City Council Meeting

April 1, 2019
6:00 p.m.

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

April 1, 2019 City Council Meeting Agenda
6 p.m. at City Hall – 200 N. Lake St. – Cadillac, MI 49601

We communicate openly, honestly, respectfully, and directly

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

I. APPROVAL OF AGENDA

II. PUBLIC COMMENTS

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

III. CONSENT AGENDA

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

A. Minutes from the work session held on March 18, 2019.
Support Document III-A

B. Minutes from the regular meeting held on March 18, 2019.
Support Document III-B

C. Minutes from the closed session held on March 18, 2019.

IV. PROCLAMATION

A. Month of the Young Child

V. COMMUNICATIONS

A. Cadillac Area Symphony Orchestra
Support Document V-A

B. Earth Day Celebration
Support Document V-B

C. Sexual Assault Awareness Month
Support Document V-C

VI. APPOINTMENTS

A. Recommendation regarding appointment to the Planning Commission.
Support Document VI-A

VII. CITY MANAGER'S REPORT

A. Bids and recommendation regarding Auditing Services.
Support Document VII-A

B. Bids and recommendation regarding OPEB Actuarial Valuation Services.
Support Document VII-B

VIII. ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution for the Cadillac Lofts Brownfield Plan and set a public hearing for April 15, 2019.
Support Document VIII-A

B. Adopt Resolution Regarding Intent to Designate a Commercial Redevelopment District and set a public hearing for April 15, 2019.
Support Document VIII-B

IX. MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Zoning Board of Appeals
Support Document IX-A

B. Wexford County Airport Authority
Support Document IX-B

C. Downtown Development Authority
Support Document IX-C

X. PUBLIC COMMENTS

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

XI. GOOD OF THE ORDER

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 Work Session Minutes
March 18, 2019

CALL TO ORDER
Mayor Filkins opened the meeting at approximately 4:20 pm.

ROLL CALL
Present: Council Members: Schippers, King, Engels, Mayor Filkins
Absent: Council Member: Spoelman

Staff Present: Peccia, Roberts, Dietlin, Wallace, Ottjepka, Wasson

APPROVAL OF AGENDA
Motion was made by King and supported by Engels to approve the agenda as presented.

Motion unanimously approved.

PUBLIC COMMENTS
There were no public comments.

DISCUSSION AND REVIEW OF THE FISCAL YEAR 2020 ANNUAL OPERATING BUDGET

City Manager Peccia made a few brief comments regarding the budget approval process. He distributed and discussed a document entitled "Total Amount of State Revenue Sharing Lost Between 2003 and 2017". He noted the information on the document was obtained from the Save MI City website.

Owen Roberts, Director of Finance, summarized the highlights of the Fiscal Year 2020 Annual Operating Budget. (see attachment)

Conversation occurred between Council and City Staff regarding some of the information presented such as water/sewer rates, street maintenance, and installation of a water fountain on the walkway near the shuffleboard court.

Peccia noted the budget is a "living document". He stated there will likely be budget amendments required as the various development projects move forward.

ADJOURNMENT
Mayor Filkins adjourned the meeting at 5:34 pm.

Respectfully submitted,

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

DRAFT

FY2020 Budget Discussion Items

GENERAL FUND

General Fund Revenue Highlights

- Taxable Value/Impact of Personal Property Tax Reform
  - Overall value projected to **increase** $5,000,000 (2.25%)
  - Real property value **increased** $6.5 million; personal property **down** slightly.
- Estimated Reimbursement Calculations

Fiscal Year	Original Budget	Estimate From State	Actual	Difference
2017	$320,000	$324,516	$612,688	+$288,172
2018	$350,000	$349,436	$665,819	+$316,383
2019*	$390,000	$416,821	$587,679	+$170,858
2020	$500,000	$431,027	?	?

** For FY2019, there may be an additional payment in May.*

- Anticipate increase of approximately $0.52 for solid waste removal upon proposed extension of contract with Republic Services.
- As discussed in Capital Improvement Program work session, projecting to use $600,000 in General Fund reserves to replace Engine 2 in the Fire Department. Still maintain a fund balance in excess of policy.

General Fund Expenditure Highlights

- 2.0 – 3.0% COLA's for all employee groups; USW contract expires 6/30/19 and negotiations are underway.
- **Capital Outlay**

Concrete Driveway Approaches	$25,000
Police Department Upgrades	25,000
Body Worn Cameras	20,000
In-Car Cameras	15,000
Fire Truck	600,000
Programmable Pavilion Sign	30,000
Riding Lawn Mower	9,000
Total	**$724,000**

- Transfers to Other Funds
  - Cemetery Operating – maintained at $60,000;
  - Local Street Fund – down $50,000 (enabled by projected increase in Act 51 Revenue).

WATER AND SEWER FUND

Water and Sewer Fund Revenue Highlights

- Proposed 5% overall average rate increase; increase will be split between water (+10%) rates and sewer (+1.5%) rates. Justifications:
  - Final Phase of well field relocation – prepare for additional costs and debt service; project now expected to cost approximately $8 million;

    - Professional rate study results confirmed need for regular and systematic series of rate increases to fully fund needed capital investments.
- New late fees implemented several years ago continue to mitigate need for additional revenue and fund costs of delinquent collections.
- Leachate continues to come in above budget, but based on landfill now building deep injection well this revenue will go away; any additional revenue received prior to their well going online will be reinvested into system.

Water and Sewer Expense Highlights

- Increased budget for well repairs and sewer main repairs (based on SAW grant analysis) to $50,000;
- No staffing changes other than COLA;
- Depreciation and Interest will increase next year based upon new well field project;
- Current budget for Interest Expense not reduced for several years even though total interest costs are low; this will help offset impact of increase when well field loan draws begin.

Water and Sewer Capital Highlights

- Well Field ($3,500,000 originally estimated; initial projections indicate this project could costs significantly more – more in the area of $8 million in addition to amount already spent);
- Other Infrastructure ($577,000);
- Vehicles (2 service trucks - $55,000);
- Building Improvements ($8,000);
- Equipment ($168,000);
- Total $8,808,000.

MAJOR AND LOCAL STREET FUNDS HIGHLIGHTS

Revenue Highlights

- Act 51 Revenues – fairly significant increase based on legislative reform – increase in fuel taxes and vehicle registrations. These revenues flow through MDOT and MVHF formulas:
    - Major Street Fund: estimated $50,000 increase from current year projections;
    - Local Street Fund: estimated $10,000 increase from current year projections;
- Transfer from Major Street Fund to Local Street Fund increased to $225,000 (can legally transfer 25% of Major Street revenue to Local Street);
- Because of revenue increases – reliance on General Fund down to $80,000;
- Paid off 2004 Debt issue in FY2018. Freed up debt service capacity; propose to issue bonds in FY2020 of a minimum of $2.0 million to fund the next three (3) years of scheduled projects.

Expenditure Highlights

- Fairly status quo with street maintenance operations;
- Added one additional maintenance worker in FY2018; enabled by changing management structure when former City Engineer retired in 2017.

OTHER BUDGET HIGHLIGHTS

- Stores and Garage Fund (DPW Fleet)
    - Capital Spending
        - 29’ Bucket Truck ($65,000)
        - Plow Truck ($170,000)
        - Front End Loader ($110,000)

        - Total $345,000; will need cash-flow assistance either from other identified funding sources or internal loan.
- Wireless Data Project
    - Piggyback on fiber installation project;
    - Install hardware at water tower, and also at ancillary facilities to provide wireless connectivity at these building;
    - Will enable City to eliminate need for separate internet and data connections at all other facilities, saving over $500 per month.

