CITY OF CADILLAC MICHIGAN

City Council Meeting

August 21, 2017
6:00 p.m.

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

<u>State of Michigan Flag Pledge</u>

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

August 21, 2017 City Council Meeting Agenda
6 p.m. at City Hall – 200 N. Lake St. – Cadillac, MI 49601

We are continuous learners

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

I. APPROVAL OF AGENDA

II. PUBLIC COMMENTS

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

III. CONSENT AGENDA

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

A. Minutes from the regular meeting held on August 7, 2017.
Support Document III-A

B. Minutes from the closed session held on August 7, 2017.

IV. COMMUNICATIONS

A. Street and parking lot closures for Festival of Races.
Support Document IV-A

V. APPOINTMENTS

A. Recommendation regarding reappointment to Corridor Improvement Authority - Cadillac West.
Support Document V-A

B. Recommendation regarding appointment to Cadillac-Wexford Airport Authority.
Support Document V-B

VI. CITY MANAGER'S REPORT

A. The Market at Cadillac Commons – USDA Rural Development Grant Information.
Support Document VI-A

VII. ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution Establishing City Position of Director of Public Safety and Abolishing Position of Chief of Police.
Support Document VII-A

B. Adopt Resolution Amending General Appropriations Act for Fiscal Year 2018.
Support Document VII-B

VIII. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Historic Districts Commission
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 and to discuss a written confidential legal opinion.

XII. 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 – August 7, 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, Engels, Mayor Filkins
Council Absent:	None
Staff Present:	Peccia, Roberts, Dietlin, Wallace, Golnick, Homier, Wasson

APPROVAL OF AGENDA

Peccia requested the agenda be amended to move Item VIII-B (Adopt Resolution to Accept Real Estate and Certain Easements at or about TeriDee Blvd) to a later point in the agenda. He recommended it be placed after the Council concludes the closed session and returns to open session because the item will be covered under the case caption that is listed in the closed session.

2017-158 Approve agenda as amended.
Motion was made by Schippers and supported by Meinhardt to approve the agenda as amended.

Motion unanimously approved.

PUBLIC COMMENTS

Tim Elenbaas discussed pickleball courts at Diggins Hill and requested Council approval to add the required lines.

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

AMEND AGENDA

2017-159 Amend agenda to add discussion regarding pickleball courts.
Motion was made by Spoelman and supported by Meinhardt to amend the agenda to add a discussion and possible action regarding pickleball courts as Item VII-D under the City Manager's Report.

Motion unanimously approved.

CONSENT AGENDA

2017-160 Approve consent agenda as presented.
Motion was made by Schippers and supported by Spoelman to approve the consent agenda as presented.

Motion unanimously approved.

PROCLAMATIONS

A. Baldwin Family Health Care – National Health Center Week

Mayor Filkins presented a 50th Anniversary Proclamation to Kathy Sather, President & CEO of the Baldwin Family Health Center.

PUBLIC HEARINGS

A. Public hearing to consider a request from Michigan Rubber Products for an Industrial Facilities Tax Exemption Certificate in the amount of $516,655.

Peccia stated Michigan Rubber Products has constructed two (2) new buildings. Both of the facilities will be used to store tools which will allow space for the installation of nearly one dozen additional injection mold presses. He noted it will assist in the retention of 204 existing positions and is expected to create at least 25 new positions.

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

Mayor Filkins stated the entire Council, along with the City Manager, had the opportunity to tour Michigan Rubber Products.

Engels inquired as to the amount of the economic development grant that was received from the State of Michigan.

Butch Bruce, Michigan Rubber Products, noted the grant was divided into three (3) sections. The first milestone was for forty (40) additional positions at $4,800 per job which amounted to approximately $200,000. He stated there are two (2) additional milestones that need to be met by August 2018 and August 2019, both for forty (40) additional positions. He noted they may need to renegotiate the grant because they are uncertain if they can find enough workers to fill the positions. He briefly explained the reasons the company decided to move production from Missouri to Cadillac.

Engels asked about the amount of the tax exemption.

Owen Roberts, Director of Finance, stated the tax abatement would be approximately $7,500 per year.

2017-161 Adopt resolution approving IFT Application for Michigan Rubber Products.
Motion was made by Schippers and supported by Spoelman to adopt Resolution Approving Application for Industrial Facilities Tax Exemption Certificate for Michigan Rubber Products (Zhongding USA Cadillac, Inc.) and Approve Letter of Agreement.

