

City Council Meeting

March 2, 2020 6:00 p.m.

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



March 2, 2020 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 February 17, 2020. Support Document III-A
- B. Minutes from the regular meeting held on February 17, 2020. Support Document III-B

IV. COMMUNICATIONS

A. Sexual Assault Awareness Month Support Document IV-A

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V. ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt resolution regarding Local Government Approval for New Off-Premises Tasting Room License.

<u>Support Document V-A</u>

VI. PUBLIC COMMENTS

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

- VII. GOOD OF THE ORDER
- VIII. 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 February 17, 2020

CALL TO ORDER

Mayor Filkins opened the meeting at 4:15 pm.

ROLL CALL

Present: Council Members: Schippers, Engels, Mayor Filkins

Absent: Council Member: Elenbaas, King

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

Others Present: Caitlyn Berard, Executive Director Manistee DDA, and Karen Usher, Cadillac News

APPROVAL OF AGENDA

Motion was made by Engels and supported by Schippers to approve the agenda.

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

DISCUSSION AND REVIEW OF THE CITY'S VISION & MISSION STATEMENTS, GOALS AND THE CAPITAL IMPROVEMENT PROGRAM

- * Council Member Elenbaas joined the meeting at 4:19 pm
- * Council Member King joined the meeting at 4:24 pm

City Manager Peccia described the format of the goal packet (see attachment). He read the Mission & Vision Statements.

Peccia noted there are four (4) main goal categories:

- Community Development & Enhancement
- Public Safety
- Economic Health & Development
- Customer Service & Organizational Enhancement

Peccia referenced the 2021 Priority Programs chart and noted the chart displays how each of the Key Priority Programs and Projects fit into the four (4) main goal categories. He stated completed goals have been removed and placed into a separate document.

Peccia reviewed the Key Priority Programs and Projects. He stated the City Council can recommend revisions or additions to the document, accordingly.

Schippers asked if the City has a Police Officer involved in the Traverse Narcotics Team (TNT).

Peccia stated the City participates financially in the TNT but does not have an officer assigned to the team. He stated that our number of officers is at a minimum level and removing one from the community at this time would not be in the best interests of the community, even though TNT's work is important. Peccia also stated that the Department is in the process of filling its two open patrol positions and shifting its command positions through establishing a deputy chief position, which once filled, will allow for the detective duty assignment to once again be assigned to an officer.

Owen Robert, Director of Finance, noted the Capital Improvement Program (CIP) covers 6-years (Fiscal Years Ending June 30, 2021 – 2026).

Roberts noted Major and Local Street projects are a priority and briefly reviewed the funding sources that will be utilized to complete the street projects.

Roberts stated the target streets for FY2021 are Chestnut, Evart, and Stimson. He noted the City worked with the County on the timing of the Small Urban Grant administered by MDOT in the amount of \$375,000. He stated the County has agreed to swap years with the City which will allow the City to accelerate the work on Chestnut Street. He stated the plan is to complete the work on Chestnut Street in two phases. He noted Major Street Funds will be utilized to complete the work on the first section of Chestnut Street as soon as school is out for the summer in 2020. He stated the Small Urban Grant will be utilized on the second section of Chestnut Street in the spring of 2021.

Mayor Filkins asked why there is not a Year 6 in the Street Infrastructure section.

Roberts noted there will be a new Pavement Surface Evaluation and Rating (PASER) conducted in the spring and every street will be rated and given a score of 1-10. He stated street management decisions will be made based on the scores.

Elenbaas asked if a different type of asphalt is being utilized because Chestnut Street seemed to deteriorate quite rapidly.

King asked with the amount of money being spent on the streets should the City have its own onstaff engineer to inspect the work being done. Roberts stated it requires a team to complete street projects. He noted the City's former engineer is currently working part-time for Prein & Newhof.

Peccia stated additional monitoring of street projects could be built into the specifications when the projects are put out for bid.

Roberts highlighted the Water Supply Improvements project and briefly discussed funding sources for the project. He noted two (2) wells have been installed and the third well will be installed in the near future.

Roberts noted there is a large amount of parts and equipment listed in Year 1 for Water and Wastewater. He stated City staff is proactive in the replacement of parts and equipment to try to avoid potential issues in the future.

Roberts highlighted the purchase of an Inductively Coupled Plasma – Mass Spectrometer at a cost of \$150,000.

Jeff Dietlin, Director of Utilities, stated the City purchased an Atomic Absorption instrument but it is now obsolete due to the lower limits of detection required by the State of Michigan. He noted the City will trade-in the current piece of equipment to help offset the cost of the new equipment.

Roberts noted the City wants to install a Four Post Column Lift to the City Garage to increase safety for the mechanic.

Roberts briefly discussed the fleet of plow trucks and stated the City will soon be soliciting bids for a new plow truck.

Roberts briefly mentioned the purchase of a Police Patrol Vehicle and the replacement of some of the entry doors in the Municipal Complex.