CITY COUNCIL MEETING MINUTES

6:00 PM – March 18, 2019
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, King, Engels, Mayor Filkins
Council Absent:	Spoelman
Staff Present:	Peccia, Roberts, Dietlin, Ottjepka, Homier, Wasson

APPROVAL OF AGENDA

2019-047 Approve agenda as amended.
Motion was made by Schippers and supported by King to approve the agenda as amended to add a Resolution of Intent to Designate a Neighborhood Enterprise Zone as Item VI-B under Adoption of Ordinances and Resolutions.

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2019-048 Approve consent agenda as presented.
Motion was made by Schippers and supported by King to approve the consent agenda as presented.

Motion unanimously approved.

COMMUNICATIONS

A. Friends of the Cadillac Library

2019-049 Approve banner for National Library Week.
Motion was made by Engels and supported by King to approve the display of a banner from April 8, 2019 to April 15, 2019 for National Library Week.

Motion unanimously approved.

DRAFT

B. Cadillac Jaycees

2019-050 Approve street closure for Easter Egg Hunt.
Motion was made by Schippers and supported by King to approve the closure of Lake St. between Harris St. and Cass St. from 11:00 am to 4:00 pm on April 13, 2019 for the Cadillac Jaycees Easter Egg Hunt.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Recommendation regarding 2019-2020 Road Salt.

Peccia stated for many years the City has participated with the State of Michigan's Delivering Extended Agreements Locally (MiDEAL) program to competitively bid road salt. He noted that depending on the final bid amount, annual costs are expected to total approximately $150,000.

2019-051 Approve recommendation regarding 2019-2020 Road Salt.
Motion was made by King and supported by Engels to authorize the City to participate in the MiDEAL competitive bidding process and approve the commitment to purchase up to 2,000 tons of seasonal road salt through the resulting State of Michigan contract at the unit cost bid approved by the State of Michigan.

Motion unanimously approved.

B. Recommendation regarding 2019 Server Replacement Project.

Peccia stated the Fiscal Year 2019 Annual Operating Budget includes an appropriation of $50,000 to replace the City's core servers and related network hardware. He noted the current servers were purchased and installed in 2013 by I.T. Right, the City's information technology provider, at a cost of $55,297 with an expected useful life of five (5) years. He stated the equipment is now six (6) years old and needs to be replaced.

Peccia stated the City would like to use I.T. Right to acquire and install the servers. He noted it is being recommended to waive competitive bidding and award the 2019 Server Replacement project to I.T. Right in the amount of $28,746. He noted funds are available in the Information Technology Fund.

2019-052 Waive competitive bidding regarding 2019 Server Replacement Project.
Motion was made by Schippers and supported by Engels to waive competitive bidding regarding the 2019 Server Replacement Project.

Motion unanimously approved.

2019-053 Award the 2019 Server Replacement Project.
Motion was made by Schippers and supported by Engels to award the 2019 Server Replacement Project to I.T. Right in the amount of $28,746.

Motion unanimously approved.

ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution to Support the Finally Fix the Roads Coalition.

Peccia stated the coalition is comprised of City Managers, Township Supervisors, and County Administrators. He noted he has been part of the coalition for approximately six (6) months. He stated it was determined that establishing a non-partisan coalition comprised of administrators, with the support of their organizations, would be a good first step in trying to find solutions to fixing public roads and infrastructure. He noted that last summer the Finally Fix the Roads Coalition met in Cadillac to continue their discussions and brainstorming on solutions. He added a panel of representatives (Cadillac was on the panel) presented at the Michigan Municipal Executive's Annual Summer Institute.

2019-054 Adopt Resolution to Support the Finally Fix the Roads Coalition.
Motion was made by King and supported by Engels to adopt the Resolution to Support the Finally Fix the Roads Coalition.

Motion unanimously approved.

B. Adopt Resolution of Intent to Designate a Neighborhood Enterprise Zone.

Peccia stated this is an incentive tool to be used for projects that qualify, such as the Cadillac Lofts Development. He noted it is an abatement tool that is very similar to the Industrial Facilities Tax Abatement tool. He stated it would abate taxes up to a certain percentage for twelve (12) years. He noted it is being recommended that a public hearing be scheduled for April 15, 2019. He stated the actual construction of the building cannot commence until this incentive is approved.

Peccia noted this abatement would cover floors 2, 3 & 4 which are the residential portions of the development project. He stated the commercial abatement, which will cover the first floor, will be brought for consideration at a later date. He stated the local incentives go hand in hand with the state and federal incentives that are also being applied to the project.

2019-055 Set public hearing regarding Cass/Mitchell Neighborhood Enterprise Zone No. 1.
Motion was made by King and supported by Schippers to adopt Resolution of Intent to Designate a Neighborhood Enterprise Zone and set a public hearing for April 15, 2019.

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Peccia noted the Cadillac Brownfield Redevelopment Authority met earlier this afternoon. He stated they will be bringing a request to City Council to set a public hearing regarding a Brownfield Plan for

the Cadillac Lofts project. He provided a brief update on demolition activities occurring on the site. He noted the clock tower has been disassembled and is being stored at the public works facility.

Peccia briefly discussed the current condition of the roads and noted the City has ordered approximately fifty (50) tons of road patch material that will be used to fill pot holes.

CLOSED SESSION

> Adjourn to closed session to consult with the City Attorney regarding trial or settlement strategy in connection with Wexford County Circuit Court Consolidated Case Nos. 13-24803-CH and 17-27610-CZ, TeriDee LLC et al. v Clam Lake Township and Haring Charter Township v City of Cadillac and HOP Family, LLC and City of Cadillac v Haring Charter Township and Clam Lake Township; and Heidi Hodek, as Next Friend of John Doe, a minor v City of Cadillac and Thomas Wade, Wexford County Circuit Court Case No. 18-28116-NO.

2019-056 Adjourn to closed session.
Motion was made by King and supported by Schippers to adjourn to closed session to consult with the City Attorney regarding trial or settlement strategy in connection with Wexford County Circuit Court Consolidated Case Nos. 13-24803-CH and 17-27610-CZ, TeriDee LLC et al. v Clam Lake Township and Haring Charter Township v City of Cadillac and HOP Family, LLC and City of Cadillac v Haring Charter Township and Clam Lake Township; and Heidi Hodek, as Next Friend of John Doe, a minor v City of Cadillac and Thomas Wade, Wexford County Circuit Court Case No. 18-28116-NO. Invite Jeff Dietlin, Director of Utilities, and Adam Ottjepka, Director of Public Safety, accordingly.

Motion unanimously approved.

2019-057 Return to open session.
Motion was made by King and supported by Engels to return to open session.

Motion unanimously approved.

ADJOURNMENT

Respectfully submitted,

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

DRAFT

CITY OF CADILLAC MICHIGAN

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

Today's Date 1-4-19

City Received Date RECEIVED JAN - 4 2019 MUST BE OFFICIALLY CITY DATE STAMP BY:

Banner Request Form

Monday Banner Start Date 4/29/19 **Monday** Banner End Date 5/6/19

(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 Announcing a Concert

Organization Cadillac Area Symphony Orchestra Contact Person Liz MacCord

[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 Elizabeth MacCord Signature Elizabeth MacCord Date 1/4/19

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_____

Cadillac Area Symphony Orchestra
Concert This Weekend
Community Auditorium

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

MUST BE OFFICIALLY CITY DATE STAMP

Request Planning Guide

This form must be completed and return to the City 60 days before an 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) Tiyi Schippers Contact Address 427 CRIPPEN ST.

