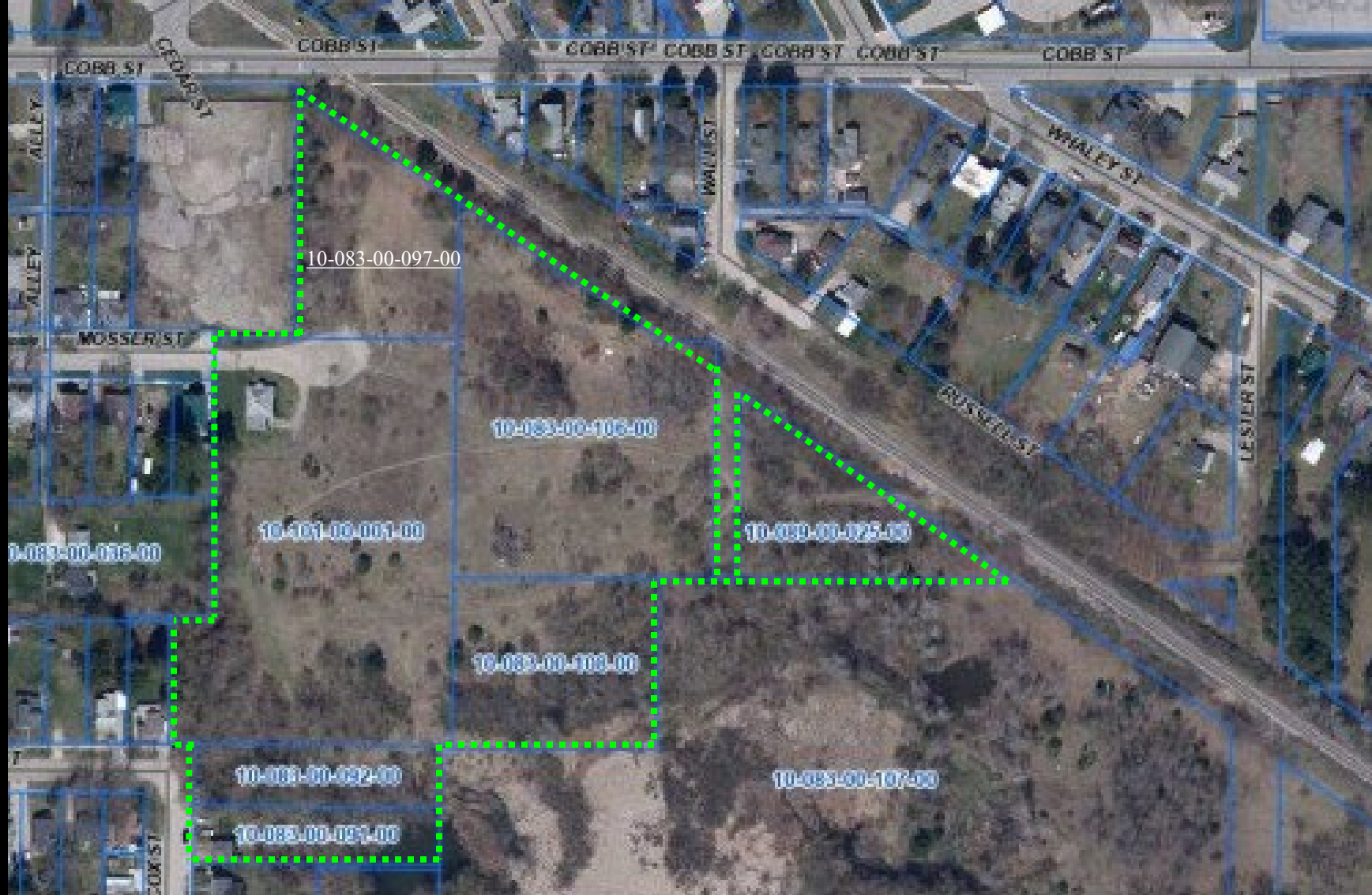




LAKELYNN APARTMENTS

- Development of seven parcels at the end of Mosser Street.







LAKELYNN APARTMENTS

- Development of seven parcels at the end of Mosser Street.
- Proposed 252 workforce housing units, with a minimum of 126 units for households with incomes of 120% AMI or less (\$70,560).
- Rents cannot exceed 120% AMI values (\$1,890 one bedroom, \$2,268 two bedroom)
- Development over 4 phases. Total investment of \$40.9 million
- Additional support from proposed MSHDA funding.
- Detailed financial analysis and review indicates an overall financial gap of over \$9,000,000 between the cost of development and rental revenues.

KEY FACTORS

- Lakelynn Apartments will provide 252 workforce housing units that cannot be financed without Brownfield incentives.
- The estimated gap between cost of development and revenues is \$9,164,647 .
- State capture will provide 42.39% of the Brownfield TIF capture.
- Schools are held harmless through State Foundation Grants and the ISD is reimbursed through the State Education Fund.
- Capture is capped at \$9,164,647 or 15 years, which ever is less.
- The Brownfield Plan includes capture for the Local Brownfield Revolving Fund during the Brownfield and for an additional 2 years to support future projects in the City.



REQUEST

Adopt resolution to approve Lakelynn
Apartments Brownfield Plan

LAKELYNN APARTMENTS BROWNFIELD PLAN



Cadillac City Council
August 4, 2025

City Council

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



Mayor
Antoinette Schippers

Mayor Pro-Tem
Robert J. Engels

Councilmembers
Bryan Elenbaas
Scott Hopkins
Ruthann French

RESOLUTION NO. 2025-_____

**RESOLUTION ADOPTING ORDINANCE AMENDING ORDINANCE APPROVING A LEASE
AGREEMENT WITH UP NORTH ARTS, INC.**

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 the 18th day of August, 2025, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the City wishes to consider an ordinance amending Ordinance No. 2017-07, Ordinance Approving a Lease Agreement with Up North Arts, Inc., as amended by Ordinance No. 2018-13, to amend Paragraph 3 of the lease agreement.

WHEREAS, the City held a public hearing on Ordinance No. 2025-12, Ordinance Amending a Lease Agreement with Up North Arts, Inc. (the "Ordinance," attached as Exhibit A) on August 18, 2025.

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

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

1. The City adopts Ordinance No. 2025-12, Ordinance Amending a Lease Agreement with Up North Arts, Inc.

2. The Ordinance will be filed with the City Clerk.

3. The City Clerk shall publish a notice of adoption of the Ordinance in a form substantially similar to Exhibit B.

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

YEAS:_____

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. 2025-_____, duly adopted at a meeting of the City Council held on the 18th day of August, 2025.

Sandra Wasson, Cadillac City Clerk

EXHIBIT A

ORDINANCE NO. 2025-12

**ORDINANCE AMENDING A LEASE AGREEMENT
WITH UP NORTH ARTS, INC.**

THE CITY OF CADILLAC ORDAINS:

Section 1.

