

City Council Meeting

September 5, 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



September 5, 2017 City Council Meeting Agenda 6 p.m. at City Hall – 200 N. Lake St. – Cadillac, MI 49601

We support each other in serving our community

CALL TO ORDER
PLEDGE OF ALLEGIANCE
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 21, 2017. Support Document III-A

IV. COMMUNICATIONS

- A. Display of banner for United Way. Support Document IV-A
- B. Display of banner for National 4-H Week. Support Document IV-B
- C. Street and parking lot closures for Child Safety Expo. Support Document IV-C
- D. Display of banner, beverage tents, and various closures for Craft Beer Festival. Support Document IV-D

Cadillac City Council Agenda

September 5, 2017 Page 2

V. CITY MANAGER'S REPORT

- A. Bids and recommendation regarding Sanitary Sewer Rehabilitation. Support Document V-A
- B. Bids and recommendation regarding Water Well Cleaning. Support Document V-B

VI. ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution Amending General Appropriations Act for Fiscal Year 2018. Support Document VI-A

VII. PUBLIC COMMENTS

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

VIII. GOOD OF THE ORDER

IX. 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, for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement, and to discuss a written confidential legal opinion.

X. ADJOURNMENT

Cadillac City Council Agenda

September 5, 2017 Page 3

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 21, 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: Spoelman, Meinhardt, Mayor Filkins

Council Absent: Schippers, Engels

Staff Present: Peccia, Roberts, Dietlin, Wolff, Keway, Eller, Homier, Wasson

APPROVAL OF AGENDA

Peccia noted there were only three (3) Council Members in attendance. He recommended the agenda be amended to remove Item VII-B under Adoption of Ordinances and Resolutions (request to adopt a Resolution Amending General Appropriations Act for Fiscal Year 2018) and the planned Closed Session. He stated both items require a vote of at least four (4) Council Members and will be addressed at the next meeting.

2017-175 Approve agenda as amended.

Motion was made by Spoelman and supported by Meinhardt to approve the agenda with the amendments as presented.

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2017-176 Approve consent agenda as presented.

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

Motion unanimously approved.

COMMUNICATIONS

A. Street and parking lot closures for Festival of Races.

Spoelman noted it is a great race that is organized by community members.

2017-177 Approve street and parking lot closures for Festival of Races.

Motion was made by Spoelman and supported by Meinhardt to approve the closure Lake St. between Pine St. and Chapin St. from 6:30 am to 11:00 am and the closure of Lake St. between Harris St. and Chapin St. from 6:30 am to 2:00 pm on September 2, 2017; also the closure of the lakefront parking lot from 3:30 pm on September 1, 2017 to 2:00 pm on September 2, 2017 for the Festival of Races.

Motion unanimously approved.

APPOINTMENTS

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

Peccia stated this Authority Board is in need of resurgence in interest from the authority area itself. He stated the City is considering working with Networks Northwest on a Technical Services Grant to review the area and may expand the group to include other jurisdictions. He noted the City may be able to partner with some of the neighboring townships to include a greater area within that corridor.

Mayor Filkins noted people in the community are very interested in this project.

<u>2017-178</u> Approve reappointment to Corridor Improvement Authority - Cadillac West. Motion was made by Meinhardt and supported by Spoelman to approve the reappointment of Robert LeVand to the Corridor Improvement Authority – Cadillac West for a 4-year term to expire on June 3, 2021.

Motion unanimously approved.

B. Recommendation regarding appointment to Cadillac-Wexford Airport Authority.

Spoelman noted Mr. Holder has extensive experience related to fire services but it did not appear he had experience connected to airports.

Karl Holder noted his experience in fire services included some training with the airport community.

2017-179 Approve appointment to Cadillac-Wexford Airport Authority.

Motion was made by Meinhardt and supported by Spoelman to approve the appointment of Karl Holder to the Cadillac-Wexford Airport Authority for a 2-year term to expire on August 21, 2019.

Spoelman stated she appreciates his willingness to step-forward and believes he will be a good fit on the Airport Authority.

Mayor Filkins thanked Mr. Holder for his willingness to serve.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. The Market at Cadillac Commons – USDA Rural Development Grant Information.

Peccia stated he is pleased to announce that the City of Cadillac has been notified that it is subject to receive the maximum grant amount thorough the USDA Rural Development Grant Program in the amount of \$50,000 for the Market at Cadillac Commons. He noted the agenda item does not require any Council action but is a requirement per the grant award guidelines. The guidelines require there be a public notice ten (10) days in advance, an opportunity for public comments, and a summary of the project be provided.