Motion unanimously approved.

COMMUNICATIONS

A. Off-premise sign request.

2017-162 Approve off-premise signs for Zion Lutheran Church.
Motion was made by Spoelman and supported by Meinhardt to approve two (2) off-premise signs from October 18, 2017 to October 21, 2017 for the Zion Lutheran Church Craft Show.

Motion unanimously approved.

B. Street closure for Rotary Club concerts and movie night.

Council Member Spoelman asked to be recused because she is the requestor.

2017-163 Recuse Council Member Spoelman.
Motion was made by Schippers and supported by Meinhardt to recuse Council Member Spoelman from the vote.

Motion unanimously approved.

2017-164 Approve street closure for Rotary Club concerts and movie night.
Motion was made by Schippers and supported by Meinhardt to approve the closure of Lake St. between Harris St. and Cass St. from 5:30 pm to 10:00 pm on August 11, 2017 and August 23, 2017 and 8:30 pm to 11:30 pm on August 18, 2017 for the Rotary Club concerts and movie night.

Motion unanimously approved.

C. Street closure for Strong Tower Radio concert.

2017-165 Approve street closure for Strong Tower Radio concert.
Motion was made by Schippers and supported by Meinhardt to approve the closure of Lake St. between Harris St. and Cass St. from 5:00 pm to 9:00 pm on August 19, 2017 for the Strong Tower Radio concert.

Motion unanimously approved.

D. Street closure for Cadillac Pride event.

2017-166 Approve street closure for Cadillac Pride event.
Motion was made by Spoelman and supported by Meinhardt to approve the closure of Lake St. between Harris St. and Cass St. from 12:00 pm to 6:00 pm on August 20, 2017 for the Cadillac Pride event.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Holly Road Construction Change Order.

Peccia noted a Change Order in the amount of $85,000 is required in order to remove and replace aggregate for the Holly Road, Wren, Vine and Heather Streets project. He stated it was discovered that the existing aggregate has little or no clay binder making it impossible to grate and compact to a density that can be paved over with asphalt. He noted it is anticipated the road will be finished and reopened by the end of August or early September. He stated an update was published in the newspaper and also hand-delivered to all affected property owners.

Peccia stated the recommendation is to approve Change Order #1 for the 2017 Street Improvement Projects as presented.

2017-167 Approve Change Order #1 for 2017 Street Improvement Projects.
Motion, as stated, was made by Spoelman and supported by Schippers.

Motion unanimously approved.

B. Bids and recommendation regarding the Market at Cadillac Commons.

Peccia noted when the Plaza project was being designed and implemented, there was an estimate made on the potential cost of the Market. He stated at that time, it was estimated the cost of the Market would be between $500,000 and $700,000. He noted that a preliminary engineering estimate showed it would likely cost over $1 million. He added when the bids were received they were around the $1 million estimate. He explained that in working with the lowest bidder, they were able to identify approximately $250,000 of cost savings.

Peccia stated the appearance and the quality of the facility will be substantially equivalent to what has been publicized. He explained that because of the savings that was identified the recommendation is to award the project without any additional contingency at this time. He noted a later agenda item involves the appropriation of the dollars for this project.

Peccia stated approximately $350,000 of the cost will come from grant sources. He noted additional funding will come from one-time use dollars. He added there has been a lot of community support for the project. He stated the Cadillac Area Community Foundation, working collaboratively with the City and the Alliance for Economic Success, is looking to kick-off a new capital fundraising campaign to benefit Cadillac Commons. He stated a groundbreaking date is tentatively scheduled for Tuesday, September 5, 2017 at 4:30 pm.

Peccia noted the appropriate action would be to award the bid to Cole, Inc. in the amount of $1,210,489.

2017-168 Award contract for Market at Cadillac Commons.
Motion was made by Schippers and supported by Engels to award the contract for the construction of the Market at Cadillac Commons to Cole Inc. in accordance with their bid.

Motion unanimously approved.

C. Designate primary representative and alternate to attend the Michigan Municipal League Annual Convention.

Peccia stated the MML requires that a primary and an alternate representative be designated to vote at the Annual Meeting.

2017-169 Designate primary and alternate representative to MML Annual Convention.
Motion was made by Schippers and supported by Meinhardt to designate Mayor Filkins as the primary representative and Council Member Engels as the alternate to attend the Michigan Municipal League Annual Convention.

Motion unanimously approved.