Elenbaas asked about the \$15,000 listed under for Patrol Rifles.

Adam Ottjepka, Director of Public Safety, stated they will purchase patrol rifles for the police vehicles. He stated the number that can be purchased for \$15,000 will depend on the brand.

Mayor Filkins asked about the fence at Maple Hill Cemetery. She noted the black coating is chipping in some places.

Elenbaas stated the fence is aluminum and will need to be painted. He noted some of the fence has already been painted.

ADJOURNMENT

Mayor Filkins adjourned the meeting at 5:44 pm.

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk





Mission & Vision Statements

Mission Statement

It is the mission of the City of Cadillac to be a well-managed, environmentally conscious and fiscally responsible appealing community in northwest Michigan. We will encourage and advocate for an environment for living and working that is founded upon a strong community spirit of trust, broad-based citizen involvement, and dignity and respect for all regardless of gender, ethnic, social, or economic backgrounds.

Vision Statements

The City preserves and enhances its character and quality of life, and will be responsive to the changing needs of the residents and environment in a fiscally responsible manner.

The City will be an outstanding example of a well-managed, planned community which protects and enhances its historical heritage, architecturally significant buildings, residential neighborhoods, natural resources, open spaces and recreational areas. The City fosters well-planned business and commercial districts, encompassing a variety of industrial, manufacturing, retail and service establishments.

A strong commitment will be made to public health and safety, the maintenance of our infrastructure, and the conservation of our open spaces and natural resources, and where and when applicable, environmentally "green" practices will be utilized. Community services are distinguished by a strong commitment to quality, efficiency and outstanding public facilities, supported by reasonable property tax rates and/or fees.

The City will be known for its promotion of dignity, respect, and cooperation among residents regardless of gender, ethnic, social, or economic backgrounds, as well as will be known for its promotion of cooperation among businesses, community agencies, and other units of government.



CITY COUNCIL GOALS

The City Council will annually review and discuss their mission/vision statements, financial realities, and priorities that they believe will maintain and improve our community. Council goals include:

Community Development & Enhancement

- 1. Promote positive image
- 2. Advance quality of life
- 3. Maintain and improve civic infrastructure
- 4. Maintain and improve public facilities and equipment
- 5. Maintain and improve environmental infrastructure

Economic Health & Development

- 1. Actively support business development
- 2. Promote business retention
- 3. Maintain and improve financial condition

Public Safety

- 1. Crime prevention
- 2. Emergency readiness and response
- 3. Enhance regional cooperation and communication
- 4. Fire Prevention

Customer Service & Organizational Enhancement

- 1. Maintain and improve human infrastructure
- 2. Maintain & improve use of technology
- 3. Review & update administrative procedures and policies



KEY PRIORITY PROGRAMS AND PROJECTS

Based on the goals set by the Cadillac City Council, the following have been identified by both Council and staff as key priority programs or projects:

1. Future of Cadillac Community Center (former Naval Reserve)

Time Frame: Ongoing

Initiated: 2016

Project Leader: Owen Roberts

The Cadillac Community Center has tenants in most of the facility, which due to the nature of the property, continues to be subsidized by the City.

Status: *Ongoing* – Up North Arts, Inc. along with the Wexford Genaology Organization continue as tenants of the facility along with the Cadillac Senior Center. Options for redevelopment of the property have been informally discussed however no formal plans have been drafted. Any change of use different than what is stipulated by Charter will require a referendum of the people. Building mainteance and operational issues of the facility continue to be a concern should there be a catastrophic incident.

2. Develop Parks Beautification and Management Plan

Time Frame: 1-2 Years

Initiated: 2016

Project Leader: Owen Roberts

The City has nearly 120 acres of beautiful park space. The trees throughout the parks need to be inspected and evaluated to determine if they are diseased or over grown. The trees around the lake will be evaulated and inventoried first. City forestry crews can then prioritize the trees that need to be removed, trimmed or treated and completed this part of the project within a year. This will also improve visibility around Lake Cadillac. The next phases of tree management will address trees in other areas of the City and will likely take a few years to complete. The City will also be pursuing grants that could provide funding for tree management software and assistance.

Status: *Ongoing* – City maintenance crews have made tremondous progress in clearing Kenwood Park including the picnic pavilions. A management plan for our parks, including the various other assets in the parks such as playground equipment, is still in development. In 2019, dozens of dead, unsightly and dangerous trees were removed from Kenwood Park and the Maple Hill Cemetery. This work is ongoing in an effort to keep the parks in optimal condition.

3. Update Lake Cadillac Invasive Species Management Program

Time Frame: 1 to 2 Years Initiated: 2016 Project Leader: Marcus Peccia

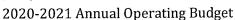
This program helps to insure the ongoing treatment of invasive species in Lake Cadillac. The City should first retain the services of a qualified Lake Management Consultant. Then the Lake Management Invasive Species Management Committee should reconvene for purposes of identifying management needs and program funding. Due to the normal transition of membership it is recommended committee participation be opened for the addition of new recruits. This group will help implement the lake management program going forward.