[redacted] Contact Email [redacted]

Sponsoring Organization WCP Earth Day Committee ☐ Private ☑ Non-Profit _____

Purpose of Event Earth Day Approx # of Attendees 300+

Beginning Date: 4/28/19 **Ending Date:** 4/28/19 **Reoccurring:** YES NO

1st Day	Set-up 11:00 AM/PM	Start 1:00 AM/PM	End 4:00 AM/PM	Clean-up 5:00 AM/PM
2nd Day	Set-up ___:___ AM/PM	Start ___:___ AM/PM	End ___:___ AM/PM	Clean-up ___:___ AM/PM
3rd Day	Set-up ___:___ AM/PM	Start ___:___ AM/PM	End ___:___ AM/PM	Clean-up ___:___ AM/PM
4th Day	Set-up ___:___ AM/PM	Start ___:___ AM/PM	End ___:___ AM/PM	Clean-up ___:___ AM/PM

Please answer the following questions:

YES NO Will you be requesting permission to close any streets or parking lots?
YES NO Will you be requesting permission to display any off site signage?
YES NO Will you be requesting permission to display a banner over Mitchell Street?
YES NO Will you be requesting permission to reserve any of the City of Cadillac facilities

Please Circle

Market at Cadillac Commons **Rotary Pavilion** **City Park** **Cadillac Commons Plaza**

WISH

YES NO Will you be requesting permission to have a parade?
YES NO Will you be requesting permission to hold any races?
YES NO Will you be requesting permission to serve alcoholic beverages?
YES NO Will your event include use of generators, food trucks, grills, fireworks display, or a tent/membrane structure?

AT's-A-Wrap food truck

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.

Forms can be mailed or delivered to the above address or emailed to: javila@cadillac-mi.net

All events require liability insurance: Required Min. general aggregate amount of $1,000,000, naming the City of Cadillac as Certificate Holder and as additionally insured

Over

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

MUST BE OFFICIALLY CITY DATE STAMP

Street & Parking Lot Closure Request Form

Please fill out a separate form for each date

Reason for Request Earth Day Celebration

Contact Person Tiyi Schippers

[redacted] Contact Email [redacted]

Date: __/__/____ **Street Closures**

Street Name Lake St Beginning Location CASS Ending Location HARRIS
Beginning Time 11 :00 AM/PM Ending Time 5 :00 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: 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 Tiyi Schippers Signature Tiyi Schippers Date 3/22/19

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_____

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

MUST BE OFFICIALLY CITY DATE STAMP

City Parks Request Form

Reason for Request Earth Day Committee

Organization WCP EarthDay Committee Contact Person Tiyi Schippers

[redacted] Contact Email [redacted]

Date 4/28/19 Times 1-4 PM

City Parks

Please Check One

- [x] Downtown "Fountain" City Park/ Cadillac Commons
- [ ] Sound Garden
- [ ] The Bridge
- [ ] Naval Reserve Flower Open Space

City of Cadillac Guidelines:

Please read the following and initial to acknowledge your understanding

- ✓ All Parks are for public use
- ✓ The City does not provide any tents, tables, chairs, rugs, extension cords etc
- ✓ The fountain may not be operating due to equipment break downs or weather conditions such as wind
- ✓ I understand and agree to these requirements and understand if these are not met the request will be denied.
- ✓ Not all parks have space for tents, chairs etc.

Form must be emailed, mailed or brought to:

Cadillac City Hall
Attn: Public Works Department-Events
200 N. Lake Street
Cadillac, MI 49601

Print Name TiyiSchippers Signature Tiyi Schippers Date 3/12/19

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

Date: April 1, 2019

Council Communication

Re: Cadillac Earth Day Committee

Introduction

The Cadillac Earth Day Committee is asking to place up to two signs in the Right-Of-Way at the intersections of Mitchell Street and Harris Street along with at the intersection of Cass Street for the five-hour period from 11:00 am until 4:00 pm on Sunday April 28, 2019 directing the public to their Earth Day event in the City Park.

The two locations the group is requesting are;

1. Mitchell Street at Harris Street
2. Mitchell Street at Cass Street

Included is a communication dated March 26 from the Cadillac Earth Day Committee.

Requested Council Action

Consider granting permission for the Cadillac Earth Day Committee to place up to two sandwich board signs at the two locations listed above during the hours of 11:00 am until 4:00 pm on Sunday April 28, 2019. This would allow for a total of up to four signs.

26 March 2019

City Council
% Mike Coy
200 Lake Street
Cadillac, MI 49601

Dear Mayor Filkins and City Council,

The Cadillac Earth Day Committee would like to request for your approval the placement of off premise sandwich signs, (up to two per corner), on the corners of Mitchell and Harris, as well as Mitchell and Cass directing the public to the Earth Day Event in the City Park on Sunday, 28 April 2019. We request to display the signs between the hours of 11 am and 4 pm on the day of the event.

Thank you for your consideration.

Sincerely,

Tiyi Schippers
for Cadillac Earth Day Committee

April 1, 2019

Council Communication

Re: Oasis recognition of April as Sexual Assault Awareness Month

As noted by the attached request, Oasis has requested permission to wrap the light poles along two blocks of Mitchell Street with a teal ribbon and a small sign in the middle to identify April as Sexual Assault Awareness Month. Attached is a photo of what this will look like on the light poles. We used string in the attached picture. Zip ties will be used if the request is approved to both better secure the ribbons and for weather proofing. The dates the ribbons will be in place are from April 2nd through April 30th of this month. The ribbons are cloth with a wire in it and the small signs will be laminated, protecting them from the rain (see attached photo). Staff counted ten total light poles on the block between Cass Street and Harris Street. The second block has a similar number.

The previous two years Oasis placed six teal colored tires at four locations within the Cadillac Downtown Park and the Keith McKellop Walkway to recognize Sexual Assault Awareness Month.

Staff has reviewed the request and supports the program subject to the following conditions;

1. The program shall run from April 2, 2019 through April 30, 2019.
2. All displays shall be maintained throughout the period of display and secured.

Requested Council Action

Council is asked to approve the request of Oasis to place the ribbons on our light poles in a two-block area of Mitchell Street from Cass Street north to Spruce Street with the above conditions.

CADILLAC AREA OASIS Family Resource Center
118 S. Mitchell St. Cadillac, MI 49601
Administrative 231-775-7299 Crisis 231-775-7233

March 21, 2019

City Council
c/o Mike Coy
200 N. Lake Street
Cadillac, MI 49601

Dear City Council,

The Oasis Family Resource Center, located Downtown Cadillac, would like to propose for your approval a street project to collaborate April as Sexual Assault Awareness Month. The project would consist of wrapping the light poles with a teal ribbon and a small sign in the middle of the ribbon that says Sexual Assault Awareness Month. We are hoping to do a two block area on Mitchell St. on both sides of street.

Since 1998 almost 18 million people have reported instances of Sexual Assault to the authorities. Every year we see hundreds of men, women and children who have experienced sexual assault at some point in their lives. Fortunately, we have a variety of services and educational programs to help clients who come to our agency daily. In addition, Oasis Family Resource Center is spreading awareness to Cadillac by creating an eye catching street art for people in the community to see. With ribbons on the light poles, both pedestrians and drivers will see them.

The request of this project would run from April 2 through the 30th. The ribbons are cloth and wire and would be fine in the weather and we will laminate the card that will be attached.

Thank you for your consideration to this project and please contact me if you have any questions.

Sincerely,

Marli Wendel
231.775.7299
marli.wendel@cadillacoasis-frc.org

April 1, 2019

COUNCIL COMMUNICATION

Re: Appointment of Ryan Schultz to a Three-Year Term on the Planning Commission representing Ward 2.

Ryan Schultz has expressed his interest in being appointed to serve as a member on the Planning Commission, representing Ward 2.

Requested Council Action:

Motion to appoint Ryan Schultz to a three-year term on the Planning Commission representing Ward 2, term will end on 4/1/2022.

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
- ☐ Historic Districts 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 Ryan Schultz Address [redacted]

Telephone: Home _____ Business/cell [redacted]

E-mail [redacted] Date available for appointment Any

RECEIVED
MAR 20 2019
BY: FW

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.

Treasurer for Cadillac Area Hockey Association

Board member for Boon Sports Management

Finance Committee Member for Michigan Legacy Art Park

Vice President for Cadillac Area Manufacturer's Association

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.