Section 3 of the Naval Reserve Building Lease Agreement between the City and Up North Arts, first approved by Ordinance No. 2017-07, is amended in its entirety to read as follows:

3. **Base Rent.** The Base Rent for the term of this Lease is based upon a “Business Incubator”-type incentive. The following schedule of Base Rent will be utilized to determine lease payments due. Initial base rents will be established as below:

September 1, 2017 – October 31, 2018	\$0.00/month (Credit applied for significant leasehold improvements)
November 1, 2018 – December 31, 2024	\$500.00/month (\$6,000.00/year)
Beginning January 1, 2025	\$750.00/month (\$9,000.00/year)

Rent shall be payable in advance at the first day of each month. Tenant shall pay the first month's Base Rent on execution hereof.

Section 2.

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 3.

Any section or subsection not expressly amended by this Ordinance shall remain in full force and effect. Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 4.

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

Approved this ____ day of _____, 2025.

Sandra Wasson, Clerk

Antoinette Schippers, Mayor

I, Sandra Wasson, City Clerk of the City of Cadillac, Michigan, do hereby certify that Ordinance No. 2025-_____ was published in the Cadillac News on the ____ day of _____, 2025.

Sandra Wasson, City Clerk

EXHIBIT B

**CITY OF CADILLAC
NOTICE OF ORDINANCE ADOPTION AND SUMMARY**

NOTICE IS HEREBY GIVEN at a public meeting held on August 18, 2025, the City of Cadillac adopted Ordinance No. 2025-12, An Ordinance Amending a Lease Agreement With Up North Arts, Inc., (the "Ordinance"). The Ordinance is available for inspection at City Hall, 200 N. Lake Street, Cadillac, Michigan, during business hours. Copies may be obtained for a reasonable charge. The Ordinance takes effect 20 days after publication of this Notice. A summary of the Ordinance follows.

SUMMARY OF ORDINANCE NO. 2025-12

Section 1. Amendment to Lease. Section 1 of the Ordinance amends the base rent amount for the Naval Reserve Building Lease Agreement between the City and Up North Arts.

Section 2. Repealer. Section 2 of the Ordinance repeals any other ordinances or parts of ordinances that conflict with the Ordinance to the extent necessary to give the Ordinance full force and effect.

Section 3. Severability. Section 3 of the Ordinance makes its provisions severable.

Section 4. Effective Date. Section 4 of the Ordinance gives it an effective date 20 days after its adoption and publication.

CITY COUNCIL OF THE CITY OF CADILLAC

Sandra Wasson, City Clerk
200 N. Lake Street
Cadillac, MI 49601
(231) 775-0181



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

Today's Date 8-4-25

City Received Date RECEIVED

MUST BE OFFICIAL CITY OF CADILLAC STAMP
AUG 04 2025

Banner Request Form

Monday Banner Start Date 09/29/25
10/16/25

Monday Banner End Date 10/06/25
10/13/25

(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 Promoting Cadillac Philharmonic Club's Student Awards
Organization Cadillac Philharmonic Club Contact Person Jayne Knapp Progran
Contact Phone [REDACTED] Contact Email [REDACTED]

City of Cadillac & State of Michigan Guidelines:

- ☐ Banner requested date is a minimum of 2 months prior to display date requested.
- ☐ Banner picture or a design proof is attached with this request form or it will not be approved.
- ☐ The City reserves the right to determine when the banner is hung during inclement weather.
- ☐ The City is not responsible for any damages to the banner.
- ☐ Banner requested is for a reasonable and public purpose.
- ☐ Banner does not display any legend or symbol which may be construed to advertise, promote the sale of, or publicize any merchandise or commodity, or be political in nature.
- ☐ The legend may contain the name of the sponsor paying for the banner if such is not an obvious advertising of and promotion of the sale of the sponsor's goods or services.
- ☐ The lettering of the sponsor's name or a logo does not exceed three inches if on a single line or two-inches if on more than one line.
- ☐ Banner does not contain an address or directions to location.
- ☐ Banner meets all the design specifications on the back of this form.
- ☐ The banner will be delivered to City Garage a minimum of 1 week before banner is to be displayed.
City Garage is located at 1001 6th Street and hours. Call Street Supervisor at (231)920-7800 to schedule time.
- ☐ Banner will be picked up within 1 week after being displayed; if it is not picked up, the banner will be disposed of.

Form must be mailed or delivered to the above address or emailed to: mvandermeulen@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 Jayne Knapp Signature Jayne Knapp Date 8/4/25

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

emailed re: date 8/4/25

August 18, 2025

COUNCIL COMMUNICATION

Re: Appointment of Mike Coy to a Three-Year Term on the Zoning Board of Appeals.

Mike Coy has expressed his interest in serving on the Zoning Board of Appeals for a three-year term.

Requested Council Action:

Motion to appoint Mike Coy to a three-year term on the Zoning Board of Appeals, which will end on 8/18/2028.

RECEIVED

JUL 14 2025



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

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

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

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

Please print or type:

Name Mike Coy Address [REDACTED]

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

E-mail [REDACTED] Date available for appointment July 2025

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

Community Service

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

Cadillac Elections Commission
Lake Mitchell Improvement Board

Employment and Education

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

B.S. Degree, Geography & Business
Master Citizen Planner (MCP) certificate through
M.S.U. My certification is still current.
City of Cadillac Zoning Adm

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

June 2013 through June 2023
Community Development Dept. One of my
responsibilities was to prepare staff reports
for the Zoning Board of Appeals.

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

I am okay with either being an alternate
member of the ZBA or a regular member of the
board. I believe it is important to have people
on our ZBA and ~~the~~ Planning Commission who
have professional training regarding the
Mi. Zoning Enabling Act, the Mi. Planning Act, and
the Mi. Land Division Act.

Personal

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

If yes, please indicate potential conflicts.

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

I may be unavailable one or two month's due to travel.

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

*Master Citizen Planner Certification
Retired City of Cadillac Zoning Administrator*

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

Signature *Mike Coy*

Date *July 13, 2025*

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

Mail or return your completed application to:

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

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

August 18, 2025

COUNCIL COMMUNICATION

Re: Appointment of Peggy Host to a Three-Year Term on the Zoning Board of Appeals.

Peggy Host has expressed her interest in serving on the Zoning Board of Appeals for a three-year term.

Requested Council Action:

Motion to appoint Peggy Host to a three-year term on the Zoning Board of Appeals, which will end on 8/18/2028.



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

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

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

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

Please print or type:

Name Peggy Host Address [REDACTED]

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

E-mail [REDACTED] Date available for appointment 7/23/25

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

Community Service

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

*Planning Commission City of Cadillac
Cadillac West CIA*

Past:

*Benzie County Planning Commission - chair
Joint Planning Commission Colfax Twp/Thompsonville - chair
Planning Commission City of Mt Pleasant*

Employment and Education

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

Completion Citizen Planner Course

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

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

I have experience in planning and zoning.

