



City Council Meeting

June 19, 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



June 19, 2017 City Council Meeting Agenda
6 p.m. at City Hall – 200 N. Lake St. – Cadillac, MI 49601

We are fully present

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 regular meeting held on June 5, 2017.

Support Document III-A

IV. INTERVIEW CANDIDATES FOR THIRD WARD COUNCIL POSITION AND
APPOINT COUNCIL SELECTION

V. OATH OF OFFICE

VI. PUBLIC HEARINGS

A. Public hearing to consider a request from Piranha Hose Products, Inc. for an Industrial Facilities Tax Exemption Certificate in the amount of \$5,110,000.

Support Document VI-A

B. Public hearing regarding Special Assessment for Alley Paving.

Support Document VI-B

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VII. COMMUNICATIONS

- A. Freedom Festival
Support Document VII-A
- B. Arts Festival
Support Document VII-B

VIII. APPOINTMENTS

- A. Recommendation regarding reappointment to Brownfield Redevelopment Authority.
Support Document VIII-A

IX. CITY MANAGER'S REPORT

- A. Bids and recommendation regarding Utilities Staff Vehicle.
Support Document IX-A
- B. Bids and recommendation regarding Water Asset Management Proposal.
- C. Recommendation regarding Service Agreement with IT Right.

X. ADOPTION OR ORDINANCES AND RESOLUTIONS

- A. Adopt Performance Resolution for Governmental Agencies.
Support Document X-A

XI. PUBLIC COMMENTS

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

XII. GOOD OF THE ORDER

XIII. CLOSED SESSION

Adjourn to closed session per 15.268 (c) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement with the Cadillac Police Officers Association of Michigan and the Cadillac Command Officers Association of Michigan; and to discuss a confidential written legal opinion with the City Attorney.

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XIV. 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

6:00 PM – June 5, 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, Meinhardt, Mayor Filkins
Council Absent: Spoelman
Staff Present: Peccia, Wallace, DeWitt, Dietlin, Roberts, Eller, Homier, Wasson

APPROVAL OF AGENDA

2017-110 Approve agenda as amended.

Motion was made by Schippers and supported by Meinhardt to approve the agenda as amended to remove the banner request for Relay for Life and the parking lot closure request for the Lumberman Triathlon.

Motion unanimously approved.

PUBLIC COMMENTS

Jack Baughan inquired about his application for the hot dog cart.

CONSENT AGENDA

2017-111 Approve consent agenda as presented.

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

Motion unanimously approved.

COMMUNITY SPOTLIGHT

A. Downtown Development update.

Robb Munger noted he has been impressed by all of the improvements made in the downtown area. He discussed his future plans for the Cobbs/Mitchell building and the former Oleson's grocery store. He commented on the positive interactions he has had within the City.

PUBLIC HEARINGS

A. Public hearing regarding Public Parking Lot Special Assessment.

Peccia stated property owners that are part of the special assessment area were notified of the public hearing. He noted the special assessment roll is renewed every five (5) years.

John Wallace, Community Development Director, stated the proposed public parking lot special assessment roll is based on three (3) primary factors: parking demand (50%) , building size (30%), and contiguity to public parking lots (20%). He noted the prior assessments were based on the minimum parking requirements of the zoning ordinance which are considerably outdated. He stated there have been a number of changes in determining current parking needs making the old standards no longer applicable. He noted he consulted the Parking Generation Manual (4th Edition) prepared by the Institute of Transportation Engineers which is used as a basis for setting modern zoning ordinance parking minimums. He mentioned that another change made was regarding the size of the business. He noted he obtained building size numbers directly from the county property assessment records.

Wallace stated it was decided to exclude the basement levels of the buildings for a variety of reasons. He noted the program will allow for basement space to be added back into the Square Feet Assessment if it is shown through the City's business licensing process that such space is being utilized for standard business operations. He stated another beneficial feature for property owners is that the City will have the ability to adjust the assessment values based upon changes to business uses on an annual basis thus preventing overpayment when a lower parking demand business has replaced a higher demand use.

Wallace noted the amount collected through the special assessment roll will be 75% of the total amount needed for maintaining the public parking lots.

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

Mayor Filkins inquired as to the source of the remaining 25% of funding that is required.

Owen Roberts, Director of Finance, stated it will come from the City's other general funds.

Mayor Filkins asked about the impact on the assessment roll if a business changes its type of operation.

Wallace stated the change would adjust the entire roll.

Mayor Filkins asked if the business owners were aware the assessment could potentially change over the 5-year period.

Wallace noted the notice stated there will be an annual review conducted.

Peccia stated the annual review mechanism is a new component of the assessment roll. He noted the rationale for including the annual review was so a property owner does not get “locked-in” if the use changes. He stated there are eight-seven (87) total parcels included in the assessment and the average annual assessment is \$630.96. There are thirty-four (34) parcels above the average and fifty-three (53) parcels below the average.

2017-112 Adopt Public Parking Lot Special Assessment Resolution No. 4.

Motion was made by Schippers and supported by Meinhardt to adopt Public Parking Lot Special Assessment Resolution No. 4.

Motion unanimously approved.

COMMUNICATIONS

A. Street closure for Clam Lake Band.

2017-113 Approve street closure for Clam Lake Band.

Motion was made by Schippers and supported by Meinhardt to approve the closure of Lake St. between Harris St. and Cass St. from 6:30 pm to 8:30 pm on Mondays from July 3, 2017 to August 14, 2017. Motion unanimously approved.

B. Street closure for Upbeat Cadillac.

2017-114 Approve street closure for Upbeat Cadillac.

Motion was made by Schippers and supported by Meinhardt to approve the closure of Lake St. between Harris St. and Cass St. from 6:00 pm to 9:30 pm on Thursdays from June 22, 2017 to August 24, 2017.

Motion unanimously approved.

C. Street closure for Lumberman Triathlon.

2017-115 Approve street closure for Lumberman Triathlon.

Motion was made by Schippers and supported by Meinhardt to approve the as needed closure of Chestnut St. between the Jr. High and Linden St. and Linden St. between Chestnut St. and Division St. from 5:00 am to 8:00 pm on June 18, 2017 for the Lumberman Triathlon.

Motion unanimously approved.

CITY MANAGER’S REPORT

A. Bids and recommendation regarding Riding Lawn Mower.

Peccia noted one (1) bid was received from Woodland Commercial Equipment, Grand Rapids, Michigan, in the amount of \$8,844.

2017-116 Award purchase of Riding Lawn Mower.

Motion was made by Schippers and supported by Meinhardt to award the purchase of one (1) Riding Lawn Mower to Woodland Commercial Equipment in the amount of \$8,844.

Motion unanimously approved.

B. Roland Street Lift Station Equipment.

Peccia noted the City entered into a District Compliance Agreement (DCA) with the Michigan Department of Environmental Quality (MDEQ) with respect to their requirement for the City to upgrade its Roland Street Lift Station. He stated this is the lift station that serves the east side of Cadillac and also serves the annexed area off of US131 and M-55. He added that in accordance with the compliance agreement the City must have the new infrastructure in place by the end of July. He noted the request for the infrastructure is to utilize the same brand of pumps that are currently in use. He stated it is being requested to waive competitive bidding and utilize the sole supplier in our region for the pumps.

Jeff Dietlin, Director of Utilities, stated the lift station was constructed in such a way that the pumps can be easily changed. He noted, in Lower Michigan, Kennedy Industries is the sole supplier of the pumps.

2017-117 Waive competitive bidding regarding Roland Street Lift Station Equipment.

Motion was made by Meinhardt and supported by Schippers to waive competitive bidding for the Roland Lift Station Pump Replacement Project.

Motion unanimously approved.

2017-118 Award Roland Lift Station Pump Replacement Project.

Motion was made by Schippers and supported by Meinhardt to award the Roland Lift Station Pump Replacement Project to Kennedy Industries in the amount of \$134,560 for two (2) pumps.

Motion unanimously approved.

C. Schedule a Special Meeting for a public hearing regarding lease agreement.

Peccia requested a special meeting be scheduled on June 27, 2017 at 5:30 pm for a public hearing regarding a lease agreement.

2017-119 Schedule a Special Meeting for a public hearing regarding lease agreement.

Motion was made by Schippers and supported by Meinhardt to schedule a Special Meeting on June 27, 2017 at 5:30 pm to hold a public hearing regarding a lease agreement with Up North Arts.