D. Pickleball courts at Diggins Hill.

Peccia stated there were no issues from an operational standpoint with respect to the painting of the lines for the pickleball court.

Roberts asked if this will obstruct the use of the courts by CAPS.

Tim Elenbaas stated he has not spoken with anyone at CAPS but does not believe the additional lines will cause any issues.

Spoelman noted the original intent was to have two (2) pickleball courts at Diggins Hill.

Mayor Filkins noted if the plan was to have two (2) pickleball courts, it may make sense to do the striping on both courts at the same time.

Engels asked who will be responsible for painting the lines.

Tim Elenbaas noted he will have discussions regarding the painting of the lines and relay the proposed plan to the City.

2017-170 Approve pickleball courts at Diggins Hill.
Motion was made by Spoelman and supported by Engels to allow Tim Elenbaas to work with the City to create the pickleball courts (Court #3 & Court #4) at Diggins Hill as requested.

Motion unanimously approved.

Peccia stated the City is working to have the donor plaque for the Rotary Performing Arts Pavilion installed.

Mayor Filkins requested the groundbreaking ceremony for the Market be scheduled after the plaque is installed.

ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution Amending General Appropriations Act for Fiscal Year 2018.
Peccia stated this resolution involves the funding for the Market.

Roberts provided a summary of the budget amendment. He noted it covers the logistics involved in transferring the money into a separate capital project fund that will account for the construction of the Market.

Spoelman stated she appreciates the manner in which City staff has identified all of the required funds.

Mayor Filkins stated the City is creating something for generations to come.

2017-171 Adopt Resolution Amending General Appropriations Act for FY 2018.
Motion was made by Engels and supported by Spoelman to adopt the Resolution Amending the General Appropriations Act for Fiscal Year 2018.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Dog Park Advisory Committee

PUBLIC COMMENTS

Doreen Lanc, Cadillac Community Foundation, stated she has been working with the Alliance for Economic Success in reviewing the critical needs for the Greater Cadillac Area.

GOOD OF THE ORDER

Spoelman asked for an update on the application for a mobile food cart that was submitted by Mr. Baughan.

Mayor Filkins discussed closing Lake Street for events. She stated she has noticed the barriers are being moved and vehicles are parking on Lake Street which is a safety concern for pedestrians. She noted the “no parking area” needs to be enforced.

Peccia noted parking is not permitted on Lake Street.

Spoelman stated it may be occurring because people with limited mobility are unable to make it from the Plaza to the Rotary Performing Arts Pavilion and/or all of the handicap parking spaces are filled.

Meinhardt suggested designating handicap parking spaces near the Shay Locomotive.

Schippers stated people may be unloading on Lake Street and just leaving their vehicles parked on the street which may lead others to park there.

Mayor Filkins stated performers sometimes leave their vehicles near the pavilion after unloading.

Peccia noted he will relay the concerns to the Public Works and Police Departments.

Mayor Filkins mentioned the City placed in the top four (4) for the Community Excellence Award and came in first place in the People's Vote for the Cadillac Commons Placemaking Project. She added the attendees at the Michigan Municipal League Conference will select the winner of the Community Excellence Award.

Peccia noted Mayor Filkins recently received the Athena International Leadership Award. He stated award recipients are individuals that exemplify the following:

- They have achieved the highest level of professional excellence
- They contribute time and energy to improve the quality of life for others in the community
- They actively assist others in realizing their full leadership potential

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 and to discuss written confidential legal opinions.

2017-172 Adjourn to closed session.
Motion was made by Spoelman and supported by Schippers to 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 and to discuss written confidential legal opinions; invite Jeff Dietlin, Director of Utilities, and Todd Keway, Human Resources Generalist, accordingly.

Motion unanimously approved.

2017-173 Return to open session.
Motion was made by Schippers and supported by Meinhardt to return to open session.

Motion unanimously approved.

ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution to Accept Real Estate and Certain Easements at or about TeriDee Blvd.

Peccia noted this is regarding the acceptance and conveyance of an easement for the turnaround on TeriDee Blvd. along with accepting the conveyance of the public street, all sewer lines, water mains, and related equipment within the deed of property. He added it would also be appropriate to accept conveyance of the detention basin adjoining TeriDee Blvd.

Peccia stated it would be appropriate for a motion to adopt the Resolution to Accept Real Estate and Certain Easements at or about TeriDee Blvd. and to authorize the City Manager and City Attorney to sign-off on the documentation accordingly.