Personal

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

If yes, please indicate potential conflicts.

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

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

*I have served on several planning commissions
I have completed Citizen Planner Course*

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

Signature *Rexy Host* Date *7/31/25*

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

Mail or return your completed application to:

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

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

August 18, 2025

COUNCIL COMMUNICATION

Re: Reappointment of Jack Dillion to a Five-Year Term on the Elected Officials Compensation Commission.

Jack Dillion has expressed his interest in being reappointed to serve as a member of the Elected Officials Compensation Commission. Jack has been on the Elected Officials Compensation board since 2005.

Requested Council Action:

Motion to reappoint Jack Dillion to a five-year term on the Elected Officials Compensation Commission, term will end on 9/06/2030.

August 18, 2025

Council Communication

Re: Hardship (Poverty) Exemption Policy

Public Act 390 states that the governing body of the local assessing unit shall determine and make available to the public, the policy and guidelines the local assessing unit uses for granting hardship (poverty) exemptions. Furthermore, MCL 211.7 requires local units to **annually** adopt a policy, including an asset test used to approve or deny poverty exemptions. We annually adopted the 2025 policy Hardship (Poverty) Exemption Policy on February 18, 2025.

However, upon review by an audit performed by the Treasury Department of the State of Michigan, we had some outdated verbiage. The following clauses need to be updated PA 253 of 2020.

Clauses: 2. “Not own any other real estate and/or recreational vehicles in or out of the State of Michigan” and 10. “is not for trusts” need to be removed.

This new revised policy reflects the changes necessary to comply with legislation changes.

Council Action

Adopt the revised 2025 Hardship (Poverty) Exemption Policy as presented.

POLICY: Hardship (Poverty) Exemption

DATED: January 21, 1997

REVISED: February 16, 1998; March 1, 1999; February 6, 2006; May 7, 2007; December 15, 2008; December 11, 2012; November 18, 2013; March 5, 2018; February 18, 2019; January 21, 2020; January 19, 2021, February 22, 2022, February 6, 2023, February 5, 2024, February 18, 2025

PURPOSE: Public Act 390 of 1994 was passed by the Michigan legislature and signed by the Governor on December 29, 1994, and said Public Act makes significant changes to the poverty exemption policy found in 211.70 as amended, of the Michigan Compiled laws. Public Act 390 states that the governing body of the local assessing unit shall annually determine and make available to the public, the policy and guidelines the local assessing unit uses for granting hardship (poverty) exemptions. The City of Cadillac develops a hardship exemption policy of real property for persons who, by reason of poverty, are unable to contribute towards the public charges. MCL 211.7u (1)

POLICY: In order to be eligible for a hardship (poverty) exemption, the claimant must establish or comply with all of the following:

1. Be the owner and occupant of property that is his/her principal residence for the year for which the exemption is requested. If requested by the Board of Review, a copy of the deed, land contract, or other evidence of ownership of the property must be provided. MCL 211.7u (2) (a)+(d)
- ~~2. Not own any other real estate and/or recreational vehicles in or out of the State of Michigan.~~
3. Fully complete the Declaration of Poverty Request for tax relief application, including the asset and income schedule.
4. Hardship exemption may be granted up to a maximum of 50 percent.
5. The exemption is also dependent upon the total household income of the applicant meeting the guidelines established by the City of Cadillac.
 - a. Total household income is defined as money, wages, and salaries before deductions; net receipts from non-farm self-employment, business, professional, enterprise, or partnership after deductions; payments from social security, retirement, unemployment compensation, veteran's payments, public assistance; alimony, child support, military family allotments or other regular support from an absent family member or someone not living in the household; private pensions, government pensions, annuity or insurance payments; scholarships, grants, fellowships, assistantships; dividends, interest, rental income, royalties, periodic receipts from estates or trusts, gambling or lottery winnings.
 - b. In compliance with *Ferrero v Walton Township*, 295 Mich App 475: 813 NW2d 368 (2012), when determining "total household income" of the applicant, the City shall not include or consider monies the applicant received from claiming homestead property tax credit.

6. Provide current or preceding year federal and state income tax returns for all persons residing in the principal residence
7. Provide a valid driver's license or other form of identification if requested by the Board of Review. MCL 211.7u (2)(c)
8. Meet the City of Cadillac's income standards for "Poverty Threshold" for the calendar year in question. As its "Poverty Threshold", the City of Cadillac has adopted and incorporated the federal poverty guidelines updated annually in the Federal Register by the United States Department of Health and Human Services. (under authority of Section 673 of subtitle B of Title VI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, 42 USC 9902)

2024 HHS POVERTY GUIDELINES

Persons in Family/Household	Poverty Guideline
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720

*Families with more than 8 persons, add \$5,380 for each person.

9. Even if the income guidelines are met, assets shall not exceed \$50,000 with the exception of the Primary home.
10. This policy applies only to individuals and is not ~~for trusts or~~ for other types of ownerships such as corporations, limited liability companies, partnerships, associations, and co-owners (the only exception being the individual owner of a life estate).
11. Only the assessed value of the principal residence of an owner of a life estate shall apply, but the incomes of the owner of a life estate and income of all interested persons and household members shall be combined for determination of the poverty threshold. The owner of the life estate must reside and use the property as his or her principal residence.
12. Any tax exemption given to an individual under these guidelines shall be for the one (1) year's taxes. A new application will be required each year an exemption is requested.
13. During the deliberation process, the Board of Review must remain totally objective and ensure that their decisions is in no way arbitrary. The Board of Review must follow this hardship exemption policy and the guidelines set forth within.

14. The City Assessor and the Board of Review shall notify, in writing, all applicants whose application for exemption is being denied. The applicant may appeal the decision by applying to the Michigan Tax Tribunal and filing the appeal in writing prior to June 30th for a March Board of Review action. For July and December Board of Review actions the appeal must be filed with the Tax Tribunal within 30 days of receipt of your answer from the Board of Review. The address is Michigan Tax Tribunal, 611 West Ottawa, PO Box 30232, Lansing, Michigan 48909.
15. The assessor will act as an advisor for the Board of Review. The Board of Review will have the final determination for a hardship exemption. A person who files a claim is not prohibited from also appealing the assessment on the property for which that claim is made before the Board of Review in the same year.
MCL211.7u (6).
16. The application filing for an exemption under this policy shall be filed after January 1, but before the day prior to the last day of the Board of Review.
MCL 211.7U (3)

August 18, 2025

Council Communication

Re: Fire Department Support Truck Equipment

The City recently purchased a new truck to be used by the Fire Marshal. This truck needs to be upfitted with various emergency equipment. Bids were recently received for this equipment, and the following bids were received:

Vendor	Bid
Pro Comm Inc. Mt. Pleasant, MI	\$8,105.79
Ebersole Industries Novi, MI	\$15,430.00
Overwatch Emergency St. Johns, MI	\$8,705.32
Allied Fire Sales and Service Fruitport, MI	\$14,270.00
Arrowhead Upfitters, Inc. Clio, MI	\$9,452.00

Recommended Action

It is recommended that the purchase and installation of emergency equipment on the new Fire Department support truck be awarded to ProComm Inc. in accordance with their bid. Funds are available in the General Fund.

