



City Council Meeting

July 17, 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



July 17, 2017 City Council Meeting Agenda
6 p.m. at City Hall – 200 N. Lake St. – Cadillac, MI 49601

We are all accountable

CALL TO ORDER
PLEDGE OF ALLEGIANCE
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 19, 2017.

Support Document III-A

B. Minutes from the closed session held on June 19, 2017.

C. Minutes from the special meeting held on June 27, 2017.

Support Document III-C

IV. COMMUNICATIONS

A. Display of banner for Northern District Fair.

Support Document IV-A

B. Street closure for Jack Pine Pickers.

Support Document IV-B

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- C. Beverage tent and street closure for After 26 Depot Music Fest.
Support Document IV-C

V. APPOINTMENTS

- A. Recommendation regarding reappointment to Cadillac Housing Commission.
Support Document V-A

VI. CITY MANAGER'S REPORT

- A. Bids and recommendation regarding Police Interceptor.
Support Document VI-A

VII. ADOPTION OF ORDINANCES AND RESOLUTIONS

- A. Adopt resolution and set public hearing for August 7, 2017 to consider a request from Michigan Rubber Products for an Industrial Facilities Tax Exemption Certificate in the amount of \$516,655.
Support Document VII-A

VIII. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

- A. Downtown Development Authority
Support Document VIII-A

IX. PUBLIC COMMENTS

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

X. GOOD OF THE ORDER

XI. CLOSED SESSION

Adjourn to closed session to consult with the City Attorney regarding trial or settlement strategy in connection with *Clam Lake Township and Haring Charter Township v State Boundary Commission, TeriDee LLC, and the City of Cadillac*, Supreme Court Docket No. 151800.

XII. ADJOURNMENT

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

Respect

Integrity

Trust

Excellence

Guiding Behaviors

We support each other in serving our community

We communicate openly, honestly, respectfully, and directly

We are fully present

We are all accountable

We trust and assume goodness in intentions

We are continuous learners

CITY COUNCIL MEETING MINUTES

6:00 PM – June 19, 2017
Cadillac City Hall – 200 N. Lake St. - Cadillac, Michigan 49601

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Present:	Schippers, Spoelman, Meinhardt, Mayor Filkins
Council Absent:	None
Staff Present:	Peccia, DeWitt, Roberts, Schall, Homier, Wasson

APPROVAL OF AGENDA

2017-125 Approve agenda as presented.

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

Motion unanimously approved.

PUBLIC COMMENTS

Chris Stronach, Friends of Kenwood Disc Golf, discussed plans for the disc golf area.

CONSENT AGENDA

2017-126 Approve consent agenda as presented.

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

Motion unanimously approved.

INTERVIEW CANDIDATES FOR THIRD WARD COUNCIL POSITION AND APPOINT COUNCIL SELECTION

Mayor Filkins noted Council will interview candidates for the Third Ward Council Member position vacated by Matt Wohlfeill.

Peccia noted the order of the interviews will be determined through a random selection process. He noted there are four (4) candidates to be interviewed. He added there was a total of five (5) applications received but one (1) was received after the deadline. He stated the candidates not being interviewed will be asked to relocate to the conference room. He requested that Council hold any discussion until the four (4) interviews have concluded at which time it would be appropriate for Council to discuss, make a determination, and adopt a resolution appointing the candidate to the Third Ward Council Member seat.

He added the selected candidate will be issued the Oath of Office by the City Clerk and will join the City Council accordingly.

The order of the interviews was determined by a random selection process.

The City Council interviewed the following four (4) candidates in the order listed:

- Robert J. Engels
- Arthur Stevens
- Eben D. Smith
- Jason Hoffman

Each candidate was asked seven (7) predetermined questions along with additional questions as deemed appropriate.

At the conclusion of the interviews, all four (4) candidates rejoined the meeting.

Mayor Filkins thanked all of the candidates for their willingness to serve the community.

Spoelman stated all of the individuals are good candidates. She noted she appreciates their willingness to serve and also appreciates their honesty and integrity.

Schippers mentioned a recent discussion about the importance of having younger people on the City Council. She stated she appreciates the offer by Art Steven to step-in to the position. She added that all new Council Members learn as they go so she would consider someone without experience. She noted she would prefer an individual who is willing to commit to the position for more than a few months. She stated Jason Hoffman's answer regarding his decision not to run in the last election because he felt Matt Wohlfeill was the better candidate was an excellent answer. She mentioned the comments made by Eben Smith regarding the importance of consensus and communication.

Meinhardt recommended all of the candidates run for the position in November. He stated all four (4) applicants were good candidates.

Mayor Filkins noted it will be a tough decision to choose between the four (4) candidates. She stated she appreciated Jason Hoffman's answer regarding not wanting to run against Matt Wohlfeill in the last election. She noted Eben Smith has some special qualities and experience to offer to the position. She thanked Art Stevens for his willingness to serve the community and stressed the importance of him remaining on the Board of Review. She mentioned that Robert Engels would be an asset to the Cadillac Area Young Professionals. She noted the importance of having a candidate from the younger generation who is willing to serve. She commended Robert Engels for being incredibly articulate, thoughtful, and prepared for the interview.

Schippers stated that Robert Engels was well-prepared for the interview and noted he has a degree in public administration.

2017-127 Appoint Robert J. Engels to City Council.

Motion was made by Schippers and supported by Spoelman to appoint Robert Engels to the Third Ward Council seat.

Spoelman stated she believes Robert Engels is a really good candidate. She noted all four (4) individuals are good candidates. She noted she appreciated Jason Hoffman's decisiveness and business experience. She stated she liked the comments made by Eben Smith regarding teamwork and building consensus. She also appreciated his comments regarding specific goals such as blight elimination, planting additional trees, and the importance of emergency services. She stated Art Stevens has many years of experience and noted she appreciates his willingness to step-in and fill the role.

Motion unanimously approved.

OATH OF OFFICE

The City Clerk administered the Oath of Office to Robert J. Engels.

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.

Peccia stated the IFT request for \$5,110,000 is for a building expansion. He noted 110 existing jobs will be retained and 20 new positions will be added after completion of the expansion.

Dean Rohn, Piranha Hose, stated they are adding a 65,000 sq. ft. facility.

Peccia noted David Miller, President of the Cadillac Area Chamber of Commerce, was in attendance.

Mayor Filkins opened the public hearing.

David Miller, President of the Cadillac Area Chamber of Commerce, stated he recognizes that the City Council and community are very pro-business. He noted it is an opportunity to support a growing business and encouraged the Council to vote yes on the IFT application.

Mayor Filkins closed the public hearing.

Peccia noted the documents were revised to remove all references to personal property tax. He stated the abatement is only relevant on real property tax.

Spoelman stated it is always good to see the growth of business in the community.

2017-128 Adopt resolution approving IFT Application for Piranha Hose Products, Inc.

Motion was made by Spoelman and supported by Schippers to adopt Resolution Approving Application for Industrial Facilities Tax Exemption Certificate for Piranha Hose Products, Inc. and Approve Letter of Agreement as presented.

Mayor Filkins thanked Piranha Hose for choosing to do the expansion and keep the jobs in Cadillac.

Motion unanimously approved.

B. Public hearing regarding Special Assessment for Alley Paving.

Peccia noted the special assessment is with respect to alley paving off of Fourth and Fifth Streets. He stated, to his knowledge, the City has not received any written opposition. He noted the total assessment is \$18,000 for the installation of the alley.

Bruce Dewitt, Director of Engineering & Public Works, stated it could be completed in early fall or next spring.

Peccia stated the establishment of the assessment would result in dividing the total amount into ten (10) equal annual installments between the seven (7) property owners.