Bachelors in Business Administration concentrated in Accounting

Certified Management Accountant (CMA)

Controller

Financial Analyst

Chief Operating Officer

Treasurer

Have you ever worked for the City of Cadillac? ☐ Yes ☒ No
If yes, please list dates and names of departments.

Why do you have interest in serving on this board/commission/committee?

Interested in serving our community and would like to have a hand in which direction the community goes.

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

Signature _____ Date 3/19/19

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.

April 1, 2019

Council Communication

Re: Professional Financial and Compliance Auditing Services

The City is required to have an annual independent audit of financial statements. The City recently requested proposals to provide these services. Attachment A that follows this communication details the six (6) proposals that were submitted.

As a point of information, the 'Single Audit' referenced in the charts is a compliance audit that the City must undergo if more than $750,000 in federal funds are expended in any given fiscal year. While the City typically does not meet this threshold, current grant activity makes it likely that a Single Audit will be necessary in one or more of the upcoming years.

The City has worked with Gabridge & Co. for the last five (5) fiscal years. The firm has provided satisfactory service and based on the fact that they are once again the lowest cost proposal, there is no need to recommend a change in firms at this time.

Recommended Action
It is recommended that a 5-year contract for professional financial and compliance auditing services be awarded to Gabridge and Co. in accordance with their proposal. Funds are available across several funds and activities within the City's financial structure.

City of Cadillac **Attachment A**

Comparison of Audit Proposals
April 1, 2019

FIVE-YEAR PROPOSAL

	Gabridge & Company	Yeo & Yeo CPAs	Baird, Cotter & Bishop	Andrews, Hooper Pavlik, PLC	Rehmann	Maner Costerisan
Financial Audit						
2019	$25,340	$25,500	$28,600	$29,750	$29,500	$30,400
2020	25,340	26,000	29,200	30,600	30,500	31,800
2021	25,340	26,500	29,900	31,500	31,500	33,300
2022	25,340	27,000	30,600	32,400	32,500	34,900
2023	25,340	27,500	31,200	33,350	33,500	36,500
Total Audit Fees	**$126,700**	**$132,500**	**$149,500**	**$157,600**	**$157,500**	**$166,900**
Average Annual Costs	*$25,340*	*$26,500*	*$29,900*	*$31,520*	*$31,500*	*$33,380*
Single Audit						
2019	$3,000	$3,200	$3,000	$3,600	$3,500	$3,500
2020	$3,000	3,200	3,000	3,700	3,750	3,600
2021	$3,000	3,200	3,000	3,800	4,000	3,700
2022	$3,000	3,200	3,000	3,900	4,250	3,800
2023	$3,000	3,200	3,000	4,000	4,500	3,900
Total Single Audit Fees	**$15,000**	**$16,000**	**$15,000**	**$19,000**	**$20,000**	**$18,500**
Total 5-Year Audit Costs	**$141,700**	**$148,500**	**$164,500**	**$176,600**	**$177,500**	**$185,400**

April 1, 2019

Council Communication

Re: Actuarial Valuation Services – Other Post-Employment Benefits (OPEB)

The Governmental Accounting Standards Board (GASB) has issued Statements which address accounting and financial reporting by employers for postemployment benefits other than pensions (commonly referred to as OPEB). For reporting purposes, these statements require units of government to treat these promised benefits essentially the same way as pensions. As such, actuarial valuations are required at least every two years to determine the City's total liability related to these promised future benefits. Because of GASB reporting requirements, if a valuation is conducted every two years, the City would likely need some more simplified, supplemental information in the years between full valuations.

The City recently requested sealed proposals from professional actuarial firms to perform these services and provide to the City the required information for annual financial statements. Two proposals were received at the following annual costs:

Firm	FY19	FY20	FY21	FY22	FY23
The Howard E. Nyhart Company, Inc. Indianapolis, IN	$7,900	$3,000	$7,900	$3,000	$7,900
Findley, Inc. Cleveland, OH	$15,500	$15,500	$15,500	$16,000	$16,000

Recommended Action
It is recommended that the contract for actuarial valuation services for the City's other post-employment benefit (OPEB) required valuations be awarded to The Howard E. Nyhart Company, Inc. in accordance with their proposal. Funds for the valuation are available in the Self Insurance 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
Stephen King

RESOLUTION NO. _____

RESOLUTION SETTING PUBLIC HEARING FOR BROWNFIELD PLAN FOR CADILLAC LOFTS

At a regular meeting of the Cadillac City Council held at Cadillac City Hall, 200 North Lake Street, Cadillac, Michigan on April 1, 2018, at 6:00 p.m., the following resolution was offered by

Councilperson _____ and supported by

Councilperson _____.

WHEREAS, the Michigan Brownfield Redevelopment Financing Act, Act 381, P.A. 1996 as amended ("Act 381"), authorizes municipalities to create a brownfield redevelopment authority to promote the revitalization, redevelopment, and reuse of contaminated, blighted, functionally obsolete, or historically designated property through tax increment financing of eligible activities approved in a Brownfield Plan; and

WHEREAS, the City Council established the Cadillac Brownfield Redevelopment Authority ("CBRA") under the procedures in Act 381 on December 6, 1996, to facilitate the redevelopment of brownfield properties within the City of Cadillac; and

WHEREAS, the City understands that certain property located at 201, 207 and 215 Mitchell Street and 208 East Cass Street ("Cadillac Lofts") qualifies as a Brownfield Eligible Property and that the owner and City desire to undertake various Brownfield Eligible Activities, including environmental due diligence and due care, lead and asbestos abatement, demolition, site preparation and infrastructure, to redevelop the property; and

WHEREAS, a Brownfield Plan was submitted to the CBRA for Cadillac Lofts that: (1) establishes the property at 201, 207 and 215 Mitchell Street and 208 East Cass Street as Eligible Property, (2) outlines Environmental and Non-Environmental Eligible Activities, and (3) reimburses the Eligible Activity expenses from taxes generated by increased private investment on the property; and

WHEREAS, on March 18, 2019, the CBRA reviewed and recommended approval of the Brownfield Plan to the City Council, finding the Brownfield Plan met the requirements of Act 381 and constitutes a public purpose of job creation, increased private investment and economic development, and increased property tax value; and

WHEREAS, Act 381 requires the governing body to hold a public hearing on the Brownfield Plan and provide notice of the public hearing and notice to taxing jurisdictions in compliance with the requirements of Act 381; and

WHEREAS, the City Council desires to hold a public hearing to receive comments on the adoption of the Combined Brownfield Plan at its April 15, 2019 regular meeting.

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

1. Pursuant to Act 381, a public hearing for the Brownfield Plan for Cadillac Lofts shall be held on April 15, 2019, at 6:00 p.m. in the City Council Chambers, 200 North Lake Street, Cadillac, Michigan.

2. The City Clerk is directed to provide notice of the public hearing to local taxing jurisdictions and the State of Michigan that levy taxes subject to capture not less than 10 days prior to the public hearing in accordance with Act 381. The notices shall be in substantially the form of **Exhibit A.**

3. Should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof, other than the part so declared to be invalid.

4. Any prior resolution, or any part thereof, in conflict with any of the provisions of this Resolution is 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 1st day of April 2019.

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

EXHIBIT A

Notice to Taxing Jurisdiction
(TAXING JURISDICTION)
Brownfield Plan – Cadillac Lofts
Cadillac Brownfield Redevelopment Authority
April 2, 2019

The Cadillac City Council will hold a public hearing on Monday, April 15, 2019 at 6:00 p.m. in the City Council Chambers located in the Cadillac Municipal Complex at 200 North Lake Street, Cadillac, Michigan in consideration of the Brownfield Plan for the Cadillac Lofts redevelopment.