August 18, 2025

Council Communication

RE: Selection Process for the Zoning Ordinance Consulting Services

The City received a \$39,600 grant through the Michigan State Housing Development Authority's Housing Readiness Program to assist with a thorough rewrite of the zoning ordinance. This project will ensure that the zoning code is clear, legally sound, and meets Michigan's zoning laws and redevelopment guidelines. The Community Development Department will utilize the grant funds to engage a consultant to walk the City through the involved and public process. A request for proposals was recently released for this consultant. The following four proposals were received:

Firm:	Giffels Webster	Progressive Companies	Zone Co	McKenna
Cost	\$51,051	\$34,000	\$56,350	\$51,380
Score:	77%	90%	79%	86%

Staff evaluated the four proposals based on several important criteria: the consultants' qualifications, their understanding of the project and its deliverables, their proposed approach and level of public engagement, the expected timeline for completion, and the overall fee. Each factor contributed to a fair and comprehensive selection process. We used a rubric to score each application, and the scores are listed alongside the respective proposal amounts.

After reviewing the consulting proposal from Progressive Companies, the Community Development Department requested an additional \$10,000 from the state to allow for more consulting hours, which we believe may be necessary to support our efforts.

Recommended Action

After reviewing all proposals, it is recommended the City Council approve the Zoning Ordinance Consulting Service contract with Progressive Companies. They scored highest, offer the best value, and are well-equipped to meet the city's needs.

August 18, 2025

Council Communication

Re: Police Patrol Vehicle Emergency Equipment

The Cadillac Police Department will soon take delivery of a new 2025 Durango police patrol vehicle that was ordered last spring. As part of the purchase, the vehicle needs to be upfitted with all required emergency equipment. Pro-Comm Inc. has been the vendor that has installed this equipment on all recent police vehicle purchases. The service was last bid in April 2024 and Pro-Comm was the low bidder. They were also the low bidder in a recent bid for installing similar equipment on a truck purchased for the fire department.

This vendor is located in Mt. Pleasant, MI and this proximity eases logistics in scheduling installations and getting follow-up or other needed maintenance done when required. As such, the department recommends continuing to use Pro-Comm for the current vehicle. Pro-Comm has held all installation costs flat since the 2024 bid, and the recent quote is very similar to the prior bid, with just a few pieces of equipment experiencing small price increases. Total cost for this installation will be \$26,659.75.

Recommended Action

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

August 18, 2025

Council Communication

RE: Amendment to contract with ISD for CCTV Operations

Since 2016 the City has contracted with the Wexford-Missaukee Intermediate School District to provide for the operation and administration of Cadillac Community Television, the local government access channel provided through the Charter franchise agreement.

The contract amount has been the same since inception. With recent changes in the provision of the services, it is being proposed to increase the amount of the contract to \$30,000 per year, up from \$25,000. This increase of \$5,000 continues to provide for full management of the channel, the recording of up to 60 City meetings per year, hosting and management of the CCTV website, consulting City staff on equipment needs, managing the relationship and process with Charter to air live meeting content, etc.

Recommended Action

It is recommended the City Council approve the amendment to the contract with the Wexford Missaukee Intermediate School District as presented. Funds are available in the General Fund.

**AGREEMENT FOR ADMINISTRATION AND OPERATION OF CADILLAC COMMUNITY TELEVISION,
PUBLIC, EDUCATION AND GOVERNMENT ACCESS CABLE TELEVISION WITH THE CITY OF CADILLAC AND
WEXFORD- MISSAUKEE INTERMEDIATE SCHOOL DISTRICT**

This Agreement (hereinafter called the "Agreement"), entered into as of the 1st day of July, 2025 by and between the City of Cadillac, a Michigan municipal corporation, whose address is 200 N. Lake, Cadillac, Michigan (hereinafter called the "City") and the Wexford- Missaukee Intermediate School District, a Michigan intermediate school district organized and operating under the provisions of the Revised School Code, MCL 380.1, et seq., as amended, whose address is 9907 E. 13th Street, Cadillac, Michigan 49601 (hereinafter called the "District") (individually, a "Party" and collectively, the "Parties").

RECITALS

WHEREAS, the City operates a public, education and government access cable television channel, known as Cadillac Community Television ("CCTV"); and

WHEREAS, the City's operation of CCTV is consistent with the terms of the non-exclusive franchise for cable television between the City and Charter Communications as approved by City Ordinance No. 2004-19; and

WHEREAS, the City has received rights to use several cable television channels to air CCTV programming; and

WHEREAS, the City receives specific funding through grants and franchise fees to support the operations of CCTV; and

WHEREAS, the City wishes to have the District administer the operation of CCTV; and

WHEREAS, the Parties desire to have CCTV continue its ongoing operations and continue to fulfill its purpose which is to provide access for public, educational, and government programming through the City's cable television rights.

NOW, THEREFORE, the Parties agree as follows:

1. **Administration and Operation of CCTV.** The District agrees to administer and operate CCTV, which may include the District negotiating and entering into a contract with a third-party provider that will perform all operational and administrative functions

for CCTV. If the District enters into such a contract with a third-party provider, the District shall be solely obligated for all costs and expenses of the District and any third-party provider.

As consideration for the payment of funds set forth in this Agreement, the District shall be responsible for generally administering the operations of CCTV. Except for technical difficulties beyond its control, the District shall be specifically responsible for recording and/or live broadcasts of all regular and special public meetings designated by the City. The City shall

provide the District with a schedule for all regularly scheduled meetings and shall provide at least eighteen (18) hours notice of any special meetings. All other programming shall be in compliance with the terms of the non-exclusive franchise for cable television between the City and Charter Communications as approved by City Ordinance No. 2004-19.

2. Payment to the District. The City agrees to pay the District for administration and operation of CCTV on a flat-fee basis in the amount of Thirty Thousand Dollars (\$30,000) annually and the City shall not be liable for any additional fees, costs or expenses in excess of that amount, unless the Parties agree otherwise in writing. Payment by the City to the District shall be made on a yearly basis beginning on July 1, 2025 and continuing July 1 of each year thereafter as long as this Agreement is in effect.

3. Contract with Third-Party. The Parties agree and understand that the District may enter into an agreement with a third-party provider for the administration and operation of CCTV. If the District is unable to reach an acceptable agreement with a third-party provider, this Agreement shall terminate without fault or payment to either Party. At the City's request, it can be included as a third-party beneficiary in the District's contract with the third-party provider to enforce CCTV's policies and rules. However, the Parties agree that the City shall not be a party to the District's contract with the third-party provider. The City agrees and acknowledges that it retains all potential liability associated with the operation of CCTV, including any liability related to CCTV's selection or denial of programming.