Motion unanimously approved.

D. City Council vacancy.

Peccia noted Matt Wohlfeill, Third Ward Council Member, resigned effective May 30,

2017. He mentioned that Matt Wohlfeill served the community for nearly thirty (30) years as a member of the Police Department for approximately twenty-six (26) years and then as a Council Member for a couple of years. He stated applications for the position are available at the front counter and on the City's website. He noted applications are due by June 13, 2017.

Peccia stated interviews will be conducted at the June 19, 2017 Council meeting. He noted, pursuant to the City's Charter, the City Council by a majority vote is required to appoint someone to fill the position within thirty (30) days of a vacancy. He added if the appointed individual wishes to retain the seat he or she will need to run and be elected during the November City-wide election. He stated the candidate elected will serve the remainder of the term which will expire on December 31, 2019.

INTRODUCTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt resolution to introduce Ordinance Approving a Lease Agreement with Up North Arts, Inc. and set a public hearing for June 27, 2017.

2017-120 Set public hearing for Ordinance 2017-07.

Motion was made by Meinhardt and supported by Schippers to adopt resolution to introduce Ordinance Approving a Lease Agreement with Up North Arts, Inc. and set a public hearing for June 27, 2017. Motion unanimously approved.

ADOPTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt resolution and set public hearing for June 19, 2017 to consider a request from Piranha Hose Products, Inc. for an Industrial Facilities Tax Exemption Certificate in the amount of \$5,110,000.

Peccia stated Piranha Hose is planning to expand their building. He noted this project will help retain one-hundred ten (110) positions and will lead to the creation of twenty (20) new positions. He mentioned the Industrial Facilities Tax Abatement Program in part has been removed due to the elimination of the Personal Property Tax component of the program but incentives are still available for real property.

2017-121 Set public hearing for Piranha Hose Products, Inc. IFT.

Motion was made by Schippers and supported by Meinhardt to adopt resolution and set a public hearing for June 19, 2017 to consider a request from Piranha Hose Products, Inc. for an Industrial Facilities Tax Exemption Certificate in the amount of \$5,110,000.

Motion unanimously approved.

- B. Adopt Resolution Nos. 1 and 2 regarding Special Assessment for Alley Paving and set public hearing for June 19, 2017.

Peccia noted Resolution No. 1 involves the determination to proceed with improvements and Resolution No. 2 sets the public hearing. He stated all property owners will be advised of the cost estimate and of the public hearing.

2017-122 Set public hearing regarding Special Assessment for Alley Paving.

Motion was made by Meinhardt and supported by Schippers to adopt Resolution Nos. 1 and 2 regarding Special Assessment for Alley Paving and set a public hearing for June 19, 2017.

Motion unanimously approved.

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

Peccia stated there were four (4) adjustments to the Business License Fee Schedule that were made subsequent to the adoption of the original resolution. He noted the first two (2) adjustments establish a fee of zero dollars (\$0) for those who already have a business in the City that want to, either by mobile cart or by vehicle, sell food products on their own private property. He stated the third adjustment is with respect to vending prepackaged or prepared food items, such as ice cream, with the establishment of a fifty dollar (\$50) fee. He noted the final adjustment clarifies a fee of thirty-five dollar (\$35) for door-to-door type peddlers.

2017-123 Adopt Resolution to Set Fee Schedule for Business Licenses.

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

Motion unanimously approved.

D. Adopt Local Governing Body Resolution for Charitable Gaming Licenses for After 26 Project.

Peccia noted the resolution is required for After 26 to hold a raffle.

2017-124 Adopt Local Governing Body Resolution for Charitable Gaming Licenses for After 26 Project.

Motion was made by Schippers and supported by Meinhardt to adopt Local Governing Body Resolution for Charitable Gaming Licenses for the After 26 Project.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Dog Park Advisory Committee

PUBLIC COMMENTS

Ray Franz introduced himself and noted he is a candidate for the 35th District State Senate seat.

GOOD OF THE ORDER

Peccia addressed the comments made by Mr. Baughan regarding his application for a hot dog cart. He noted there is currently no active application on file. He stated he is unaware of any food operator off of Division Street.

City Attorney Homier noted letters were sent to both Mr. Baughan and Mr. Rubio at the addresses provided.

Peccia briefly discussed Back to the Bricks. He stated the splash pad is operational. He noted there are some mechanical issues with the fountain in City Park.

Schippers mentioned that two (2) members of the Mayor's Youth Council graduated from CHS this year, Mharen McMillan and Virginia Donley.

Meinhardt commented on the parks, the Sound Garden, and the Memorial Day Parade.

Mayor Filkins noted the Council and Youth Council plan to sponsor a garden area.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

June 19, 2017

Council Communication

Re: Appointment to Vacant Third Ward Council Position

In accordance with Section 3.6 of the City Charter, the Council “shall choose, by majority vote and within thirty days after such vacancy occurs, a duly qualified person to fill such vacancy.” Further, pursuant to Section 3.6 of the City Charter, the person chosen by the Council to fill the vacancy, “shall serve until their successor, elected for the remainder of the term at the next ensuing City wide election, resulting sixty days after such vacancy occurs, has been duly qualified.” Therefore, the Third Ward Council Member position will be up for office as a part of the November 7, 2017 election, at which time the voters will elect someone to the position for the remainder of the original term, which expires on December 31, 2019.

The following individuals, listed in alphabetical order, have submitted applications for the vacant Third Ward City Council position:

- Robert Engels
- Jason Hoffman
- Eben Smith
- Arthur Stevens

Process:

1. The order of the interviews will be determined by a random selection process, and the candidates not being interviewed will be asked to relocate to the adjacent conference room until it is their turn.
2. Council Members will individually interview each candidate.
3. After interviews are complete, Council will determine which applicant will be selected to fill the vacant Third Ward City Council position, and will appoint the selected individual through the adoption of a resolution.
4. Following the appointment, the City Clerk will administer the Oath of Office to the appointed individual who will then join the remainder of the meeting as the newly appointed Third Ward City Council Member.

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Shari Spoelman

Councilmembers
Tiyi Schippers
John P. Meinhardt

RESOLUTION NO. 2017-XXXX

RESOLUTION APPOINTING _____ TO CITY COUNCIL

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 19th day of June, 2017, at 6:00 p.m.

PRESENT: COUNCIL MEMBERS: _____

ABSENT: COUNCIL MEMBERS: _____

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

WHEREAS, a vacancy in the office of City Council was created with the resignation of Councilmember Wohlfeill on May 30, 2017; and

WHEREAS, the term of office in which the vacancy occurs expires on December 31, 2019; and

WHEREAS, the City Charter provides, in relevant part:

[T]he remaining Council members shall choose, by majority vote and within thirty days after such vacancy occurs, a duly qualified person to fill such vacancy.

He shall serve until his successor, elected for the remainder of the term at the next ensuing City wide election, resulting sixty days after such vacancy occurs, has been duly qualified. (Section 3.6).

WHEREAS, the remaining Council members have conducted interviews of all duly qualified applicants; and

WHEREAS, the City Council concludes that appointing _____to the vacant City Council position is in the best interest of the City and the public health, safety and welfare.

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

1. Pursuant to the Cadillac City Charter, the City Council appoints by majority vote _____to the vacant City Council position. He shall serve until his successor is elected for the remainder of the term at the next ensuing City wide election on November 7, 2017, has been duly qualified.

2. Any and all resolutions that are in conflict with this Resolution are hereby repealed upon the effective date of the Resolution 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. 2017-XXXX, duly adopted at a regular meeting of the City Council held on the 19th day of June, 2017.