This notice is being provided to *(taxing jurisdiction)* as a taxing jurisdiction that levies taxes subject to capture under Act 381, P.A. 1996.

Act 381 provides for the capture of the increased taxes due to investments made on contaminated, blighted, functional obsolete or historically designated properties, or brownfields, to reimburse certain Eligible Activities with the approval of a Brownfield Plan, or amendments, by the Cadillac Brownfield Redevelopment Authority (CBRA) and the Cadillac City Council and, if state taxes are being captured, approval by the Michigan Department of Environmental Quality (MDEQ) for Environmental Eligible Activities and the Michigan Strategic Fund (MSF) for Non-Environmental Eligible Activities.

The description of the proposed Brownfield Eligible Property is the former Olesons property with the following addresses and Parcel Identification Numbers: 201 S Mitchell Street (10-086-00-207-00); 207 S. Mitchell Street (10-086-00-198-00); 215 S. Mitchell Street (10-086-00-196-00); and 208 E. Cass Street (10-086-00-280-00).

The Brownfield Plan (1) establishes the property at 201, 207 and 215 Mitchell Street and 208 East Cass Street as Eligible Property, (2) outlines Environmental and Non-Environmental Eligible Activities and (3) provides for capture by the CBRA of increased incremental taxes generated by additional private investment on the Brownfield Eligible Property for reimbursement of the Brownfield Eligible Activity expenses. The proposed project will capture certain Eligible Expenses for Cadillac Lofts for its work to redevelop the subject property with estimated capital investment of $13 million.

With the support of brownfield incentives, the project is estimated to generate approximately *$*_____ in property taxes for *(taxing jurisdiction)* through the thirty-year term of the Brownfield Plan and will continue to accrue beyond the plan. As part of the Brownfield Plan, an estimated *$*_____ in *(taxing jurisdiction)* taxes would be captured for the proposed project.

The proposed Brownfield Plan, maps and descriptions of the properties are available for public review during normal business hours at the Office of the City Clerk, 200 North Lake Street, Cadillac, Michigan. Copies may be made available for a reasonable charge. All aspects of the Brownfield Plan are open for discussion at the public hearing.

Please contact Marcus Peccia, City Manager, at 231-775-0181 or mpeccia@cadillac.mi.net if you have questions or would like additional information.

Sent via email and mail on April 2, 2019 to:

(Chief Executive Officer) *(title)* *(email)*

City Council

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

Mayor
Carla J. Filkins

Mayor Pro-Tem
Shari Spoelman

Councilmembers
Tiyi Schippers
Robert Engels
Stephen King

RESOLUTION NO. _____

RESOLUTION REGARDING INTENT TO DESIGNATE A COMMERCIAL REDEVELOPMENT DISTRICT; NOTICE OF PUBLIC HEARING

CASS / MITCHELL COMMERCIAL REDEVELOPMENT DISTRICT NO. 1

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held at the City Hall, 200 North Lake Street, Cadillac, Michigan 49601, on the 1st day of April, 2019, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, Section 5 of Act 255 of the Public Acts of Michigan of 1978, as amended ("Act 255"), provides that the City Council may, on its own initiative, designate one or more commercial redevelopment districts within the City; and

WHEREAS, the City wishes to adopt a resolution designating the property described on **Exhibit A** as the Cass / Mitchell Commercial Redevelopment District No. 1; and

WHEREAS, there exists a need for the Cass / Mitchell Commercial Redevelopment District No. 1 in the City; and

WHEREAS, the establishment of a Cass / Mitchell Commercial Redevelopment District No. 1 is consistent with the City's master plan and the economic development goals

of the City; and

WHEREAS, the public health, safety and welfare will be served by designating a commercial redevelopment district in the City.

NOW, **THEREFORE**, BE IT RESOLVED AS FOLLOWS:

1. The City Council wishes to designate a commercial redevelopment district under Act 255 known as the "Cass / Mitchell Commercial Redevelopment District No. 1" (the "CRD") consisting of certain parcels of land, the descriptions of which are set forth in the attached **Exhibit A**, and which descriptions are incorporated by reference.

2. The City tentatively proposes that the CRD remain in effect for a period of up to twelve (12) years, or the maximum permitted under the Act, whichever is less.

3. The City Council shall hold a public hearing at a meeting of the City Council at 6:00 p.m. on April 15, 2019 at the City Hall in the City at which any owner of real property within the proposed CRD and any other resident or taxpayer of the City may appear and be heard.

4. The City Clerk shall cause to be published a notice of public hearing in a newspaper of general circulation within the City at least one time prior to the public hearing. The publication shall be at least 10 days prior to the time set for the public hearing, and a proof of publication of such notice shall be filed with the City Clerk.

5. The City Clerk, not less than 10 days prior to the public hearing, shall give the owners of all real property within the proposed CRD written notice by certified mail of the public hearing. At least 10 days before the public hearing on April 15, 2019 and before the City adopts a resolution designating the CRD, the notice of public hearing shall also be provided to the City Assessor and to the governing body of each taxing unit that levies ad valorem property taxes within the proposed CRD.

6. The form of the notice of hearing to be mailed and published shall be substantially as set forth in **Exhibit B**, with such modifications as are deemed necessary by the City Manager to ensure that notice is provided to property owners within the proposed CRD and to other interested parties.

7. All actions heretofore taken by City officials, employees, and agents with respect to the proposed CRD and proceedings under Act 255 are hereby ratified and confirmed.

YEAS: _____

NAYS: _____

THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF WEXFORD)

I, the undersigned, the duly qualified and acting City Clerk of the City of Cadillac, Wexford County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Council at a meeting held on the 18th day of March, 2019, at 6:00 p.m.

_____
Sandra Wasson, City Clerk

EXHIBIT A

CITY OF CADILLAC
COUNTY OF WEXFORD, MICHIGAN

DESCRIPTION OF LAND TO BE INCLUDED WITHIN PROPOSED
CASS / MITCHELL COMMERCIAL REDEVELOPMENT DISTRICT NO. 1

Parcel Number	Address	Description
10-086-00-207-00	201 South Mitchell Street	LOT 6, BLK 7 MITCHELLS REVISED PLAT OF THE VILLAGE OF CLAM LAKE, CITY OF CADILLAC EASE REC IN L 371 PG 331 & AMENDED IN L 387 PG 839
10-086-00-198-00	207 South Mitchell Street	E 1/2 OF LOT 1 & S 1/2 OF LOT 5, BLOCK 7, MITCHELL'S REVISED PLAT OF THE VILLAGE OF CLAM LAKE CITY OF CADILLAC
10-086-00-196-00	215 South Mitchell Street	W 1/2 OF LOT 1, LOTS 2, 3, 4 & N 1/2 LOT 5, LOTS 7 THRU 12 AND VACATED ALLEY IN BLOCK 7 ALSO THAT PORTION OF VAC S SHELBY ST DESC AS COM AT THE SE COR OF LOT 10, E ALG E CHAPIN ST 47 FT, N 175 FT, W 7 FT, N 125 FT, W 40 FT, S TO POB. MITCHELLS REVISED PLAT OF THE VILLAGE OF CLAM LAKE CITY OF CADILLAC EASE REC IN L 371 PG 331.
10-086-00-280-00	208 E Cass Street	THE N 85 FT. OF LOT 7,AND E 1/2 VAC. S SHELBY ST ADJ AND LOTS 8 AND 9, BLOCK 12 MITCHELLS REVISED PLAT OF THE VILLAGE OF CLAM LAKE CITY OF CADILLAC

EXHIBIT B

CITY OF CADILLAC
COUNTY OF WEXFORD, MICHIGAN

NOTICE OF PUBLIC HEARING

CASS / MITCHELL COMMERCIAL REDEVELOPMENT DISTRICT NO. 1

NOTICE IS HEREBY GIVEN that the City Council of the City of Cadillac, Wexford County, Michigan, wishes to designate a Cass / Mitchell Commercial Redevelopment District No. 1 (the "CRD"), pursuant to Act 255 of the Public Acts of Michigan of 1978, as amended.