Status: Ongoing – The spread of milfoil and other invasive species is well under control and has been since 2016-17. Monitoring and treatment applications for invasive species are long-term commitments, especially for an urban public lake that is used primarily in a recreational manner. As such, funding for continued invasive species management, but even more importantly for a transition to a more holistic lake management approach is now the top priority. As part of this approach, shoreline erosion will be on the new issues to analyze and address. As of January 22, 2020, there is a remaining program fund balance of \$18,700 which should be adequate to fund the 2020 treatment season.

Highlights of 2019 and proposed actions for 2020 are as follows:

A. 2019 was another successful year for Lake Cadillac. It was the third consecutive season of reduced milfoil and curly leaf pondweed treatments, acceptable water clarity throughout the summer and limited algal blooms







that only appeared late season. Sample data compiled by the City's lake consultant also showed some improved levels of key parameters. (See Lake Cadillac Annual Report RLS 2019)

- B. The goose round-up effort continued in 2019 and every goose on the lake was safely removed and relocated. The only geese observed on the lake thereafter were migratory birds on their way south in late fall. Round-up efforts will continue in 2020 and beyond as necessary.
- C. A Lake Cadillac Expo is in the planning stage for late April or early May 2020. The Expo will serve to educate the public on past and present lake management efforts and help raise public awareness of the need for future funding.
- D. In September 2019 the City launched its own point-source watershed study. Management and frontline staff from the Utilities Department alongside the Lake Coordinator developed a storm drain water sampling plan and collected data last fall during targeted rain events. The samples will be tested and analyzed for levels of nutrients present, pH, contaminants, etc. utilizing the City's Laboratory resources. Further studies that expand beyond the city's boundaries may be necessary and made a part of future funding.

4. Cadillac West Corridor Improvements & Association

Time Frame: Ongoing Initiated: 2016 Project Leader: John Wallace

The Cadillac West Corridor Improvement Association (CWCIA) is a public redevelopment organization whose purpose is to improve the commercial viability of the resort area commonly referred to as Cadillac West. The CWCIA will be comprised of a local board operating similar to the Downtown Development Authority and will be principally supported through tax increment financing.

Status: *Ongoing* - Future efforts needed for this project are to complete the board, finalize the initial redevelopment plan, and prepare a tax increment financing plan.

In 2018 the City collaborated with Networks Northwest and the Alliance for Economic Success, utilizing a technical assistance grant. A study was completed on how best to plan for the West Side Corridor, not necessarily on development of a regional authority. A draft of the study is complete, and a public presentation has been made. The study identified that the City should continue to run their planning activities independent of the surrounding townships. It is anticipated that there will be further follow-up from the Alliance for Economic Success in implementation of some of the opportunities identified in the study, and the Alliance for Economic Success is currently working on identifying interested people from the Cadillac West area to serve on the Authority Board.

In 2019 the former Sands Hotel (now Lake Cadillac Resort) as well as Primo's Barbeque & Rosa Blanca (party store) and The Marina Restaurant were purchased by a single developer who also owns other properties in the Cadillac West area. The purpose of the recent 2019 acquisitions is to rehabilitate and operate as new businesses while keeping the uses the same. To assist the developer with this major undertaking of rehabilitating what might be the largest privately held commercial property within the Cadillac West Area, in late 2019 the City established both a Commercial Redevelopment and Rehabilitation District. The developer applied for and was granted by the City an exemption pursuant to the Commercial Rehabilitation District that will result in a partial property tax abatement for 10-years once approved by the State.

A comprehensive remodel and rehabilitation of the hotel facility is underway, along with the restaurant and former party store. It is possible that additional property tax relief requests may be applied for pending whether they meet the program's criteria. It is anticipated that the projects will be completed by 2022.







5. Complete Development of Cadillac Commons

Time Frame: Ongoing

Initiated: 2016

Project Leader: Marcus Peccia

The Cadillac Rotary Performing Arts Pavilion – The Cadillac Rotary Club has pledged additional funding for the continued renovation fo the Rotary Performing Arts Pavilion and the surrounding area. The vision for the project exceeds the funds that are currently committed, so additional funding will need to be identified to move the project forward.

Status: Completed - The Cadillac Rotary Performing Arts Pavilion is complete.

<u>The Plaza</u> – This placemaking area calls for the redevelopment of the City Park parking lot and Elk Avenue for purposes of improving aesthetic appeal, commercial viability, and public use. The Michigan Economic Development Corporation is providing a \$200,000 grant for the project. The grant will be leveraged with DDA and Community Development funds.

Status: **Completed** - The Plaza is complete.

The Market – This placemaking area calls for the redevelopment of property adjacent to The Plaza that once contained a blighted commercial structure. This structure was razed after being awared a grant from the State of Michigan to make way for an open-air farmers' market facility. A successful crowdfunding campaign generated funding to assist with this redevelopment effort that will also enhance the Cadillac Rotary Performing Arts Pavilion and the surrounding area. The vision for the project exceeds the funds that are currently committed, so additional funding will need to be identified to move the project forward.