DeWitt noted a petition form was circulated by one of the property owners and submitted to the City.

Spoelman asked for clarification regarding the assessment payments.

Owen Roberts, Director of Finance, noted there is a small amount of interest added. He stated the City would basically take the interest rate and calculate what the pay-off would be based on ten (10) equal payments. He noted it would be included in the summer tax bills.

Spoelman asked if the assessment would transfer to a new owner if the current owner sells their property.

Roberts stated it would either transfer or be paid off in the property transfer.

Mayor Filkins opened the public hearing.

Mary Moomey noted she had signed the petition but thought it was to evaluate the alley to determine if it could be paved or filled with stabilized gravel and was unaware of the cost. She expressed opposition to the alley paving and suggested stabilized gravel.

Willard Combs showed Council a picture of water in the alley. He expressed support for paving the alley.

Nancy McKinley expressed support for paving the alley.

Mayor Filkins closed the public hearing.

Mayor Filkins asked if everyone else is supportive of paving the alley can the neighbors develop an agreement so that it is assessed differently than what was proposed.

Peccia noted the City Code establishes the process for special assessments. He stated the neighbors could work together to develop their own arrangement. He mentioned the assessment itself stays with the property regardless of who owns the property.

City Attorney Homier stated under the Code there is a grid on how costs are to be assessed. He noted it doesn't specifically list alleys but addresses street construction which is charged for actual footage of lot abutting the right-of-way. He stated the City can apportion the assessment in any way that achieves a benefit to the properties served by the improvement. He added it would be acceptable if Council determines the special assessment benefits each property equally and does it on a per parcel basis.

Mayor Filkins noted it would amount to approximately \$2,570 per property.

Spoelman noted the other property owners would need to agree to the new amount. She stated Mary Moomey was correct when she commented the petition called for an evaluation of feasibility and cost. She asked about the process leading up to this public hearing.

Peccia briefly described the process and noted the petition does state paving of alley.

Mayor Filkins asked if the property owners were provided a cost for paving the alley.

DeWitt noted letters containing the cost estimate were mailed to the property owners.

Willard Combs stated the property owners did receive a letter providing the cost estimate. He stated he would be willing to pay more in order to get the alley paved.

Peccia stated everyone involved in the special assessment was notified of the cost and of the public hearing. He noted the special assessment can be modified to divide the cost equally across the seven (7) properties.

Mayor Filkins stated she doesn't believe Council can make the adjustment without every property owner being made aware of the proposed change.

Peccia noted the item can be tabled and the City will notify the property owners in writing of the proposed adjustment. He stated the item can be added to the Special Meeting scheduled for July 27, 2017.

Willard Combs stated he will not be able to attend the Special Meeting but is in favor of dividing the cost equally among the property owners.

Peccia noted it will be an agenda item for a public meeting but will not be a public hearing.

Spoelman stated that since the assessment amount would be changing it will difficult to make a decision if the City has not heard from all of the property owners.

Mayor Filkins asked if the letter could include a request for a response by Monday, June 26, 2017.

2017-129 Table Special Assessment for Alley Paving.

Motion was made Schippers and supported by Meinhardt to table this agenda item as discussed.

Motion unanimously approved.

COMMUNICATIONS

A. Freedom Festival

Mayor Filkins asked if the business owners in area have been advised of the parking lot closure (Heritage Plaza - North Lot).

An individual representing the Freedom Festival stated he appreciates the cooperation the group has received from the City Council and City staff. He stated the business owners have been notified of the parking lot closure.

Mayor Filkins asked if the parade was being held on the same day as the Lake City parade.

An individual representing the Freedom Festival stated the parades are on different dates.

Mayor Filkins asked if the group has all of the funding required for the fireworks display.

An individual representing the Freedom Festival stated they are working on raising the required funds.

2017-130 Approve banner, parade, beverage tent, street and parking lot closures for Freedom Festival.

Motion was made by Spoelman and supported by Meinhardt to approve the display of a banner from June 26, 2017 to July 3, 2017; approve the parade route on July 1, 2017; approve the beverage tent, street, and parking lot closures from June 29, 2017 to July 3, 2017 as requested for the 2017 Freedom Festival; and grant the City Manager or his designee with the authority to adjust closures as deemed necessary.

Motion unanimously approved.

B. Arts Festival

2017-131 Approve banner and street closure for Arts Festival.

Motion was made by Spoelman and supported by Meinhardt to approve the display of a banner from July 7, 2017 to July 24, 2017 and the closure of Lake St. from Harris to Cass St. from 5:00 pm July 20, 2017 to 8:00 am July 23, 2017 for the Arts Festival.

Motion unanimously approved.

APPOINTMENTS

A. Recommendation regarding reappointment to Brownfield Redevelopment Authority.

2017-132 Approve reappointment to Brownfield Redevelopment Authority.

Motion was made by Schippers and supported by Spoelman to approve the reappointment of Carla Filkins to the Brownfield Redevelopment Authority for a 3-year term expiring on May 19, 2020.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Bids and recommendation regarding Utilities Staff Vehicle.

Peccia stated a bid was received from Vicksburg Chrysler Dodge Jeep Ram in the amount of \$33,250. He noted through the State of Michigan's Delivering Extended Agreements Locally (MiDeal) purchasing program, there is a vehicle that meets the requirements of the bid. It is from Berger Chevrolet, Grand Rapids, Michigan, in the amount of \$22,757. He stated it is being 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.

2017-133 Award purchase for Utilities Staff Vehicle.

Motion was made by Schippers and supported by Spoelman to award the purchase of a Utilities Staff Vehicle to Berger Chevrolet through the State of Michigan MiDeal Program in the amount of \$22,757.

Motion unanimously approved.

B. Bids and recommendation regarding Water Asset Management Proposal.

Peccia stated the MDEQ is requiring that all water utilities complete and submit a Water Asset Management Plan by January 1, 2018. He noted this plan is similar to the Asset Management Plan the City is completing for the waste water system. He stated seven (7) bids were received with Prein & Newhof being the second lowest bidder. He added Prein & Newhof does qualify as a 'Cadillac Bidder' as defined in the City's purchasing ordinance and because their bid was within 5% of the low bid they were given the opportunity to lower their bid and complete the project for the low bid amount. They have opted to take advantage of this opportunity and will complete the project at the low bid amount of \$16,900.

Spoelman noted the large variations in the bid amounts.

2017-134 Award contract for Water Asset Management Plan.

Motion was made by Spoelman and supported by Meinhardt to award the contract for completing the required Water Asset Management Plan to Prein & Newhof in the amount of \$16,900.

Motion unanimously approved.

C. Recommendation regarding Service Agreement with IT Right.

Peccia noted the City awarded a 5-year contract to IT Right in June, 2012. He stated the cost was \$12,000 annually with a 2% per year escalator clause in the agreement. He added they have not increased their contractual price since the beginning of the contract. He stated the contract comes to a close at the end of June 2017 and it is being recommended to extend the agreement for two (2) additional years at a cost of \$14,400 per year.

2017-135 Extend contract with IT Right.

Motion was made by Spoelman and supported by Meinhardt to extend the contract with IT Right to provide information technology services for two (2) additional years through June 30, 2019 at a rate of \$14,400 per year.

Motion unanimously approved.

ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Performance Resolution for Governmental Agencies.

Peccia noted the resolution was updated to add the title of Events Coordinator to the list of individuals who may submit requests for permits.

2017-136 Adopt Performance Resolution for Governmental Agencies.

Motion was made by Engels and supported by Schippers to adopt the Performance Resolution for Governmental Agencies.