2017-174 Adopt Resolution to Accept Real Estate and Certain Easements at or about TeriDee Blvd.
Motion, as stated, was made by Schippers and supported by Meinhardt.

Motion unanimously approved.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor   Sandra L. Wasson, City Clerk

CITY OF CADILLAC MICHIGAN

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

Today's Date ____________

City Received Date RECEIVED MAY 09 2017

MUST BE OFFICIAL CITY DATE STAMP

Race Request Form

Name of Race CADILLAC FESTIVAL OF RACES

Purpose of Race NON PROFIT FUND GENERATION FOR LOCAL CHARITIES

Requesting Organization CADILLAC OF RACES

Contact Person(s) GUS MEYERS

Contact Phone [redacted] Contact Email [redacted]

Date of Race 9/2/17 Approx. number of participates 400

Registration Location CHEM. BANK Registration Time 8:00 AM/PM

Starting Time 9:__ AM/PM Ending Time 1:__ AM/PM

City of Cadillac Rules

- The City's designated route must be used unless approved by Police Department (Route on backside)
- The route must be marked using sidewalk chalk or small signs placed in the City right-of-way
- Spray paint is **not** allowed and will be strictly enforced & fines will be issued
- Organizations are responsible for providing designated safety and security workers
- The Police Department does not provide escorting services
- No streets are to be blocked off unless approved by City Council
- Participates 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
____Schedule/agenda of the race and events

Form must be mailed or delivered to the above address or emailed to: publicworks@cadillac-mi.net ***(No Faxes accepted)***
I understand and agree to these requirements & understand if these are not met the request will be denied.

Print Name Gus Meyers Signature ____________ Date 5/9/17

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 ____

RECEIVED
MAY 09 2017
BY: ____________

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

CADILLAC FESTIVAL OF RACES
Person/Group requesting use of park

Athletic Event / Fund Raiser
Type of Use

9/2/17 | 9/AM | 1/PM
Date of requested use | Start Time | End Time

Gus Mayes | 8872 Professional Dr. Ste C
Contact Person | Address

Cadillac 49601 | [redacted]
City/State/Zip | Telephone Number

Special Requests:

____

____

Date Submitted: ____________________

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

CITY OF CADILLAC MICHIGAN

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

Today's Date ________

City Received Date

RECEIVED
MAY 09 2017
BY: ________

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event CADILLAC FESTIVAL OF RACES

Organization CADILLAC FESTIVAL OF RACES Contact Number [redacted]

Date of Event 9/2/17 Set-up Time: 8 AM PM Starting Time: 9 AM PM Ending Time: 1 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 ____________ 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 ________	Comments ________	Date Approved ________
Streets ________	Comments ________	Date Approved ________
Community Dev. ________	Comments ________	Date Approved ________
City Police ________	Comments ________	Date Approved ________
City Fire ________	Comments ________	Date Approved ________

CITY OF CADILLAC MICHIGAN

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

Today's Date 5-15-17

City Received Date RECEIVED MAY 15 2017 MUST BE OFFICIAL CITY DATE STAMP

BY: FW

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request ATHLETIC EVENT / FUNDRAISER (NONPROFIT)

Contact Person GUS MEYERS

Contact Phone [redacted] Contact Email [redacted]

Date: 9/2/17 **Street Closures**

Street Name LAKE Beginning Location PINE Ending Location CHAPIN
Beginning Time 6:30 AM/PM Ending Time 11:__ AM/PM

Street Name LAKE Beginning Location HARRIS Ending Location CHAPIN
Beginning Time 6:30 AM/PM Ending Time 2:__ 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 LAKEFRONT Street LAKE Nearest Cross Street CHAPIN
FRIDAY 9/1/17 Beginning Time 3:30 AM/PM Ending Time 2:__ AM/PM

Lot Location______ Street______ Nearest Cross Street 9/2/17
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 GUS MEYERS Signature [signature] Date 5/10/17

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 ______

August 21, 2017

COUNCIL COMMUNICATION

Re: Reappointment of Robert LeVand to a four-year term on the Corridor Improvement Authority-Cadillac West.

Robert LeVand has expressed his interest in being reappointed to serve as a member on the Corridor Improvement Authority-Cadillac West for a four year term.

Requested Council Action:

Motion to reappoint Robert LeVand to a four year term on the Corridor Improvement Authority-Cadillac West which will end June 3, 2021.