Status: Completed - The Market is complete.

<u>The Trailhead</u> – Grant funding for the development of the White Pine Trail Downtown Bike Station, as recognized in the newly updated City/CAPS 2015-2020 Recreation Plan, will be sought through the Michigan Department of Natural Resources (MDNR) and possibly the National Park Service. In the interim, measures will be taken to secure a lease agreement for use of the MDNR right-of-way to be used for trail purposes.

<u>Status</u>: Ongoing – The City received a Michigan DNR Trust Fund grant to fund 70% of the project, in addition to a grant from Rotary that will greatly assist in making the required 30% grant match. It is anticipated that the project will be out for bid in winter/spring of 2020 with construction starting later in the year. Additional outside funding efforts are also underway.

6. Complete Phase II of Well Field Relocation Project

Time Frame: Within 1-Year Initiated: 2016 Project Leader: Jeff Dietlin

The City is in the process of getting apprasials for properties for the Phase II wellfield. A test production well will be installed on the selected property. Engineering services will be acquired and financing secured. Bids will be secured for construction of new well field. Construction anticipated to be completed in the summer of 2017.

Status: Ongoing – The City has purchased two parcels of land off of 44 Road near the White Pine Staging Area for the new well field. Construction is now anticipated to begin by spring 2021. Funding through USDA-Rural Development is unlikely due to the fiscal strength of our City, therefore more traditional funding via Michigan's Drinking Water Revolving Fund is being pursued. C2AE, the engineering consultant for the project, is nearly finished with the design and construction plans for the project.

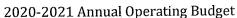
7. Implement Plan to Upgrade All Streets Rated in Poor Condition

Time Frame: Ongoing Initiated: 2016 Project Leader: Owen Roberts

Currently the City has a number of streets listed in poor condition which is a rating of 2 out of 10. The Department of Public Works will place all of these streets in the CIP and work with the Financial Services Department to find grants or sell bonds to improve these streets.

Status: *Ongoing* –The City utilized \$2 million in General Obligation bond financing to fund street reconstruction projects over the last two years. A combination of funds on hand and additional bond financing will be needed over the next several years to complete the aggressive schedule of construction projects identified in the CIP. The Major and Local Street Funds have approximately \$1 million in funds on hand that will be spent on road projects this year. In addition, the City has commenced the process of issuing approximately \$3 million in bonds to fund

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the next several years of road construction which should help reconstruct and/or upgrade nearly 5 miles of City streets. The street ratings will be updated in Spring 2020. The new ratings will help inform the ongoing decisions regarding timing of street replacements as well as identify other opportunities to extend the useful lives of existing streets.

8. Enhance Web and Social Media Presence to Improve Communication and Expand Online Access to Public Information and Documents

Time Frame: Ongoing Initiated: 2016 Project Leader: Owen Roberts
Residents, property owners, community stakeholders and businesses are increasingly taking advantage of new and emerging technologies to communicate and do business. The City needs to identify and utilize new technologies to enhance communication with community members and offer access to public documents.

Status: Ongoing – A complete overhaul of the platform that provides our website is in the process of being redeveloped to make it morewas completed in FY2019 giving the City's site a completely new and more modern look and feel. The new platform provides additional functionality and contemporaryhas enhanced the efficiency of content updates and additions. Use of Facebook as a means of communicating with the public has also risen.

9. Maintain 2-3 Months Fund Balance Reserves in General Fund

Time Frame: Ongoing Initiated: 2016 Project Leader: Owen Roberts
Prudent financial management includes insuring that adequate reserves are on hand to protect ongoing operations and ease cash flow issues. Regular review of expenditures, long-term financial planning, and expanding revenue sources are all an important part of achieving this important financial objective.

Status: Ongoing – Achieved as of June 30, 2019. Ongoing maintenance of this important safety net of funds is expected.

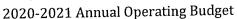
10. Improve Capacity to Encourage and Facilitate Local Economic Development

Time Frame: 1 to 2 Years Initiated: 2016 Project Leader: Marcus Peccia Identify and implement strategies to entice development for all sectors within the City. Engage various community stakeholders to identify strategies to share knowledge and resources in order to more effectively address community-wide issues in order to encourage growth and development. May include new efforts to market various city-owned properties for sale for the purpose of commercial, industrial, and residential development.