Sandra Wasson
Cadillac City Clerk

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Shari Spoelman

Councilmembers
Tiyi Schippers
John P. Meinhardt

RESOLUTION NO. _____

**RESOLUTION APPROVING APPLICATION FOR INDUSTRIAL FACILITIES
TAX EXEMPTION CERTIFICATE FOR PIRANHA HOSE PRODUCTS, INC.,
AND APPROVING LETTER OF AGREEMENT**

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 19th day of June, 2017, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

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

WHEREAS, pursuant to the Plant Rehabilitation and Industrial Development Districts Act, Public Act 198 of 1974, MCL 207.551 *et seq.*, as amended (the "Act"), the City Council established Cadillac Plant Rehabilitation District No. 37 (the "District") by resolution on October 6, 2003;

WHEREAS, Piranha Hose Products, Inc. (the "Applicant"), a Michigan corporation whose registered office address is 40600 Ann Arbor Rd. E., Suite 201, Plymouth, Michigan 48170, operates an industrial facility located at 2500 Weigel Street, Cadillac, Michigan (the "Facility"), which is located within the District;

WHEREAS, the Applicant has filed an application for an Industrial Facilities Tax Exemption Certificate (the "Application," attached as Exhibit A) with respect to the

installation of new equipment, as set forth in the Application, to be installed within the District;

WHEREAS, before acting on the Application, the City Council held a hearing at 6:00 p.m. on June 19, 2017, in the Council Chambers, Cadillac, Municipal Complex, 200 Lake Street, Cadillac, Michigan;

WHEREAS, in accordance with Section 5 of the Act, the Applicant, the City Assessor, and the legislative body of each taxing unit that levies ad valorem property taxes in the City were given notice of the hearing and were afforded an opportunity to be heard on the Application;

WHEREAS, installation of new equipment had not begun earlier than six (6) months before May 23, 2017, the date of acceptance of the Application for the Industrial Facilities Tax Exemption Certificate;

WHEREAS, completion of the installation is calculated to and will at the time of the issuance of the certificate have the reasonable likelihood to retain, create, or prevent the loss of employment in the City;

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the City, plus the SEV of personal and real property thus exempted;

WHEREAS, pursuant to Section 22 of the Act, the City has negotiated the terms of a proposed Letter of Agreement with Applicant, which has been signed by an authorized

representative of Applicant. A copy of the proposed Letter of Agreement is attached as Exhibit B; and

WHEREAS, the City Council has reviewed the terms and conditions of the proposed Letter of Agreement and has determined that it is in the best interests of the City and its residents to enter into the Letter of Agreement.

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

1. The City Council finds and determines that the granting of the Industrial Facilities Exemption Certificate, considered together with the aggregate amount of certificates previously granted and currently in force under Public Act 198 of 1974 and Public Act 255 of 1978, shall not have the effect of substantially impeding the operation of the City or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City.

2. The Application is hereby approved.

3. The Industrial Facilities Tax Exemption Certificate when issued shall be and remain in force for a period of twelve (12) years after completion.

4. The City Council hereby approves the terms of the proposed Letter of Agreement in the form attached as Exhibit B, and made a part hereof, and does hereby authorize and direct the City Mayor to execute the same on behalf of the City.

5. Any and all resolutions that are in conflict with this Resolution are hereby repealed upon the effective date of the Ordinance 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 meeting of the City Council held on the 19th day of June, 2017.

Sandra Wasson
Cadillac City Clerk

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Sandra J. Wesson</i>	► Date Received by Local Unit <i>5/23/17</i>
STC Use Only	
► Application Number	► Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

► 1a. Company Name (Applicant must be the occupant/operator of the facility) Piranha Hose Products, Inc.		► 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3052	
► 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 2500 Weigel Street, Cadillac, MI 49601		► 1d. City/Township/Village (indicate which) City of Cadillac	► 1e. County Wexford
► 2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Transfer ☐ Speculative Building (Sec. 3(8)) ☐ Rehabilitation (Sec. 3(6)) ☐ Research and Development (Sec. 2(10)) ☐ Increase/Amendment		► 3a. School District where facility is located Cadillac Area Public Schools	
		► 3b. School Code 83010	
		4. Amount of years requested for exemption (1-12 Years) 12 years	
5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed. The Piranha Hose Products facility is located in Cadillac, MI. The 107,500 sq ft building sits on 9 acres in the Potvin Industrial Park. This IFT is to build a 65,000 sq ft addition. This will allow us to expand our existing business in the high-pressure thermoplastic hose market and acquire additional new business in new markets.			
6a. Cost of land and building improvements (excluding cost of land)		► 5,110,000.00	
* Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		Real Property Costs	
6b. Cost of machinery, equipment, furniture and fixtures		► 0	
* Attach itemized listing with month, day and year of beginning of installation, plus total		Personal Property Costs	
6c. Total Project Costs		► 5,110,000.00	
* Round Costs to Nearest Dollar		Total of Real & Personal Costs	
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.			
Begin Date (M/D/Y) Real Property Improvements ► 6/1/2017		End Date (M/D/Y) 4/30/2018	
		► ☒ Owned ☐ Leased	
Personal Property Improvements ►		► ☐ Owned ☐ Leased	
► 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No			
► 9. No. of existing jobs at this facility that will be retained as a result of this project. 110		► 10. No. of new jobs at this facility expected to create within 2 years of completion. 20	
11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.			
a. TV of Real Property (excluding land)			
b. TV of Personal Property (excluding inventory)			
c. Total TV			
► 12a. Check the type of District the facility is located in: ☒ Industrial Development District ☐ Plant Rehabilitation District			
► 12b. Date district was established by local government unit (contact local unit) October 6, 2003		► 12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No	

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Christina Beydoun	13b. Telephone Number 231-775-0697	13c. Fax Number 231-775-4158	13d. E-mail Address cbeydoun@piranhahose.c
14a. Name of Contact Person Christina Beydoun	14b. Telephone Number 231-775-0697	14c. Fax Number 231-775-4158	14d. E-mail Address cbeydoun@piranhahose.c
▶ 15a. Name of Company Officer (No Authorized Agents) Brian Blake			
15b. Signature of Company Officer (No Authorized Agents) <i>Brian Blake (President)</i>		15c. Fax Number 231-775-4158	15d. Date 5/19/17
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 2500 Weigel Street, Cadillac, MI 49601		15f. Telephone Number 231-779-4390	15g. E-mail Address

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit ☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion ☐ Yes ☐ No ☐ Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable ☐ 1. Original Application plus attachments, and one complete copy ☐ 2. Resolution establishing district ☐ 3. Resolution approving/denying application. ☐ 4. Letter of Agreement (Signed by local unit and applicant) ☐ 5. Affidavit of Fees (Signed by local unit and applicant) ☐ 6. Building Permit for real improvements if project has already begun ☐ 7. Equipment List with dates of beginning of installation ☐ 8. Form 3222 (if applicable) ☐ 9. Speculative building resolution and affidavits (if applicable)	
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable ☐ 1. Notice to the public prior to hearing establishing a district. ☐ 2. Notice to taxing authorities of opportunity for a hearing. ☐ 3. List of taxing authorities notified for district and application action. ☐ 4. Lease Agreement showing applicants tax liability.			
16c. LUCI Code		16d. School Code	
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application	

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Date: May 5, 2017

REQUEST FOR AUTHORIZATION FORM

Applicant	Brian Blake	Department	PHP President										
Subject	New building expansion at PHP												
Amount	Estimated Total US\$5,110,000		☒ Include in Budget										
Contents & Explanation	We hereby submit a request for approval of Capital Expenditure for the new building at PHP with 60,000sqf additional production space. The current production capacity at PHP is close to the maximum level at approx. 25MM in Sales. With a request from the largest customer for wire braided hose, strategies & efforts in OE businesses, and general business growth efforts, KOA Group managements believe that additional production capability is necessary for further growth. See attached PowerPoint proposal for details. We have chosen Orshal Construction as the constructor based on the transparent quote package and local reputation although the total estimated from a competitive quote is somewhat lower. Estimated amount: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Building Construction incl. exterior/interior finishes</td> <td style="text-align: right;">\$3,823,480</td> </tr> <tr> <td>Options incl. generator and roof replacement</td> <td style="text-align: right;">\$1,241,971</td> </tr> <tr> <td>Misc. excluding from the quote package</td> <td style="text-align: right;">\$44,549</td> </tr> <tr> <td>(including security system, i.e. sensor/camera)</td> <td style="text-align: right; border-top: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">Grand Total</td> <td style="text-align: right; border-top: 1px solid black;">\$5,110,000</td> </tr> </table> Based on attached cash flows projections & KOA group overall cash management plan, the proposed investment seems to be managed with the group self-fund. (To be closely monitored)			Building Construction incl. exterior/interior finishes	\$3,823,480	Options incl. generator and roof replacement	\$1,241,971	Misc. excluding from the quote package	\$44,549	(including security system, i.e. sensor/camera)		Grand Total	\$5,110,000
Building Construction incl. exterior/interior finishes	\$3,823,480												
Options incl. generator and roof replacement	\$1,241,971												
Misc. excluding from the quote package	\$44,549												
(including security system, i.e. sensor/camera)													
Grand Total	\$5,110,000												
Attachment data	1) Building Expansion Plan Proposal (PowerPoint) 2) Drawing & Construction Timetable 3) Quotations (Orshal Construction & Cole Inc.) 4) 5yr PHP financial statement projections												
Comments by Approvers	This item should be resolved by HD BOD as set forth in HD "The Board of Director Meeting Policy (comments by T. Nakayama)												
Approved by	Lester A. Kraska President of KOA Printed Name and Title	Date Signature											
Final Approved by	Toshiyuki Ashida CEO of Kuriyama Holdings Corporation Printed Name and Title	Date Signature											
Report to	KOA BOD Members												

Note: After approved & reported *Original goes to Records *Copy goes to Applicant

**INDUSTRIAL FACILITIES TAX EXEMPTION
LETTER OF AGREEMENT**

City of Cadillac, Michigan, and Piranha Hose Products, Inc.