4. Term and Termination. This Agreement shall be effective upon approval by each party (as noted below), and shall continue until terminated. Either Party may terminate this Agreement by providing written notice pursuant to paragraph six (6) to that effect at least sixty (60) days prior to the stated termination date, which shall be included in the written notice.

5. Use of CCTV Funds. The City warrants that the use of franchise fees and grants for CCTV, as described in this Agreement, complies with all relevant laws and regulations. Regardless, the City agrees to pay the District for the services provided by this Agreement pursuant to paragraph two (2).

6. Notice. All notices under this Agreement shall be deemed to be properly served by registered or certified mail to the last address previously furnished by the Parties. Until changed by notice in writing, the notices shall be sent to the Parties as follows:

District:

Wexford-Missaukee Intermediate School
District
Attn: David J. Cox, Superintendent 9907
East 13th Street
Cadillac, MI
49601

City: City of Cadillac

Attn: Marcus Peccia, City
Manager
200 N. Lake
Street
Cadillac, Michigan
49601

7. Modification. Any modification of this Agreement or additional obligations assumed by either Party in connection with this Agreement shall be binding only if evidenced in writing and signed by both Parties.

8. Successors, Assigns, and Third-Party Rights. Neither Party shall assign any of its rights under this Agreement without the written consent of the other Party, which consent shall not be unreasonably withheld. This Agreement shall be binding upon any successors or permitted assigns of either Party. Nothing contained in this Agreement shall provide rights to any third party who is not a party to this Agreement.

9. No Waiver of Governmental Immunity. Nothing contained in this Agreement shall in any way be construed to waive the defense of governmental immunity by either

Party.

10. **Indemnification.** The Parties shall indemnify and hold harmless the other from and against any and all claims or other injury, including costs of litigation and attorneys' fees, arising from or in connection with claims or losses or damages to persons or property arising from or **in** connection with the performance of this Agreement in whole or in part by any negligent act to the extent as permissible by law.

IN WITNESS WHEREOF, the Parties have executed this Agreement, with the appropriate approval of their respective boards, on the day and year stated below.

WEXFORD-MISSAUKEE ISD, a Michigan intermediate school district

By: _____

David J. Cox, Superintendent

Dated: _____

CITY OF CADILLAC, a Michigan municipal corporation

By: _____

Antoinette Schippers, Mayor

Dated: _____

By: _____

Sandra Wasson, Clerk

Dated: _____

August 18, 2025

Council Communication

Re: Non-Union Benefits Schedule – Proposed Additions and Amendments

Several changes to the Non-Union Benefits Schedule are being proposed, either as mandated by newly enacted laws or for the purpose of enhancing recruitment and retention. If approved, these changes will go into effect immediately. The proposed changes to the schedule are as follows:

- Section 1.2 Sick Leave: Adopt the provisions of the Earned Sick Time Act (ESTA) and implement the necessary changes to existing language as mandated by the law within
- Section 1.1 Vacation Schedule: Add tiers and language to to provide for:
 - 10 days of vacation for new hires
 - Additional vacation for those over 15 years of employment
 - The flexibility to accelerate the vacation allotment for an existing employee, or new hire, up to a maximum of 20 days
 - An increase to the number of days available for payout at the time of retirement (from 20 to 25)
- Section 3.0 Health Insurance: Remove language that is no longer deemed necessary.

Recommended Action

It is recommended that City Council approve changes to the Non-Union Benefits Schedule as presented.



Non-Union Employees Benefits Schedule

Amended 08/2025

BENEFITS SCHEDULE

INDEX

<u>TITLE</u>	<u>SECTION</u>	<u>PAGE</u>
Bereavement Leave	1.3(a)	3
Continuing Personal Education	2.0(a)	5
Education and Training	2.0	5
Educational Leave of Absence	2.0(c)	5
Health Insurance	3.0	5
Holidays	1.0	1
Jury Duty	1.3(b)	4
Leave of Absence Without Pay	1.3(e)	5
Life Insurance	3.1	6
Longevity Bonus	3.3	7
Military Leave	1.3(c)	4
Miscellaneous Leave	1.3	3
Occupational Injury or Illness	3.2	7
Parental Leave	1.3(d)	4
Personal Time	1.3(f)	5
Professional Memberships	2.0(d)	5
Required Training	2.0(b)	5
Retirement	3.4	7
Sick Leave	1.2	2
Vacation	1.1	2

BENEFITS SCHEDULE

Section 1.0 Holidays.

- (a) Holidays observed by the City of Cadillac and time off granted by the City include:

New Year's Day	Martin Luther King Jr. Day
President's Day	Spring Holiday (Good Friday)
Memorial Day	Juneteenth
Independence Day	Labor Day
Veterans Day	Thanksgiving Day
Day after Thanksgiving	Day before Christmas
Christmas Day	Day before New Years
Employee's Anniversary	Employee's Birthday

- (b) When a holiday falls on a Saturday, the preceding workday will be considered a holiday and if the holiday falls on a Sunday, the next workday will be considered a holiday.
- (c) Employee eligibility for holiday pay is subject to the following conditions and qualifications: employee must work the last regularly scheduled day before and the first regularly scheduled day after the holiday unless otherwise excused by the City Manager. If on vacation at the time of the holiday, the day shall not be charged against vacation time.
- (d) Non-union employees of the City of Cadillac have the option to take a cash pay-out in lieu of a day off for their birthday and anniversary date holidays. The following guidelines apply to these options:
- Elections may be made any time after July 1 each fiscal year. The payouts will be made on the pay date immediately following the election.
 - All elections for cash payout must be made prior to the actual date of the holiday.
 - Employees may elect the payout option for each holiday individually during the year or make an election for both holidays at the same time.
 - Cash payouts will be paid as an eight (8) hour day for each holiday. For salaried employees, salary amounts will be converted to an hourly rate for the calculation of the payout.
 - The proper form must be completed and signed by the employee and the employee's supervisor and submitted to payroll.
 - All cash payouts are taxable.

Section 1.1 Vacation.

- (a) Regular employees ~~who have completed the following years of service~~ shall be entitled to the following vacation time:

<u>Years of Service Completed</u>	<u>Vacation Days</u>
1-4	10
0 – 4*	10
5 – 9*	15
10+	20
10 - 14	20
15-19	22
20 +	25

* Subject to the discretion of the City Manager, the number of vacation days may be enhanced to a maximum of 20 days. (Added language and additional tiers)

- (b) Vacations may be taken at any time after the employee's anniversary date. Advanced leave may be requested in writing from the City Manager.
- (c) Employees shall take their vacations within the year or lose the time. Vacations cannot be carried from year to year except upon written approval of the City Manager.
- (d) Department heads will approve vacations for employees in their departments.
- (e) One week prior to separating employment, employees may elect to cash out up to seventy five percent (75%) of their unused vacation time. Any remaining amount of unused vacation time as of the employee's termination date must be converted to the MERS Health Care Savings Program (HCSP). The total amount of paid out unused vacation time shall not exceed ~~twenty (20)~~ **twenty-five (25)** working days.