Status: Ongoing – The City has taken or is working on actions related to the following items to encourage and facilitate local development:

- Updating local and state databases of Cadillac buildings and properties that are for sale, lease, or available for development.
- Updated the Master Plan that includes many goals and objectives for city-wide economic development.
- Aggressively pursued the design and implementation of the PlacePlans Project (Cadillac Commons).
- Participate regularly with the Region 2 Economic Development Leadership Team, and with the Cadillac Downtown Fund, Industrial Fund, Brownfield Authority and the Downtown Development Authority to facilitate and coordinate with their activities.
- Working with the Wayfinding Subcommittee of the Downtown Development Authority to explore implementation of a wayfinding system for the Cadillac area.
- Working with the Streetscape Subcommittee of the DDA regarding future improvements to the Mitchell Street Corridor. Most recently, this committee has been working with MDOT on traffic/pedestrian enhancements in downtown, and a potential pilot program whereby pedestrian medians are installed in a couple of mid-block intersections is being explored as suggested by MDOT.
- Working with the Alliance for Economic Success in their planning workshops regarding Cadillac West and Downtown Cadillac, in addition to other initiatives directly involving the City.
- Meeting with current and potential developers regarding their projects and ideas, and introducing them to other agencies, such as the MEDC to help facilitate their development concepts.
- Actively working towards becoming a Redevelopment Ready Certified Community. The City is approximately 88% complete in its efforts in being certified by the MEDC through its Redevelopment Ready Communities

Section: Goals, Objectives, and Priority Programs





Program. Additionally, the City, because of its positive progress in the program, has been awarded a grant to fund development of a request for qualifications/proposal that it created with the Cadillac Area Public Schools for the properties they are looking at selling in the community.

- Continuation of the review and redrafting of portions of our Zoning Ordinance for the purposes of becoming Redevelopment Ready Certified and to streamline the process for obtaining development approvals. This will clarify the process and requirements for gaining approval for all types of development.
- Completed the creation of the East Side Redevelopment and Rehabilitation Districts along Mitchell Street to encourage building improvements along the Mitchell Street Corridor. These districts create the opportunity for tax abatement for a period of up to 10 or 12 years. The Dairy Queen has been the first business to take advantage of this program.
- Working with developers on several projects including but not limited to: the final building and site design for the Cadillac Brewery, to be housed in the former Better Bodies location; redevelopment of the former Northwood Hotel into a mixed-use commercial/residential development (will likely require a public-private partnership to address parking issues); construction of Cadillac Lofts necessary public infrastructure pieces, in order to complete Phase I and allow for Phase II (building 2) to start.

11. Develop Fleet Management Plan

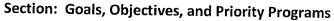
Project Leader: Owen Roberts Initiated: 2016 Time Frame: Ongoing The City will continue to develop a Fleet Management System to better identify possible issues with vehicles and equipment. This will enable the City to make better decisions on which inventory takes priority to replace as well as keeping a log of the costs that have been spent repairing each piece of equipment. The street department will have a designated team that will inspect the vehicles on a regular determined schedule to ensure regular maintenance is completed and to note future problems that need to be watched and addressed. The City will evaluate fleet management software options. By implementing this plan, it should help the appearance, condition and longevity of the City's fleet. Status: Paused - Utilizing current software, the Department of Public Works continues to enhance its fleet management practices. No efforts are currently underway to acquire new software, however should there be a reasonably priced solution that may provide greater efficiencies, the City may pursue the option. In FY2019 the department implemented the use of GPS devices that were placed in plow trucks and loaders to help monitor snow removal activities. This has enhanced the ability to track efficiency and respond to citizen inquiries or complaints regarding snow removal activities. Fleet upgrades have been consistently made, with three new plow trucks in the last three years and two more upgrades scheduled in FY2020 and FY2021.

12. Enhance Employee Development and Training

Project Leader: Marcus Peccia Initiated: 2016 Time Frame: Ongoing Continue to explore opportunities to improve the City's largest investment – people. Discovering how we can better utilize our current technology and/or new technology to improve how we provide services, encouraging participation in training when applicable and feasible, and reviewing, updating, and/or creating administrative policies and procedures will be the focus.

Status: Ongoing - A sample of initiatives that were implemented over the last year and/or are currently underway include:

- Multi-department CPR training
- Attendance/participation at various Michigan Chapter of the American Public Works Association professional development events
- Attendance/participation at various Michigan Chapter of the Government Finance Officers Association professional development events
- Attendance/participation at Michigan Muncipal League, Michigan Management Executives, and International City/County Management Association professional development events
- In-house software refreshment training
- Updating to an Office 365 cloud based platform
- Options for upgrading tablets/mobile devices for Council and staff
- Network upgrades via fiber and wi-fi connections between facilities
- Enhancements to employee assistance programs through Encompass and Backing the Badge





2020-2021 Annual Operating Budget

Improvements to staff work spaces (ergonomically improved equipment/furnishings)

Police and Fire leadership attendence/participation in both state, regional and national professional development events, to include the Michigan Association of Chiefs of Police, International Association of Chiefs of Police, and the Northern Michigan Fire Chiefs Association

13. Environmental Construction Practices

Time Frame: Ongoing

Initiated: 2017

Project Leader: Jeff Dietlin

Establish environmental construction practices that will be used for reference and applied where feasible. Such practices may include using certain building products and materials to manage stormwater run-off and drainage in a more efficient manner, and using self-leveling structures.