This Agreement between the City of Cadillac, Wexford County, Michigan, a Michigan municipal corporation (the "City"), and Piranha Hose Products, Inc., a Michigan corporation, whose registered office address is 40600 Ann Arbor Rd. E., Suite 201, Plymouth, Michigan 48170 (the "Applicant"), is entered into by and between the parties to comply with the provisions of the Plant Rehabilitation and Industrial Development Districts Act, Public Act 198 of 1974, MCL 207.551 *et seq.*, as amended (the "Act")

The City, by resolution adopted June 19, 2017, approved the granting of a twelve (12) year Industrial Facilities Tax Exemption Certificate to the Applicant for real property improvements at the Applicant's Cadillac Facility, which is identified with particularity in its Application for Industrial Facilities Tax Exemption Certificate, attached as Exhibit A, and incorporated by reference subject to the terms and conditions of this Agreement.

By accepting the Industrial Facilities Tax Exemption Certificate, the Applicant agrees to the following terms and conditions:

IMPROVEMENTS: INVESTMENT COSTS TO PROPERTY

The Applicant shall invest a sum of not less than Five Million, One Hundred Ten Thousand Dollars (\$5,110,000) for certain real property improvements at the Cadillac Facility, also more particularly described in Exhibit A.

IMPROVEMENTS: COMPLIANCE

The City shall have the right to withdraw from this Agreement if the Applicant fails to complete the personal property improvements on the schedule described in Exhibit A. Within six (6) months following the completion of the personal property improvements as set forth in Exhibit A, the Applicant shall provide the City Assessor's Office with proof of the actual costs of the improvements. If the costs associated with the personal property improvements identified in Exhibit A are less than the amounts set forth therein, the City may revoke or alter the terms of the Industrial Facilities Tax Exemption Certificate after a hearing and in accordance with the provisions of the Act.

JOB RETENTION

The Applicant shall retain at least one-hundred-ten (110) existing jobs and shall maintain the positions for the entire abatement period. The Applicant also shall create at least twenty (20) new jobs within two (2) years after the completion of the improvements.

Demonstration by the Applicant of the need for reduction of jobs due to non-controllable economic or casualty conditions may be considered an exception from this requirement subject to provisions found in the "Periodic Review/Non-Compliance Hearing" section of this Agreement.

LOCATION OF FACILITY

The Applicant shall maintain its facility within the boundaries of the City during the entire abatement period. Should the Applicant fail to do so, the Applicant shall pay the taxing units affected by the Industrial Facilities Tax Exemption Certificate an amount equal to the sum abated under the terms of the Certificate, as well as any required administrative fees.

VALUATIONS BY THE CITY ASSESSOR'S OFFICE

The Applicant shall not appeal the valuations placed by the City on the personal property owned by the Applicant at the Cadillac Facility that is the subject of this Agreement, provided that the City applies Michigan State Tax Commission Personal Property Multipliers to the respective acquisition costs of the property.

PERIODIC REVIEW/NON-COMPLIANCE HEARING

The City shall have the right to periodically review the business and facilities of the Applicant to assure compliance with the terms of this Agreement. Should any review identify non-compliance with the terms of this Agreement, the City reserves the right to amend the Industrial Facilities Tax Exemption Certificate and/or this Agreement, or revoke it in its entirety after a hearing is conducted. The hearing will provide an opportunity to explain why there may be non-compliance with the terms of this Agreement.

AFFIDAVIT OF FEES

The City and the Applicant swear and affirm by their signatures below that no payment of any kind in excess of the fee allowed by Public Act 198 of 1974, as amended by Public Act 323 of 1996, has been made or promised in exchange for favorable consideration of the exemption certificate application.

It is agreed by and between the parties that the above conditions shall remain in effect for the life of the Industrial Facilities Tax Exemption Certificate.

IN WITNESS WHEREOF, the parties have caused this Agreement to be properly executed as of the ___ day of June, 2017.

[SIGNATURES FOLLOW]

CITY OF CADILLAC

By: _____

Carla Filkins

Its: Mayor

PIRANHA HOSE PRODUCTS, INC.

By: _____

Its: _____

26499:00005:3149553-1

Applicant Name

Piranha Hose Products, Inc

Fiscal Statement (to be completed by local unit)

YES

NO

Is this project:

Real Property?

☐☐

Personal Property?

☐☐

Both Real and Personal Property - New Facility?

☐☐

Both Real and Personal Property - Rehabilitation Facility?

☐☐

Both New and Replacement Facility?

☐☐

Estimated Project Investment (not assessed value):

Real Property	Personal Property	Total
---------------	-------------------	-------

YES

NO

REMARKS

1. A. Has the proper local authority reviewed the plan?

☐☐

B. Is the project located in a certified industrial park?

☐☐

C. Is this a renovation or expansion of an existing building?

☐☐

2. Will this project require improvement of your road service?

☐☐

3. Will this project require improvement of your sanitary sewer services?

☐☐

4. Will this project require improvement of your storm sewer services?

☐☐

5. Will this project require improvement of your water services?

☐☐

6. Will this project require additional police personnel, police equipment or a need for new police building expansion?

☐☐

7. Will this project require the need for additional fire personnel, additional or specialized fire equipment or the need for a new fire building?

☐☐

8. Will this project require other costs?

☐☐

9. Are costs of infrastructure elements to be provided through Local Development Finance Authority or Tax Increment Finance Authority Bonds?

☐☐

If you answered yes to any of questions 2 through 8, the appropriate sections of the Supplement to Fiscal Statement form must be completed and accompany the IFT application. Call (517) 373-3272 to obtain that form.

LOCAL UNIT CERTIFICATION

This is to certify that the following has been provided as accurately as possible.

Signature	Name and Title of Local Governmental Unit Official
-----------	--

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Shari Spoelman

Councilmembers
Tiyi Schippers
John P. Meinhardt

RESOLUTION NO. _____

FOURTH STREET & FIFTH STREET ALLEY IMPROVEMENT
SPECIAL ASSESSMENT DISTRICT

RESOLUTION NO. 3
CONFIRMATION OF SPECIAL ASSESSMENT ROLL

Minutes of a Regular Meeting of the City Council of the City of Cadillac, held in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan, on June 19, 2017, at 6:00 p.m.

PRESENT: Councilpersons _____

ABSENT: Councilpersons _____

WHEREAS, the City Assessor has prepared a special assessment roll for the purpose of defraying the costs of improving an alleyway located between Fourth and Fifth Streets within the City (the "Improvements"), which is attached as **Exhibit A**; and

WHEREAS, the City Council conducted a public hearing regarding the special assessment roll on June 19, 2017, at 6:00 P.M.; and

WHEREAS, after conducting the public hearing and after carefully reviewing the special assessment roll, the Council deems it advisable and necessary to proceed with the special assessment for the Improvements and deems the assessments contained in

the special assessment roll to be in accordance with the benefits to be derived by each parcel of land assessed;

WHEREAS, the Council has not received written objections by owners of more than one-half (1/2) of the property to be assessed;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines to make the Improvements and to defray the cost by special assessment upon the properties specially benefited in proportion to the benefits to be derived.

2. The City Council hereby approves the profiles, plans, specifications, and detailed estimates of cost for the Improvements.