August 21, 2017

COUNCIL COMMUNICATION

Re: Appointment of Karl Holder to a Two-Year Term on the Cadillac-Wexford Airport Authority.

Karl Holder has expressed his interest in being appointed to serve as a member on the Cadillac-Wexford Airport Authority for a two year term. This fills a vacancy that was created when Bob Clark did not seek reappointment.

Requested Council Action:

Motion to appoint Karl Holder to a two-year term on the Cadillac-Wexford Airport Authority which will end on 8/7/2019.

CITY OF CADILLAC MICHIGAN

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

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

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

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

Please print or type:

Name KARL HOLDER Address [redacted]

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

E-mail [redacted] Date available for appointment ANYTIME

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

Community Service

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

NONE

Employment and Education

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

RETIRED FROM ROCHESTER HILLS FIRE DEPARTMENT CAPTAIN
TRAINING/SAFETY OFFICER (31 YEARS OF SERVICE)
ASSOCIATES DEGREE FIRE SCIENCE

Have you ever worked for the City of Cadillac? ☒ Yes ☐ No

If yes, please list dates and names of departments.

4/16 TO CURRENT. FIRE DEPARTMENT.

Personal

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

If yes, please indicate potential conflicts.

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

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

I HAVE WORKED FOR THE PUBLIC FOR 31 YEARS AS A CAREER FIREFIGHTER. I WAS THE ROCHESTER HILLS FIRE DEPARTMENT'S TRAINING/SAFETY OFFICER FOR THE LAST 16 YEARS. I HAVE SEVERAL FIRE/SAFETY CERTIFICATION ON VARIOUS TOPICS I FEEL WOULD BE AN ASSET TO THIS COMMITTEE

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

Signature Hal Holder Date July 24, 2017

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

Mail or return your completed application to:

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

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

KARL J. HOLDER

[redacted]

EDUCATION

2012 **Eastern Michigan University:** ***Fire Staff and Command***

2005 **Oakland Community College:** Auburn Hills, MI
Associates Degree (Graduated Cum Laude)
Major: Applied Science / Fire Fighter Technology

EXPERIENCE

2001 – Present **Rochester Hills Fire Department;** Rochester Hills, MI
Training / Scene Safety Officer

- Performed day-to-day operations of the department in the absence of the Deputy Fire Chief
- Respond to emergency alarms as needed; assume role of safety officer
- Plan, coordinate, schedule, and evaluate all departmental fire related training
- Develop instructional outlines, including task analysis, performance objectives, instructional materials, and instructional methods
- Recommended selection of instructional staff, based on professional qualifications, instructional goals and requirements, and agency policies
- Assisted with the hiring process for Paid-On-Call Fire Fighters: oral interviews and orientation
- Deliver in-service training to new and current fire service employees
- Assess competency and verify training levels of fire service personnel
- Establish training programs and curriculums designed to meet agency goals and exceed minimum training requirements of the department
- Prepare and maintain a variety of forms, statistics, and records for both individual and departmental training activities, as well as prepare related reports as required
- Assist in budgeting within the training division, preparing purchase quotes, as well as purchasing equipment
- Attend the Michigan Fire Fighters Training Council bi-monthly meetings
- Represent the Fire Department on the City of Rochester Hills Safety Committee
- Managed & Scheduled several Fire Academy's

1993 – 2001 **Rochester Hills Fire Department**; Rochester Hills, MI
Fire Fighter / Dispatcher

- Responsible for responding to various EMS and fire related incidents, and administering first aide and fire suppressions activities, facilities, and equipment maintenance
- Receive 911 emergency and non-emergency calls for Rochester Hills and Oakland Township
- Provide map directions and hydrant locations, contact Sheriffs Department and private ambulances, and maintain a shift log and training reports

1992 – 1993 **Rochester Hills Fire Department**; Rochester Hills, MI
Captain / Paid-On-Call

- Responsible for overseeing assigned personnel for training, station and vehicle maintenance, as well as personnel evaluations
- Administered fire department policies, guidelines, and plans
- Completed and maintained departmental reports records
- Responded on emergency equipment as a crew member and supervisor
- Gave general procedural assignments to firefighters
- Responded to alarms and determined the extent of the incident, potential hazards to firefighters and the general public, and directed personnel accordingly
- Performed and supervised general maintenance tasks
- Kept abreast of new legislation and procedures pertaining to fire suppression, EMS, and rescue
- Assumed command of fire scenes and other emergency incidents until relieved by a higher-ranking officer
- Followed written and/or oral instruction on an independent basis under general direction

