



City Council Meeting

May 1, 2017

6:00 p.m.

Cadillac Municipal Complex
Council Chambers
200 N. Lake St.
Cadillac, MI 49601

State of Michigan Flag Pledge

***I pledge allegiance to the flag of Michigan, and to the state for which it stands,
two beautiful peninsulas united by a bridge of steel, where equal opportunity
and justice to all is our ideal.***

Written by Harold G. Coburn

Adopted in 1972



May 1, 2017 City Council Meeting Agenda
6 p.m. at City Hall – 200 N. Lake St. – Cadillac, MI 49601

We are continuous learners

CALL TO ORDER
PLEDGE OF ALLEGIANCE
STATE PLEDGE OF ALLEGIANCE
ROLL CALL

I. APPROVAL OF AGENDA

II. PUBLIC COMMENTS

It is requested that comment time be limited to three (3) minutes.

III. CONSENT AGENDA

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

A. Minutes from the work session held on April 17, 2017.

Support Document III-A

B. Minutes from the regular meeting held on April 17, 2017.

Support Document III-B

IV. PROCLAMATION

A. Older Americans Month

V. COMMUNICATIONS

A. Request for the closure of Linden St. between W. Division St. and Chestnut St. from 8:00 am to 8:45 am on May 29, 2017 for the Rotary Club STRIDE for S.T.R.I.V.E. 5k run and walk event.

Support Document V-A

Cadillac City Council Agenda

May 1, 2017

Page 2

- B. Request for approval of the parade route for the Memorial Day Parade to be held on May 29, 2017 at 10:00 am with parade set-up on Harris St. beginning at 8:00 am.
Support Document V-B

- C. Made in Michigan Artisan & Farm Market.
Support Document V-C

VI. CITY MANAGER’S REPORT

- A. Request for special assessment project for paving of alley.
Support Document VI-A
- B. Special Parking Assessment update.

VII. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

- A. Wexford County Airport Authority
Support Document VII-A
- B. Downtown Development Authority
Support Document VII-B

VIII. PUBLIC COMMENTS

It is requested that comment time be limited to three (3) minutes.

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

City Council Work Session Minutes
April 17, 2017

CALL TO ORDER

Mayor Filkins opened the meeting at approximately 4:24 pm.

ROLL CALL

Present: Council Members: Schippers, Wohlfeill, Mayor Filkins

Absent: Council Member: Spoelman, Meinhardt

Staff Present: Peccia, Roberts, Dewitt, Dietlin, Wallace, Homier, Wasson

OTHER PRESENT

Chris Lamphere, Cadillac News

APPROVAL OF AGENDA

Peccia requested the agenda be amended to include a discussion regarding the proposal received from the Lake Mitchell Sewer Authority (LMSA).

Motion was made by Wohlfeill and supported by Schippers to approve the agenda as amended.

Motion unanimously approved.

PUBLIC COMMENTS

None

DISCUSSION AND REVIEW OF THE CAPITAL IMPROVEMENT PROGRAM AND 2017/2018 ANNUAL OPERATING BUDGET

City Manager Peccia commented on the discussion held at the April 3, 2017 work session. He asked if Council wanted to further discuss any of the goals such as the future plans for the Senior Center. He briefly mentioned the anticipated rate increase for refuse. He noted the developer who acquired the Cobbs & Mitchell property has recently executed a purchase agreement for the Olson property.

Peccia stated the City has been communicating with the Up North Arts Association regarding their interest in space at the Senior Center. He noted the space they are interested in utilizing is in desperate need of attention. The group believes they will be able to solicit enough volunteers to make the space habitable. He stated they are interested in obtaining an incubator type of lease

agreement. He noted he informed the group the City needs to further investigate the condition of the space. He stated he also informed them Council may want to look at different options for redevelopment of the site in the future.

Owen Roberts, Director of Finance, mentioned the IT contract and noted there is no renewal component in the contract. He noted there was a significant cost difference between IT Right and the other bidders. He asked if he could contact IT Right to determine if they are interested in extending the contract.

City Attorney Homier stated the City could amend the current contract to extend the date.

** Council Member Spoelman joined the meeting at 4:52 pm.*

DISCUSSION REGARDING THE PROPOSAL RECEIVED FROM THE LAKE MITCHELL SEWER AUTHORITY

Peccia distributed copies of the proposal received from the Lake Mitchell Sewer Authority (LMSA). He noted it is their counterproposal to the City's proposal regarding new contract terms for the provision of treating the sanitary sewer and the LMSA area. He stated the City provided four (4) different proposals for assessment of fees. He added the City does not believe it is equitable for the City's ratepayers to subsidize those who are not in the City. He mentioned there is a meeting with the LMSA scheduled for April 19, 2017 at 4:15 pm.

Discussion ensued regarding the proposal received from the LMSA and various options for moving forward in the negotiations.

** Council Member Meinhardt joined the meeting at 5:45 pm.*

ADJOURNMENT

Mayor Filkins adjourned the meeting at 5:50 pm.

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

CITY COUNCIL MEETING MINUTES

6:00 PM – April 17, 2017

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

CALL TO ORDER

Mayor Filkins called the City Council meeting to order at approximately 6:00 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Present:	Schippers, Spoelman, Meinhardt, Wohlfeill, Mayor Filkins
Council Absent:	None
Staff Present:	Peccia, Dietlin, Roberts, DeWitt, Coy, Crawford, Wallace, Homier, Keway, Wasson

APPROVAL OF AGENDA

2017-076 Approve agenda as presented.

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

Motion unanimously approved.

PUBLIC COMMENTS

Stephen King stated he believes the proposed fee for businesses is actually a tax.

David Mund commented on federal funding for free and reduced school lunch programs.

David McMahon discussed the importance of assisting homeless persons.

Jack Baughan inquired about the status of the application for the hot dog stand.

Robert Benson expressed support for homeless shelter zoning.

Cory Lindell Denman expressed concern about individuals being judged regarding the homeless shelter issue.

Troy Baxter expressed support for the homeless shelter ordinance.

Martin Dubravec expressed support for the homeless shelter ordinance.

Jennifer Mitchell commented on the City's Master Plan and the need to protect the natural resources and investments made in the Downtown Area.

Kaycie Ramsey discussed the importance of assisting homeless persons.

Bob Rexford expressed support for the homeless shelter ordinance.

CONSENT AGENDA

2017-077 Approve consent agenda as presented.

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

Motion unanimously approved.

PUBLIC HEARINGS

- A. Public hearing to consider approval of resolution to adopt Ordinance Amending the Zoning Ordinance to Provide for Family and Group Shelters.

Peccia noted there have been several opportunities for public comment regarding the proposed ordinance. He presented the recommendations from the Planning Commission along with additional recommendations for consideration including the corresponding zoning maps. (see attachment)

Mayor Filkins opened the public hearing.

Stephen King thanked Mayor Filkins and City Manager Peccia. He noted there has been a lot of communication with the City regarding the proposed ordinance. He expressed support for the proposed amendment and suggested documentation of financial sustainability should be required when an application for a shelter is submitted.

Martin Dubravec expressed support for the proposed amendment and for the suggestion made by Stephen King. He thanked Mayor Filkins and City Manager Peccia for the open discussions on this issue.

Mark Featherston noted there are no issues with the two (2) homeless shelters in his neighborhood.

Bob Rexford commented on the suggested financial statement. He noted it may be difficult for a non-profit to project their financial future. He stated the proposed 1,000 foot buffer around the lake would eliminate a few large areas that were previously available for shelters.

Brenda Wright noted a transition home for women and a transition home for men are located near the building that New Hope Shelter wanted to acquire for the new men's shelter. She briefly discussed the process for addressing transient individuals.

Lori King expressed support for the proposed zoning ordinance. She added it is a zoning ordinance and is about what makes good decisions for zoning purposes.

Kaycie Ramsey noted there are a number of resources in the Downtown Area that are needed by homeless individuals.

David Mund stated there should be more compassion expressed when referring to homeless individuals.

Jim Ransom noted if society cared for people as it should, there would not be a homeless issue.

Will Markham expressed opposition to requiring a financial statement for homeless shelters.

David McMahon commented on other local programs and noted requiring a financial statement would likely be an issue.

Mayor Filkins closed the public hearing.

Schippers asked if there are any non-profit organizations located in the 1000 foot area around the lake.

Spoelman noted OASIS is located in that area.

Mayor Filkins added After 26 is located in that area.

Peccia noted there is also a veteran's organization.

Schippers inquired if there was a reason, other than property tax values, that the 1000 foot area around the lake is being proposed.

Peccia stated it has nothing to do with non-profit status. He added it is simply a recommendation through zoning based upon use.

Schippers noted the Planning Commission did not recommend the buffer zone.

Peccia stated the Planning Commission's approach was looking at it from simply lakefront parcels. He added he is unsure about the specific parcel for Harbor View because it is across the street from the lakefront area. He noted the buffer zone came from combining the recommendations of the Planning Commission along with some additional feedback. He stated the buffer zone creates a buffer around the lake and around all of the primary City park land. It also includes the core Downtown Area which was already covered under the initially recommended exemption. He noted the recommendation is to include additional areas that weren't previously under consideration.

Schippers stated she is trying to obtain a clear explanation about the changes. She noted the Planning Commission made a recommendation and then there were add-ons.

Peccia stated one of the key pieces to having the buffer in place is that it creates a separation between this type of use vs the parks and open space. It also creates a separation between this type of use and where there is the most opportunity for commercial development or redevelopment. He noted family homes can be allowed in any residential zoning district.

Schippers stated the added parcels are located in good viable places and it appears the total area is greater.