3. The City Council hereby designates the lots and parcels of land set forth in Exhibit A, attached hereto and made a part hereof, as the property to comprise the special assessment district upon which the special assessments shall be levied.

4. The special assessment roll prepared by the City Assessor, attached as Exhibit A, is hereby confirmed and shall be known as Fourth Street & Fifth Street Alley Improvement Special Assessment Roll No. 1 (the "Roll").

5. The Roll shall be divided into 10 (ten) equal annual installments, each of which installments shall be due and payable on July 1 of each year. The first installment shall be due and payable on July 1, 2017. Interest shall be payable annually on each installment due date at a rate of interest of _____ percent (____%).

6. All special assessments contained in any special assessment rolls, from the date of confirmation of such roll, constitute a lien upon the respective lots or parcels of land assessed and until paid shall be a charge against the respective owners of the several lots and parcels of land and a debt to the City from the persons to whom they are assessed. Such lien shall be of the same character and effect as the lien created by the City Charter for City taxes and shall include accrued interest and fees. Interest commences July 1, 2017.

7. The City Clerk is hereby directed to endorse the date of confirmation on the roll.

8. All Resolutions and parts of Resolutions that conflict with the provisions of this Resolution are hereby rescinded insofar as they conflict with this Resolution.

AYES: Councilpersons _____

NAYS: Councilpersons _____

Sandra Wasson, City Clerk

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Cadillac, Michigan, Wexford County, at a Regular Meeting held on the 19th day of June, 2017, and that public notice of said meeting was given as required by Public Act 267 of Public Acts of 1976, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

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

EXHIBIT A

SPECIAL ASSESSMENT ROLL

Owner & Mailing Address	Tax Code Number	Assess Front Feet	Est. Cost Per Front Foot	Total Assessment
Michael Grogan 407 Fifth Street	61-00-102	100	30	3000
David Suchecki 915 Second Avenue	61-00-104	55	30	1650
Nancy McKinley 911 Second Avenue	61-00-105	45	30	1350
Willard Combs 905 Second Avenue	61-00-106	50	30	1500
Christopher Hamilton 901 Second Avenue	61-00-107	50	30	1500
Jamie Kerns 712 Fourth Street	61-00-108	150	30	4500
Gary Moomey 411 Fifth Street	61-00-114	150	30	4500
			TOTAL	\$18,000



June 30th – July 2nd, 2017

Schedule of Events

Friday June 30, 2017 (Kids Day)

Kids Carnival & Vendors – All Day (Cadillac Commons Parking Lot)

Beverage Tent – 12pm until Midnight

Kids Pedal Pull – 3pm

Blessing of the Boats – 9pm at the City Dock

Fire on Water Military Tribute – 9:30pm (Lake Cadillac Shoreline at the City Boat Dock)

✦ **Live Music** – 10pm until Midnight in the Beverage Tent.

Saturday July 1

"Freedom 5k" – 7:30am start at the Rotary Pavilion. Register Here!

Mike Townsend Memorial Fishing Tournament – 8am – Noon at the Carl T. Johnson Center

Kids Carnival & Vendors – All Day

Freedom Parade Downtown – 10am (Harris to Cadillac Junior H.S.) Register Here!

Beverage Tent – 11am – Midnight

Thunder on the Lakeshore Motorcycle Show – Registration starts at 10:30am at Harris and Lake Streets. Show is from Noon to 3:30pm.

***NEW* BBQ & Beer** – 5pm to 9pm – A pairing of craft beer and creative BBQ

Live Music – 5pm until 9pm in the Beverage Tent.

Sunday July 2

Kids Carnival & Vendors – All Day

Disc Golf Tournament – 9am start at Kenwood Park

Pork in the Park BBQ – Competition begins at 9am. People's choice rib tasting from 3-6pm. 5 tickets for \$10.

The Matt Wohlfeill Band – 7pm – 10pm at the Rotary Pavilion

Live Music – 10pm – Midnight in the beverage tent

Fireworks over Lake Cadillac – at Dark



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

Today's Date _____

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Parade Request Form

Name of Parade Freedom Festival Parade
Purpose of Parade Cadillac Freedom Festival / Independence Day
Requesting Organization Cadillac Area Festivals and Events
Contact Person(s) Mike Bush (Joy VanDrie jvandrie@cadillacmichigan.com 231-775-0657)
Contact Phone [REDACTED] Contact Email [REDACTED]
Date of Parade 7 / 1 / 2017 Approx. number of participating groups 40-60
Requested Route ☐ Lake Street ☒ Mitchell Street Staging Time 8:00AM/PM
Starting Time 10:00AM/PM Ending Time 11:30AM/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)

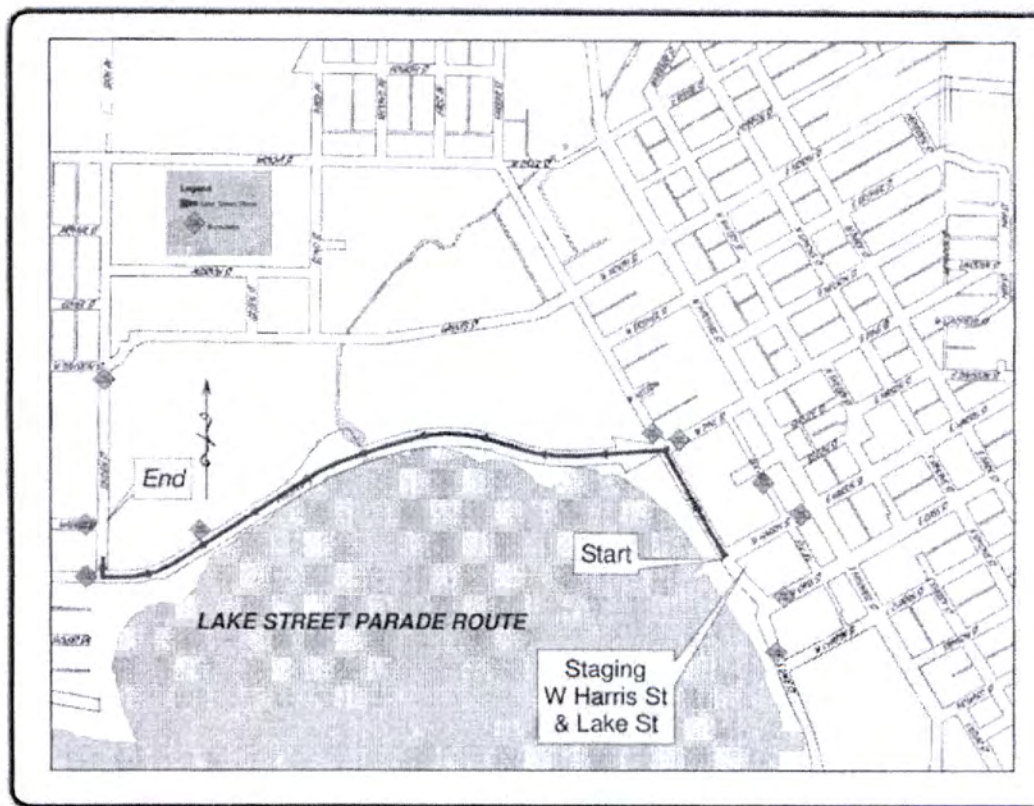
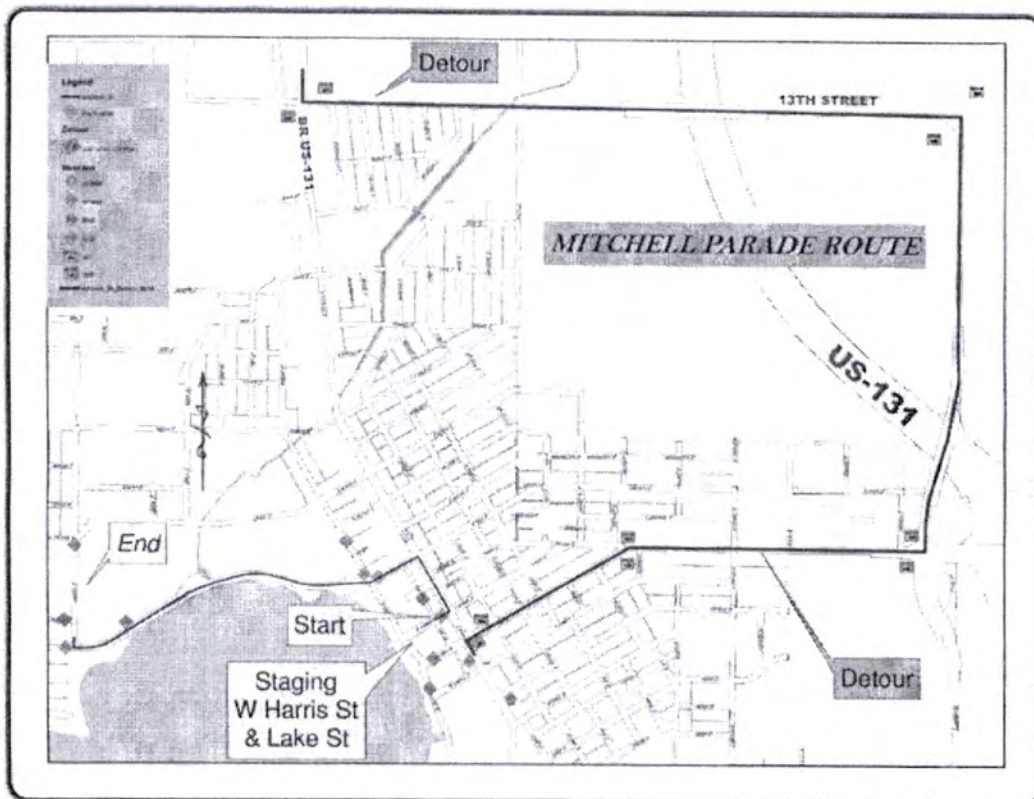
I understand and agree to these requirements & understand if these are not met the request will be denied.