Peccia stated the Market at Cadillac Commons is going to provide an open-air structure for the Farmer's Market, for the Made In Michigan Artisan and Farm Market, for other future markets, and other multipurpose type facilities and functions (public or private). He described the Market location and noted the purpose of the grant is to fund amenities. He noted the grant cannot be used for the building of the structure itself but rather for funding amenities to the structure. He stated the top two (2) amenities that are being considered include weather-proof sides and radiant heating.

Peccia noted groundbreaking will he held on Monday, September 18, 2017 at 4:30 pm on the site.

Spoelman asked if the facility will be large enough to accommodate some of the festivals.

Peccia stated the facility will be large enough to be part of the Craft Beer Festival, the Arts Festival, and other community festivals.

Mayor Filkins noted it could be utilized as a second stage area.

Mayor Filkins asked if there were any public comments.

There were no public comments.

ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution Establishing City Position of Director of Public Safety and Abolishing Position of Chief of Police.

Peccia noted Chief Todd Golnick will be retiring after twenty-five (25) years of service. He stated there is currently no Fire Chief with the highest ranking position at the captain level. He added the next highest ranking position in the Police Department is also at the captain level. He noted it is his recommendation to bring back the position of Director of Public Safety.

Peccia stated the action by Council would reinstate the position allowing him to move it forward to the Civil Service Commission to work with City staff to develop the qualifications and establish the testing standards.

Peccia stated filling the position will likely take at least 90-days.

Spoelman asked if the Civil Service Commission has met regarding this item.

Peccia stated they have not. He noted the role of the Civil Service Commission is to fill the position after the position has been created by the City Council. He added he has worked with both the Police and Fire Departments on what they believe would constitute the ideal candidate from a position responsibility perspective and will share that information with the Civil Service Commission accordingly.

Mayor Filkins asked if staffing in the Police Department will be adequate while waiting for the position to be filled.

Peccia noted the Captain will be responsible for the operations of the Police Department.

2017-180 Adopt Resolution Establishing City Position of Director of Public Safety and Abolishing Position of Chief of Police.

Motion was made by Spoelman and supported by Meinhardt to adopt the Resolution Establishing City Position of Director of Public Safety and Abolishing Position of Chief of Police.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Historic Districts Commission

PUBLIC COMMENTS

Don Koshmider commented on medical marijuana facilities.

GOOD OF THE ORDER

Peccia stated the City is considering holding a Household Hazardous Waste Clean-Up Day.

Spoelman asked if the service could be offered to those outside the City if a fee were to be charged.

Peccia stated the request will be reviewed as part of the planning process.

Spoelman briefly discussed the recent Movie in the Park sponsored by the Cadillac Rotary Club. She noted the upcoming Concert in the Park on August 23, 2017 featuring Luke Winslow-King.

Meinhardt commented on recent events held in Cadillac Commons.

Mayor Filkins noted the Cadillac Commons area is turning it into what everyone envisioned it to be.

<u>ADJOURNMENT</u>

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk





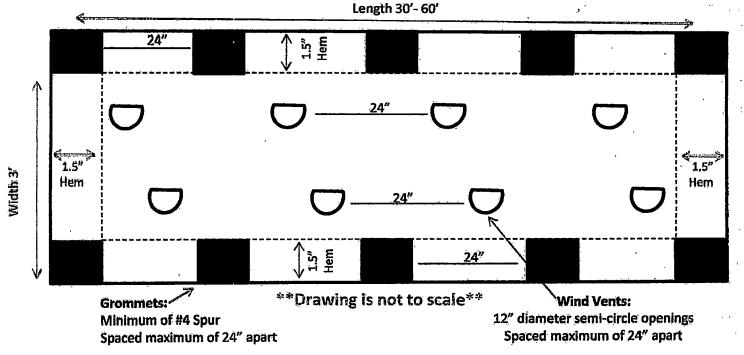
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Banner Request Form

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Banner Specifications

- -Banner must be made of a minimum of 18 oz. vinyl or of comparable material
- -Hem must be 1.5" double folded and stitched on inside & outside
- -Grommets must be a minimum of # 4 Spur and not more than 24" apart along top & bottom
- -Wind Vents must 12-18" semi-circle openings and not be more than 24" apart



Attach a photo of the banner or provide a detailed design proof

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







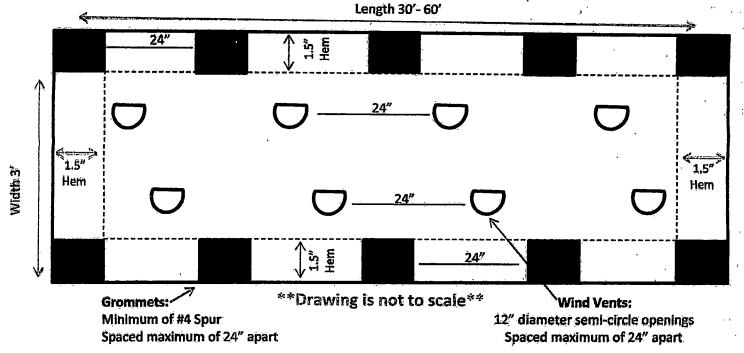
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Attach a photo of the banner or provide a detailed design proof