1990 – 1992 **Rochester Hills Fire Department**; Rochester Hills, MI
Lieutenant / Paid-On-Call

See responsibility description listed for "Captain," above

1986 – 1990 **Rochester Hills Fire Department**; Rochester Hills, MI
Paid-On-Call Fire Fighter

- Responsible for a variety of tasks relating to setting up fire apparatus, controlling fires, and life saving using defined procedures and practices
- Performed routine maintenance and cleaning of fire equipment and facilities
- Participated in fire prevention activities, emergency medical activities, and communication center duties

CERTIFICATIONS

State of Michigan Instructor Certifications:

- FF I & II
- NIMS ICS for the Fire Service
- ICS 300
- ICS 400
- Driver Training
- Incident Safety Officer
- Educational Methodology
- Managing CO. Tactical Operations – Decision
- MI-TIM Instructor

Certifications:

- Fire Fighter I & II
- Fire Officer I - II - III
- Leadership I - II - III

Non-State Instructor Certification:

- Scene of the Accident Extrication

INTERESTS

Carpentry, train travel, hunting, and fishing

[redacted]

Additional Resume' Information

Current employment status:

* Retired from Rochester Hills Fire Department June 9th, 2017.

* Employed by Cadillac Fire Department, Part-time as of April 2016.

August 21, 2017

Council Communication

RE: The Market at Cadillac Commons – USDA Rural Development Grant Information

The City is very excited to announce that it will be the recipient of a $50,000 rural development grant from the United States Department of Agriculture, for the purpose of assisting with the funding of equipment (amenities) for The Market at Cadillac Commons.

The purpose of this agenda item itself is to meet one of the grant requirements regarding providing the opportunity for this to be shared as part of a public meeting; no action is required.

In summary, this USDA grant will be used in the development of The Market at Cadillac Commons to fund the acquisition of amenities such as radiant heaters, fans, and weatherproof roll-up screens; all of which are important features to truly make The Market a multi-purpose facility that can be used in summer, spring and fall. The Market at Cadillac Commons is a multi-purpose outdoor “open-air” structure designed to provide a new place for people to gather and use. The facility will be able to accommodate the Cadillac Farmers’ Market, Cadillac Made in Michigan Artisan and Farm Market, and other diverse special events and activities.

The groundbreaking for The Market at Cadillac Commons is set for 4:30 p.m. on Monday, September 18, 2017 at the site! The site is located immediately next to (on the east side) of the After 26 Depot Café and Amvets building, and directly across the street from The Plaza at Cadillac Commons and the City Park off of Cass Street.

CITY OF CADILLAC MICHIGAN

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that as a part of the August 21, 2017 City Council meeting, there will be an agenda item called "The Market at Cadillac Commons – USDA Rural Development Grant Information". The purpose of this agenda item is to provide the public with an opportunity to hear about the USDA-Rural Development Grant opportunity the City is pursuing for the Market, and to provide any feedback. Additional general information regarding the project will also be provided.

The meeting is scheduled to take place at Cadillac City Hall located at 200 N. Lake Street at 6:00 p.m.

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

August 10

City Council

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

RESOLUTION NO. ______

RESOLUTION ESTABLISHING CITY POSITION OF DIRECTOR OF PUBLIC SAFETY AND ABOLISHING POSITION OF CHIEF OF POLICE

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 21st day of August, 2017, at 6:00 p.m.

PRESENT: ____

ABSENT: ____

The following preamble and resolution was offered by _________________________and seconded by ____________________________ .

WHEREAS, Section 3.10 of the City Charter of the City of Cadillac authorizes the City Council, upon recommendation of the City Manager, to create, abolish or combine departments not inconsistent with law, and prescribe the functions thereof as it may deem necessary for the proper operation of the City government; and

WHEREAS, the City's Police Department currently includes a vacant position entitled "Chief of Police"; and

WHEREAS, the City's Fire Department does not currently include a Fire Chief position; and

WHEREAS, the City Manager has recommended that the City Council abolish the position of Chief of Police and establish a new position entitled "Director of Public Safety," which shall direct the Police Department and Fire Department; and

WHEREAS, the City Council finds that accepting the City Manager's recommendation is in the best interest of the public health, safety, and welfare.

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

1. The position of Chief of Police is hereby abolished effective September 1, 2017.

2. The position of Director of Public Safety for the City of Cadillac is hereby established.

3. The duties, qualifications, and selection guidelines for this position shall be established by the City Civil Service Commission.