Print Name Jay D. VanDrie Signature [Signature] Date 2/13/17

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 _____



**CITY OF CADILLAC, MICHIGAN
REGISTRATION/APPLICATION FOR USE OF CITY PARK**

Cadillac Area Festivals and Events/Freedom Festival

Person/Group requesting use of park

Festival

Type of Use

6/29 - 7/3/2016

Date of requested use

4:30pm 6/29/17

Start Time

4:00pm 7/3/17

End Time

Joy VanDrie

Contact Person

201 N Mitchell Suite 201

Address

Cadillac, MI 49601

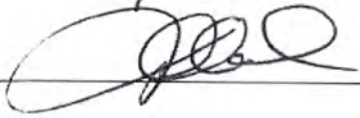
City/State/Zip

(231) 775-0657

Telephone Number

Special Requests:

Date Submitted: 2/13/17

Signature 

APPROVAL:

Clerk's Office/Date

City Manager/Date

Public Works/Date

Fax: 231-775-8755

Phone: 231-775-0181

Fax or Mail to: City Clerk

200 N. Lake Street
Cadillac, MI 49601

Event Chair:





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

Today's Date _____

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event Cadillac Freedom Festival

Organization Cadillac Area Festivals and Events Contact Number 231-775-0657

Date of Event: 6/30/17 Set-up Time: 7 AM PM ☒ Starting Time: ____ AM PM Ending Time: 12 AM PM ☒

Special Requests: Please Circle

☒ Electricity

☐ Water

☐ Wind Screens

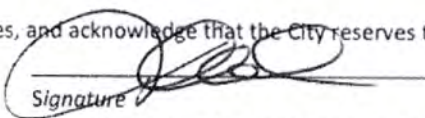
☐ Sound System

☒ Movie Screen/Projector System

Usage Rules

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace, and must be lowered at the City's request.
3. No decorations, props, or appurtenances shall be used or placed in a manner that will cause damage to the Pavilion, grounds (including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Movies/programs shown at the Pavilion are at the discretion of the City, and proper licensing to show copyrighted material is required. One potential resource is www.swank.com. MPAA ratings of G and PG are appropriate.
5. Any signage or decorations must be removed immediately following any event.
6. No vehicles are permitted on sidewalks or grass. However, the sidewalk immediately south of the pavilion can be utilized for temporary parking for the purpose of drop-off and/or pick-up of equipment only. Parking is prohibited on Lake Street, even if it has been closed for the event.
7. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
8. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
9. Fees - A \$35 non-refundable deposit is required to reserve the date and time of the event, and Rental Fees of \$30 per hour are due 30-days prior to the event date.

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


Signature

Form must be mailed or delivered to Cadillac City Hall, Attention Public Works Department-Events at
200 N. Lake Street in Cadillac, MI 49601 (Faxes will not be accepted)

Print Name Jay D. VanDine Total Fees Required: _____ Total Fees Paid: _____ Date 2/13/17

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

Parks _____
Streets _____
Community Dev. _____
City Police _____
City Fire _____

Comments _____
Comments _____
Comments _____
Comments _____
Comments _____

Date Approved _____
Date Approved _____
Date Approved _____
Date Approved _____
Date Approved _____



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

Today's Date _____

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event Cadillac Freedom Festival

Organization Cadillac Area Festivals and Events Contact Number 231-775-0657

Date of Event: 7/01/17 Set-up Time: 7 AM ~~PM~~ Starting Time: 12 AM ~~PM~~ Ending Time: 12 AM ~~PM~~

Special Requests: Please Circle

☒ Electricity

☐ Water

☐ Wind Screens

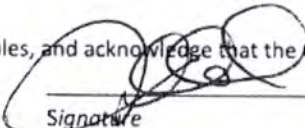
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Signature

Form must be mailed or delivered to Cadillac City Hall, Attention Public Works Department-Events at
200 N. Lake Street in Cadillac, MI 49601 (Faxes will not be accepted)

Print Name By D. VanDine Total Fees Required: _____ Total Fees Paid: _____ Date 2/13/17

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

Parks _____
Streets _____
Community Dev. _____
City Police _____
City Fire _____

Comments _____
Comments _____
Comments _____
Comments _____
Comments _____

Date Approved _____
Date Approved _____
Date Approved _____
Date Approved _____
Date Approved _____



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

Today's Date _____

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event Cadillac Freedom Festival

Organization Cadillac Area Festivals and Events Contact Number 231-775-0657

Date of Event: 7/02/17 Set-up Time: 7 AM ~~PM~~ Starting Time: ____ AM PM Ending Time: 10 AM ~~PM~~

Special Requests: Please Circle

☒ Electricity

☐ Water

☐ Wind Screens

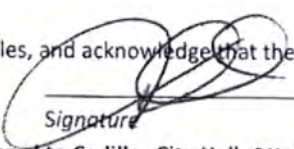
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Signature

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200 N. Lake Street in Cadillac, MI 49601 (Faxes will not be accepted)

Print Name Jay D. VanDine Total Fees Required: _____ Total Fees Paid: _____ Date 2/13/17

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

Parks _____
Streets _____
Community Dev. _____
City Police _____
City Fire _____

Comments _____
Comments _____
Comments _____
Comments _____
Comments _____

Date Approved _____
Date Approved _____
Date Approved _____
Date Approved _____
Date Approved _____



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

Today's Date _____

City Received Date _____

MUST BE OFFICIALLY CITY DATE STAMP

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request Cadillac Freedom Festival / CAFE

Contact Person Joy VanDrie

Contact Phone 231-775-0657

Contact Email jvandrie@cadillacmichigan.com

Date: 6 / 29 / 2017 - 7/2/2017 Street Closures

Street Name Lake St Beginning Location Harris Ending Location Cass

Beginning Time 5 : 00 AM / PM Ending Time 12 : 00 AM / PM

Street Name _____ Beginning Location (6/29) Ending Location (7/03)

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 6 / 29 / 2017 - 7/3/2017 Parking Lot Closures

Lot Location North Lot Street Harris Nearest Cross Street Harris

Heritage Plaza Beginning Time 5 : 00 AM / PM Ending Time 12 : 00 AM / PM

Lot Location _____ Street (6/29) Nearest Cross Street (7/03)

Harris St Parking Beginning Time ____ : ____ AM / PM Ending Time ____ : ____ AM / PM

Lot Location N. Side of Park Street Harris St Nearest Cross Street _____

Beginning Time 5 : 00 AM / PM Ending Time 12 : 00 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 Joy D. VanDrie Signature [Signature] Date 7/13/17

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 _____

Joy VanDrie

From: Joy VanDrie <jvandrie@cadillacmichigan.com>
Sent: Wednesday, February 15, 2017 11:08 AM
To: Brian Chapman (); 'publicworks@cadillac-mi.net'
Subject: FW: cafe ff city permits & insurance notes
Attachments: [Untitled].pdf

Please see attached the permit requests for the upcoming CAFÉ/Cadillac Freedom Festival in the City park - Cadillac Commons, Pavilion, etc. Please note that Brian Chapman is the Chair this year, CAFÉ is the event fiduciary, so please include myself on all permit changes, etc. Brian will be your main contact for logistical purposes during the event. His contact info is noted on the City Park permit app.