Spoelman asked why it has to be one or the other. She stated the City could just add OS-1 without being so restrictive. She added it appears it would be taking away a lot of opportunity should it become available for a shelter.

Peccia stated they tried to achieve some balance by adding the additional zoning district.

Peccia noted there are two (2) historical districts within the City. He stated the City went through a very laborious process to establish the historic districts to protect the character and the nature of the structures and the property values. He added it is not being suggested that allowing this type of use will necessarily automatically equate to a loss of property value or to a diminishment of the character of our community or of our districts. However, there has been concerns expressed that the historic districts, along with the DDA district, should be exempted.

Peccia noted the previous recommendation included all of the lakefront parcels. He stated other community assets within a close proximity to the lake, such as park areas, were reviewed. It was determined that many of those areas would not have been subject to the location of a facility, at least a group facility, because of how it is currently zoned. He added that instead of carving out certain areas a uniform buffer area was recommended.

Spoelman stated that some areas that would have been allowed fall within the proposed buffer zone around the lake.

Peccia noted it was a small area that was affected which is the reason it was proposed to keep a uniform distance around the lake.

Spoelman stated it seems it would be difficult to determine whether or not a site would fall within the allowable area.

Peccia stated that when an application for a special use permit is received for a particular site, it would be determined using GIS where the parcel is located in relation to the buffer area.

Mayor Filkins asked how an existing facility within the buffer zone would be handled.

Peccia stated any existing facility would remain as a non-conforming use.

Wohlfeill noted one of the bigger areas that would be eliminated is along the south end of the lake which is quite a distance from services and the Downtown Area.

Wohlfeill noted during his time with the Cadillac Police Department and since his retirement, the shelters have not been problematic.

Peccia noted the Planning Commission recommended 300 feet between family homes and 600 feet between group homes which have nothing to do with the buffer zone around the

lake. He stated the additional recommendations maintained the original recommendations regarding the distances between family shelters and increased the distance between group shelters to 1000 feet. He added it also includes a 1000 foot buffer around the lake. He noted all of the recommendations can be modified by the Council. Schippers stated it appears that it is designed to protect the wealthy people of the City from having to reside near a shelter. She noted there are non-profits, group housing, condominiums, and multi-family housing within this area. She noted it assumes that placing a group shelter in an area somehow diminishes the quality of life. She requested further clarification on the reasoning behind the recommendation regarding the 1000 foot (4 block) buffer around the lake. She stated it doesn't make sense to her and noted it sends the wrong message.

Spoelman inquired about the parcel located at 329 South Street.

Peccia stated it is a lot owned by Harbor View Apartments. He added he doesn't believe the City should exempt specific parcels but noted it would be included in the 1000 foot buffer zone. He stated the DDA exclusion was maintained and the Historic Districts were added.

The proposed zoning maps were reviewed and various options were discussed.

Peccia summarized the discussion by stating the motion would be to accept the proposal, including the additional recommendations, with the adjustment of reducing the buffer zone to 500 feet.

2017-078 Adopt Ordinance 2017-05 as amended.

Motion, as stated, was made by Spoelman and supported by Schippers.

Motion unanimously approved.

- B. Public hearing to consider approval of the Capital Improvement Program for the period July 1, 2017 through June 30, 2022.

Peccia stated this will likely be the last year a 5-year program will be provided as the City is in the process of becoming Redevelopment Ready Certified so the CIP will be expanded to a 6-year program.

Owen Roberts, Director of Finance, presented information on the 2018-2022 Capital Improvement Program (CIP). He noted that the CIP is a valuable tool used to plan, schedule, and coordinate activities. He stated that a capital project is defined as a physical asset or major software with a cost greater than \$7,500 and a useful life greater than one (1) year. He described the types of capital projects, related costs, and funding sources and highlighted several projects included in the plan.

Mayor Filkins opened the public hearing.

Terry Harvey complimented Owen Roberts on the CIP and thanked him for providing a hard copy of the document.

Mayor Filkins closed the public hearing.

Spoelman asked about Chestnut Street, between Linden Street and Leeson Street.

Roberts stated he will look into it.

2017-079 Approve Capital Improvement Program.

Motion was made by Schippers and supported by Meinhardt to approve the Capital Improvement Program for the period July 1, 2017 through June 30, 2022 as presented.

Motion unanimously approved.

C. Public hearing for the 2017/2018 Annual Operating Budget.

Roberts noted the City Charter defines the budget process and explained the budget timeline. He stated that the budget period covers July 1, 2017 through June 30, 2018. He pointed out that the budget contains proposed expenditures of \$19.4 million, and noted that all millages levied by the City – including the City’s operating millage, police and fire retirement millage, and DDA millage – will be unchanged from the prior year. He summarized the highlights of the revenues and expenditures and also explained revenue challenges.

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

Mayor Filkins stated there is no further action required at this time.

CITY MANAGER’S REPORT

A. Bids and recommendation regarding 2017 Street Improvement Projects.

Peccia noted the 2017 Street Improvement Projects includes: Ford Street, Smith Street, Wheeler Street, South Street, Holly Road, Vine Street, Heather Place, and Wren Place. He stated three (3) bids were received. He noted the recommendation is to award the contract to the lowest bidder, Rieth-Riley Construction Co., Inc. out of Grawn, MI, in the amount of \$373,910.77. He added a 10% contingency is being requested for City engineer-approved field changes in quantity or scope, bringing the total recommended award to \$411,301.84.

2017-080 Award 2017 Street Improvement Projects.

Motion was made by Spoelman and supported by Meinhardt to award the contract for the 2017 Street Improvement Projects to Rieth-Riley Construction Co., Inc. in the amount of \$373,910.77 and to authorize a 10% contingency for City engineer-approved field changes in unit quantity or scope, bringing the total to \$411,301.84.

Motion unanimously approved

B. Bids and recommendation regarding Center Line Marking.

Peccia noted two (2) bids were received and the recommendation to award the contract to the lowest bidder, M & M Pavement Marking, Inc. out of Grand Blanc, MI, in the amount of \$10,690.

2017-081 Award FY2017 Center Line Marking Project.

Motion was made by Wohlfeill and supported by Meinhardt to award the FY2017 Center Line Marking Project to M & M Pavement Marking, Inc. in the amount of \$10,690 in accordance with their bid.

Spoelman asked if the other bid falls within the local preference policy percentage.

Roberts noted it would not place the other bidder within the 3% amount.

Motion unanimously approved

C. Bids and recommendation regarding Lake Cadillac Aquatic Plant Herbicide Treatments.

Todd Keway, Human Resources Generalist, noted four (4) bids were received but only two (2) met the specifications. He stated the recommendation is to award the contract to the lowest bidder, Professional Lake Management (PLM). He noted PLM is the treatment contractor retained by the City for the Lake Cadillac milfoil management program since its inception in 2006.

Peccia noted funds are available through the millage revenues. He stated in 2018 the City will likely need to seek a new millage or special assessment to generate the revenue to cover the treatment costs.

2017-082 Award contract for Lake Cadillac Aquatic Plant Herbicide Treatments.

Motion was made by Spoelman and supported by Wohlfeill to authorize the Mayor and City Clerk to sign an agreement with PLM Land & Lake Management of Evart, MI for the 2017 treatment season and for two (2) additional seasons (2018 & 2019) with the stipulation that PLM continues to adequately perform all treatment services as required by the City, funding is available, and annual increases in their respective unit prices for ensuing seasons would not exceed two percent (2%) annually.

Spoelman noted PLM also treats Lake Mitchell.

Motion unanimously approved

D. Recommendation regarding Sound Garden Outdoor Musical Instruments.

Peccia noted that for some time there has been an effort to update the equipment in the Sound Garden because some of the pieces have deteriorated. He stated the recommendation is to acquire the Freenotes Harmony Park equipment from Playworld Midstates in the amount of \$14,020.

Mike Coy, Community Development Analyst, noted a group of individuals reviewed the products offered by three (3) different manufacturers. The group wanted the instruments to be very durable. He stated the City will preserve most of the original structure.

Mayor Filkins inquired about funding for this project.

Coy stated \$8,750 will come from a grant received from the Michigan Council for Arts and Cultural Affairs. He noted there is another grant application pending.

Peccia stated there is grant pending with the Youth Action Committee through the Community Foundation. He noted there is also some conversation through Rotary charities for a grant.

Spoelman noted she believes this a grant funded project. She asked if it was included in the CIP.

Roberts stated it was not included in the CIP. He added it came from a group of volunteers that have dedicated countless hours into the Sound Garden and have raised private donations to fund 100% of the projects.

Mayor Filkins stated it is a wonderful project but noted the funding sources should have been clarified before moving forward.

2017-083 Waive competitive bidding regarding Sound Garden Outdoor Musical Instruments.

Motion was made by Schippers and supported by Meinhardt to waive competitive bidding regarding the Sound Garden Outdoor Musical Instruments for the reasons clarified by Mike Coy.

Motion unanimously approved.

2017-084 Award Sound Garden Outdoor Musical Instruments Project.

Motion was made by Schippers and supported by Wohlfeill to award the Sound Garden Outdoor Musical Instruments Project to Playworld Midstates in the amount of \$14,020.

Motion unanimously approved.

INTRODUCTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt resolution to introduce Ordinance Establishing General Appropriations Act for Fiscal Year 2018 and set a public hearing for May 15, 2017.

2017-085 Set public hearing for Ordinance 2017-06.

Motion was made by Wohlfeill and supported by Meinhardt to adopt the resolution to introduce Ordinance Establishing the General Appropriations Act for FY 2018 and set a public hearing for May 15, 2017.