Section 1.2 Sick Leave.

- (a) This section exceeds the accrual and method of accrual provisions of the Earned Sick Time Act. The city shall comply with all other applicable provisions within the statute and further states the following:
- The city designates a calendar year for the purposes of ESTA
 - There shall be no waiting period for newly hired regular full-time employees to use accrued leave
 - Leave shall be used in no less than 15-minute increments
 - The city may not require an employee to use ESTA hours unless the reason for the leave is that of permissible use under ESTA
 - All sick leave hours within an employee's accrual bank may be utilized under the provisions of ESTA
 - Part-time, temporary, and/or seasonal employees will be permitted to use ESTA hours following 120 days of continuous employment.

(Added language to adopt ESTA and implement certain procedures permitted by the Act)

- (b) Sick leave, beginning at date of hire, will consist of one day per month of completed employment to accumulation of not more than one hundred eighty (180) days for purposes of reimbursement. Unlimited accumulation will be allowed to bank for future use. Maximum sick leave earned per year shall be twelve (12) days.
- (c) Under normal circumstances, an employee will not be required to furnish a note from his or her medical, dental or optical provider excusing the absence. However, upon request of the employee's department head an employee requesting sick leave shall be required to submit a signed note from his or her medical, dental or optical provider covering the period for which said claim is made. ~~An employee whose absenteeism exceeds the average by fifty percent (50%) shall provide certification for all absences. Employees exceeding the average by one hundred percent (100%) shall be disciplined up to and including termination. Only those cases of recurring absences shall qualify an employee for discipline. Long term illnesses or similar personal reasons may be excluded by Human Resources.~~ **(ESTA does not permit disciplinary action for use of sick leave, this should be removed).** In all cases, the department head shall be notified prior to or within the first hour of the workday, **unless unable due to unforeseen circumstances**, for sick leave approval. **(added language in accord with ESTA in the event an employee cannot practicably make contact prior to one's start time)**
- (d) If an employee is absent from work three (3) days without reporting to the department head, the employee **shall be recommended for termination due to job abandonment, pending an inquiry into the reason for the absences.** **(added language to ensure proper steps are taken prior to any termination)**
- (e) ~~Upon request to the employee's department head, an employee may be granted up to eighty (80) hours of accumulated sick leave per calendar year for illness and to attend to an immediate family member who is incapacitated as a result of a physical or mental illness, injury, pregnancy or childbirth, or to attend to an immediate family member receiving medical, dental or optical examination or treatment. Leave used for immediate family members may apply for only those occurrences authorized by the department head prior to the absence. Sick leave will normally be granted unless there are unusual business needs or staffing requirements. Immediate family members are defined as an employee's spouse, children and their spouses, parents, parents-in-law, siblings and their spouses, grandparents, grandchildren, stepparents, stepchildren, foster parents, foster children, and guardianship relationships. An immediate family member may also be an individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.~~ **(with all sick leave covered as ESTA, there is no need)**
- (f) Should an employee become ill while on vacation and report this fact immediately to the department head by phone, fax or e-mail, and upon return to work present a physician's statement, such time shall be charged to sick leave rather than vacation leave. This report must be filed prior to returning to work or the first day of return.

- (g) Upon being fully qualified for a regular retirement allowance, a deferred retirement allowance or early retirement allowances or upon death; an employee hired before January 1, 2007, will be entitled to compensation for accumulated sick leave of seventy-five percent (75%) of the first one hundred twenty (120) days and fifty percent (50%) of the next sixty (60) days. A maximum of one hundred eighty (180) days may be accumulated for purposes of reimbursement and will be paid based upon the employee's current annual pay. Effective July 1, 1995, accumulation of over one hundred eighty (180) days of sick leave with no change in the cash-out provisions upon leaving City employment will be allowed. An employee hired on or after January 1, 2007, shall receive no compensation for accumulated sick leave.
- (h) Employees hired before January 1, 2007 whose employment with the City is terminated, for any reason, shall receive compensation for fifty percent (50%) of all accumulated sick leave up to one hundred eighty (180) days. Employees hired on or after January 1, 2007 shall receive no compensation for accumulated sick leave.
- (i) One (1) week prior to separating employment, employees may elect to cash out up to seventy five percent (75%) of their accumulated sick leave, in accordance with the compensation provisions of Section 1.3 (g) and (h). Any remaining amount of accumulated sick leave as of the employee's termination date must be converted to the MERS Health Care Savings Program (HCSP).

Section 1.3 Miscellaneous Leave.

(a) Bereavement Leave.

- 1) When a death occurs in a regular employee's immediate family, the employee is allowed up to three (3) consecutive paid days off work from regularly scheduled duty with regular pay to make funeral arrangements and/or attend the funeral. To be eligible for paid bereavement leave, the employee must generally attend the funeral of the deceased relative. Human Resources may require verification of the need for the leave.
- 2) If an employee is required to make at least a four hundred (400) mile trip to attend the funeral, an additional day for travel time may be requested for approval by Human Resources.
- 3) Immediate family members are defined as an employee's spouse, children and their spouses, parents, parents-in-law, siblings and their spouses, grandparents, grandchildren, stepparents, stepchildren, foster parents, foster children, and guardianship relationships. An immediate family member may also be an individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

(b) Jury Duty. In the event that an employee is called to jury duty, full compensation shall

be received while on jury duty, providing any compensation received for such duty, less mileage, is reimbursed to the City. Maximum jury duty leave allowed is fifteen (15) days. Additional leave, beyond fifteen (15) days, must be approved by the City Manager.

- (c) Military Leave. An employee who belongs to the National Guard, Reserve Corps or similar military organization will be permitted leave in accordance with Citywide Policy C-21 (Leave of Absence Without Pay v. Military Leave of Absence) and the Federal Uniformed Services Employment and Reemployment Rights Act.
- (d) Parental Leave. An employee who becomes pregnant must notify her department head, no later than the fourth (4th) month of her pregnancy, of the expected delivery date. An employee who is pregnant may continue working during pregnancy unless her physician has ascertained it is unsafe for her to do so. After delivery, the employee may return to work at any time, provided her physician has stated it is safe for her to do so. Should the employee have sick leave available, she may choose to use it prior to delivery or during her recovery period, provided her physician has ascertained she cannot safely return to work.

An employee who is pregnant will be allowed up to six (6) months leave without pay, prior to or after delivery combined, and her position shall be available to her upon her return. Further, an employee whose spouse delivers a baby shall also be entitled to six (6) months of leave without pay, during the first year after birth, and his position shall be available upon his return. The same holds true of adoptive parents, in that they are allowed six (6) months leave without pay, during the year following adoption, and their position shall be available upon their return. Should any employee, for any reason, require additional time off beyond six (6) months, the City does not guarantee they will be able to return to their previous position. Further, any time beyond six (6) months must be approved by the City Manager.