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Schippers welcomed Robert Engels to the Council and thanked him for his willingness to serve.

Engels stated he appreciated the support he received from Council during the interview process.

Spoelman thanked Robert Engels for his willingness to serve. She also thanked the other candidates and stated she hopes they consider running for the position in November.

Mayor Filkins noted the Sound Garden was vandalized. She noted anyone having information regarding the vandalism should contact Cadillac Area Silent Observer at www.casotips.com or at (800) 528-8234. She briefly discussed the Mayor's Fit City Challenge and encouraged everyone to participate. She noted it continues through September 15, 2017 and awards will occur during the Health Coalition event on September 27, 2017.

Meinhardt stated Back to the Bricks was a great success. He noted the parks are in good condition.

Schippers asked about the splash pad.

Peccia noted the splash pad is now on the summer hours. He briefly discussed the light show that begins at 9:30 pm.

Mayor Filkins asked if it is possible to put up signage regarding the location of public restrooms.

Peccia stated signage is certainly possible but the signs need to be placed in a safe location. He recommended encouraging downtown merchants to post notices stating the location of the public restrooms.

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.

2017-137 Adjourn to closed session.

Motion was made by Schippers and supported by Meinhardt to 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 invite Owen Roberts, Director of Finance, and Todd Keway, Human Resources Generalist.

Motion unanimously approved.

2017-138 Return to open session.

Motion was made by Meinhardt and supported by Schippers to return to open session.

Motion unanimously approved.

Peccia stated it would be appropriate for Council to consider a motion to approve the Tentative Settlement Agreement with respect to the Police Officers Association of Michigan that amends the Collective Bargaining Agreement to be effective from July 1, 2017 through June 30, 2020.

2017-139 Approve Tentative Settlement Agreement with POAM.

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

Motion unanimously approved.

Peccia stated it would be appropriate for Council to consider a motion to approve the Tentative Settlement Agreement with respect to the Command Officers Association of Michigan and includes the Letter of Understanding.

2017-140 Approve Tentative Settlement Agreement with COAM.

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

Motion unanimously approved.

Peccia stated it would be appropriate for Council to consider a motion accepting the City Attorney's opinion as discussed in closed session.

2017-141 Accept City Attorney's opinion as discussed in closed session.

Motion was made by Spoelman and supported by Meinhardt to accept the City Attorney's opinion as discussed in closed session.

Motion unanimously approved.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

CITY COUNCIL SPECIAL MEETING MINUTES

6:00 PM – June 27, 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:	Meinhardt, Spoelman, Engels, Mayor Filkins
Council Absent:	Schippers
Staff Present:	Peccia, Dietlin, DeWitt, Wallace, Homier, Wasson

Mayor Filkins requested a moment of silence in remembrance of Lt. Mark Feister from the Cadillac Fire Department.

APPROVAL OF AGENDA

Mayor Filkins noted there is an amendment to the agenda to add a street closure for the Senior Citizens Picnic.

2017-142 Approve agenda as amended.

Motion was made by Spoelman and supported by Meinhardt to approve the agenda as amended to add a street closure request for the Senior Citizens Picnic.

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

PUBLIC HEARING REGARDING LEASE AGREEMENT WITH UP NORTH ARTS

Peccia stated Up North Arts is a recently formed group that is looking to utilize space in the Naval Reserve Building (most commonly known as the Senior Center). He noted the City has negotiated a lease agreement that essentially incubates the organization for a period of time from a rent perspective. He mentioned Up North Arts is interested in placing a mural or painting the side of the building. He added the initial term of the lease would be five (5) years.

Mayor Filkins opened the public hearing.

Mollie Frier stated the group is a designated task force of the Cadillac Arts Council. She stated they are very excited to have the opportunity to sign the lease and open an Arts Center. She noted it is an excellent location and she briefly discussed some of the programs that are being planned.

Spoelman stated she believes this is a fabulous opportunity for Up North Arts. She added that arts and culture enhance the overall quality of life of a community.

Mayor Filkins stated she is glad to be part of moving this endeavor forward.

Meinhardt stated this is something that is needed in the community.

Engels noted he has been walking the pathway and it will be nice to see some art around that area.

Mayor Filkins noted this is occurring right before the Arts Festival.

Jim Smith stated the group will have a booth at the Arts Festival. He added they will be selling tickets to a fundraising event that will occur in the fall. He thanked City Council for their support and also thanked Marcus Peccia and Owen Roberts for their work in making this happen.

Spoelman asked about item #4 Additional Rent on the lease cover page. She noted there is no reference to this in the lease agreement.

Peccia stated his assumption is that it would involve any additional common area charges, if applicable.

Jim Smith stated it doesn't really apply but had to be included and is related to common areas.

Spoelman asked about item #5 Utilities and Services on the lease agreement related to janitorial services.

Peccia stated the City provides general maintenance but not routine janitorial services.

Spoelman stated the lease references a security deposit but does not state a specific amount.

Peccia noted he presumes there wouldn't be a security deposit but will verify with the Director of Finance.

Spoelman asked about the termination clause.

Mayor Filkins noted it is written notice given at least 90-days prior to termination.

Peccia mentioned the lease automatically renews.

Mayor Filkins asked if the lease renewal after the 5-year period would be at the 5-year lease rate.

Peccia stated that is correct.

2017-143 Adopt Ordinance 2017-07.

Motion was made by Spoelman and supported by Meinhardt to approve resolution to adopt Ordinance 2017-07 Approving a Lease Agreement with Up North Arts, Inc.

Motion unanimously approved.

SPECIAL ASSESSMENT FOR ALLEY IMPROVEMENTS

Peccia noted there was a public hearing held on June 19, 2017. He stated the initial special assessment roll for the seven (7) property owners was split based upon the linear footage of property abutting the alleyway. He added that after receiving feedback from the property owners a suggestion was made to split the improvement on an equal basis. He stated the revised assessment roll shows the total improvement cost divided equally across the seven (7) property owners. He noted a letter was mailed to all of the property owners to advise them of this change and invite them to attend the meeting. He stated the City has received affirmative feedback from all of the property owners except for one (1) individual who was not able to be reached. He stated the recommendation is to move this item forward based upon the revised assessment roll.

Mayor Filkins commented on willingness of the property owners to reach a compromise.

Engels noted the suggestion to split to cost equally came from Mayor Filkins.

Meinhardt stated it is good that the project can move forward.

Spoelman noted she appreciates all of the feedback received from the property owners.

2017-144 Adopt Resolution No. 3 Special Assessment for Alley Improvements.

Motion was made by Meinhardt and supported by Engels to adopt Resolution No. 3 – Confirmation of Special Assessment Roll.

Motion unanimously approved.

Peccia stated the first installment on the improvement will appear on the July 2018 tax bill.

Bruce DeWitt, Director of Engineering and Public Works, stated the project will be completed in the fall of 2017 or the spring of 2018.

Mary Moomey thanked Bruce DeWitt for coming to her neighborhood. She also thanked Council for their support.

RESOLUTION OPPOSING SHORT TERM HOUSING

Peccia stated it is a Resolution Opposing Changes to the Michigan Zoning Enabling Act and Elimination of Local Government's Ability to Regulate Short-Term Rentals. He noted he is not requesting the City Council to consider a resolution or a policy position at this time regarding short-term housing. He stated this resolution opposes pending state legislation that will take away local control. He added the legislation that is pending would amend the State's Zoning Enabling Law and would eliminate the ability for municipalities to have control over its own zoning code when it comes to uses such as short-term rental housing.