Motion unanimously approved.

ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution to Set Fee Schedule for Business Licenses.

Peccia reviewed the proposed Fee Schedule and noted the current \$35 annual fee has been in place for many years. He noted the fees listed for food truck permits came from Traverse City.

2017-086 Adopt Resolution to Set Fee Schedule for Business Licenses. (Motion Withdrawn*)

Motion was made by Schippers and supported by Wohlfeill to adopt the Resolution to Set Fee Schedule for Business Licenses.

Schippers requested that the feedback received on the difference between fees and taxes be addressed.

City Attorney Homier stated a fee is for some type of benefit or service and an illegal tax is something that is primarily designed to raise revenue that does not constitute an extra voted tax. The issue is one of the benefit conferred that is authorizing someone to conduct business within the City and in addition for these renewals there is actually a comprehensive list of actions the City has to execute including some inspections of those properties. He noted the fees are not designed to raise revenue but rather to confer the benefit and offset the cost of providing those services.

Mayor Filkins asked for clarification on the license requirements.

Homier stated businesses that have never been licensed will need to fill out an application. He added businesses that are currently licensed will only be required to renew their license.

Mayor Filkins inquired about the application submitted by Mr. Baughan.

Homier noted Mr. Baughan and Mr. Rubio submitted an application several months ago. At that time, the application was incomplete and they were notified they needed to submit additional documentation within a specified period of time. He noted they did not comply with the deadline resulting in the application being closed. He added a letter was sent recently to Mr. Baughan and Mr. Rubio stating the business licensing and transient/peddler/solicitor ordinance was being worked on and the City would likely be in a position in the spring to begin accepting applications for permits under the new ordinance. He noted the new ordinance is in effect and they do not have an application that is pending at this time. He added any application submitted now would be subject to the new ordinance.

Spoelman asked if someone will be communicating that information to them.

Peccia stated it will be part of the implementation process this spring which will include determining the City Directed Sale Locations.

Spoelman noted it was stated that the fees for mobile carts and food trucks came from Traverse City. She asked the other members of Council if they believed the fees were too high. She stated she believes it is a way of limiting something that could be beneficial to the City.

Mayor Filkins stated she believes there should be a balance between the comments made by Councilmember Spoelman and the business owners in the community.

Spoelman commented that she believes the fees will shut everyone out if that is the intention.

Schippers stated there has been interest in having food trucks in the City.

Peccia noted the rates can be adjusted by Council but it is important to move forward with a fee schedule in place.

Schippers asked if there could be a renewal fee, rather than the standard annual fee, for food truck vendors who return every year.

Peccia stated the methodology approved as part of the ordinance established a competitive marketplace for obtaining permits. He noted permits would be managed through a sealed bid process.

Homier noted the ordinance is drafted so that fee schedules can be adopted by resolution.

** Schippers withdrew her motion regarding the adoption of the fee schedule – no roll call vote was taken*

Wohlfeill stated he believes the mobile operators expect to pay a higher fee especially if they are setting up on public property.

Spoelman asked if there is a special event will they be licensed through the event.

Peccia stated they would be licensed through the event and will be completely exempt from this process.

Spoelman mentioned vending on private property.

Peccia discussed the example of mobile food trucks selling on property owned by a local manufacturer.

Spoelman expressed concern about intentionally putting a policy in place that prevents moving in this direction because she believes it can add a lot to the community. She noted she is mindful of the concerns expressed regarding the potential impact on current business owners.

2017-087 Adopt Resolution to Set Fee Schedule for Business Licenses.

Motion was made by Schippers and supported by Wohlfeill to adopt the Resolution to Set Fee Schedule for Business Licenses as presented.

Motion unanimously approved.

PUBLIC COMMENTS

Brenda Wright commented on some of the language included in the homeless shelter ordinance and on the City's Master Plan.

Terry Harvey discussed the City's Core Values: Respect, Integrity, Trust, Excellence, and commented on the Council meeting time.

GOOD OF THE ORDER

Peccia stated a letter will be sent Mr. Baughan and Mr. Rubio regarding their application for the hot dog stand. He noted John Wallace, Community Development Director, will connect with Brenda Wright to review the approved homeless shelter ordinance.

Mayor Filkins noted the Parks Clean-Up Day is scheduled for May 6, 2017. She mentioned there will be a picnic following the event.

Spoelman stated the Rotary auction is scheduled for April 28, 2017. She noted the majority of the proceeds will go towards the White Pine Trailhead project.

Mayor Filkins thanked everyone for their effort and discussion regarding homeless shelters.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk



**Zoning Ordinance Amendment
Regarding Family & Group Homeless Shelters By Special Use Permit**

- Planning Commission's Recommendations for Consideration
- Additional Recommendations for Consideration
- Maps

April 17, 2017

Planning Commission's Recommendations for Consideration

- Family shelters and group shelters get addressed separately
- Family shelters (single family homes with one intact family) could be considered in any residential zoning district subject to meeting the criteria for a special use permit, and obtaining approval from the Planning Commission
- Group Shelters could be considered in the RM-1, RM-2, OS-2, B-1, B-2, and B-3 Zoning Districts subject to meeting the criteria for a special use permit, and obtaining approval from the Planning Commission

Planning Commission's Recommendations Continued

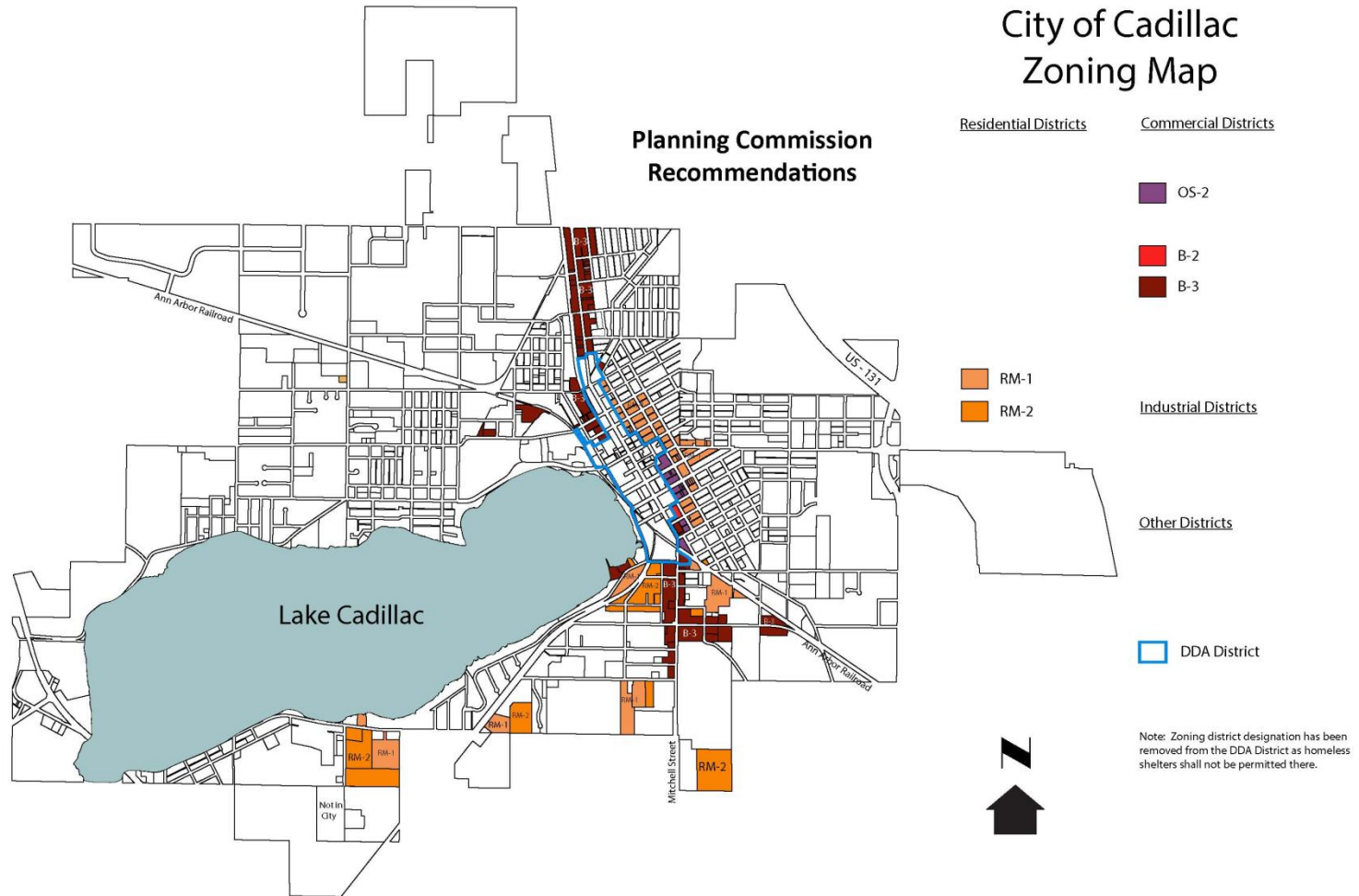
- Group shelters could not be considered within the DDA District, properties having lake frontage, or on the Harbor View Apartment parcel located at 329 South Street
- A minimum of 600 feet shall be maintained between group homeless shelters