Status: Ongoing - City utilized soak-away drainage structures for several street improvement projects and will continue to look at reasonable ways to embrace environmental practices wherever possible. The City is also utilizing a new discharge apparatus (a structure installed on the end of the storm sewer pipe) that should prevent the clogging of rocks within our storm sewers.

14. Boards & Commissions Review

Time Frame: Within 1 to 2 years Initiated: 2017

Project Leader: Marcus Peccia

The City has serveral formal boards and commissions that were established as standing boards and commissions, such as the Downtown Development Authority, Historic District Commission, Planning Commission, and Zoning Board of Appeals. The purpose of this goal is to review the structure and rules/bylaws for the various boards and commissions to determine whether updating is necessary. Depending on the board or commission, and depending on the update(s), each specific body may need to authorize or approve any amendments.

Status: Ongoing - The Administrative Committee of the Downtown Development Authority has met and reviewed their bylaws. Per recommendations from that review a draft of updated bylaws is currently being prepared for additional review of the subcommittee. If acceptable the Administrative Subcommittee will recommend the updated bylaws to the full Downtown Development Authority Board.

Analysis of the Planning Commission and Downtown Development Authority bylaws has commenced. Expansion as well as reduction of Planning Commission members was determined to not be necessary. However, in collaboration with the City Attorney, adoption of new procedures may ultimately be recommended for consideration. The administrative sub-committee of the Downtown Development Authority continues to meet to review their bylaws, but an actual completion date is uncertain.

15. Investigative Services Analysis

Time Frame: Within 1 Year

Initiated: 2019

Project Leader: Adam Ottjepka

The Police Department in collaboration with HR has been contemplating potential methods to bring investigative services to the Department. Various considerations include but are not limited to exploring the feasibility of an inter-agency agreement to identifying internal ways of staffing the assignment or position. Ultimately, the goal is to develop a program where cases that require significant investigative services can be shared and/or delegated to a specialist that is either inside or outside the Department. This could alleviate some of the time spent by patrol officers in following up on their own investigations. The time frame for developing a solution is not known and this matter has several intricate pieces to resolving how it is staffed.

Status: *Ongoing* - The detective duty assignment was formally assigned to an officer during the summer of 2018. Due to unforseen circumstances, the officer resigned from the Department during the winter of 2019. The assignment will be placed on another officer as soon as possible. Other department vacancies have delayed this assignment. Once these vacancies are filled, the Department will realign its command staff positions by developing a deputy chief position. No new staff will be added, but rather instead of having four sergeants in rotation it will change to three, creating future promotional opportunities for officers to pursue throughout their career in addition to providing other intrinsic operational benefits to the Department.

Currently, the City is filling multiple, unanticipated vacancies in the department. It is expected that this process will be completed later in 2020 once the new officers complete their mandatory field training. Once the

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department is back to full staffing, the detective duty assignment will be re-assigned accordingly. The Civil Service Commission has also initiated the process of filling the newly created Deptuy Police Chief position. Again, no new personnel are being hired to create this postion; rather, a reshuffling of current command level staff will accommodate the filling through the promotional process.

16. Outside Funding Initiative

Time Frame: Ongoing

Initiated: 2019

Project Leader: Marcus Peccia

The organization will continue to seek outside funding opportunities to pursue projects, programs, and studies that otherwise may not be feasible if reliant solely upon internal sources. The current tracking matrix for outside funding will be updated, and a listing of potential capital projects that might attract donations will be developed. **Status: Ongoing -** Outside funding initiatives underway include, but are not limited to the following:

- Michigan Department of Natural Resources Trust Fund Grant will provide over \$250,000 to use toward the
 construction of the White Pine trail extension and White Pine Trail Head. This project will be under
 construction in 2020, and additional outside funding is being sought.
- Over \$5,000 in public contributions for the hanging flower baskets in the downtown. The City is expanding this solicitation campaign to help cover more of the costs for the formal planting areas in the downtown in 2020.
- Approximately \$800,000 of Community Development Block Grant (CDBG) funds for undertaking improvements to the Cadillac Lofts Site was secured for phase one demolition and construction abatement activities.
- \$1,500,000 MEDC Community Redevelopment Program grant for Cadillac Lofts project was secured.
- Approximately \$750,000 State Brownfield Grant/Loan funds for undertaking eligible activities on the Cadillac Lofts Site was secured.
- \$1,000,000+ State Brownfield Grant/Loan for Mitchell-Bentley clean-up was secured.
- Additional CDBG funds to facilitate public infrastructure projects (Phase II of the Cadillac Lofts project) is being secured.
- Additional MEDC grant funds are being explored to facilitate continued economic growth and expansion.
- Additional Federal funds, such as Transportation Alternative Program grants are being explored to aid in creating new walkways.
- Public Act 51 funds are being secured to facilitate road improvements.

17. Police Department Accreditation Program

Time Frame: 1-2 Years

Initiated: 2020

Project Leader: Adam Ottjepka

Pursuit of accreditation through the Michigan Association of Chiefs of Police (MACP) Accreditation Program will refresh the Department's operating standards by ensuring that the Department identifies and utilizes recognized best standards, practices and procedure in the law enforcement profession. The process requires evidence that those standards, practices and procedures are being followed. Once certified, Cadillac will be recognized by MACP as an accredited Police Agency within the State of Michigan.