City Attorney Homier stated the pending legislation would essentially prevent the City from designating short-term rentals as anything other than a residential use. He noted in some communities short-term

rentals are designated as commercial type uses and are regulated accordingly. He added all of the authority to zone is derived from the Zoning Enabling Act.

2017-145 Adopt resolution regarding Short Term Housing.

Motion was made by Spoelman and supported by Meinhardt to adopt Resolution Opposing Changes to the Michigan Zoning Enabling Act and Elimination of Local Government's Ability to Regulate Short-Term Rentals.

Motion unanimously approved.

STREET CLOSURE FOR SENIOR CITIZENS PICNIC

2017-146 Approve street closure for Senior Citizens Picnic.

Motion was made by Spoelman and supported by Meinhardt to approve the closure of Lake St. between Harris St. and Cass St. from 8:00 am to 3:00 pm on July 16, 2017 for the Senior Citizens Picnic sponsored by the Loyal Order of the Moose.

Motion unanimously approved.

Mayor Filkins stated it is Bruce DeWitt's last Council meeting due to his upcoming retirement after thirty-seven (37) years of service.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk



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

Today's Date 6/22/17

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Banner Request Form

Monday Banner Start Date 8/7/17

Monday Banner End Date 8/14/17

(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 Promote Northern District Fair

Organization Northern District Fair Contact Person Yvonne Meyer

Contact Phone [REDACTED] Contact Email [REDACTED]

City of Cadillac & State of Michigan Guidelines:

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

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

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

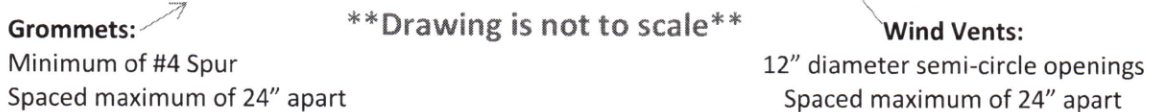
Print Name Yvonne Meyer Signature Yvonne Meyer Date 6/22/17

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 _____

- Length 30'- 60'



(Request will not be approved without a proof or picture)

ORANGE Banner w/ Navy letters.
3' x 30'

NORTHERN DISTRICT FAIR
 ❀ THIRD WEEK OF AUGUST ❀ 4H ACTIVITIES ALL WEEK ❀
 (3) ❀ NORTHERN MICHIGAN TOYOTA DEALERS ❀



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

Today's Date

7/10/17

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Request Planning Guide

This form must be completed and return to the City 30 days before an event. Any requests that are longer than a single day will require more planning therefore forms and documents must be received 45 days before the event. Additionally a representative for the event must meet with City Event Team to verify all details for the event before going to City Council for approval. Failure to comply will result in a denial of your event. Please call (231) 775-0181 x 120 if you have questions.

Applicant Name (Print) Craig Walworth Contact Person(s) Craig Walworth - Al Nelson

Contact Phone(s) [REDACTED] Contact Email [REDACTED]

Sponsoring Organization Sack pine Pickers ☐ Private ☒ Non-Profit Exemption

Purpose(s) & Benefit(s) to Community music with friends

Beginning Date: 8/1/17 Ending Date: 8/1/17 Reoccurring: ☒ YES ☐ NO

1st Day <u>8/1/17</u>	Set-up <u>4:30 AM/PM</u>	Start <u>6:00 AM/PM</u>	End <u>8:00 AM/PM</u>	Tear-down <u>8:30 AM/PM</u>
2nd Day <u>8/22/17</u>	Set-up <u>4:30 AM/PM</u>	Start <u>6:00 AM/PM</u>	End <u>8:00 AM/PM</u>	Tear-down <u>8:30 AM/PM</u>
3rd Day _____	Set-up _____ AM/PM	Start _____ AM/PM	End _____ AM/PM	Tear-down _____ AM/PM
4th Day _____	Set-up _____ AM/PM	Start _____ AM/PM	End _____ AM/PM	Tear-down _____ AM/PM
5th Day _____	Set-up _____ AM/PM	Start _____ AM/PM	End _____ AM/PM	Tear-down _____ AM/PM

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

If you answered YES to any of the above questions, additional form(s) must be completed for each one. All forms must be completely filled out and all information provided before requests will be brought to City Council for approval. No additional requests other than those requested on these forms will be approved.

Form must be mailed or delivered to the above address or emailed to: 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 Craig Walworth Signature Craig Walworth Date 7/10/17



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

Today's Date 7/10/17

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event Musical Performance
Organization Jackpine Pickers Contact Number [REDACTED]
Date of Event: 8/11/17 Set-up Time: 4:00 AM PM Starting Time: 6 AM PM Ending Time: 8 AM PM
8/22/17

Special Requests: Please Circle



Water



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.

Craig Walworth
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 Craig Walworth Total Fees Required: _____ Total Fees Paid: _____ Date ____/____/____

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

7/10/17

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

Street Blockage. Stopping Pine Ridge
MUSIC & FRIENDS

Contact Person

Craig Walworth Free Concert

Contact Phone

Contact Email

Date: 8/11/17, 8/22/17 Street Closures

Street Name Lake Beginning Location Harris Ending Location Cass

Beginning Time 5:00 AM/PM Ending Time 8:30 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 8/22/17 Parking Lot Closures

Lot Location --- Street --- Nearest Cross Street ---
Beginning Time --- AM/PM Ending Time --- AM/PM

Lot Location --- Street --- Nearest Cross Street ---
Beginning Time --- AM/PM Ending Time --- AM/PM

Lot Location --- Street --- Nearest Cross Street ---
Beginning Time --- AM/PM Ending Time --- AM/PM

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

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

Print Name

Craig Walworth

Signature

[Signature]

Date

7/10/17

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

For Office Use Only

Streets ---

Date Approved ---

Comments ---

Parks ---

Date Approved ---

Comments ---

Fire ---

Date Approved ---

Comments ---

Police ---

Date Approved ---

Comments ---

City Manager ---

Date Approved ---

Comments ---

City Council ---

Date Approved ---

Comments ---



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

Today's Date 2-23-17

City Received Date

RECEIVED
FEB 23 2017

BY: _____

Request Planning Guide

*When the completed form is received, all the City Council, Police & Fire Department will be notified 10 days before the event.

Applicant Name (Print) After 26 Project Contact Person(s) David Gaunt

Contact Phone(s) [REDACTED] Contact Email [REDACTED]

Sponsoring Organization After 26 Project ☐ Private ☒ Non-Profit Exemption

Purpose(s) & Benefit(s) to Community Community oriented food raising music festival.

Beginning Date: 02/10/17 Ending Date: 02/10/17 Reoccurring: ☒ YES ☐ NO Annually

1st Day _____ Set-up 12:00 AM/PM Start 1:00 AM/PM End 11:00 AM/PM Tear-down 11:00 AM/PM

2nd Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Tear-down _____ AM/PM

3rd Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Tear-down _____ AM/PM

4th Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Tear-down _____ AM/PM

5th Day _____ Set-up _____ AM/PM Start _____ AM/PM End _____ AM/PM Tear-down _____ AM/PM

YES ☒ NO ☐ Will you be requesting permission to close any streets or parking lots? (Form 1)

YES ☐ NO ☒ Will you be requesting permission to display any off site signage? (Form 2)

YES ☐ NO ☒ Will you be requesting permission to display a banner over Mitchell Street? (Form 3)

YES ☐ NO ☒ Will you be requesting permission to hold Farmer's Markets? (Form 4)

YES ☒ NO ☐ Will you be requesting permission to reserve the Rotary Pavilion? (Form 5)

YES ☒ NO ☐ Will you be requesting permission to use any City Parks? (Form 6)

YES ☐ NO ☒ Will you be requesting permission to have a parade? (Form 7)

YES ☐ NO ☒ Will you be requesting permission to hold any races? (Form 8)

YES ☒ NO ☐ Will you be requesting permission to serve alcoholic beverages? (Form 9)

YES ☒ NO ☐ Will your event include a craft show, trade show, fair, carnival, fireworks display, tent/membrane structure, or other large assembly functions? (Form 10)

If you answered YES to any of the above questions, additional forms 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.