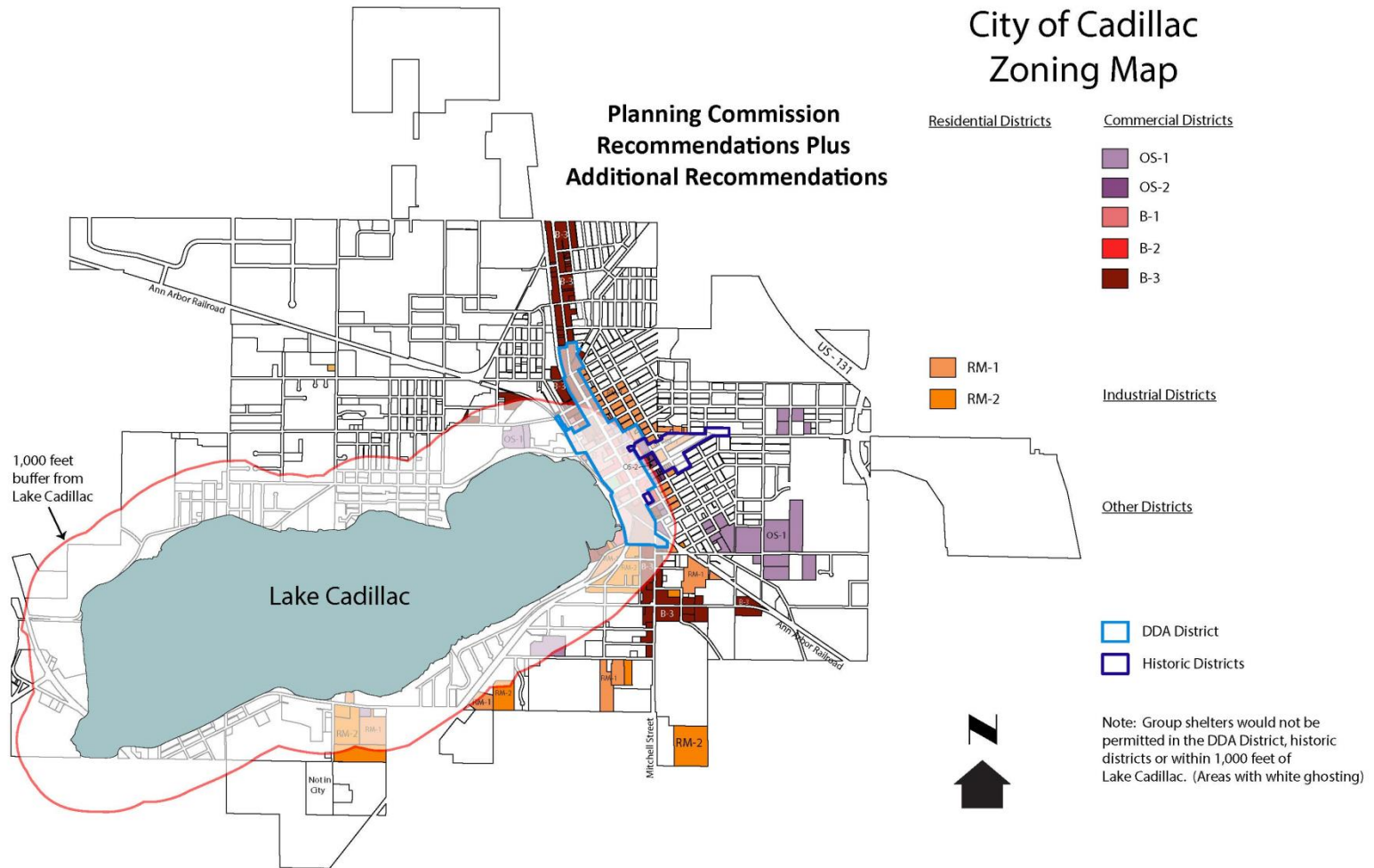
Additional Recommendations for Consideration

- Group shelters could also be considered in the **OS-1** Zoning District, and would be subject to meeting the criteria for a special use permit and obtaining approval from the Planning Commission
- Group shelters could not be considered within the DDA District, Historic Districts, on property within 1,000 feet of Lake Cadillac, or within 1,000 feet of another group shelter.
(Remove reference to the Harbor View property)

Additional Recommendations for Consideration

- Adequate private living space – single occupant bedrooms shall have a minimum of 70 square feet, and any dimension shall be a minimum of 7 feet. Multiple occupant bedrooms shall have a minimum of 50 square feet per occupant, and a minimum of 7 feet. All bedrooms shall minimally have one emergency escape opening in compliance with current building code.
- A shared/communal area for socializing shall be provided, and the area minimally needs to be 120 square feet per current property maintenance code standards.





RECEIVED
APR 07 2017



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

Today's Date 04.07.17

City Received Date

Request Planning Guide

Must be completed for every request within the Cadillac City Limits & Returned to City 30 Days before Event

Applicant Name (Print) Cadillac Rotary Contact Person(s) Audrey Van Alst
Contact Phone(s) [REDACTED] Contact Email Audrey@cadillacmi.com
Sponsoring Organization Cadillac Rotary ☐ Private ☒ Non-Profit Exemption
Purpose(s) & Benefit(s) to Community Raise money for Rotary STRIDE for STRIVE Highschool student mentoring program

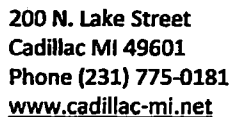
Beginning Date: 05/29/17 Ending Date: 05/29/17 Reoccurring: YES NO
1st Day Monday Set-up 06:00 AM/PM Start 07:00 AM/PM End 11:00 AM/PM Tear-down 11:00 AM/PM
2nd Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Tear-down _____ AM/PM
3rd Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Tear-down _____ AM/PM
4th Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Tear-down _____ AM/PM
5th Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Tear-down _____ AM/PM

YES ☒ NO _____ Will you be requesting permission to close any streets or parking lots? (Form 1)
YES _____ NO ☒ Will you be requesting permission to display any off site signage? (Form 2)
YES _____ NO ☒ Will you be requesting permission to display a banner over Mitchell Street? (Form 3)
YES _____ NO ☒ Will you be requesting permission to hold Farmer's Markets? (Form 4)
YES _____ NO ☒ Will you be requesting permission to reserve the Rotary Pavilion? (Form 5)
YES _____ NO ☒ Will you be requesting permission to use any City Parks? (Form 6)
YES _____ NO ☒ Will you be requesting permission to have a parade? (Form 7)
YES ☒ NO _____ Will you be requesting permission to hold any races? (Form 8)
YES _____ NO ☒ Will you be requesting permission to serve alcoholic beverages? (Form 9)
YES _____ NO ☒ Will your event include a craft show, trade show, fair, carnival, fireworks display, tent/membrane structure, or other large assembly functions? (Form 10)

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. No additional requests other than those requested on these forms will be approved.

Form must be mailed or delivered to the above address or emailed to: publicworks@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 Audrey D. Van Alst Signature Audrey D. Van Alst Date 04/07/17



Today's Date 04.07.17

City Received Date

Please fill out a separate form for each date

Reason for Request Cadillac Rotary STRIDE for STRIVE 5K

Contact Person Audrey Van Alst

Contact Phone [REDACTED] Contact Email audrey@cadillacmi.com

Date: <u>05/29/17</u>		Street Closures	
Street Name <u>Linden</u>	Beginning Location <u>Division/Hyatt</u>	Ending Location <u>Chestnut</u>	
	Beginning Time <u>8:00</u> AM/PM	Ending Time <u>8:45</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: publicworks@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 Audrey D. Van Aalst Signature Audrey D. Van Aalst Date 04/07/17

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 04.07.17

City Received Date

RECEIVED

APR 07 2017

Race Request Form

Name of Race Rotary STRIDE for STRIVE 5K
Purpose of Race Fundraiser for STRIVE Mentoring Program
Requesting Organization Cadillac Rotary
Contact Person(s) Audrey Van Alst
Contact Phone [REDACTED] Contact Email audrey@cadillacmi.com
Date of Race 05/29/17 Approx. number of participants 800-1000
Registration Location H.S. Stadium Registration Time 07:00 AM/PM
Starting Time 08:00 AM/PM Ending Time 11:00 AM/PM

City of Cadillac Rules

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

see
attached
map for
route
that I
believe is
approved
by Police
Dept.

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
- ___ Schedule/agenda of the race and events

Form must be mailed or delivered to the above address or emailed to: publicworks@cadillac-mi.net (No Faxes accepted)

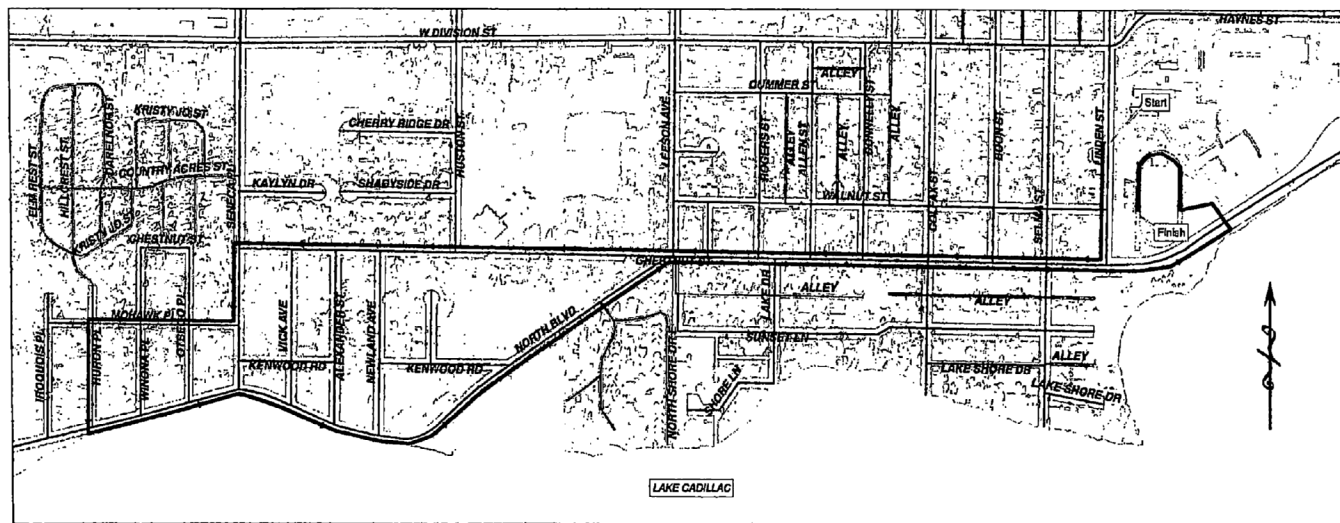
I understand and agree to these requirements & understand if these are not met the request will be denied.