Status: *Ongoing* -The accreditation process has started through the filing of our application, completion of relevant training, and acquisition of the accreditation software.

18. Walkability Enhancements

Time Frame: Within 1-Year

Initiated: 2019

Project Leader: John Wallace

In concert with the program titled "Improve Capacity to Encourage and Facilitate Local Economic Development," the objective of this program is to improve the quality of life of local citizens and visitors with enhanced opportunities to walk throughout the community. The program may include various new amenities such as signange, or physical features such as pedestrian islands, and should positively impact other modes of non-motorized transportation. Development of the program could include tapping into a sub-committee of stakeholders from the community, such as people regularly involved in biking or other clubs that use non-motorized ways to move throughout town, for the purposes of establishing a plan that addresses areas within our physical environment that would benefit by receiving some or all of the aforementioned amenities. Efforts will





2020-2021 Annual Operating Budget



also be made to highlight areas within our operating budget that funds these activities, and creating a new project for the Capital Improvement Budget may eventually occur as well should a formal plan be adopted.

Status: Ongoing - In 2019 the Downtown Development Authority prepared preliminary design and cost estimates for a mid-block pedestrian crossing in Mitchell Street. Funding options for this project are being explored including potential MDOT funding.

Collaboration between the City, Cadillac Area Public Schools and the State is underway regarding the acquisition of a Federal grant opportunity through the "Safe Routes to School" program. If successful, it is possible significant grant dollars will be available for the construction of pathways (e.g. sidewalks) to children to our schools. It is anticipated that the funding could be awarded by the end of 2020, with construction activities scheduled for 2021.

19. Parking Enhancements

Time Frame: On-Going Initiated: 2020

Project Leader: Marcus Peccia

Due to the growth Cadillac is realizing, specifically within its downtown corridor given the new commercial development already in place, and the future residential and commercial development that is in the works, enhancements to public parking opportunities are quickly becoming a priority for the community. Contemporary solutions such as valet parking and automated parking facilities are being explored, and key locations have been identified near the most significant new development areas. Conversations with other agencies and developers regarding funding and partnerships, specifically regarding automated facilities, are underway. It is possible that sometime within the next 1-2 years a new facility may be constructed as part of a current mixed-use development project. New on-street parking spaces are also being planned as part of the new mixed-use development. Pending qualification criteria for outside funding, a parking study may need to be commissioned.

Status: Ongoing - Several automated parking structures and vendors have been explored per recommendation by the MEDC. Merging such a parking structure into a broader mixed-use project (such as Cadillac Lofts or the Northwood project) is being evaluated to see if it is possible to secure funding through the MEDC. However, with modifications to the Community Development Block Grant (CDBG) program, it is becoming more likely that an alternative funding source will be needed in order to make any meaningful parking enhancements.

The City is also working with the MEDC to qualify for CDBG funding as a low/moderate income community. The City was recently approved in February 2020 to conduct a low-income survey. In late 2019 the FY2020 budget was amended to set aside funding for the survey, which needs to be conducted by one of the State's certified universities. Due to the protracted timeframes and layers of analysis involved, it is anticipated that the City will undertake the survey by summer of 2020. If the City qualifies as a low to moderate income community, CDBG funding can be pursued for parking and other public infrastructure improvements.

20. Commuter Rail Depot

Time Frame: On-Going Initiated: 2019

Project Leader: John Wallace

Over the last several years, an initiative has been underway to develop a passenger rail service from Ann Arbor to Traverse City that would include a stop in Cadillac. The route may ultimately include destinations beyond Traverse City, such as Detroit and Petoskey. Key to ensuring that the train stops in any community in between is for the community to support the construction of a passenger depot for the train to use when it stops to load and off-load passengers. Minimum platform lengths of approximately 1,000' are required to accommodate a minimum passenger platform of 600'. Efforts are currently underway to identify potential locations within the community that can accommodate this space requirement in addition to the need for two sets of tracks. Funding of the depot and improvements to the tracks, or installation of tracks has yet to be determined, but it is expected to include outside funding in addition to the City being required to fund the building activities. Perhaps similar to the construction of the DEQ building, the City would construct the facility then use lease payments to pay down the debt service.

Status: *Ongoing* - The City has identified a site which may meet the states guidelines for a train depot. However, the lobbying effort is being led by a non-profit in our region, and progress is moving very slowly if at all. The formation of a new organization, possibly non-profit, to lead the implementation of this project has yet to occur. It



Section: Goals, Objectives, and Priority Programs

2020-2021 Annual Operating Budget

is possible that the potential property may be sold or otherwise redeveloped long before any of this project ever becomes a reality.