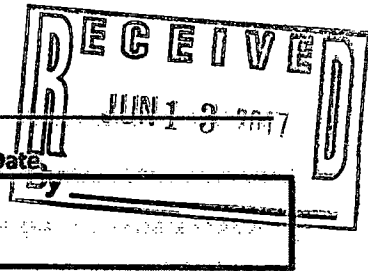
Print Name David Gaunt Signature David Gaunt Date 2-23-17



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

Today's Date

City Received Date



Alcoholic Beverage Request Form

Event Name Detroit Music Fest

Requesting Organization After 26 Project

Contact Person(s) David Gaunt

Contact Phone [REDACTED] Contact Email [REDACTED]

Date of Event 8-5-17 Approx. number of participating groups Craft vendors on street

Starting Time Setup 10am Ending Time 11pm

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: 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 David Gaunt Signature David Gaunt Date 6/12/17

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

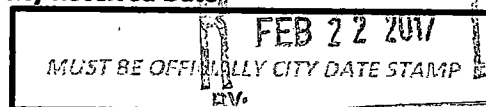
Streets	Date Approved	Comments
Parks	Date Approved	Comments
Fire	Date Approved	Comments
Police	Date Approved	Comments
City Manager	Date Approved	Comments
State of MI	Date Approved	Comments
City Council	Date Approved	Comments



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

Today's Date _____

City Received Date _____



Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request Depot Music Fest

Contact Person David Gaunt

Contact Phone _____

Contact Email _____

Date: <u>2/5/17</u>		Street Closures	
Street Name <u>Lake St.</u>	Beginning Location <u>Harris</u>	Ending Location <u>Cass</u>	
	Beginning Time <u>7:00</u> AM/PM	Ending Time <u>11:00</u> AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	

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

Form must be mailed or delivered to the above address or emailed to: 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 David Gaunt Signature David Gaunt Date 2/22/17

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



For Office Use Only

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



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

Today's Date 2-22-17

City Received Date



Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event 3rd Annual Depot Music Fest
Organization After 26 Project Contact Number [REDACTED]
Date of Event: 8/5/17 Set-up Time: 10 AM PM Starting Time: 1 AM PM Ending Time: 11 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.

David Gaunt
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 David Gaunt Total Fees Required: Non-Profit Total Fees Paid: 0 Date 2/22/17

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 _____



Fire Department

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

SPECIAL EVENT PLAN REVIEW / PERMIT APPLICATION

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

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

The following information must accompany this application:

Non-profit application.

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

DATE: 6-12-17

(INTERNAL USE) PERMIT #:

APPLICANT/CONTACT PERSON: After 26 Project / David Gaunt

ADDRESS: 127 W. Cass St.

CITY: Cadillac

STATE: MI

ZIP: 49601

PHONE NUMBERS: BUSINESS [REDACTED]

CELL [REDACTED]

EMAIL: [REDACTED]

TYPE OF EVENT: Music Festival

EVENT DATE(S): 8-5-17

HOURS OF OPERATION: 10am - 11pm

TEMPORARY TENTS/STRUCTURES:

YES ☒

NO ☐

Barbecue Tent <400 sq. ft.

BUSINESS/ORGANIZATION OR BUILDING NAME: After 26 Depot Cafe

SITE ADDRESS: 127 W. Cass St.

CITY: Cadillac

STATE: MI

ZIP: 49601

One (1) plan review and one (1) inspection are included. Inspection shall be during business hours.

For inspections during non-business hours, inspections are charged at \$100.00 per hour with a minimum two (2) hour charge.

Additional inspections are charged at \$50.00 per hour during business hours and \$100.00 per hour during non-business hours.

Applicant Signature: David Gaunt

Payment Code: FIRE PERMIT FEE

3rd Annual Depot Music Fest

August 5, 2017
Main Stage Lineup

3:00pm – 3:15pm **Opening welcome and announcements**

3:15pm – 3:45pm **Chris Winkelmann** A member of the popular Traverse-City-based band Soul Patch, singer-songwriter-guitarist Chris Winkelmann plays a wide variety of both cover and original music. Performing as *Wink Solo* allows him to introduce new people to new music - of his own, his friends, his mentors and his idols.

3:55pm – 4:25pm **Zak Bunce** Acoustic guitarist, singer, songwriter Zak Bunce will blend familiar songs that everyone knows, with original tunes that tell a story. Sit back and relax as he plays all the songs you never knew you wanted to hear.

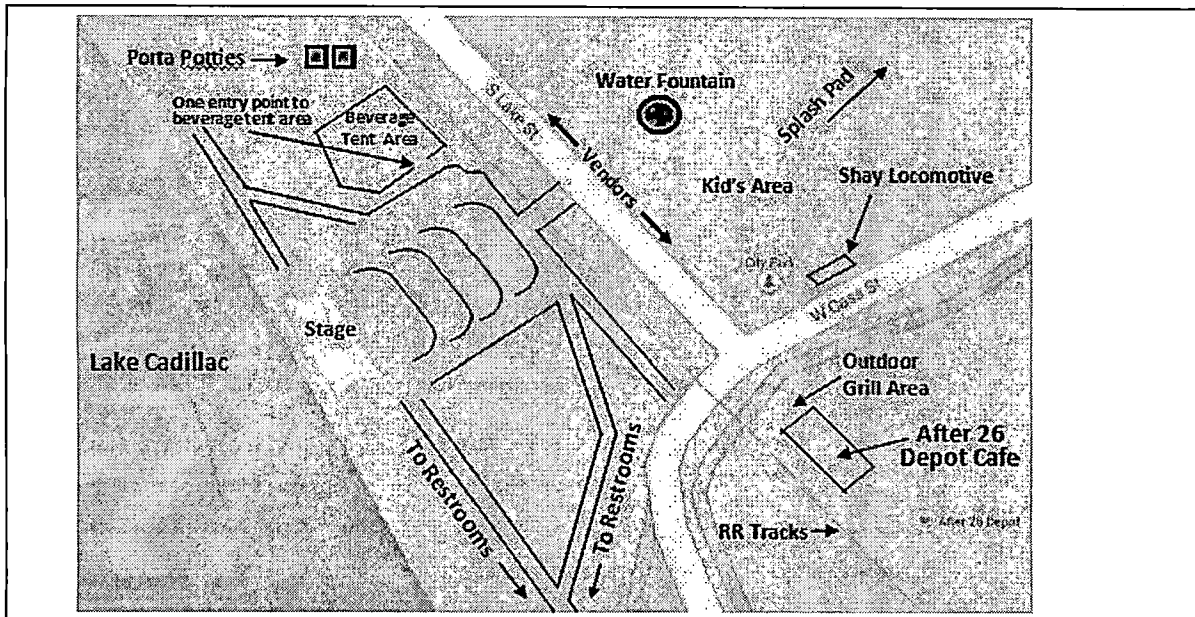
4:35pm – 5:05pm **The Moon Howlers** Rob Yates & Bob Rushing often perform solo, but collectively their stunning harmonies and polished instrumentation will amaze you. From familiar classics to contemporary tunes and originals, their vast collection is sure to capture your attention.