Print Name Audrey Van Alst Signature Audrey Van Alst Date 04/07/17

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

For Official Use Only

Streets	Date Approved	Comments
Parks	Date Approved	Comments
Fire	Date Approved	Comments
Police	Date Approved	Comments
Risk Management	Date Approved	Comments
City Manager	Date Approved	Comments
City Council	Date Approved	Comments



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

Audrey D. Van Alst
[REDACTED]
Cadillac, MI 49601
[REDACTED]

RECEIVED
APR 06 2017

April 4, 2017

City of Cadillac
200 Lake Street
Cadillac, MI 49601

RE: 2017 ROTARY STRIDE FOR S.T.R.I.V.E. MEMORIAL DAY 5k

City of Cadillac:

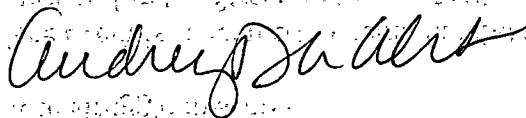
As we do each year, the Rotary Club of Cadillac is requesting assistance with the 19th annual STRIDE FOR S.T.R.I.V.E. 5k run and walk event to be held on Memorial Day, May 29, 2017, in the City of Cadillac. The event supports our local S.T.R.I.V.E. (Students Taking a Renewed Interest in the Value of Education) mentoring program which assists local high school students who struggle in school.

The event is scheduled to begin at 8:30 a.m. (registration begins at 7:00 a.m.) and is planned to start on Linden Street on the west side of the high school football stadium and end at the football stadium. We plan to have the same route as in years past which runs out Chestnut Street, left on Seneca, right on Mohawk, left on Huron and back on North Boulevard and Chestnut Street to the stadium. (See enclosed map.)

This event attracts 800-1,000 adult and student runners, walkers and spectators. In order to best prepare and run the race, we need the City's assistance to close Linden Street from Division/Haynes to Chestnut from 8:00 am to 8:45 am. We plan to manage traffic on the route with signs and volunteers posted at key intersections. We have asked Northflight to be present in case of injury and volunteers will be stationed with cell phones throughout the course to notify of any emergencies. We will hold an awards ceremony at the stadium following the event.

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

Regards,



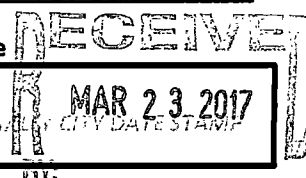
Audrey D. Van Alst



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

Today's Date _____

City Received Date _____



Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request Parade Memorial Day

Contact Person Steve Birdwell

Contact Phone _____ Contact Email _____

Date: <u>5/29/17</u>		Street Closures	
Street Name <u>W. Harris</u>	Beginning Location <u>Lake St</u>	Ending Location <u>Mitchell St</u>	
	Beginning Time <u>8:00</u> AM/PM	Ending Time <u>11:00</u> AM/PM	
Street Name <u>Mitchell</u>	Beginning Location <u>Harris</u>	Ending Location <u>Pine</u>	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	

Date ____/____/____		Parking Lot Closures	
Lot Location _____	Street _____	Nearest Cross Street _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Lot Location _____	Street _____	Nearest Cross Street _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Lot Location _____	Street _____	Nearest Cross Street _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	

Form must be mailed or delivered to the above address or emailed to: publicworks@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 Steve Birdwell Signature [Signature] Date 3/16/17

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



Office Use Only

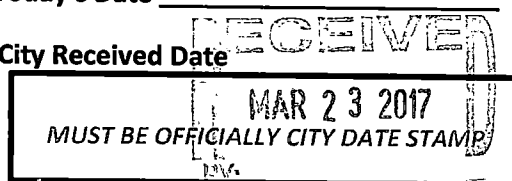
Streets _____	Date Approved _____	Comments _____
Parks _____	Date Approved _____	Comments _____
Fire _____	Date Approved _____	Comments _____
Police _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____



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

Today's Date _____

City Received Date _____



Parade Request Form

Name of Parade Memorial Day
Purpose of Parade Veterans
Requesting Organization Cadillac Honor Guard
Contact Person(s) Steve Birdwell
Contact Phone [REDACTED] Contact Email [REDACTED]
Date of Parade 5/29/17 Approx. number of participating groups 50
Requested Route ☐ Lake Street ☒ Mitchell Street Staging Time 10:00 AM/PM
Starting Time : AM/PM Ending Time 11:30 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 one of the designated routes (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: publicworks@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 Steve Birdwell Signature [Signature] Date 3/16/17

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

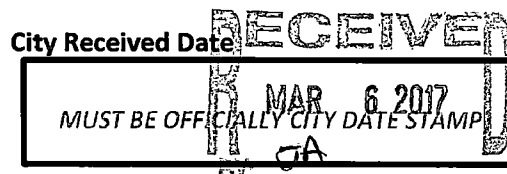
For Office Use Only

Streets _____	Date Approved _____	Comments _____
Parks _____	Date Approved _____	Comments _____
Fire _____	Date Approved _____	Comments _____
Police _____	Date Approved _____	Comments _____
Risk Management _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
MDOT _____	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 3/6/2017



Farmer's Market Request Form

Name of Market CADILLAC MADE IN MICHIGAN ARTISAN AND FARM MARKET
Contact Person NANCY WELLMAN
Items Being Sold YARD/GARDEN items, Fruits & Vegetables, PLANTS & Produce
Contact Phone [REDACTED] Contact Email [REDACTED]
Day of Market THURSDAY First Market Date 6/1/2017 Last Market Date 10/31/2017
Start Time 10:00 AM PM End Time 4:00 AM PM

City of Cadillac Guidelines:

Please read the following guidelines and initial to acknowledge your understanding

- ☒ Only Michigan homemade and/or home-grown produce, food, beverages, crafts, clothing etc... will be allowed
 - ☒ Markets are to be held in the parking on Lake Street between Cass & Chapin Streets
 - ☒ The four parking spaces in the north corner of parking lot must remain open for Amvets & After 26 customers
 - ☒ The market may not be available if a large festivals is needing that area (other locations may be available)
 - ☒ The City does not provide any tents, tables, chairs, rugs, extension cords, cones, barricades etc...
 - ☒ Stakes **may not** be hammered into the cement or grass (sand bags or other weights may be used)
 - ☒ Temporary signs may be placed 2 hours before & taken down within 2 hours after the market has ended
 - ☒ The temporary signs must meet the City of Cadillac Guideline for off premise signs
- Locations for the signs may only be placed at the following:
1. Sidewalk at Mitchell & Cass Streets & Sidewalk at Mitchell & Chapin Streets
 2. Tree Lawn at Lake & Cass Streets & Tree Lawn at Lake & Pine Streets
- ☒ The area must be cleaned up from all trash within an 1.5 hours after the market has ended
 - ☒ Annual Market Permit of \$300.00 will be paid 10 days after council approval
 - ☒ Proof of Liability Insurance will be provided 10 days after council approval

Form must be mailed or delivered to the above address or emailed to: publicworks@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 Nancy A. Wellman Signature [Signature] Date 3/6/2017

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 _____
Community Dev. _____	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 3/6/2017

City Received Date



BY: JA

Farmer's Market Request Form

Name of Market CADILLAC MADE IN MICHIGAN ARTISAN AND FARM MARKET
Contact Person NANCY A. WELLMAN
Items Being Sold YARD/GARDEN ITEMS, FRUITS & VEGETABLES, PLANTS, PRODUCE
Contact Phone HANDMADE CRAFTS Contact Email BAKEDGOODS@GMAIL.COM
Day of Market SATURDAY First Market Date 6/3/2017 Last Market Date 12/31/2017
Start Time 10:00 AM End Time 4:00 PM

City of Cadillac Guidelines:

Please read the following guidelines and initial to acknowledge your understanding

- ☒ Only Michigan homemade and/or home-grown produce, food, beverages, crafts, clothing etc... will be allowed
 - ☒ Markets are to be held in the parking on Lake Street between Cass & Chapin Streets
 - ☒ The four parking spaces in the north corner of parking lot must remain open for Amvets & After 26 customers
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 - ☒ Proof of Liability Insurance will be provided 10 days after council approval

Form must be mailed or delivered to the above address or emailed to: publicworks@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 Donna Lacey Adelman Signature Nancy A. Wellman Date 3/6/2017

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 _____
Community Dev. _____	Date Approved _____	Comments _____
Fire _____	Date Approved _____	Comments _____
Police _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____

May 1, 2017

Council Communication

RE: Special Assessment for alley paving

A special assessment application has been received for alley paving for the north/south alley bordered by Fifth Street on the north, Second Avenue on the east, Fourth Street on the south, and Third Avenue on the west. See attached application.