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





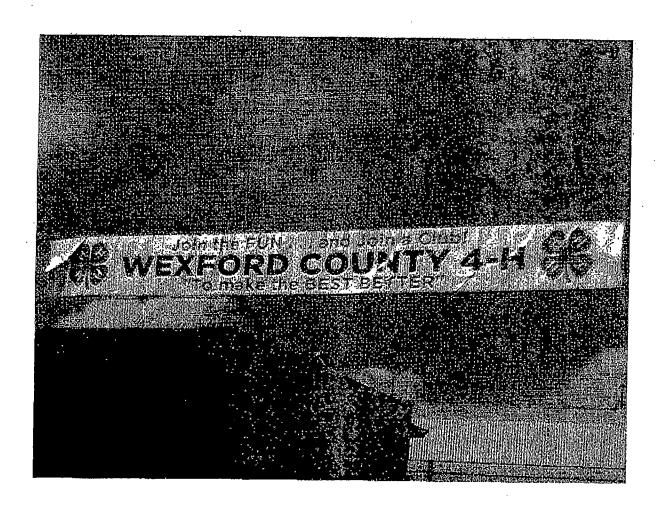


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Request Planning Guide

This form must be completed and return to the City <u>30 days</u> before an event. Any requests that are longer than a single day will require more planning therefore forms and documents must be received <u>45 days</u> 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.

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City Received Date

Comments

Comments

Comments

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Street & Parking Lot Closure Request Form

Please fill out a separate form for each date Child Safety Expo Reason for Request Chris Koonte Contact Person ____ 775-3114 Contact Email (Koontz @ Cadillas - mi net Contact Phone Date: 9 / 11 / 2017 **Street Closures** Street Name N. Lake. St. Beginning Location Pine St. Ending Location Bank Drive through South of Station Beginning Time 1: 00 AM/PM Ending Time 8: 00 AM/PM Beginning Location _____ Ending Location ____ Street Name Beginning Time ___: __AM/PM Ending Time ___: __AM/PM Beginning Location_____ Ending Location _____ Street Name_ Beginning Time __:__AM/PM Ending Time __:__AM/PM Beginning Location_____ **Ending Location** Beginning Time ___:__AM/PM Ending Time ___:__AM/PM Date 9 / 11 / 2017 **Parking Lot Closures** Street Nearest Cross Street Calle 51. Lot Location South Lot Between Fix + Harris st. Beginning Time 1 : CO AM/PD Ending Time 5 : CO AM/PD Lot Location East Lot Street Nearest Cross Street Mason Esstef F.D. Beginning Time 1: 60 AM/DM Ending Time 8: 20 AM/PM Street_____ Nearest Cross Street _____ Lot Location 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 Chris Kountz Signature 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

Date Approved

Date Approved

Date Approved___

Police_

City Manager_____

City Council _



oday's Date	August 4, 2017	

City Received Date

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Banner Request Form

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Craft Beer, Meade, Cider, Wine • Classic Car Show • Live Music • Local Food & Fun

Cadillac's Craft Beer Festival www.ccbeerfest.com · facebook.com/ccbeerfest





Today's	Date	
City Red	eived Date	
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Request Planning Guide

Request Planning Guide
This form must be completed and return to the City <u>30 days</u> before an event. Any requests that are longer than a single day will require more planning therefore forms and documents must be received <u>45 days</u> 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.
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4th Day 1/24 Set-up 10 : CAM/PM Start : AM/PM End : AM/PM Tear-down 3 CO 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) Sabort Hide 2/7 YES NO Will you be requesting permission to hold Farmer's Markets? (Form 4) YES NO Will you be requesting permission to use any City Parks? (Form 5) YES NO Will you be requesting permission to have a parade? (Form 7) YES NO Will you be requesting permission to have a parade? (Form 8) 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 <u>YES</u> 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: lavila@cadillac-mi.net (No Faxes accepted)
Lunderstand and agree to these requirements & understand if these are not met the request will be denied.
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City Council ____