5:15pm – 5:45pm **Adam Joynt** Singer-songwriters like James Taylor, John Mayer and Martin Sexton are found in Adam's repertoire and reflect the type of music you can expect to hear from this ultra-talented performer.

5:55pm – 6:25pm **Alex Mendenall** This gifted artist/songwriter from Lansing, MI has toured extensively across the U.S. in addition to dates in Canada. From soul, folk, funk, and jazz, Alex's expressive melodies and heartfelt storytelling focus on universal ideas of life, death, love, and what it means to be human.

BREAK

7:30pm – 9:30pm **Headliner – The Ragbirds** This well-traveled high-energy band's music presents a genre-bending hybrid of indie-pop melodies, global rhythms and songwriting styles influenced from all over the world. Show by show, in venues ranging from rock clubs and performing arts centers to festivals encompassing everything from bluegrass to electronica, The Ragbirds have developed a well-deserved reputation as one of the most dynamic, high-spirited live bands in roots music.



The beverage tent area will have only one point of entry, and the area will be surrounded by a double fence, 6' apart. Certified bartenders will dispense, and security will be provided by Cadillac City Police, and trained volunteers. Security personnel will be stationed at entry point at all times.

July 17, 2017

COUNCIL COMMUNICATION

Re: Reappointment of Judy Coffey to a Five-Year Term on the Cadillac Housing Commission.

Judy Coffey has expressed her interest in being reappointed to serve as a member on the Cadillac Housing Commission for a five year term. She was first appointed in 2007.

Requested Council Action:

Motion to appoint Judy Coffey to a five-year term on the Cadillac Housing Commission which will end on 7/19/2022.

July 17, 2017

Council Communication

Re: Police Utility Interceptor Purchase

The City recently received bids for a new Utility Police Interceptor vehicle. This vehicle will replace the current K-9 patrol vehicle which is nearly 12 years old and has well over 100,000 miles on it. The following bids were received:

Dealer	Bid Price
Signature Ford Owosso, Michigan	\$29,539
Jorgensen Ford Detroit, Michigan	\$31,300
Jim Navarre Ford Alma, Michigan	\$31,300

** State Contract Pricing*

Recommended Action:

It is recommended that the purchase of a new Police Utility Interceptor be awarded to Signature Ford of Owosso, Michigan in the amount of \$29,539. Funds are available in the FY2018 budget in the General Fund.

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
Robert J. Engels
Tiyi Schippers
John P. Meinhardt

RESOLUTION NO. _____

RESOLUTION TO SET PUBLIC HEARING REGARDING APPLICATION FOR INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE FILED BY ZHONGDING USA CADILLAC, INC., D/B/A MICHIGAN RUBBER, FOR REAL PROPERTY LOCATED AT 1600 HOLMAN AVENUE, CADILLAC, MICHIGAN.

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 17th day of July, 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. 39 (the "District") by resolution on August 1, 1977;

WHEREAS, Zhongding USA Cadillac, Inc., d/b/a Michigan Rubber (the "Applicant"), a Michigan corporation whose registered office address is 1200 Eighth Ave., Cadillac, MI 49601, operates an industrial facility located at 1600 Holman Ave., Cadillac, Michigan (the "Facility"), which is located within the District;

WHEREAS, the Applicant filed with the City Clerk an application for an Industrial Facilities Tax Exemption Certificate ("Application") on or about July 5, 2017, which is attached as Exhibit A;

WHEREAS, the Application provides that the Applicant has made real property improvements and intends to make additional real property improvements at the Facility; and

WHEREAS, Section 5 of the Act requires the City to afford the Applicant, the City Assessor, and the legislative body of each taxing unit that levies ad valorem property taxes in the City an opportunity for a hearing regarding the Application;

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

1. A public hearing regarding the Application shall be held on August 7, 2017, at 6:00 p.m. in the Council Chambers, Cadillac Municipal Complex, 200 Lake Street, Cadillac, Michigan.
2. The City Clerk is directed to publish notice of the hearing once in a newspaper of general circulation in the City of Cadillac. The notice of the hearing shall be substantially in the form of Exhibit B.
3. The City Clerk is further directed to provide notice of the hearing by sending letters to the Applicant, the City Assessor, and a representative of each taxing unit that levies ad valorem property taxes in the City. The letters shall be substantially in the form of Exhibit C.
4. The Application shall remain on file in the office of the City Clerk.

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

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF WEXFORD)

I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. ____, duly adopted at a meeting of the City Council held on the 17th day of July, 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 S. Wasson</i>	Date Received by Local Unit <i>7/5/17</i>
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

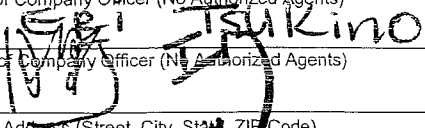
All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Zhongding USA Cadillac, Inc.		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 3060													
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 1600 Holman Avenue		1d. City/Township/Village (indicate which) 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 Public Schools 3b. School Code 83010													
4. Amount of years requested for exemption (1-12 Years) 12															
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. Two buildings were bridged together by a 35' x 142' wide connector building. The connector building allows for better utilization of the current space and short term storage of tools used in the industrial processing. A second construction project is a 50' x 200' building to store tools used in industrial processing. Moving the tools to the new construction allows room for 11 additional injection mold presses.															
6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		516,655 Real Property Costs													
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total		Personal Property Costs													
6c. Total Project Costs * Round Costs to Nearest Dollar		516,655 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. <table border="0"><thead><tr><th></th><th>Begin Date (M/D/Y)</th><th>End Date (M/D/Y)</th><th></th></tr></thead><tbody><tr><td>Real Property Improvements</td><td>01/09/2017</td><td>07/01/2017</td><td>☒ Owned ☐ Leased</td></tr><tr><td>Personal Property Improvements</td><td></td><td></td><td>☐ Owned ☐ Leased</td></tr></tbody></table>					Begin Date (M/D/Y)	End Date (M/D/Y)		Real Property Improvements	01/09/2017	07/01/2017	☒ Owned ☐ Leased	Personal Property Improvements			☐ Owned ☐ Leased
	Begin Date (M/D/Y)	End Date (M/D/Y)													
Real Property Improvements	01/09/2017	07/01/2017	☒ 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. 204		10. No. of new jobs at this facility expected to create within 2 years of completion. 25													
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) 8-1-1977		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 Katherine M. Fewless	13b. Telephone Number 231-775-1316	13c. Fax Number	13d. E-mail Address kfewless@michigan-rubber
14a. Name of Contact Person Katherine M. Fewless	14b. Telephone Number 231-775-1316 x1003	14c. Fax Number	14d. E-mail Address
▶ 15a. Name of Company Officer (No Authorized Agents) TSUKINO			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number	15d. Date 7/05/17
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 1600 Holman, Cadillac, MI 49601		15f. Telephone Number 231-775-1316	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

BUILDING PERMIT

This Permit Must Be Displayed on The Premises When Work Starts

Any person willfully destroying this permit before the completion of this building will be punished to the full extent of the law.

DATE: 1-9-2017

PERMIT NO. 31-437-16196

This permit is issued for the (Erection) of a: CONNECTOR BUILDING
(COMPLETION)

Location: 1600 HOLMAN ST.

CITY OF CHICAGO

Jurisdiction

R. J. Bole
Building Official

BUILDING PERMIT

This Permit Must Be Displayed on The Premises When Work Starts

Any person willfully destroying this permit before the completion of this building will be punished to the full extent of the law.