If it is determined that we should proceed with this project, the council shall direct the City Manager to prepare a report and recommendation.

SPECIAL ASSESSMENT APPLICATION FORM

1. Describe the district to be included in the improvement project. Use street names.
Attach a sketch if you can.

Pave alley 3rd Ave 3rd Ave
4th St 2nd Ave 5th St

2. What improvement do you propose?

☐ Pave street ☐ City water main

☐ Curb/gutter ☐ City sewer main

☒ Other alley

3. Signatures of all property owners in the proposed district who favor the proposed project.

NAME

ADDRESS IN DISTRICT

DATE

Nancy McKinley

911 2nd Ave.

4-22-17

Michael P. D. Hogan

407 5th St ^{Pack alley}

4-22-17

Gary-Mary Mooney

411 5th St ^{Pack alley}

4-22-17

Charles H.

915 2nd Ave

4-22-17

Willard Combs

905 2nd Ave

4-22-17

Gamie Hoover

712 4th St

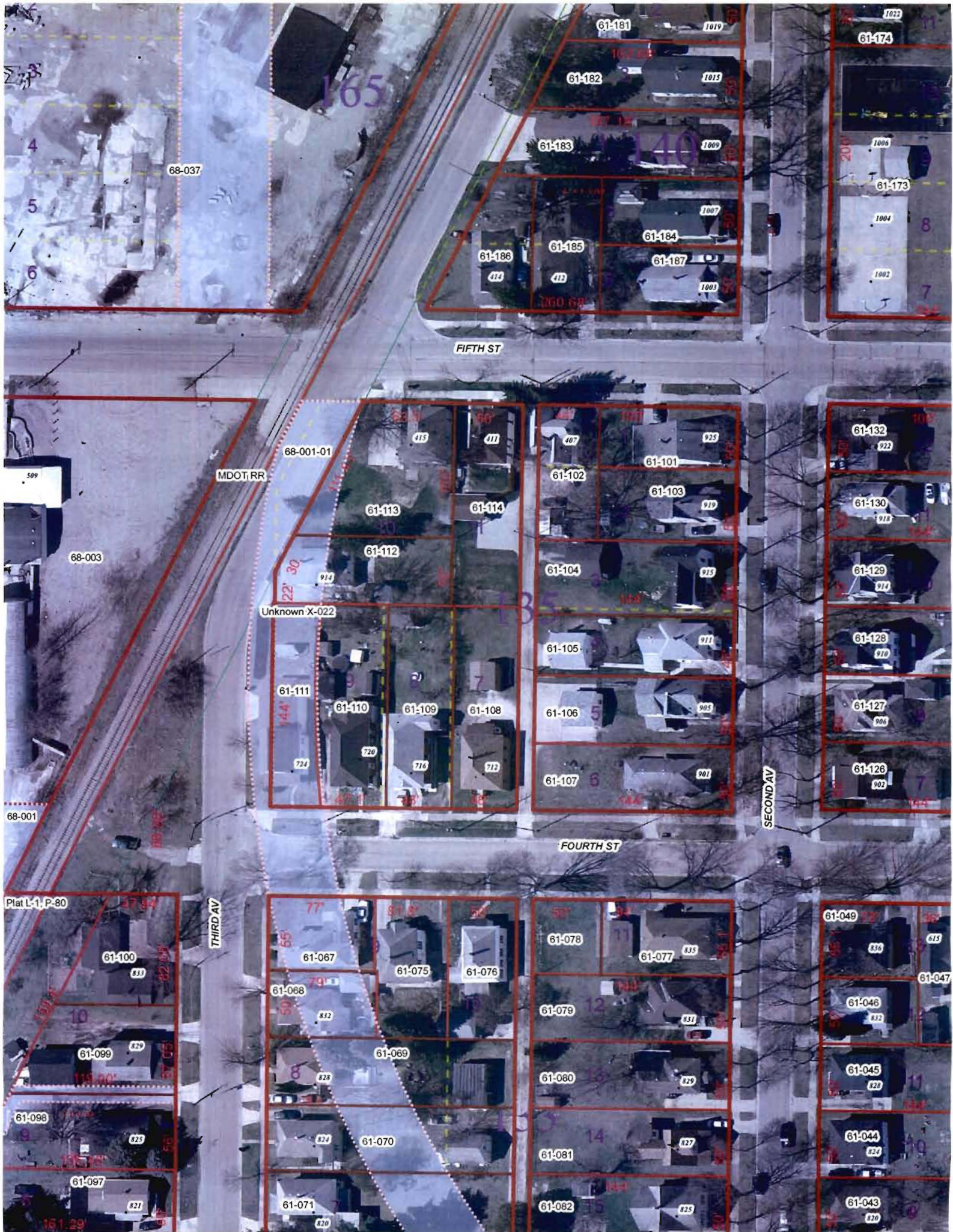
4-22-17

Chris Hamilton

901 2nd St

4-22-17

Nancy McKinley
775-0290



Wexford County Airport Authority

Agenda

April 19, 2017, 7:00 PM

1. Call meeting to order
2. Introduction of Guests
3. Additions or deletions to the agenda

Approval of March Meeting Minutes

4. Financial Reports
 - a. Treasurer's Report
5. *Committee Reports*
 - a. Finance Committee
 - b. Personnel Committee
 - c. Facilities Committee
 - d. By-Law Committee
6. President's Report
7. Manager's Report
8. New Business
 - New board members for Carol Dehnbostel and Bob Clark
 - Ramp rehabilitation costs
 - Fuel farm rehabilitation costs
 - Hanger rent increases
9. Old Business
10. Public Comments
11. Member Comments
12. Next Meeting Date May 10, 2017 @ 7:00 pm
13. Adjournment

WEXFORD COUNTY AIRPORT AUTHORITY

MINUTES

Meeting of Wednesday, March 8, 2017

1. Meeting was called to order at 6:10 p.m. by President Hill
Present: Hill, Osborn, King and Buisch
Absent: Payne, Dehnbostel and Clark
Also present: Manager Ross
2. Guests: Catherine Gouge (recording minutes)
3. Additions or Deletions to the Agenda: None
4. Approval of February 8, 2017 Meeting Minutes:
MOTION by Buisch with support by King to approve the February 8, 2017 Meeting Minutes as presented.
All in favor. Motion carried.

MOTION by Buisch with support by King to approve the February 17, 2017 Special Budget Approval Meeting Minutes as presented.
All in favor. Motion carried.
5. Financial Reports:
 - a. Treasurer's Report: The board members reviewed the financial reports. The finance committee will come to a consensus on the financial reports the board would like to see monthly. The budget has been loaded into QuickBooks and the fuel processes are in place. The Finance Committee will meet in April.
MOTION by King with support by Osborn to accept the financial reports as presented.
All in favor. Motion carried
6. Committee Reports:
 - a. Finance Committee: None.
 - b. Personnel Committee: None. The committee will be meeting Friday, March 10, 2017.
 - c. Facilities Committee: None. Work will start on the tower in the spring.
 - d. By-Law Committee: None. A meeting will be scheduled for next month.
7. President's Report: The 125-foot tower is outside of the angle area and within height restrictions. The tower will not be lit. Michigan Aeronautics approved it and it was cleared with the FAA.
8. Manager's Report: The attached Manager's Report was presented by Ross. Adding a fee to pump fuel was discussed. The board asked Ross to get additional information from L.L. Johns on the insurance proposal. The board agreed Pacola's vacation time would be pro-rated and Ross will negotiate with Myers regarding his overpayment. The Personnel Committee will discuss the vacation policy. The board will obtain quotes for the connection of the bathroom in the maintenance building. E-mails will be sent out to the tenants regarding the ramp rehab project. Ross explained the fuel farm maintenance process. The tank should be tested before going any further. Buisch was appointed to the Facilities Committee temporarily.

9. New Business

L.L. Johns Insurance proposal: Discussed during Manager's Report.
Expense report approval procedures: Discussed during the Treasurer's Report.
Employee overpayments and underpayments: Discussed during Manager's Report.
Fuel farm maintenance needed: Discussed during Manager's Report.

The board discussed a new computer for the lobby and will check into the cost.

10. Old Business: Osborn called Figliomeni and he has not called back yet.

11. Public Comments: None.

12. Members Comments:

Hill talked to the County Administrator about replacing Dehnbostel and money for the ramp project. Copies of the minutes need to be sent to the county and the city.

King commented that the board is short two members - one county and one city. Clark needs to notify the city.

Ross will talk to Clark about notifying the city and he commented that one of the most important jobs of the board is to get good members.

13. Next Meeting date is April 12, 2017, at 6:00 p.m.

14. Adjournment:

MOTION by Buisch with support by King to adjourn at 7:25 p.m.
All in favor. Motion carried.