The Banner is the same as previously used. The Committee will need to get you a photo if needed.

The Parade route is planned to be the Mitchell Street parade route as noted.

Brian - Note, all TENTS will need to have a coordinated inspection with the fire department, insurance certificates will be issued 2 weeks prior to the event and made available in pdf to the city by CAFÉ and the fireworks company, as well as any events that are not insured/ excluded from CAFÉ insurance will need to provide additional insured certificates of insurance showing CAFÉ and the City as additional insured at that same time (ie> vendors, risk related events, etc).

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

From: Copier [mailto:visit@cadillacmichigan.com]
Sent: Wednesday, February 15, 2017 10:57 AM
To: JVANDRIE@CADILLACMICHIGAN.COM
Subject: cafe ff city permits

Please open the attached document. This document was digitally sent to you using an HP Digital Sending device.



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

Today's Date 3-13-17

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event Cadillac Firefighters / Freedom Festival Movie Night

Organization Cadillac Firefighters L704 Contact Number [REDACTED]

Date of Event: 6/30/17 Set-up Time: 7 AM ☒ PM Starting Time: 10 AM ☒ PM Ending Time: 12 AM ☒ PM

Special Requests: Please Circle

☒ Electricity

☐ Water

☒ Wind Screens

☒ Sound System

☒ Movie Screen/Projector System

Usage Rules

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace, and must be lowered at the City's request.
3. No decorations, props, or appurtenances shall be used or placed in a manner that will cause damage to the Pavilion, grounds (including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Movies/programs shown at the Pavilion are at the discretion of the City, and proper licensing to show copyrighted material is required. One potential resource is www.swank.com. MPAA ratings of G and PG are appropriate. Dispicable Me
5. Any signage or decorations must be removed immediately following any event.
6. No vehicles are permitted on sidewalks or grass. However, the sidewalk immediately south of the pavilion can be utilized for temporary parking for the purpose of drop-off and/or pick-up of equipment only. Parking is prohibited on Lake Street, even if it has been closed for the event.
7. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
8. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
9. Fees - A \$35 non-refundable deposit is required to reserve the date and time of the event, and Rental Fees of \$30 per hour are due 30-days prior to the event date.

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

Signature [Signature]

Form must be mailed or delivered to Cadillac City Hall, Attention Public Works Department-Events at
200 N. Lake Street in Cadillac, MI 49601 (Faxes will not be accepted)

Print Name Anthony Wolff Total Fees Required: _____ Total Fees Paid: _____ Date 3/13/17

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

Parks _____

Streets _____

Community Dev. _____

City Police _____

City Fire _____

Comments _____

Comments _____

Comments _____

Comments _____

Comments _____

Date Approved _____

Date Approved _____

Date Approved _____

Date Approved _____

Date Approved _____



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

Today's Date _____

City Received Date _____

MUST BE OFFICIALLY CITY DATE STAMP

Banner Request Form

Monday Banner Start Date 6 / 26 / 2017

Monday Banner End Date 7 / 3 / 2017

(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 Cadillac Freedom Festival

Organization Cadillac Area Festivals and Events Contact Person Joy VanDrie

Contact Phone 231-775-0657 Contact Email jvandrie@cadillacmichigan.com

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: 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 Joy VanDrie Signature [Signature] Date 7,13,17

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

Annually 1st
Weekend in July

CADILLAC FREEDOM FESTIVAL



3 Days
of FUN

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



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

Today's Date 6/13/17

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Alcoholic Beverage Request Form

Event Name Cadillac Freedom Festival

Requesting Organization AMVETS 110

Contact Person(s) Don Grage / Derek Anderson (Main)

Contact Phone [REDACTED] Contact Email [REDACTED]

Date of Event 6/30/17 to 7/2/17 Approx. number of participating groups _____

Starting Time 11 a.m. Ending Time 12 a.m.

City of Cadillac & State of Michigan Guidelines:

- Double fence
- Inspection of site

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 Don Grage Signature Don Grage Date 6/13/17

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

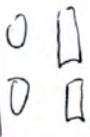
Streets _____	Date Approved _____	Comments _____
Parks _____	Date Approved _____	Comments _____
Fire _____	Date Approved _____	Comments _____
Police _____	Date Approved _____	Comments _____
City Manager _____	Date Approved _____	Comments _____
State of MI _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____

RAILROAD TRACKS

70'

ENTRY

20x40 TENT
FOOD BEER



10x20
CANOPY

5'

DOUBLE 4' FENCING

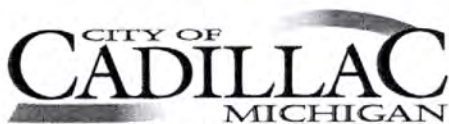
EMERGENCY
EXIT

105'

2

CADILLAC RENTAL
PAVILION





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

Today's Date _____

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Race Request Form

Name of Race Cadillac Freedom Festival 5K
Purpose of Race 4th of July
Requesting Organization Freedom Festival (Proceeds - CHS National Honor Society)
Contact Person(s) Ann Bush
Contact Phone [REDACTED] Contact Email [REDACTED]
Date of Race 7/1/17 Approx. number of participants 100
Registration Location DuPont Registration Time 6:30 AM/PM
Starting Time 8:00 AM/PM Ending Time 10:00 AM/PM

City of Cadillac Rules

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

The following must be provided with this request:

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

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

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

Print Name Ann M Bush Signature ARB Date 7/1/17

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 _____
City Council _____	Date Approved _____	Comments _____