The City Council has tentatively determined that the following described parcels shall be included within the CRD:

Owner	Parcel Number	Address	Description
Cadillac Lofts, LLC	10-086-00-207-00	201 South Mitchell Street	LOT 6, BLK 7 MITCHELLS REVISED PLAT OF THE VILLAGE OF CLAM LAKE, CITY OF CADILLAC EASE REC IN L 371 PG 331 & AMENDED IN L 387 PG 839
Cadillac Lofts, LLC	10-086-00-198-00	207 South Mitchell Street	E 1/2 OF LOT 1 & S 1/2 OF LOT 5, BLOCK 7, MITCHELL'S REVISED PLAT OF THE VILLAGE OF CLAM LAKE CITY OF CADILLAC
Cadillac Lofts, LLC	10-086-00-196-00	215 South Mitchell Street	W 1/2 OF LOT 1, LOTS 2, 3, 4 & N 1/2 LOT 5, LOTS 7 THRU 12 AND VACATED ALLEY IN BLOCK 7 ALSO THAT PORTION OF VAC S SHELBY ST DESC AS COM AT THE SE COR OF LOT 10, E ALG E CHAPIN ST 47 FT, N 175 FT, W 7 FT, N 125 FT, W 40 FT, S TO POB. MITCHELLS REVISED PLAT OF THE VILLAGE OF CLAM LAKE CITY OF CADILLAC EASE REC IN L 371 PG 331.
Cadillac Lofts, LLC	10-086-00-280-00	208 E. Cass Street	THE N 85 FT. OF LOT 7, AND E 1/2 VAC. S SHELBY ST ADJ AND LOTS 8 AND 9, BLOCK 12 MITCHELLS REVISED PLAT OF THE VILLAGE OF CLAM LAKE CITY OF CADILLAC

TAKE NOTICE that the City Council of the City of Cadillac will hold a public hearing at a meeting of the City Council on April 15, 2019 at 6:00 p.m., at the City Hall, 200 North Lake Street, Cadillac, Michigan 49601, to hear and consider any objections to the proposed CRD and all other matters relating to the CRD. Any owners within the proposed CRD and any other resident or taxpayer in the City, or other interested party, may appear and be heard at the public hearing.

This Notice was authorized by the City Council of the City of Cadillac.

Sandra Wasson, City Clerk

MEETING MINUTES
Cadillac Zoning Board of Appeals
5:30 P.M.
November 15, 2018

CONVENE MEETING

Chairperson Nichols called to order a meeting of the Cadillac Zoning Board of Appeals (ZBA) at 5:00 p.m. on November 15, 2018.

ROLL CALL

MEMBERS PRESENT:	Nichols, Paveglio, Genzink, Ault, Walkley, and Knight
MEMBER ABSENT:	Bontrager
STAFF PRESENT:	Coy,

APPROVAL OF MEETING AGENDA

Motion by Knight to approve the November 15, 2018 agenda. Support by Paveglio. The motion was unanimously approved on a roll call vote.

MINUTES TO APPROVE – October 18, 2018 & September 28, 2018

Motion by Paveglio to approve the October 18, 2018 meeting minutes. Support by Genzink. The motion was unanimously approved on a roll call vote.

PUBLIC HEARINGS

Nichols turned the meeting over to Coy.
\
The applicants Kurt and Cheryl Bermeister were present as was the owner of 704 Holly Road Dr. Sharon Blackburn.

Coy using a power point presentation showed pictures of the east side of the home at 708 Holly Road and explained that the current home is 9 feet, 5 inches from the east side property line. The Variance Application is requesting a side yard variance that will allow them to add onto the east side of the home constructing walls for a new garage towards the south and a new porch on the north side of the home that will be 4 feet farther to the east putting the home 5 feet, 5 inches from the property line.

Coy added that no variance is needed to add onto the either the south or north side of the home. Also the proposed addition on the northwest corner of the home will not require a variance. Coy said the home is situated 100 feet back from the seawall.

Coy also showed pictures and explained a unique easement. In 1969 the owners of the two properties at 704 and 708 Holly Road entered into an easement agreement that allowed for the

east curb cut entering the circle drive at 708 Holly Road to be located entirely on the property of 704 Holly Road. Neither the Burmeister's or Blackburn's owned their homes in 1969. The Blackburn's purchased their home in 1988 and the Burmeister's in 2003.

Using the power point Coy read and went over the standard in Section 46.69(2) from the City Code of Ordinances that reads "To authorize, upon an appeal, a variance from the strict application of the provisions of this chapter where by reason of exceptional narrowness, shallowness, shape or area of a specific piece of property at the time of enactment of this chapter or by reason of exceptional conditions of such property, the strict application of the regulations enacted would result in peculiar or exceptional practical difficulties to, or exceptional undue hardship upon the owner of such property, provided such relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of this chapter."

Finding – Coy said that he feels there is a question as whether or not there is a practical difficulty in this case.
Coy next went over the standards in Section 46-69(b)(4) of the Cadillac City Code The standards state that in consideration of a variance, the Zoning Board of Appeals shall first determine that the proposed variance will not result in conditions which:

Standard – *The variance will not impair an adequate supply of light and air to adjacent property*.

Finding – The requested variance is not anticipated to impair an adequate supply of light and air to adjacent properties. It will alter the view of the lake from the street between the homes.

Standard - *The requested variance will not unreasonably increase congestion in public streets.*

Finding – The variance request is not anticipated to impact traffic volume.

Standard – *The requested variance will not increase the danger of fire or endanger the public safety.*

Finding – The requested variance is not anticipated to increase the danger of fire or endanger the public safety. Coy added that there is a fire hydrant directly across the street from 708 Holly Rd.

Standard – *The requested variance will not unreasonably diminish or impair established property values within the surrounding area.*

Finding – The requested variance may or may not impact surrounding property values. Coy said that side yard nonconformities can make homes in a neighborhood appear crowded.

Standard – *The requested variance will not impair the public health, safety, comfort, morals, or welfare of the inhabitants of the city.*

Finding – The requested variance is not anticipated to impair the public health, safety, comfort, morals, or welfare of the inhabitants of the city.

Staff Comments

Coy addressed two items which he included in the Staff Report. The site plan drawings do not show soffits on the addition. Soffits on new construction are usually 2 feet wide. This would extend the roof another two feet making the setback from the soffits 3 feet, 5 inches from the east property line. Coy also addressed occasional storm water drainage issues on Holly Road and that many homes on the lake side have experienced flood and water damage in their lower levels.

Coy said that notification of the public hearing on this application was given via first-class mail to property owners within 300 feet of the subject site. A notice of the hearing was also placed in the Cadillac News. These notices were provided not less than 15 days prior to the hearing date.

Coy said the city received a letter of support for the variance from a neighbor who lives across the street. The city also received a letter from the Blackburns who live just east at 704 Holly Road. They oppose the variance over concerns with drainage of water from storms and the spring thaw.

Coy concluded his presentation with "based on a finding of compliance or non-compliance with the standards of the ordinance, the Board shall approve, approve with conditions, or deny the variance application." Reasonable conditions may be attached to an approval in-order to achieve compliance with the standards of the ordinance.

Nichols opened the floor for questions from the board and public comments.

Knight asked if gutters would be put on the soffits to direct storm water. Burmeister answered yes and that he is conscious of the slope and drainage between their home and the neighbors. He talked briefly about problems they've had on the west side of their home where the garage currently is located.

Dr. Blackburn spoke and said they're concerned that the home is currently nonconforming with its side yard setback and building an additional four feet to the east will only add to the moisture and drainage on their property. She explained the various things they've done to prevent water problems in their home which they had to start dealing with soon after they purchased their home in 1988. Clearly it would increase the setback nonconformity. She wishes they would come up with a Plan B.