DATE: 1-20-2017 PERMIT NO. 31-437-16206

CONCRETE PERMITS

This permit is issued for the (Erection) of a:

FOR STORAGE BUILDING

Location:

1600 HOLMAN ST.

CITY OF CHICAGO

Jurisdiction

Rafale

Building 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
Robert J. Engels
Tiyi Schippers
John P. Meinhardt

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held in the Council Chambers, Cadillac, Municipal Complex, 200 Lake Street, Cadillac, Michigan, on August 7, 2017, at 6:00 p.m., at a Regular Meeting of the City Council, to consider an application for an Industrial Facilities Tax Exemption Certificate filed by Michigan Rubber Products (Zhongding USA Cadillac, Inc.) for real property located at 1600 Holman Avenue, Cadillac, Michigan.

The City of Cadillac complies with the "Americans with Disabilities Act." If auxiliary aids or services are required at a public meeting for individuals with disabilities, please contact Sandra Wasson, City Clerk, at least three (3) business days prior to any such meeting.

CITY COUNCIL OF THE CITY OF
CADILLAC, MICHIGAN

By: _____
Sandra Wasson, City Clerk
Cadillac Municipal Complex
200 Lake Street
Cadillac, Michigan 49601

July __, 2017

Cadillac/Wexford Transit Authority
951 Casa Rd.
Cadillac, MI 49601

Taxing Authority:

The City of Cadillac has received an application from Zhongding USA Cadillac, Inc., d/b/a Michigan Rubber (the "Applicant") for an Industrial Facilities Tax Exemption Certificate. With regard to this application, please be advised of the following:

- a. That the City of Cadillac has established Cadillac Industrial Development District No. 39 (the "District") and has now received and will consider the Applicant's request for an Industrial Facilities Tax Exemption Certificate for real property located at 1600 Holman Avenue, Cadillac, Michigan, which is located within the District.
- b. That the City Council shall meet on Monday, August 7, 2017, at 6:00 p.m. at the Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, to afford the Applicant, the City Assessor, and a representative of each taxing unit that levies ad valorem property taxes in the City an opportunity to be heard with regard to the application.
- c. That the total cost of the real property improvements as stated in the application is \$516,655.

Sincerely,

Sandra Wasson
City Clerk

cc: Applicant
City Assessor
Cadillac Area Public Schools
Wexford/Missaukee Intermediate School District
Wexford County Commission
Cadillac/Wexford Transit Authority
Cadillac/Wexford Public Library
Council on Aging
Wexford County Dept. of Equalization

Minutes
Downtown Development Authority (DDA)
Business Improvement District (BID) Board
Special meeting of the Parking Lot and Streetscape Committees
March 2, 2017

A special meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board including the Parking Lot and Streetscape Committees was held on Thursday, March 2, 2017 at 7:30 a.m. in the Municipal Complex Conference room, 200 N. Lake Street, Cadillac, Michigan.

MEMBERS PRESENT: Barnes, Gaunt, Huckle, LeVand, Peccia, C. Schultz
STAFF PRESENT: Coy, DeWitt, Roberts, Wallace, Cornell
ALSO PRESENT: Floyd Morris, Matt Schwach of Prein & Newhof

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

Parking lot Committee

Peccia began by saying that at the last DDA meeting there was discussion about sidewalks and brick pavers and possibly looking to MDOT for assistance. MDOT reimburses the City for maintenance along Mitchell Street (Business Route 131), but this does not include compensation for the sidewalks. He has spoken with Rick Liptak, who said that there is a youth corps program MDOT currently uses with the County Road Commission, and he will look into whether or not he can get some workers assigned to Cadillac.

Regarding the parking assessment that is coming due, it has typically been focused only on the parking lots. It has never been implemented at its full capacity. Last time, it was phased in up to 80% of the total cost over a 5-year period. Finance Director Roberts pointed out that the assessment already is not covering the total parking lot maintenance costs. It has been implemented at 100% of what was passed, but it was passed at a level below the actual cost.

Wallace asked about the approval process for the assessment. Roberts said the parking committee approves the formula, which then goes to the full DDA board for support. It would then go to City Council. It is about a six week process based on Charter requirements to pass a special assessment.

Schultz suggested that we approach this as a way of finding out what the downtown business owners and building owners want. In the past, they did not want the parking meters and were willing to shoulder the cost of parking, but maybe that is not the case now. It is a good idea to try to bring the sidewalks into it, but he felt that would be a hard sell. He said it is important to show what the City is already putting into it (funding the difference between total cost and special assessment cost.)

Roberts will send information to the DDA board members that will explain the basis of the formula and some separate components of that formula and what goes into figuring out the assessment.

Levand asked if parking funds can be used for the sidewalks. Roberts stated that the district is called the Business Improvement District because that is the legislative authority to levy the assessment. We can review what type of assessment the BID is allowed to levy.

Another meeting has been set for Thursday, March 23 at 7:30 a.m. for the purpose of receiving feedback.

This ended the parking lot committee portion of the meeting.

Streetscape Committee

Wallace said there have been a number of discussions regarding the immediate problem of several areas in the downtown with un-level pavers (one-half inch or greater). He invited Floyd Morris and Matt Schwach of Prein & Newhof to the meeting today. They recently returned from a seminar on pavers provided by Unilock.

Levand mentioned that in Traverse City they have installed something on one of their crosswalks that looks like bricks surrounded by concrete. He wondered if that could be used in our sidewalks, would it hold up longer? The reps from Prein & Newhof thought it might be stamped asphalt that gives the appearance of brick, which would not be recommended as it would get scratched up and would not hold up to salting in the winter. It would not be an option because of the massive weight required to roll out this product. Asphalt will not last as long as concrete.

Levand said we have been concentrating on the condition of the pavers, but the concrete surrounding the pavers is falling apart, as well. DeWitt said the most failure is where the sidewalks are being salted. Wallace said that if we are going to resurface, we need to educate the public on the use of concrete safe salt.

Schwach said that brick pavers range from \$15.00 sq. ft. to \$35.00 sq. ft. Cadillac has roughly an average of 2000 sq. ft. per block of brick pavers currently (this includes going up to the doors), which he felt is a bad idea because that is where all the traffic is and the pavers are not connected to anything. Colored brushed concrete could be used, which would cost a little more. The most expensive option is brick pavers and would not include replacing the concrete around the pavers. Wallace suggested alternating between concrete and brick pavers as a less expensive solution than all brick pavers. Wallace asked what the depth of the concrete would be. Schwach said typically it is 4" other than something very close to the road like an ADA ramp.

Levand asked about a Trex (composite) product. Schwach could research that; it would not be cheap. DeWitt said that this product is slippery.

Wallace asked what was causing the un-levelness right now. Morris said it is how the pavers were installed, the sub-base, water erosion, the freezing and thawing. Unless everything is tied together and moves together, there will always be a little bit of heaving. The challenge will be to get the new to tie into the old. He said that pulling the brick pavers out and reinstalling with cutting some of the old concrete out and reinstalling some sort of brushed, broom-finished, colored concrete would be the most cost effective approach.

Levand asked about the possibility of setting the pavers in concrete to make them more stable. Schwach said it is possible but extremely expensive and an extremely slow process. Since the brick pavers are not placed at a fast pace, you run the risk of having the concrete set up. In addition, it probably would not bond very well and water will still get underneath and the bricks will start popping out. Morris added that you need to think of concrete as just a big huge brick paver. There still has to be a proper sub-base below that. Ultimately what is underneath the paver or concrete is the most important element in getting the water to drain.

Schultz asked what the cost would be to hire a college student (as has been done in the past) to commit to the whole summer to level the pavers. Roberts said the cost of a seasonal worker is typically \$4,000.

Huckle said that if we can get a seasonal worker out there to get started on the pavers, at least we are showing good faith. It is a good short term fix to get us through so we can give more thought to the direction we want to take for a long term plan.