- (e) Leave of Absence Without Pay. An employee may be placed on leave of absence (LOA) without pay by the City Manager. An employee on LOA without pay will not accrue vacation or sick leave, longevity or seniority and will not be carried on the City's medical or life insurance policy unless the employee reimburses the City in advance.
- (f) Personal Time. On the first day of every fiscal year (July 1), an employee will receive three (3) personal days for use during the fiscal year. Personal days not used by the end of the fiscal year (June 30) will be forfeited.

Section 2.0 Education and Training.

- (a) Continuing Personal Education. The City encourages all personnel to continually upgrade their personal knowledge and job proficiency through ongoing education. Therefore, the City will pay for tuition, books and fees for employment-related education or training outside of the regular schedule of work activities. In order to maximize funds available for continuing personal education, the City requires employees to seek federal, state or college-funded financial aid for which employees might qualify on the basis of income or

merit. If employees receive financial aid, the City will pay for the balance of tuition, books and fees not covered by the financial aid. All reimbursements must be fully documented by receipts that are submitted by the employee, along with his or her grade/credit report. The educational activity chosen must be approved by the department head and Human Resources prior to enrollment and must be successfully completed to receive reimbursement. Course work for which a grade is received must be a "C" or better for undergraduate work and a "B" or better for graduate work. If no letter grade is received, a passing evaluation must be received. Educational activities are not compensable and are considered to be self-improvement for the employee above and beyond that required by their position with the City. Time spent on these activities during the regular workday may be made up, during that week only, as required by the employee's supervisor.

- (b) Required Training. All training required for the employee's position shall be fully paid for by the City.
- (c) Educational Leave of Absence. An educational leave of absence may be approved by the City Manager when the request is made at least three (3) months in advance.
- (d) Professional Memberships. Membership dues for a maximum of three (3) employment related trade or professional organizations may be paid for by the City.

Section 3.0 Health Insurance.

- (a) Effective July 1, 2016, the Preferred Provider Plan (PPO) through Blue Cross/Blue Shield of Michigan (BCBSM) will be closed to new enrollees and transfers. Employees and retirees who are, as of the July 1, 2016 effective date, enrolled in the PPO may continue in the plan until December 31, 2016, at which time they will be required to transfer to the Blue Care Network (BCN) Health Maintenance Organization (HMO) plan, or choose to opt out.

The City shall provide all regular employees and their dependents with a comprehensive medical/hospitalization insurance plan. The monthly premium contribution required of all eligible active and retired employees who elect the HMO plan is determined annually, unless otherwise necessary, and shall at a minimum comply with the hard cap provisions of Public Act 152. ~~Employees hired on or after January 1, 2019, will be charged a higher monthly premium contribution than employees hired previous to that date.~~ (City never deemed this necessary)

In addition, the City shall provide dental and optical coverage for employees and dependents. Such coverage shall be determined by the City and fully described in a summary plan description, provided to all new employees upon hire and available upon request from Human Resources.

- (b) Insurance coverage shall begin on the first day of the month after hire.

- (c) Employees hired before January 1, 2007 who retire under the City's retirement plan excluding disability retirement, and their lawful dependents, shall be provided coverage at the level provided to active employees at the time of retirement. Employees hired on or after January 1, 2007 are not eligible for such coverage. For employees hired before January 1, 2007, such coverage shall continue until the retiree reaches age sixty-five (65) or upon receipt of Medicare. In the event the retiree dies prior to age sixty-five (65), his/her spouse may continue in the medical program until age sixty-five (65) by paying to the City the necessary monthly premium contribution in advance.
- (d) Effective July 1, 2005, the City established a Health Care Savings Program (HCSP) for all full-time employees through the Michigan Employees Retirement System (MERS). Effective July 1, 2016, the City increased the contribution to an amount equal to 1.0% (previously 0.75%) of the employee's base salary to a HCSP account established in the employee's name. The employee will be required to contribute 25% of his accrued vacation and sick leave to his HCSP account upon separation of employment. These funds will be available for the employee's use to assist with payment of post-employment healthcare expenses.

Section 3.1 Life Insurance.

The City of Cadillac shall provide life insurance in the amount of \$30,000 for all full-time employees. Each non-union employee retiring from the City under the City's retirement plan shall be compensated in the following manner:

- (a) Retired prior to July 1, 1999 - \$2,500
- (b) Retired between July 1, 1999 and June 30, 2000 - \$4,500
- (c) Retired after July 1, 2000 - \$5,500

Section 3.2 Occupational Injury or Illness.

- (a) If, during the workday, an employee becomes ill or is injured for reasons attributable to employment; no portion of a sick day or any other leave shall be charged against the employee.
- (b) If injuries and/or illnesses are attributable to the job and an employee will receive worker's compensation, the employee shall be compensated by the City to a maximum period of twenty-six (26) weeks at the difference between one hundred percent (100%) of the employee's base rate of pay at the time of injury or illness and the amount of worker's compensation and social security benefits received by the employee because of such injury or illness.
- (c) Verification of a job-related injury or illness must be authenticated by an acceptable medical and/or dental authority to qualify the employee to be eligible for full compensation.

- (d) The employee is expected to return to work within a reasonable period of time, as authorized by an acceptable physician's report. At the end of twenty-two (22) weeks, the employee's case shall be reviewed by the City and the employee. If it is determined that the employee will not be able to resume normal duties until after twenty-six (26) weeks have lapsed, the City may, at its option, proceed as follows:
- 1) The City may pay the employee full or part pay by using accumulated sick leave and/or vacation credits.
 - 2) Request the employee go on disability retirement under the provisions of the Municipal Employees Retirement System or other approved system.
 - 3) The employee may elect voluntary resignation.

Section 3.3 Longevity Bonus.

Commencing after the completion of one full year of service, all regular employees will receive a longevity bonus equal to \$100.00 for each year of service. October 1 shall be the date from which longevity bonuses shall be determined. Bonuses will be paid on or before November 15 of each year and will be paid separate from regular salary. An employee who is eligible for longevity pay and separates employment shall receive longevity pay on a prorated basis.

Section 3.4 Retirement.

- (a) All regular employees are covered by a retirement program. Police and firefighters are covered by the Cadillac Police and Fire Retirement System governed by P.A. 345. All other employees are covered by the Municipal Employees' Retirement System (MERS).
- (b) The MERS program is non-contributory by employees. The Cadillac Police and Fire Retirement System requires a three percent (3%) contribution by employees.
- (c) The benefits are:

Municipal Employees Retirement System (B-2)

Summary - 2% of member's final compensation (FAC- based on five years) multiplied by years and months of credited service.

Normal Retirement Eligibility

Age	55	60	55*
Service	25	10	15

May retire at age 55 with 25 years of service at full retirement benefit (F55-25)

*Discounted benefit of ½ of 1% for every month under age 60.