Genzink asked that why do they need to extend the home 4 feet farther east when they can add on to the home straight out from the current east side both north and south not needing a variance. Burmeister answered that the columns on the front of the house make this plan fit better.

Paveglio commented that he does not see a "practical difficulty". The properties size and width are conforming so construction of an addition is possible without the need for a variance. The lot is of a rectangular shape so there is no exceptional condition with its shape. Burmeister

answered that this design is the most aesthetically pleasing and a less risky option for them. Paveglio added that the practical difficulty should be due to an odd shaped lot or some other feature such as slope or topography.

Walkley spoke and said she feels the addition on the east could affect the neighbor's drainage issues which they've spent a lot of money correcting. Knight added that he feels a good gutter system would prevent problems for the neighbors. Blackburn spoke and reiterated her earlier comment that granting a variance will only make the side yard setback nonconformity worse.

Genzink said he's not comfortable with the plan and does not like adding to and increasing the side yard nonconformity.

With no other questions or public comments, Nichols closed the public comment portion of the meeting.

Paveglio made a motion to deny the request for a side yard variance of four feet, which would put the east wall of the applicants home 5 feet, 5 inches from the neighboring property line. Paveglio added that the reason for his motion is that he does not see a "practical difficulty" with the lot which would prevent the applicant from constructing an addition on to their home using conforming setbacks. Support by Genzink. The motion was approved with a split vote.

Paveglio, Genzink, Ault, Walkley, and Nichols voted yes to support the motion to deny the variance request.
Knight voted no.

PUBLIC COMMENTS -
Burmeister had a question with regard to them possibly changing the curb cut. He said when they purchased the home they were not aware of the easement agreement for the curb cut. Coy explained that the City Engineer would review an application for a new curb cut and that a home recently built on Holly Road fit a circle drive on a 100 foot wide lot.
Burmeister apologized for taking the ZBA's time to meet and review their application. Coy explained to the ZBA members that he encouraged the Burmeisters to apply for a variance after he reviewed and said no to the proposed site plan. Coy said no apologies are necessary and Paveglio added that they (ZBA) members are here as volunteers to make appeals like this available for property owners.

BOARD MEMBER COMMENTS –
Coy spoke and asked the members to think of people they know who would be a good candidate that would consider a position for one of the two open positions as an alternate member to the Zoning Board of Appeals.

ADJOURN
Chairperson Nichols adjourned the meeting at 6:12

WEXFORD COUNTY AIRPORT AUTHORITY

MINUTES

Meeting of Wednesday January 9, 2019

1. Meeting was called to order at 6:02 PM by Hill.
   Present: Hill, Osborn, Barron, King, Paquin and Holder
   Absent: Helton
   Also present: Manager Bob Johnson
   Lucinda Rathbun (record minutes)

2. Introduction of Guests: Brian Potter, Bill Paul, Steve Witherspoon, Mitch Tucker, Leslie Smith, Bob Baird, Toby Danford and Bob Light

3. Additions or Deletions to the Agenda: None

4. Approval of December 2018 Meeting Minutes:
   May minutes were presented. Discussion.

MOTION by Holder to approve December 2018 minutes. Supported by King. All in Favor. Motion carried.

5. Treasurer's Report

Some of the items still need to be reviewed. Beginning with the February meetings, a general summary will be presented. Osborn noted that the motion from the last meeting made an adjustment to terminal maintenance line item which was not reflected in the proposed budget. Holder will make that correction.

Action: Holder to correct proposed budget reflecting motion from January meeting.

MOTION by Osborn to accept Treasurer's Report. Supported by King. All in Favor. Motion carried.

6. Committee Reports
   a. Finance Committee

Holder reported that corrections were made to the spreadsheet formulas which corrected the proposed budget.

   b. Personnel Committee-did not meet
   c. Facilities Committee-did not meet
   d. By-Law Committee-did not meet

7. President's Report

Hill and Johnson were called to attend a County meeting about the RC club without prior notice. The County indicated that they could withhold funds to the airport and also not reappoint board members if they continue with allowing the RC club at the airport. Wexford County has tabled it until their February Meeting after a decision is made by this board regarding the RC Club.

8. Manager's Report

Submitted report that detailed costs associated with the Michigan Airport Conference he would like to attend this February. The cost will be $455.38 plus mileage costs.

MOTION by Osborn to allow Bob to attend the conference in February. Supported by Holder. All in Favor. <u>Motion Carried</u>.

9. New Business None

10. Old Business

a. adjustments made for 2019 Budget; discussed under Finance Committee
b. RC Discussion; February 13, 2019 meeting to decide about RC Club using the airport. Osborn would encourage those with concerns to attend the meeting to hear the plans of the RC Club

11. Public Comment

Brian Potter, Wexford County Board Liaison to the Airport, has limited information at this time.

Steve Witherspoon believes the RC club is interesting but he is still not certain about it; mixing the two together. Witherspoon thanked Manager Johnson and Bob Keith for assisting him with due to the recent weather and that Manager Bob has been really good sharing information and assisting with keeping his plane in the hanger.

Bill Paul submitted
5-page letter
1-page copy of email to FAA
2-page AMA recommendation map.

Paul has written letters to any agency involved, including Wexford County.

Ray Hill presented copy of airport map.

Brian Potter advised after connecting with another County Board Member that the County position regarding the RC Club, based upon liability, oppose any RC Club using the airport so the Board will do a Resolution if this airport agrees until they receive any additional information.

Toby Danford presented 7 pages of the RC Club flying site rules.

Bob Light, CAMS, explained how they fly based upon the size of their aircraft and that it is an adjustable scale.

Bob Baird explained that each club member flying has a spotter that watches and that they always yield to full scale aircraft.

Toby Danford stated the RC club was not invited to the Wexford County Meeting.

12. Board Member Comments

Osborn referenced the 25 letters of concern as to what information they were provided and is reaching out to the ones with concerns to attend next month's meeting.

Hill stated there is two divided sides with the Airport in the center. Hill presented a spreadsheet detailing names of the people with concerns and their association to the airport.

PULBLIC COMMENT

Bill Paul indicated his current and future plans about using the airport and its resources if the RC Club uses the airport.

Open discussion continued about the RC Club using the airport.

13. Next Meeting date is February 13, 2019 at 6:00 PM

14. Adjournment
<u>MOTION</u> by King to adjourn at 7:18 PM. Supported by Paquin. All in Favor. <u>Motion carried.</u>

Prepared by Lucinda Rathbun

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Action Items: 5

WEXFORD COUNTY AIRPORT AUTHORITY

MINUTES

Meeting of Wednesday February 13, 2019

1. Meeting was called to order at 6:00 PM by Hill
   Present: Hill, Osborn, King, Barron and Holder
   Absent: Helton & Paquin
   Also present: Manager Bob Johnson
   Lucinda Rathbun (record minutes)

2. Introduction of Guests: Attendance sign in sheet
   PUBLIC COMMENT:

Robert Light from CAMS presented and read two-page statement. CAMS asking for reimbursement of $900 for grass seed with CAMS absorbing all other incurred expenses and time. If Board agrees, then CAMS with withdraw their consideration for flying models at the airport.
Bruce Shafer shared information
Bill Paul restated his stance and requested unanimous NO vote.

3. Additions or Deletions to the Agenda:
   9 a. Discussion on reimbursement to CAMS

4. Approval of January Meeting Minutes:

M**OTION by Holder to approve January minutes.**
Supported by King. All in Favor. Motion carried.

5. Treasurer's Report
Holder explained adjustments to hanger fees reported on budget.

MOTION by King to accept Treasurer's Report. Supported by Osborn. All in Favor.
Motion carried.