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Street & Parking Lot Closure Request Form: Please fill out a separate form for each date 1706 Reason for Request JM D. Vanoine Contact Person **Contact Phon** Contact Email Date: / / Street Closures Beginning Location Ending Location _ Street Name Beginning Time : AM/PM Ending Time :___ Ending Location __ Street Name Beginning Location Beginning Time : AM/PM Ending Time :___ Beginning Location__ Ending Location ___ Street:Name_ Beginning Time______AM/PM Ending Time ______AM/PM Beginning Location___ Ending Location _ Street Name Beginning Time : __AM/PM Ending Time _ Date 9 **Parking Lot Closures** Street Wart S Nearest Cross Street Laur of Location Mrallel to. Beginning Time: : AM/PM Ending Time : Lot Location Nixa [[2] Street Nearest Cross Street Beginning Time : AM/PM Ending Time **Nearest Cross Street** Street Lot Location Beginning Time_ :___AM/PM Ending Time Form must be malled or delivered to the above address or emailed to: lavila@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 Request will be reviewed & you will be notified if additional information is needed and/or if request is approved or denied. For OBJORGES WITH Date Approved Comments Streets __ Date Approved_ Comments Parks Date Approved **Comments** Fire Date Approved Police . Comments_ City Manager___ Date Approved_ Comments_

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200 N. Lake Street

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22 - 16 - 16 - 16 - 1	Alcoholic Beverage F	Request Form	
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Craft Beer Festival

- Banner will be hung downtown September 18th thru September 25th
- There will be a total of 4 tents plus vendors
- The actual event takes place September 23rd 2pm to 10pm
- Closing parking spaces adjacent to park in the Commons parking lot
- Closing parking spaces on the north side of the City Park on Harris Street

Council Communication

RE: 2017 Sanitary Sewer Rehabilitation (Lining)

The work includes the following approximate quantities of major items:

M-115

1,280 lineal feet of 15" asbestos cement sanitary sewer lining & 120 vertical feet of manhole lining

ALTERNATE BID FOR HOLLY ROAD

5,200 lineal feet of 15" reinforced concrete sanitary sewer lining & 195 vertical feet of manhole lining

On August 29, 2017 the City of Cadillac held a bid opening on the above referenced project. The following bids were received:

Contractor	M-115	Alternate: Holly Road	TOTAL
Insituform Technologies USA, LLC	\$126,654.30	\$420,184.30	\$546,838.60
Inland Waters Pollution Control, Inc.	\$131,611.00	\$438,148.00	\$569,759.00
Lanzo Trenchless Technologies North	\$189,100.00	\$670,894.00	\$859,994.00
Corby Energy Services, Inc.	\$228,844.00	\$664,319.00	\$893,163.00

Recommended Action

It is recommended that the contract for the 2017 Sanitary Sewer Rehabilitation (Lining) Project for M-115 be awarded to Insituform Technologies USA, LLC, Inc. for the bid amount of \$126,654.30. The Alternate bid work will not be awarded at this time.

In addition, a 10% contingency is requested for City engineer-approved field changes in unit quantity or scope, bringing the total recommended award to a total of \$139,319.73.

Council Communication

Re: Water Well Cleaning

The FY2018 budget for the Water and Sewer Fund includes an appropriation of \$25,000 for well cleaning and any related repairs found during the cleaning procedure. Competitive bids were solicited and the following bids were received:

Vendor	Bid
Peerless Midwest Ionia, Michigan	\$18,230.00
Northern Pump and Well Lansing, Michigan	\$19,750.00
Raymer Marne, New Jersey	\$18,500.00

Recommended Action

It is recommended that the FY2018 water well cleaning project be awarded to Peerless Midwest in the amount of \$18,230. It is also recommended that if any repairs are required, the Utilities Department should be authorized to spend up to the appropriated budget of \$25,000 for any necessary repairs. Funds for this project are available in the FY2018 budget in the Water and Sewer 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. 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 5th day of September, 2017, at 6:00 p.m.

PRESENT:						
ABSENT:	 					
The following pr		was	offered	by	,	_and

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;

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:		
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.	Resolutio	on No
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:	N	NOW, THEREFORE, the City Council of the City of Cadillac, Wexford County,
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:	Michiga	n, resolves as follows:
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:	1	The general appropriations act for the 2018 fiscal year is hereby amended in
repealed to the extent necessary to give this Resolution full force and effect. YEAS: NAYS: STATE OF MICHIGAN	the man	ner set forth in the attached Exhibit A, which is incorporated by reference.
YEAS: NAYS: STATE OF MICHIGAN	2	2. Any and all resolutions that are in conflict with this Resolution are hereby
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	repealed	d to the extent necessary to give this Resolution full force and effect.
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		
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	YEAS: _	
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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	STATE (OF MICHIGAN)
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Sandra Wasson Cadillac City Clerk City of Cadillac EXHIBIT A

Financial Services Department FY2018 Budget Amendment #2 September 5, 2017

Current	Amended	Increase
Budget	Budget	(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.

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)

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.

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.