Vested – after 10 years of service.

Police and Fire Retirement System

Summary - 2.5% of member's final average final compensation (FAC-based on five years) multiplied by years of service for the first 25 years and 1% of excess service. Police and Fire employees contribute an amount not exceeding 3.0% of their wages to fund the difference between the 2.0% multiplier and the 2.5% multiplier.

Normal Retirement Eligibility

Age	50	60
Service	25	10

Vested – after 10 years of service.

The policies contained in this manual are effective as of the 6th day of July 1987, and shall remain in effect until replaced by City Council.

Approved by City Council on the 6th day of July 1987.

Amended on the 3rd day of January 2003.

Amended on the 1st day of July 2004.

Amended on the 6th day of June 2005.

Amended on the 2nd day of April 2007.

Amended on the 17th day of May 2010.

Amended on the 6th day of June 2011.

Amended on the 6th day of February 2012.

Amended on the 18th day of November 2013.

Amended on the 20th day of June 2016.

Amended on the 19th day of November 2018.

Amended on the 15th day of November 2021.

Amended on the 7th day of August 2023.

Amended on the 18th day of August 2025.

Antoinette Schippers, Mayor

City Council

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



Mayor
Tiyi Schippers

Mayor Pro-Tem
Robert J. Engels

Councilmembers
Bryan Elenbaas
Scott Hopkins
Ruthann French

RESOLUTION NO. 2025-____

**RESOLUTION AMENDING GENERAL APPROPRIATIONS ACT
FOR FISCAL YEAR 2026**

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 18th day of August, 2025, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the City adopted Ordinance No. 2025-07, Ordinance Adopting General Appropriations Act for Fiscal Year 2026 ("General Appropriations Ordinance") on May 19, 2025, which approved a general appropriations act for the 2026 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 2026 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 18th day of August, 2025.

Sandra Wasson
Cadillac City Clerk

City of Cadillac

EXHIBIT A

Financial Services Department
FY2026 Budget Amendment #1
August 18, 2025

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

GENERAL FUND

Department: Revenue	\$9,177,000	\$9,217,000	\$40,000
Amended Line Items Detail			
State Grants	0	40,000	40,000

Purpose: To recognize grant revenue due from the State related to the Zoning Code update

Department: Community Development	\$354,300	\$394,300	\$40,000
Amended Line Items Detail			
Contractual Services	5,000	45,000	40,000

Purpose: Appropriate funds for contractual services related to the Zoning Code update. Most costs will be covered by grant funds. Additional grant funds have been requested.

General Fund Summary		Prior Approved	Amended	Change
Revenues		\$9,177,000	\$9,217,000	\$40,000
Expenditures		9,743,000	9,783,000	40,000
Revenues Over (Under) Expenditures		(\$566,000)	(\$566,000)	

Downtown Development Authority Fund

Revenue	\$130,000	\$133,500	\$3,500
Transfer In	75,000	78,500	3,500

Purpose: Recognize revenue for additional transfer in to provide training funds for DDA director.

Expenditures	\$130,000	\$133,500	\$3,500
Travel and Education	0	3,500	3,500

Purpose: Appropriate additional funds for travel and training costs for new director.

City of Cadillac

Financial Services Department
FY2026 Budget Amendment #1
August 18, 2025

EXHIBIT A

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

Downtown Development Authority Capital Projects Fund

Expenditures	\$186,000	\$189,500	\$3,500
Transfer Out	75,000	78,500	3,500

Purpose: *Appropriate funds for additional transfer to DDA Operating Fund to cover TIF-eligible costs.*

Cadillac West Corridor Improvement Authority Fund

Revenue	\$0	\$100	\$100
Interest	0	100	100

Purpose: *Recognize revenue for interest income for funds on hand..*

Expenditures	\$0	\$6,000	\$6,000
Operating Supplies	0	3,000	3,000
Contractual Services	0	3,000	3,000

Purpose: *Appropriate additional funds for travel and initial activities of the Cadillac West Corridor Improvement Authority. Authority has just over \$6,000 on hand from prior committee activities.*



**MEETING MINUTES
THE CADILLAC HISTORIC DISTRICTS COMMISSION (HDC)
MARCH 13, 2025**

Roll Call

The meeting was called to order by Chairperson Carder at 5:20 PM.

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

Commission Members Absent: Iehl

Staff Present: Pluger and Adams

Approval of the March 10, 2025 Meeting Agenda

Motion by Dubravec to approve the agenda with change of addressing 217 S Park Street application first. Supported by Engels. The motion passed unanimously.

Approval of the July 15, 2024 Meeting Minutes

Motion by Engels to approve the July 15, 2024, Commission meeting minutes. Support by Dubravec. The motion passed with unanimous support.

Public Comments

None

New Business

1. 217 S. Park Street Construction Application for construction of a fence. Pluger presented the work application, historical relevance, similar projects in the area and photos of the proposed site. The applicant requested the installation of a three foot vinyl, picket style fence for dogs in the front yard that complied with city zoning standards. The applicant and homeowner were present but declined to add anything to the proposal. Chairperson Carder voiced support for the project and requested a motion.
 - a. Motion by Dubravec to approve the requested fence. Supported by Snider. The motion passed unanimously.
2. 111 S. Park Street Construction Application for a new roof by Brandon Horton. Adams gave a brief power point presentation of the home in question, explaining this work was completed last fall without a permit and a stop work order had been issued. He detailed the design requirements, explaining the request met all of the standards. Discussion took place with the board about the violation of the project and stopping these violations in the future. Staff updated that there is now a full time city code enforcer and that this contractor has now worked in the are more frequently and is complying.
 - a. A motion was made by Engels to approve the new roof. Supported by Snider. The motion passed unanimously.
3. Vote for Officers: Pluger explained that the officers must be reappointed at the first meeting each year. The board discussed and agreed to keep the current offices.

- a. Motion by Dubravec to reappoint all existing officers. Supported by Snider. The motion passed unanimously.
4. Vote to approve 2025 Meeting Dates. Pluger presented the scheduled regular meeting dates, pending work applications.
 - a. Motion by Dubravec to approve the meeting dates. Supported by Engels. The motion passed unanimously.
5. Annual Report: Pluger explained this report is produced annually and reported to the Michigan Economic Development Corporation and placed on the city Website. A brief description of the report was provided.
 - a. A motion to approve the annual report by Dubravec. Supported by Snider. The motion passed unanimously.

Old Business

None.

Commissioner Comments

Commissioner Dubravec commented on the brick streets with concerns about the maintenance and adding this to the budget in some way. After discussion, the board requested staff report back with a maintenance schedule for the bricks.

Chairperson Carder requested information about sidewalk conditions in front of houses. Staff explained it is the responsibility of the homeowner to replace damage sidewalks. Discussion took place about tree root damage and the process to have those trees removed and repairs to the sidewalk.

Staff Comments

Public Comments

None.

Adjourn

The meeting adjourned at 5:42 pm.