Prepared by Catherine Gouge

Wexford County Airport

Profit & Loss Budget Performance

March 2017

	Mar 17	Budget	Jan - Mar 17	YTD Budget	Annual Budget
Income					
Fuel Sales	4,582.68 1	9,000.00	9,817.85	13,250.00	175,250.00
Hangar Rent	9,652.00	8,272.00	26,169.00	24,295.00	103,649.00
Interest		30.00		90.00	360.00
Land, Building, & Office Rent	355.00 2	980.00	1,065.00	1,690.00	4,910.00
Other Sales		30.00		50.00	300.00
4000.1 · County Contribution					
4002.1 · City Contribution					
4005.1 · Contribution/Donation		4,167.00	33,000.00	12,501.00	71,004.00
4020.1 · State Participation					47,000.00
4030.1 · Landing Fee Income	1,005.00	750.00	3,515.00	2,185.00	10,285.00
4040.1 · Charges for Services					
4041.1 · After Hours Fee Income		50.00		100.00	550.00
4043.1 · Snow Removal Income					
4045.1 · Electric Supply Fee Income	270.00	250.00	810.00	770.00	920.00
4046.1 · Monthly Tiedown Income					60.00
4115.1 · C-1 Heated Hangar Rent		250.00	10,591.00	1,100.00	1,450.00
4350.1 · Miscellaneous Income					
Total Income	15,864.68	23,779.00	84,967.85	56,031.00	415,738.00
Cost of Goods Sold	3,384.20	7,675.00	8,957.46	11,376.00	137,451.00
Gross Profit	12,480.48	16,104.00	76,010.39	44,655.00	278,287.00
Expense					
Bank Charges		3.00		9.00	36.00
Credit Cards Expenses			63.36		
Electricity	1,291.35	1,044.00	3,774.18	3,182.00	12,528.00
Insurance	4,500.00 3		4,500.00		19,200.00
Legal & Professional	340.00 4	50.00	4,103.00	6,150.00	6,600.00
Natural Gas	223.18	665.00	779.06	1,845.00	6,080.00
Payroll Taxes	759.58	605.00	2,134.70	1,795.00	7,240.00
Repairs & Maintenance	1,054.61	3,120.00	10,264.92	9,360.00	37,140.00
Wages	7,959.08	7,290.00	23,507.34	21,870.00	87,480.00
6062.1 · Workers' Comp Insurance		200.00	744.50	600.00	2,400.00
6063.1 · Retirement					
6100.1 · Advertising		75.00	60.00	225.00	900.00
6105.1 · Postage Expense	173.34 5	40.00	173.34	15.00	15.00
6110.1 · Freight Charges		40.00		120.00	480.00
6115.1 · Dues and Subscriptions	180.00 6		284.94	120.00	480.00

Wexford County Airport
Profit & Loss Budget Performance
March 2017

	Mar 17	Budget	Jan - Mar 17	YTD Budget	Annual Budget
6141.1 · After Hours Expenses					
6240.1 · Sewage - Shop	104.04	75.00		225.00	900.00
6250.1 · Charter Cable	140.87	110.00	312.12	330.00	1,320.00
6260.1 · Telephone	197.55	130.00	273.21	390.00	1,560.00
6330.1 · Dishonesty Bonds	170.00	170.00	534.24	510.00	2,040.00
6515.1 · Terminal Operating Supplies	1,143.17	20.00	170.00	60.00	240.00
6520.1 · Trash Collection		300.00	2,774.56	900.00	3,600.00
6520.2 · Hangar Snow Removal		200.00		600.00	2,400.00
6600.1 · Travel, Entertain & Education	219.97	75.00	219.97	225.00	900.00
6610.1 · Courtesy Car Expenses			123.99		
6615.1 · Gasoline for Pickup		150.00	135.50	450.00	1,800.00
6620.1 · Diesel Fuel For Vehicles	711.30	400.00	1,672.74	1,200.00	4,800.00
6635.1 · Farm Fuel Expense	1,610.62	500.00	1,610.62	1,500.00	6,000.00
6660.1 · WCAA Per Diem	210.00	250.00	965.00	750.00	3,000.00
6670.1 · Avtrip Points		10.00		30.00	120.00
6705.1 · Local Match for Capital Outlay					
6850.2 · T Hangar Construction Costs					
6910.2 · Local Match for Grants					
69800 · Uncategorized Expenses					35,000.00
Total Expense	20,988.66	15,522.00	59,181.29	52,461.00	244,259.00
Net Income	-8,508.18	582.00	16,829.10	-7,806.00	34,028.00

Wexford County Airport
Profit & Loss Budget Performance
March 2017

1.	Sales not to forecast due to weather, inexperience and an incorrect budget
2.	Redi-Mix sign not invoiced
3.	Incorrect timing for expense
4.	Baird Cotter Bishop audit cost
5.	Shipping and insurance for VAL transceiver
6.	MIDeal not recognized as expense when budget created
7.	Timing, budget has cost spread over the year
8.	Computers, securing network, routers
9.	MAAE expense - Lansing
10.	Snow, snow and more snow
11.	Two maintenance callouts for JetA and 100LL dispensers

Wexford County Airport

Profit & Loss by Class

March 2017

	General		TOTAL	
	Mar 17	Jan - Mar 17	Mar 17	Jan - Mar 17
Income				
Fuel Sales	4,582.68	9,817.85	4,582.68	9,817.85
Hangar Rent	5,080.00	13,029.00	5,080.00	13,029.00
Land, Building, & Office Rent	355.00	1,065.00	355.00	1,065.00
4002.1 · City Contribution		33,000.00		33,000.00
4030.1 · Landing Fee Income	1,005.00	3,515.00	1,005.00	3,515.00
4045.1 · Electric Supply Fee Income	270.00	810.00	270.00	810.00
4350.1 · Miscellaneous Income		10,591.00		10,591.00
Total Income	11,292.68	71,827.85	11,292.68	71,827.85
Cost of Goods Sold	3,384.20	8,957.46	3,384.20	8,957.46
Gross Profit	7,908.48	62,870.39	7,908.48	62,870.39
Expense				
Credit Cards Expenses		63.36		63.36
Electricity	1,291.35	3,774.18	1,291.35	3,774.18
Insurance	4,500.00	4,500.00	4,500.00	4,500.00
Legal & Professional	340.00	4,103.00	340.00	4,103.00
Natural Gas	223.18	779.06	223.18	779.06
Payroll Taxes	759.58	2,134.70	759.58	2,134.70
Repairs & Maintenance	1,054.61	3,089.92	1,054.61	3,089.92
Wages	7,959.08	23,507.34	7,959.08	23,507.34
6062.1 · Workers' Comp Insurance		744.50		744.50
6100.1 · Advertising		60.00		60.00
6105.1 · Postage Expense	173.34	173.34	173.34	173.34
6115.1 · Dues and Subscriptions	180.00	284.94	180.00	284.94
6240.1 · Sewage - Shop	104.04	312.12	104.04	312.12
6250.1 · Charter Cable	140.87	273.21	140.87	273.21
6260.1 · Telephone	197.55	534.24	197.55	534.24
6330.1 · Dishonesty Bonds	170.00	170.00	170.00	170.00
6515.1 · Terminal Operating Supplies	1,143.17	2,774.56	1,143.17	2,774.56
6600.1 · Travel, Entertain & Education	219.97	219.97	219.97	219.97
6610.1 · Courtesy Car Expenses		123.99		123.99
6615.1 · Gasoline for Pickup		135.50		135.50
6620.1 · Diesel Fuel For Vehicles	711.30	1,672.74	711.30	1,672.74
6635.1 · Farm Fuel Expense	1,610.62	1,610.62	1,610.62	1,610.62
6660.1 · WCAA Per Diem	50.00	805.00	50.00	805.00
Total Expense	20,828.66	51,846.29	20,828.66	51,846.29
Net Income	-12,920.18	11,024.10	-12,920.18	11,024.10

Wexford County Airport
Sales by Item Summary
March 2017

	Mar 17				
	Qty	Amount	% of Sales	Avg Price	COGS
Inventory					
100 LL Fuel	788.5	3,419.00	21.6%	4.34	2,822.80
Jet A Fuel	261.82	1,220.08	7.7%	4.66	561.40
Total Inventory	1,050.32	4,639.08	29.2%	4.42	3,384.20
Service					
A T-HANGAR RENTAL	6	810.00	5.1%	135.00	
B T-HANGAR RENTAL	17	3,000.00	18.9%	176.47	
C T-HANGAR RENTAL	8.00	2,069.00	13.0%	258.63	
Coats					
Community Hanger Income	1	459.00	2.9%	459.00	
D-1 T-HANGAR RENTAL	12	960.00	6.1%	80.00	
D-2/D-5 T-HANGAR RENT	1	220.00	1.4%	220.00	
D-3/D-6 T-HANGAR RENT	2	370.00	2.3%	185.00	
Electric Fee	2	440.00	2.8%	220.00	
Four Winns Rent	18	270.00	1.7%	15.00	
Kysor Hangar Rent	1	459.00	2.9%	459.00	
Landing Fees	1	865.00	5.5%	865.00	
	1.00	200.00	1.3%	200.00	
Marinaire Landing Fee (Daily landing fee for Martinaire C208 only)					
Northwoods Building Rent	23	805.00	5.1%	35.00	
Small Office Rent	1	300.00	1.9%	300.00	
	1	55.00	0.3%	55.00	
Total Service	95.00	11,282.00	71.1%	118.76	
Other Charges					
100 LL Fuel Discount	282	-56.40	-0.4%	-0.20	
Total Other Charges	282.00	-56.40	-0.4%	-0.20	
TOTAL	1,427.32	15,864.68	100.0%	11.12	

Wexford County Airport
Balance Sheet Prev Year Comparison
As of March 31, 2017

	<u>Mar 31, 17</u>	<u>Mar 31, 16</u>
ASSETS		
Current Assets		
Checking/Savings	254,065.56	217,114.56
Accounts Receivable	14,486.72	12,537.40
Other Current Assets	40,137.13	49,799.14
Total Current Assets	308,689.41	279,451.10
Fixed Assets		
1500.0 - Fixed Assets	886,371.43	886,371.43
1550.2 - Hangar Acc. Depreciation - Bldg	-652,052.18	-652,052.18
Total Fixed Assets	234,319.25	234,319.25
Other Assets	5,189.80	5,189.80
TOTAL ASSETS	<u><u>548,198.46</u></u>	<u><u>518,960.15</u></u>
LIABILITIES & EQUITY		
Liabilities	14,582.78	8,187.93
Equity	533,615.68	510,772.22
TOTAL LIABILITIES & EQUITY	<u><u>548,198.46</u></u>	<u><u>518,960.15</u></u>

Manager's Report

April 19, 2017 Board Meeting

Employee Issues:

Bob Keith and Bob Johnson are concentrating on understanding and the operation of the fuel farm as it is our biggest short term threat.