4. The position of Director of Public Safety shall be filled in accordance with Public Act 78 of 1935, MCL 38.501 *et seq*, as amended.

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

YEAS: ____________________________

NAYS: ____________________________

STATE OF MICHIGAN)
)
COUNTY OF WEXFORD)

I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. ____, duly adopted at a regular meeting of the City Council held on the 21st day of August, 2017.

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

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. 2017-____

RESOLUTION AMENDING GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2018

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 21st day of August, 2017, at 6:00 p.m.

PRESENT: ____

ABSENT: ____

The following preamble and resolution was offered by ______________________and seconded by __________________________ .

WHEREAS, the City adopted Ordinance No. 2017-06, Ordinance Adopting General Appropriations Act for Fiscal Year 2018 ("General Appropriations Ordinance") on May 15, 2017, which approved a general appropriations act for the 2018 fiscal year; and

WHEREAS, Section 10.5 of the City Charter provides that the City Council may make additional appropriations during the fiscal year for unanticipated expenditures required of the City; and

WHEREAS, Section 9 of the General Appropriations Ordinance authorizes the City Council to make such additional appropriations by resolution; and

WHEREAS, the City Council has determined that additional appropriations are required due to unanticipated expenditures;

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

1. The general appropriations act for the 2018 fiscal year is hereby amended in the manner set forth in the attached Exhibit A, which is incorporated by reference.

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

YEAS: ____________________________

NAYS: ____________________________

STATE OF MICHIGAN)
)
COUNTY OF WEXFORD)

I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. __________________, duly adopted at a regular meeting of the City Council held on the 21st day of August, 2017.

____
Sandra Wasson
Cadillac City Clerk

City of Cadillac

EXHIBIT A

Financial Services Department
FY2018 Budget Amendment #2
August 21, 2017

	Current Budget	Amended Budget	Increase (Decrease)
2004 GO CAPITAL IMPROVEMENT BONDS FUND			
Department: Revenue	**$90,500**	**$185,000**	**$94,500**
Amended Line Items Detail			
Transfer In - Major Street Fund	19,000	38,900	19,900
Transfer In - Local Street Fund	71,500	146,100	74,600

Purpose: *To appropriate the transfer of funds to facilitate the early redemption of the 2004 GO Capital Improvement Bonds. Early redemption will save approximately $11,000 in interest and paying agent fees. Approximately $70,600 on hand at 6/30/17. Remainder of funds will come from Major and Local Street Funds.*

	Current Budget	Amended Budget	Increase (Decrease)
Department: Administration	**$90,500**	**$255,500**	**$165,000**
Amended Line Items Detail			
Principal Payment	80,000	245,000	165,000
Interest Payment	10,000	7,000	(3,000)
Audit	500	0	(500)

	Current Budget	Amended Budget	Increase (Decrease)
MAJOR STREET FUND			
Department: Administration	**$331,100**	**$351,000**	**$19,900**
Amended Line Items Detail			
Transfer Out - 2004 GO CI Bonds Fund	19,000	38,900	19,900

Purpose: To appropriate the transfer of funds to facilitate the early redemption of the 2004 GO Capital Improvement Bonds. Early redemption will save approximately $11,000 in interest and paying agent fees.

	Current Budget	Amended Budget	Increase (Decrease)
LOCAL STREET FUND			
Department: Administration	**$225,100**	**$299,700**	**$74,600**
Amended Line Items Detail			
Transfer Out - 2004 GO CI Bonds Fund	71,500	146,100	74,600

Purpose: To appropriate the transfer of funds to facilitate the early redemption of the 2004 GO Capital Improvement Bonds. Early redemption will save approximately $11,000 in interest and paying agent fees.

MINUTES
THE CADILLAC HISTORIC DISTRICTS COMMISSION
JANUARY 9, 2017

The meeting was held on January 9, 2017 at the Cadillac Administrative Offices, 200 N. Lake Street, Cadillac, MI.

Roll Call
The meeting started at 5:05
Commission Members Present: Brown, Birtles, and Dubravec
Staff Present: Coy

Approval of the January 9, 2017 Meeting Agenda
Motion by Birtles, supported by Dubravec to approve the meeting agenda for January 9, 2017. Dubravec asked that the brick street pavers be included on future agendas. The motion was unanimously approved.

Public Comments
Michelle Carder was introduced. She and her husband moved from Orange County, California last year and purchased a home in our Courthouse Hill Historic District.