6. Committee Reports
   a. Finance Committee-did not meet
   b. Personnel Committee-did not meet
   c. Facilities Committee-did not meet
   d. By-Law Committee-did not meet

7. President's Report
Hill reported that the airport has been busy with snow removal and the phone system has been fixed.

8. Manager's Report
   Report submitted along with bids for furnace.

Discussion about furnance.

MOTION by Osborn to increase budget by $10,785.00 for furnace with appropriate budget amendment.

SUPPORT by King. All in favor. Motion carried.

ACTION: Holder to make split of 60/40 for furnace expense.

9. New Business
    a. Discussion of reimbursement to CAMS.

MOTION by Osborn to Reimburse CAMS $900.00 for grass seed. SUPPORTED by King. All in Favor. Motion carried.

CAMS will present an invoice.

ACTION: Holder to split $900.00 between line items 6505.1 grounds maintenance and 6505.1 runway maintenance.

    b. Review vacation Pay Outline

Osborn gave update about procedure.

10. Old Business
    a. Adjustment has been made for 2019 budget

11. Public Comment

Bill Paul commented about more concerns.

Toby Danford thanked the board for helping CAMS.

12. Board Member Comments

Osborn thanked Toby and others for the information and support.

King too thanked them and still like to see more interest in the airport.

Barron and Holder also thanked everyone

Hill thanked everyone for coming to the meeting showing interest in the airport.

13. Next Meeting date is March 13, 2019 at 6:00 PM

14. Adjournment

MOTION by King to adjourn at 7:40 pm. Supported by Holder. All in Favor. Motion carried.

Prepared by Lucinda Rathbun

Lucinda Rathbun

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Action Items: 8, 9a

Minutes
Downtown Development Authority (DDA)
Business Improvement District (BID) Board
Regular Meeting
October 31, 2018

A regular meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board was held on Wednesday, October 31, 2018 in the Municipal Complex Conference Room, 200 N. Lake St., Cadillac, Michigan.

MEMBERS PRESENT: Barnes, Bosscher, Coffey, Crawley, Huckle, Kelsey, LeVand, Peccia, Schultz
STAFF PRESENT: Wallace, Coy, Cornell

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

MINUTES/REPORTS

Motion by Huckle, seconded by Coffey to approve the minutes of the September 26, 2018 meeting. Motion passed unanimously.

Peccia presented the Treasurer's Report. Motion by Coffey, seconded by Barnes to approve the Treasurer's report. Motion passed unanimously.

Wallace presented a contact list for properties included in the proposed modest DDA expansion and invited any/all members to talk with whomever they may feel they have a connection to and inform them of the proposed inclusion in the DDA boundary and benefits they will derive from this inclusion.

LeVand asked if the ribbon cutting for The Market could be coordinated with the Christmas tree lighting – possibly 11/23/18. He also asked that the DDA be allowed to have input on the White Pine Trail project before it goes out for bid and that this be included on upcoming DDA agendas to keep the board apprised of progress.

It was briefly discussed that in the spirit of getting more people involved and getting messages out with respect to the DDA that we create an honorary, non-voting position on the DDA board, with possibly someone from the youth council or young professionals group. Staff will discuss further.

Rick Liptak from MDOT was present. He spoke of downtown traffic volume and how it went from approximately 28,000 vehicles daily before the freeway came in to about 9,000 vehicles daily after the freeway came in. Over the last 12-14 years the numbers have again crept up to approximately 19,000 vehicles daily. A 3-lane highway has maximum capacity of 15,000. Creating and subsequent maintenance of islands, as well as angle parking, were mentioned. He would be amenable to meeting with staff to further discuss in more detail before a meeting of the Streetscape subcommittee is scheduled. That meeting will be set up by staff.

Mike Coy presented an e-mail from Lakeside Produce in which they expressed interest in continuing to provide flower baskets for the 2019 season. Motion by Huckle, seconded by Kelsey to accept the proposal from Lakeside Produce. Motion passed unanimously.

There was a request to designate two parking spaces for Huntington Bank employees at the drive-thru location for security purposes. There was Board discussion and the request was denied.

Meeting adjourned at 9:10 a.m.

Minutes
Downtown Development Authority (DDA)
Business Improvement District (BID) Board
Regular Meeting
December 12, 2018

A regular meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board was held on Wednesday, December 12, 2018 in the Municipal Complex Conference Room, 200 N. Lake St., Cadillac, Michigan.

MEMBERS PRESENT: Barnes, Crawley, LeVand, Schultz
STAFF PRESENT: Wallace, Coy, Cornell

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

MINUTES/REPORTS Meeting minutes from 10/31/18 and Treasurer's Report were tabled due to lack of quorum at the meeting.

COMMITTEE REPORT/UPDATE

Streetscape: Wallace said according to Connie we should have costs and preliminary designs next week. The Streetscape subcommittee will meet in January before the regular DDA January meeting. The other subcommittees have not met.

Discussed at the last Streetscape subcommittee meeting was whether the City will take back Mitchell Street and if so, can we road diet Mitchell and is that also dependent on doing a series of other road improvements to improve the north/south grid to decrease traffic congestion. First step is to think about safety. Protected mid-point crosswalks is a good starting point.

OLD BUSINESS

Boundary expansion. Wallace presented two memos from Foster Swift outlining the process and timeframes, which we will pursue. This will need Council approval. Concurrently, we will need to amend the DDA plan and get Council approval through formal resolution. Wallace will work with Foster Swift on the timeframes outlined. It could be a 60 to 90-day process.

City 4 spaces within Baker lot. Ken Payne is ordering the signs and will get the area posted.

Raven façade loan. Wallace contacted the remaining two banks that we needed to get declines from in order to go to an outside bank for Raven. He will follow up with Pete Stalker from Mercantile Bank next week. Crawley offered to contact Donna at Huntington Bank. We should have answers in a week or two.

NEW BUSINESS

Overnight parking: Wallace said people have come in who are leasing space over one of the commercial buildings in the block where the Market is, expressing concern over the distance they must walk for overnight parking. In the W-10 lot just east of the library there is a 12-14 space parking lot where we could create overnight parking. Ken Payne has been contacted and has no issue with plowing. As we do not have a quorum at this meeting, we will place this item on the agenda for the January meeting so the board can discuss further and make a decision on how many spaces to create. Wallace will also update the overnight parking map.

White Pine Trailhead design: Wallace said Council has selected Prein-Newhof as our ongoing engineering consultants. We should be starting by the beginning of January taking the concepts and coming up with some preliminary design drafts to look at. Schultz asked if the clock tower was moving to that location. Wallace said either at the trail head or at the middle dock. LeVand asked about funding for the trailhead project. Wallace said 70% of the money is coming through the State and there is money from Rotary. We are still looking at trying to recruit more funds for the project. Wallace will be working on a proposal to Consumers Energy to get them involved in the Trail head project.

When the Master Plan is next updated, the Downtown Redevelopment Plan needs to be updated, as well, which would be a good opportunity to find the projects that redevelopment communities might be excited about seeing happen in the downtown. The Master Plan can lend support to say one of our goals in the Master Plan is to implement the Downtown Plan, so that it becomes part of the Master Plan by reference. The DDA can also weigh in on the broader issues outside the District. When we have draft concepts of the Master Plan elements, those could be presented to the DDA. The Downtown plan needs to identify a list of specific items, but still provide a nice harmony between several key projects as well as some general statements.

Ann Arbor to Traverse City passenger rail service. The project started out as Ann Arbor to Traverse City passenger rail service. It is now Detroit to Dearborn to Ann Arbor to Cadillac to Traverse City to Petoskey passenger rail service. It is desired to start excursion trains in two years and limited passenger set routes and schedules in five years. Wallace offered to send the DDA members the link to the studies that have been done. Wallace said it would not be inappropriate to do some preliminary planning.

Meeting adjourned at 8:35 a.m.