5K - RUN

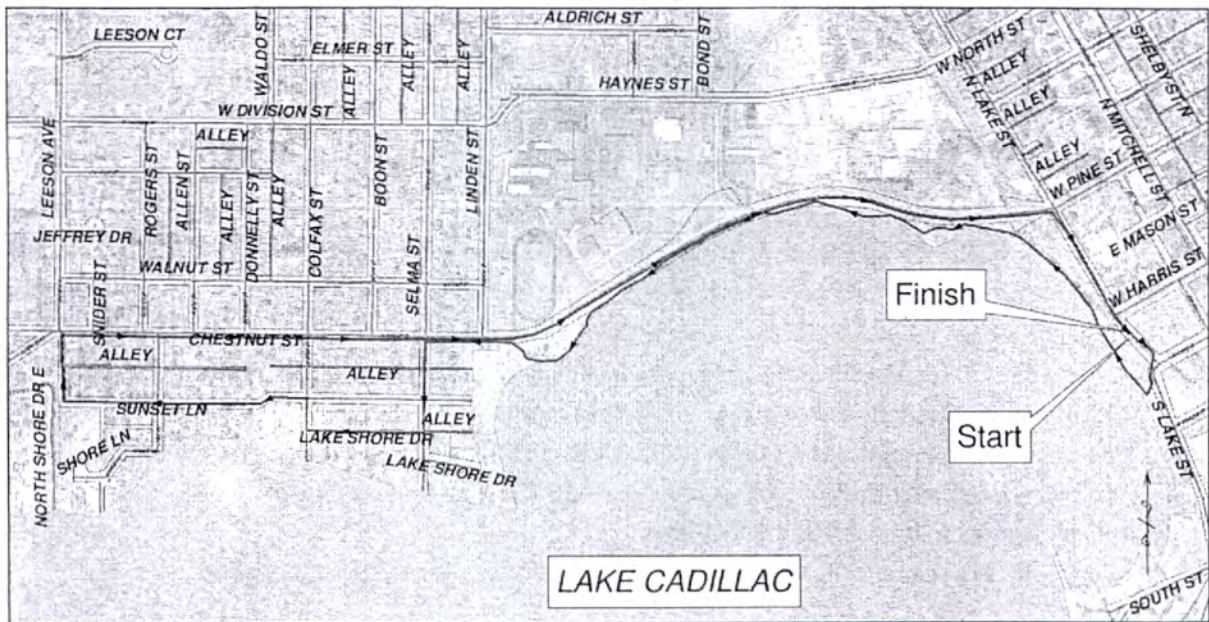
Date ----- 2016

Race Start Time: ----- AM

Race Starts and Ends at City Park

Lake Street

Surface: Sidewalk and Road



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

2017 Freedom Festival

Street Closures: 6/29/2017 5pm thru 7/3/2017 12pm

Lake St Beginning Harris St to Cass St

Parking Lot Closure: 6/29/2017 5pm thru 7/3/2017 12pm

North Lot of Heritage Plaza Harris St Side

Harris St Parking North side of Park

Parade: 7/1/2017 Staging 8:00 am: Starting time 10:00 am ending at 11:30 am

Beverage Tent: @ City Park

6/30/2017 12 pm to 12 am

7/1/2017 11 am to 12 am

7/2/2017 10 pm to 12 am

Banner: 6/26/2017 thru 7/3/2017

5K Race: 7/1/2017 8 am to 10 am

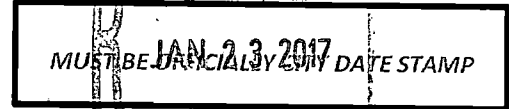
Fireworks Display: Over Lake Cadillac 7/2/2017 At Dark Close Chestnut from Lake to Jr high parking lot



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

Today's Date _____

City Received Date _____



BY: _____

Banner Request Form

Monday Banner Start Date 7/17/17

Monday Banner End Date 7/24/17

(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 Cadillac ARTS Festival

Organization Cadillac ARTS Council Contact Person Vicki Long

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: 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 Vicki Long Signature Vicki Long Date 1/23/17

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

**FESTIVAL of the ARTS
CITY PARK This Weekend**



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

Today's Date

1/23/17

City Received Date

JAN 23 2017

BY:

Request Planning Guide

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

Applicant Name (Print) Vicki Long Contact Person(s) _____

Contact Phone(s) _____ Contact Email _____

Sponsoring Organization Cadillac Arts Council ☐ Private ☒ Non-Profit Exemption _____

Purpose(s) & Benefit(s) to Community _____

Beginning Date: 7/20/17 Ending Date: / /

Reoccurring: ☒ YES ☐ NO

1st Day Fri 7/20 Set-up 3:00 AM/PM Start : AM/PM End : AM/PM Tear-down : AM/PM

2nd Day Fri 7/21 Set-up 8:00 AM/PM Start 1:00 AM/PM End 10:00 AM/PM Tear-down : AM/PM

3rd Day Sat 7/22 Set-up : AM/PM Start 9:00 AM/PM End 5:00 AM/PM Tear-down 10:00 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

Vicki Long

Signature

Vicki Long

Date

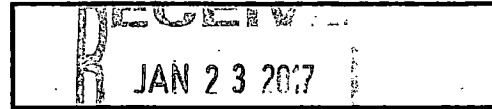
1/23/17



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

Today's Date _____

City Received Date _____



Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event Cadillac Arts Festival

Organization Cadillac Arts Council Contact Number [REDACTED]

Date of Event: 7/21/17 Set-up Time: 3 AM Starting Time: 3 AM Ending Time: 11 AM
7/22/17 FRI SAT

Special Requests: Please Circle

☒ Electricity

☐ Water

☐ Wind Screens

☐ Sound System

☐ Movie Screen/Projector System

Usage Rules

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace, and must be lowered at the City's request.
3. No decorations, props, or appurtenances shall be used or placed in a manner that will cause damage to the Pavilion, grounds (including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Movies/programs shown at the Pavilion are at the discretion of the City, and proper licensing to show copyrighted material is required. One potential resource is www.swank.com. MPAA ratings of G and PG are appropriate.
5. Any signage or decorations must be removed immediately following any event.
6. No vehicles are permitted on sidewalks or grass. However, the sidewalk immediately south of the pavilion can be utilized for temporary parking for the purpose of drop-off and/or pick-up of equipment only. Parking is prohibited on Lake Street, even if it has been closed for the event.
7. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
8. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
9. Fees - A \$35 non-refundable deposit is required to reserve the date and time of the event, and Rental Fees of \$30 per hour are due 30-days prior to the event date.

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

Dieki Long
Signature

Form must be mailed or delivered to Cadillac City Hall, Attention Public Works Department-Events at
200 N. Lake Street in Cadillac, MI 49601 (Faxes will not be accepted)

Print Name Dieki Long Total Fees Required: _____ Total Fees Paid: _____ Date 1/23/17

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

Parks _____
Streets _____
Community Dev. _____
City Police _____
City Fire _____

Comments _____
Comments _____
Comments _____
Comments _____
Comments _____

Date Approved _____
Date Approved _____
Date Approved _____
Date Approved _____
Date Approved _____

RECEIVED
JAN 23 2017
BY: _____

**CITY OF CADILLAC, MICHIGAN
REGISTRATION/APPLICATION FOR USE OF CITY PARK**

Person/Group requesting use of park Cadillac Arts Council (Vicki Long Art Fest Chair)

Type of Use ARTS Festival

Date of requested use 7/21-22/17

THURS
2:00 PM
Start Time

SUN
8:00 AM
End Time

Contact Person Vicki Long

Address 10840 Lockwood Dr

City/State/Zip Cadillac MI 49601

Telephone Number [REDACTED]

Special Requests:

Tents, Electricity

Date Submitted: 1/23/17

Signature Vicki Long

APPROVAL: _____

Clerk's Office/Date

City Manager/Date

Public Works/Date

Fax: 231-775-8755

Phone: 231-775-0181

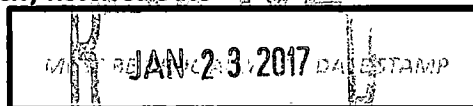
Fax or Mail to: **City Clerk**
200 N. Lake Street
Cadillac, MI 49601



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

Today's Date 1/23/17

City Received Date RECEIVED



Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request Cadillac Arts Festival

Contact Person Vicki Long

Contact Phone [REDACTED]

Contact Email [REDACTED]

Date: <u>1/20/17 - 1/23/17</u> Street Closures		
Street Name <u>Lake St</u>	Beginning Location <u>Cass</u>	Ending Location <u>Harris</u>
	Beginning Time <u>5:00</u> AM/PM	Ending Time <u>8:00</u> AM/PM
Street Name _____	Beginning Location _____	Ending Location _____
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM
Street Name _____	Beginning Location _____	Ending Location _____
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM
Street Name _____	Beginning Location _____	Ending Location _____
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM

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

Form must be mailed or delivered to the above address or emailed to: 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 Vicki Long Signature Vicki Long Date 1/23/17

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 _____

June 19, 2017

COUNCIL COMMUNICATION

Re: Reappointment of Carla Filkins to a Three-Year Term on the Brownfield Redevelopment Authority

Carla Filkins has expressed her interest in being reappointed to serve as a member on the Brownfield Redevelopment Authority for a three year term.

Requested Council Action:

Motion to appoint Carla Filkins to a three-year term on the Brownfield Redevelopment Authority which will end on 5/19/2020.

June 19, 2017

Council Communication

Re: Utilities Staff Car Purchase

The FY2017 budget for the Water and Sewer Fund includes an appropriation of \$18,000 for the replacement of an administrative staff vehicle. Competitive bids were solicited and the following bid was received:

Vendor	Bid
Vicksburg Chrysler Dodge Jeep Ram Vicksburg, Michigan	\$33,250

Through the State of Michigan's Delivering Extended Agreements Locally (MiDeal) purchasing program, the following state contract is available that meets the requirements of our bid:

Vendor	Bid
Berger Chevrolet Grand Rapids, Michigan	\$22,757

Recommended Action

It is recommended that the purchase of the vehicle be awarded to Berger Chevrolet through the State of Michigan MiDeal program in the amount of \$22,757. Funds for this project are available in the FY2017 budget in the Water and Sewer Fund.

PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way", or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way".

RESOLVED WHEREAS, the _____
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Title and/or Name: _____

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the _____

(Name of Board, etc)

of the _____ of _____

(Name of GOVERNMENTAL AGENCY)

(County)

at a _____ meeting held on the _____ day

of _____ A.D. _____.

Signed _____ Title _____