Financial Issues:

The audit is complete and BCB will schedule a presentation before the board once the April 15 filing frenzy is past. The financials are now in a simpler format.

November 100LL sales were 73% of budget @ \$5,840.38 and there were Jet A sales were 122% of sales @ \$1220.08.

Ramp Rehabilitation:

The apron/ramp rehabilitation is moving forward and is now slated to begin in mid-May with completion 60 days later. We will send a letter and an e-mail to tenants with information.

I've an estimate to repair both the JetA and the 100LL fuel tanks. We've a quote to inspect, strip and reline both tanks for \$44,378. This assumes that the tank wall thickness is satisfactory. We can save somewhere from \$600 to \$1,000 by purchasing and installing sump fittings and some of the pressure gauges. If either tank is defective it will have to be replaced.

Hanger lease proposals:

An increase in the hanger leases yields the following annual income increase:

- 1.0% yields \$1,004 per year increase in income
- 2.0% yields \$2,009 per year increase in income
- 3.5% yields \$3,516 per year increase in income
- 5.0% yields \$5,022 per year increase in income

Monthly increase effect:

- A Row monthly increase from ~\$1.50 @ 1.0% to ~\$7.00/month @ 5.0%
- B Row monthly increase from ~\$2.00 @ 1.0% to ~\$8.50/month @ 5.0%
- C Row monthly increase from ~\$2.50 @ 1.0% to ~\$12.00/month @ 5.0%
- D Row monthly increase from ~2.00 @ 1.00% to ~\$10.00/ month @ 5.0%
- Box Hangers monthly increase from ~\$5.00 @ 1.0% to ~\$23.00/month @ 5.0%
- Kysor Hanger monthly increase from ~ \$9.00 @ 1.00% to ~ \$44.00/month @ 5.0%
- Community Hanger increase from \$1.00 @ 1.0% to ~ \$5.00/month @ 5.0%

I propose an increase at one of the lower rate and amending the hanger leases to continue the rate increases annually.

I propose amending the leases with three changes:

- 1.) Hanger tenant is responsible for keeping the ramp clean in front of the doors to a depth of 2 feet as we can't plow that close to the hangers
- 2.) Eliminate the 24 hour notice to gain access to the hangers as this will permit greater flexibility in managing the business

- 3.) Reinstitute ramp fees for single engine piston aircraft; no fees for daily, \$15.00 per week and \$30.00 per month
- 4.) Aircraft on the ramp awaiting maintenance have a 30-day grace period before fees are assessed.
- 5.) Reinstitute community hanger fees for floats and accessories and allow billing for less than a month occupancy

The monthly cost of the sewage for the bathroom in the maintenance building has been reduced to \$72.00/month. The cost to disconnect is xxxxxxxx and reconnection is estimated to cost \$7,000

Waste Management monthly garbage cost has been reduced to \$85.15 from \$203 per week for an annual savings of approximately \$6,128.

The ATT phone bill is being scrutinized for savings. The county believes that they don't provide service to us, ATT disagrees. We believe savings are available through VOIP and will find them.

Hanger Issues:

We have 5 empty hangers, A6, B1, C1, C5, D4 for an 87% occupancy rate excluding the Community hanger. A2 was rented starting 4/14/17, B2 and C1 will be rented on 1 May for a 92% occupancy rate.

We're removing the debris, runway lights and cabling from the storage area on the NE side of A row so that we can open A6 by 17% and potentially increase rent to \$160/month from the current \$135/month.

We are requesting the boiler modification for the heater for the Kysor Building. The plan is to convert the existing boiler over to a closed loop glycol coolant and repair the existing roof.

Property:

The Kysor small roof needs work. It appears that the initial Bigelow roofing quote covered repairing this roof as the budgeted amount agrees with the expected cost but no documentation is at hand

Office:

I'm securing quotes to finish the installation of QuickBooks on both computers, install a second monitor for Karen and integrate the e-mail and QB databases.

Minutes
Downtown Development Authority (DDA)
Business Improvement District (BID) Board
Regular Meeting
February 22, 2017

A regular meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board was held on Wednesday, February 22, 2017 in the Municipal Complex Conference room, 200 N. Lake St., Cadillac, Michigan.

MEMBERS PRESENT: Cinco, Crawley, Gaunt, Huckle, LeVand, Peccia, C. Schultz
STAFF PRESENT: Wallace, Coy, Cornell

CALL TO ORDER Meeting was called to order by Chairman LeVand at 7:30 a.m.

MINUTES/REPORTS

Motion by Huckle, seconded by Cinco to approve the minutes of the January 25, 2017 meeting. Motion unanimously approved. Of note, the December 2016 DDA meeting was cancelled.

Peccia presented the Treasurer's Report for the period ending January 31, 2017 as per the Transmittal dated February 22, 2017. Of note, in the Auto Parking Fund there was also a (50.00) entry to correct a parking fee that did not belong in this fund. Motion by Huckle, seconded by Cinco to approve the Treasurer's Report. Motion unanimously approved.

COMMITTEE REPORTS/UPDATES

A meeting is set for Thursday, March 2, 2017 at 7:30 a.m. All DDA members are welcome. This will be posted as a public meeting if we learn that a quorum will be present.

Wayfinding Committee – Meeting will not be scheduled at this time but rather wait until the new Executive Director of the Chamber is appointed. Panel interviews are set for next week.

Banner Committee – Wallace will set up a committee meeting. He stated we do have the funds to go ahead with the branding for The Commons. There will be banners on the Market site and on the Plaza site courtesy of Networks Northwest who donated to one of the crowdfunding campaigns. He will bring in the design from Charmellow Design for a final look with the DDA before the final design is set.

Streetscape Committee – The immediate issue is the brick paver condition. There was a brief discussion on what approach should be taken: short term fix or a more long-lasting solution. Streetscape committee will need to bring in outside help to assist. Wallace asked if we should do a short pilot project in setting the pavers on pads and level the rest of the pavers on the sand. It is noted that the concrete surrounding the pavers is also beginning to deteriorate.

Mitchell Street is MDOT right-of-way all the way to the front door of the buildings. Whether or not there is funding available through MDOT to help with the pavers is not certain, but they should be part of the conversation. It was decided to have the meeting of March 2, 2017 be a combination of the Parking Lot and Streetscape committees. Wallace will also ask staff from Prein & Newhof to attend the meeting.

Revising DDA by-laws

Wallace will set up a meeting of the Administrative committee to review the by-laws. Peccia said that 'change' or 'no change' to the by-laws, we still need to go through the exercise so that he can report back to

the City Council (perhaps by the end of May) that this has been done when we update our goals. Wallace will download copies of by-laws from several other communities for the committee to review.

Sidewalk shield law

Peccia presented an article from the Michigan Law News which states that our state government has amended a law that “the open and obvious defense shields landowners from liability if an average user with ordinary intelligence would have been able to discover the danger on casual inspection (open and obvious).” This creates a layer of protection for municipalities, as well as property owners.

Homeless shelter zoning

Peccia said the Planning Commission met on January 23, 2017 after this item was remanded back to them by the City Council. Planning Commission developed new recommendations. There will be another public hearing set to redraft the ordinance to reflect the new recommendations. Wallace stated that the Planning Commission recommended allowing homeless shelters in RM-1, RM-2, OS-2 and B1 through B3 zones, excluding the DDA, excluding parcels that are on the lakefront, and excluding Harbor View.

LeVand asked about pigeon control. Mike Coy reported that there have been problems with the mechanical system of the feeders, as well as squirrels damaging feeders. The feed costs \$200 for a 20-pound bag. Purchase of more feed would have to be discussed. Peccia stated there needs to be a balance between public and private involvement on this issue. Coy can check with other communities and see how they address this problem.

LeVand voiced disappointment in that the DDA Board was not involved in the decision to close off the parking lot for the NASF. Peccia said that while this was a Council related item and not something that would be brought to the DDA for ruling, he agreed that there should have been communication to the Board and apologized for the oversight.

Peccia announced that AES (Alliance for Economic Success) is going to have a footprint in Wexford County. They have a mission to aid municipalities in such areas as finding grant dollars to the implementation of writing the grants themselves, as well as helping bring people in to develop or redevelop properties and help handle organizations in preparing them to be able to make economic development connections. They have been privately funded by the Downtown Fund, the Industrial Fund and community stakeholders to provide their services to Wexford County for a three year period of time. There will be a meeting taking place at the end of the month that will have representation from the mayor, City manager, county board chair and county administrator and the director of planning from our Council of Governments, Networks Northwest.

Coy said City Council approved the Child Protection Services pinwheels walk from Toy Town to Harris/Mitchell during the month of April. The purple pinwheels will be placed in the four planters at Harris/Mitchell and the pinwheels must be removed by May 1st.

Coy reported that the new owner of the Cobbs and Mitchell building has been working on site improvements. Several trees have been removed to improve site lines and others that were close to the building to eliminate potential problems with foundation/root systems. He plans to have some of the lumber taken away, properly dried, and used for remodeling within the interior of the building.

Meeting adjourned at 8:51 a.m.