Later in the meeting resident Scott Bartlett was introduced. He spoke about the building at 205 East Harris Street which is owned by Michigan Bell Telephone. Scott was asked by a person downstate if he would take current pictures of the building for a research project. It appears the building's architect was Minoru Yamasaki who worked on many major commercial building projects around the U.S. and world including the World Trade Towers.

Approval of the October 10, 2016 Meeting Minutes
Motion by Birtles, supported by Dubravec to approve the October 10, 2016 meeting minutes. The motion was unanimously approved.

New Business –

a) **2016 Annual Report of the Courthouse Hill and Cobbs and Mitchell Building Historic Districts.**

Brown turned the meeting over to Coy who went through the annual report which he prepared. He briefly spoke about the first five pages and how the report was put together. On page six he went through the "Status of Activities" that this commission proposed for 2016. There was discussion on the recent sale of the Cobbs and Mitchell Building. Birtles and Coy have met the new owner who is a developer from the Grand Rapids area. The new owner has already spoken with the State Historic Preservation Office (SHPO) about the building. Coy added that last week he provided a number of documents to the new owner containing studies previously prepared by consultants on the Cobbs and Mitchell Building. Coy next spoke about the reports final section on Activities Proposed for 2017. Examples using the 2016 activities as a guide were the starting point.

There was an open discussion among the group on both the 2016 activities and proposed ones for 2017. Coy mentioned that the November Newsletter was distributed to some of the real estate offices hoping their agents will learn and understand more about our historic districts. Birtles added that the newsletter could be a way to better engage the property owners within the historic districts on topics that may include the brick street pavers and Cobbs and Mitchell Building.

Dubravec spoke about the volunteers who helped clean the old bricks that were used in the three spots repaired last year. She suggested possibly making a display at City Hall using some of the pavers. She also said the Wexford County Historical Museum may be able to help us with a display exhibit.

Brown brought up the possibility of a brick award for volunteers. The Chamber of Commerce may have a similar award program. She also added that it would be nice if the South Mitchell Street Task Force continued to meet as there are properties in need of development. This group of stakeholder meetings was Ed Wendover's idea and he successfully pushed to have the Task Force established.

Dubravec mentioned that the Carnegie Library building should be mentioned in the next newsletter. Birtles agreed that creating better awareness of our historic properties may help engage people to be more active in the city history and museum. Informing the residents about the Certified Local Government program in our newsletter and asking their help with the property surveys may make the project more manageable.

Coy said he will send the commissioners an updated list of the "Activities Proposed for 2017" including the suggestions made tonight for them to review before completing the document.

New Business

b) Election of Officers for 2017

Birtles and Dubravec agreed that this should be tabled until more members on the commission are available to meet and discuss. Coy said what they will do is at the next meeting is ask a member to act as Chairperson for that meeting.

Old Business

a) Certified Local Government Application

Coy spoke about the October 2016 letter from SHPO that explained the additional items they're asking for before completing the certification process. The biggest obstacle he feels is the survey process for identifying properties that may be eligible for historic designation. The city does not plan to hire a consultant to do this work and it's a requirement for the certification.

Coy, Birtles, Brown, and Dubravec talked about possibly dividing up the surveys amongst a group to make the job manageable. Coy also said SHPO in the October letter suggested shortening the list of goals in CLG Requirement. SHPO also said the goals need to be more concise and specific.

b) **Cobbs and Mitchell Building update** – Previously discussed tonight
c) **Commission Member Openings** – Previously discussed tonight

<u>Tabled Items</u> – None

<u>Informational Items</u> –

<u>Commissioner Comments</u> –
Brown asked if there is anything the city can do about properties that are not being kept in proper maintenance and repair. Coy said it is difficult when a property owner lives in the home not being kept up. If the property is a rental then the city can intervene and require the landlord to fix problems.

Dubravec spoke regarding the December 19, 2016 City Council meeting where the council reviewed a recommendation from the Planning Commission to allow for a new Overlay Zoning District that would allow for group homeless shelters. She feels it could adversely affect the two Historic Districts and suggest the HDC follow the issue closely as the overlay district includes part of the two Historic Districts. She added that council sent the recommendation back to the Planning Commission for further discussion and possible changes. She feels that having a district titled "Homeless Overlay" creates a poor image.

<u>Adjourn</u> – Motion by Dubravec to adjourned the meeting at 6:33 pm, supported by Birtles.