LeVand asked if a proposal to hire a couple of seasonal workers could be put together and brought to the board at the end of the month. Roberts said there is money available in the Auto Parking Fund (figuring \$8,000).

Material costs would be minimal as we have a lot of spare brick pavers. Schwach said there is a product now that uses a silica mix and it turns to something as hard as concrete. DeWitt said it is polymeric sand. It is granular and still allows water to go through.

Morris suggested getting a professional, possibly a rep from Unilock, to come in and offer an opinion and guide us through the repair work.

Huckle said we need a firm cost for materials, labor, regular sand, polymeric sand so we can make a recommendation for a short term fix.

Schwach said he would contact Peninsula Pavers about sending a representative to work with us. He may have a contact there who could work on the pavers outside of his normal job. He said he has already sent a request to them for a ballpark figure on the cost of replacing the pavers. He picked out brick pavers that look just like the parking lot and asked them for a quote on removing and replacing a 5' wide strip, eliminating the side pieces to the business doors.

Huckle asked for a cost estimate with options of sand/polymeric sand, professional versus two seasonal workers.

Wallace asked if we should consider using anything else but the two types of sand. DeWitt said the old base was 2" of sand, which is standard. In between the bricks we should definitely use polymeric sand. He said the cost would be minimal. Schwach added that for just replacing what's there for safety sake, regrading could take care of the problem.

Levand asked if there could be a proposal ready for the March DDA meeting. The next time the streetscape committee convenes, it would be helpful if there could be pictures provided of what other communities have done in their downtowns. We need to decide on a theme, a specific look we want for our downtown.

Morris mentioned that Schwach has been in contact with Craig Taylor from MDOT to try to get some old plans for the downtown and some old design files, CAD files so that whatever is decided by the group, they can lay out some concepts that are consistent throughout the project.

The next meeting is set for March 23, 2017 at 7:30 a.m. for a combined parking committee and streetscape committee meeting. A goal would be to have an approved proposal with regard to the pavers ready for presentation to the full DDA board at the end of the month.

Wallace said Schwach will work on getting figures from Peninsula and the City will work on figures for seasonal help. We should compare costs of part time help pulling up the pavers and then have a professional reset them.

Other point of interest: Wallace and Coy are working on resubmitting for a trailhead grant, adding some environmental features. They are working with Mark Lagerway from Baker College who has been in contact with Rotary to try to raise money to apply to that project.

Meeting concluded at 9:33 a.m.

Minutes
Downtown Development Authority (DDA)
Business Improvement District (BID) Board
Special meeting of the Parking Lot and Streetscape Committees
April 10, 2017

A special meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board including the Parking Lot and Streetscape Committees was held on Monday, April 10, 2017 at 7:30 a.m. in the Municipal Complex Conference room, 200 N. Lake Street, Cadillac, Michigan.

MEMBERS PRESENT: Cinco, Crawley, Gaunt, Huckle, LeVand, Peccia, C. Schultz

STAFF PRESENT: Roberts, Wallace, Cornell

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

Wallace presented a new formula for calculating parking assessments for the DDA business/property owners. The basis of the new calculations used the same basic categories as the current assessment formula, which included parking demand, building size, and contiguity. Under the new assessment formula 50% of the annual assessment fee would be determined by parking demand, 30% would be based on building size, and 20% would be based on contiguity. The biggest change in the new assessment formula is the use of new formulas for parking demand for various business types. The new parking demand figures were determined by use of the 4th Edition of the Parking Generation Manual prepared by the Institute of Traffic Engineers. This document is also a main source for writing parking requirements for zoning ordinances throughout the country. After considerable discussion consensus was reached to present the new parking assessment proposal to the full DDA Board with the formulas as presented. There was further direction provided to continue to fine tune the building size and use information and to create a parking demand requirement for residential use.

Minutes
Downtown Development Authority (DDA)
Business Improvement District (BID) Board
April 13, 2017

A **SPECIAL** meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board was held on Thursday, April 13, 2017 at 7:30 a.m. in the Municipal Complex Conference room, 200 N. Lake Street, Cadillac, Michigan.

MEMBERS PRESENT: Barnes, Bosscher, Crawley, Gaunt, Huckle, LeVand, Peccia, C. Schultz, N. Schultz

STAFF PRESENT: Coy, Roberts, Wallace, Cornell

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

MINUTES –

Motion by Schultz, seconded by Crawley to approve the February 22, 2017 minutes as presented. Unanimous approval.

OLD BUSINESS

Wallace presented the proposed parking assessment roll for review and re-evaluation of the parking assessment formula. It is based on parking demand (50%), building size including all floors (30%) and contiguity to public parking lots (20%). Resource documents included the Parking Generation Manual (4th Edition) prepared by the Institute of Transportation Engineers as well as ordinance review of parking standards

It was decided to go through the assessment roll line item by line item to correct any inconsistencies. Staff member Coy, as well as DDA member Huckle, Gaunt and Crawley will assist with this process. Wallace has requested the entire assessing database from the County for information on building sketches and building square footages.

It was noted that in comparing the assessment from five years ago to the current roll, the cost for 62 of the 87 parcels either went down or went up by less than \$100.00.

Peccia mentioned to the Board the possibility of exempting the Amvet's organization from the assessment as part of the negotiation that has occurred over the last several years with Amvet's to get the parking lot back to the City to be used for The Market site.

Peccia stated that the Council would essentially be asked to approve a recommendation by the DDA board for approval of the parking assessment roll and this would occur over the course of several meetings and would involve a public hearing.

The following action was taken by the DDA board:

1. Motion by Huckle, seconded by C. Schultz to direct City staff to explore bringing in additional seasonal winter assistance along with doing additional off-season maintenance of the parking lot areas. Motion passed unanimously.
2. Motion by Huckle, seconded by Gaunt to recommend the new parking lot assessment roll to the City Council for approval. Motion passed unanimously.

3. Motion by Barnes, seconded by N. Schultz to recommend that the roll be adjusted annually by the State's CPI value that is applied for annual taxable value calculations and the usage will be re-evaluated annually as of May 1st, but the base will not be reduced. Motion passed unanimously.
4. Motion by Crawley, seconded by Gaunt to specify Amvet's located at 127 W. Cass Street as exempt from this parking lot assessment in exchange for the return of their parking lot to the City so long as they continue to occupy that space, since that lot services as a critical component in making the market site viable, Motion passed unanimously.

It will be determined at a later date and Board members notified as to the need for the DDA to meet at its regularly scheduled meeting last Wednesday of April 26.

Meeting concluded at 9:33 a.m.

Minutes
Downtown Development Authority (DDA)
Business Improvement District (BID) Board
Special Meeting
May 9, 2017

A special meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board was held on Tuesday, May 9, 2017 in the Municipal Complex Conference room, 200 N. Lake St., Cadillac, Michigan.

MEMBERS PRESENT: Barnes, G. Bosscher, Coffey, Crawley, LeVand, Peccia, N. Schultz
STAFF PRESENT: Wallace, Coy, Roberts, Cornell

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

OLD BUSINESS

There was a brief discussion on the parking special assessment. Items of discussion were the percentage breakdown on the formula (50% parking demand, 30% building size, and 20% based on contiguity), as well as there being an annual review with adjustments made if needed. This will be introduced to the City Council at its next meeting scheduled for May 15, 2017.

Wallace presented the proposed Hope Network Contract for services to be provided for 2017. Motion by Coffey, seconded by Crawley to accept the contract as presented. Motion passed unanimously.

Meeting adjourned at 8:25 a.m.