21. Public Safety Community Engagement Program

Time Frame: 1-2 Years

Initiated: 2020

Project Leader: Adam Ottjepka

The Cadillac Police and Fire Departments are aware of the importance of engaging and communicating with local citizens. Creation of this program is intended to make it easier for members of the community to engage and communicate with Police and Fire leadership. Utilizing technology such as social media and exploring other services such as broadcast type messaging applications whereby subscribers – with a free subscription - could receive a text and/or email whenever a message is sent by Police or Fire will be part of this program. More traditional meet and greet opportunities such as open-house type gatherings may also be part of this program.

22. Hazardous Materials Response Initiative

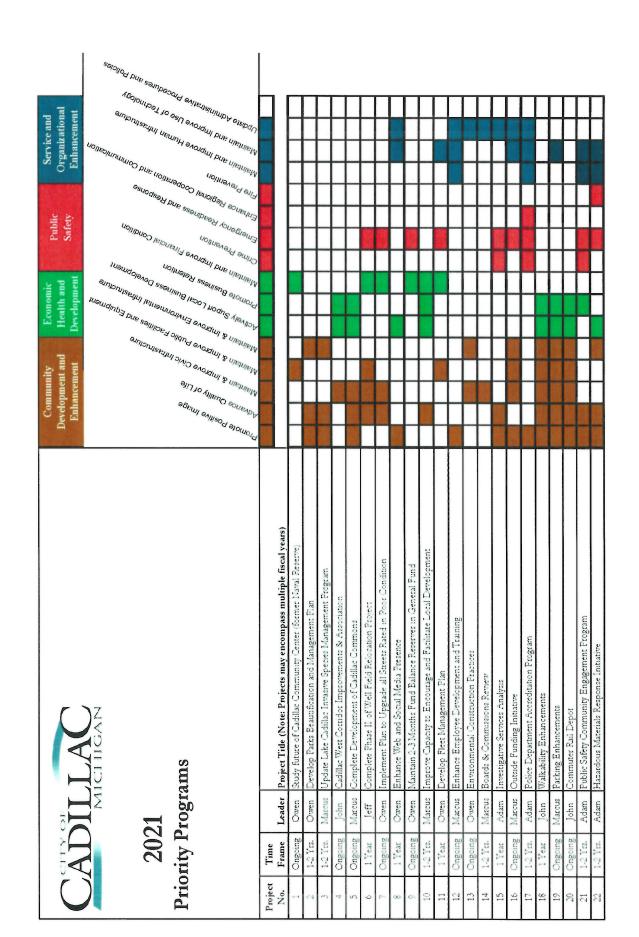
Time Frame: 1-2 Years

Initiated: 2020

Project Leader: Adam Ottjepka

Implementation of an increased level of hazardous materials response capabilities by the Cadillac Fire Department would be ideal given the variety of industries that call Cadillac home in addition to the variety of freight moving through the community on roadways and rail lines. Potential opportunities for the City include entering into an intergovernmental agreement with a rated and equipped organization. Then through mutual-aid type collaboration, Cadillac would be the first responders responsible for command of the hazardous materials spill scene and decontamination of any victims, and the partner would be responsible for the subsequent cleanup.





CITY COUNCIL MEETING MINUTES

February 17, 2020

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: Elenbaas, Schippers, Engels, King, Mayor Filkins

Council Absent: None

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

APPROVAL OF AGENDA

2020-026 Approve agenda as presented.

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.

CONSENT AGENDA

2020-027 Approve consent agenda as presented.

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

Motion unanimously approved.

APPOINTMENTS

A. Recommendation regarding reappointment to the Brownfield Redevelopment Authority.

2020-028 Approve regarding reappointment to the Brownfield Redevelopment Authority.

Motion was made by Schippers and supported by King to approve the reappointment of Brian Warner to the Brownfield Redevelopment Authority for a 3-year term to expire on March 6, 2023.

Motion unanimously approved.

B. Recommendation regarding reappointment to the Cadillac Historic Districts Commission.

2020-029 Approve regarding reappointment to Historic Districts Commission.

Motion was made by Engels and supported by Elenbaas to approve the reappointment of Michelle Carder to the Cadillac Historic Districts Commission for a 3-year term to expire on March 20, 2023.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Bids and recommendation regarding Automated External Defibrillators.

Peccia noted the City received an Assistance to Firefighters Grant (AFG) in the amount of \$20,000. He stated the recommendation is to award the purchase of eight (8) AEDs and ancillary supplies to Stryker Sales Corporation for the maximum amount of \$21,000. He noted funds are available through the AFG grant, with matching funds of \$1,000 available in the General Fund.

2020-030 Award purchase of AEDs.

Motion was made by Schippers and supported by Engels to award the purchase of eight (8) AEDs and ancillary supplies to Stryker Sales Corporation for the maximum amount of \$21,000.

Motion unanimously approved.

B. Bids and recommendation regarding vehicle for Police Department.

Peccia noted bids were received for the purchase of a 2020 4x4 Crew Cab pickup for the Police Department. He noted the recommendation is to award the purchase of one (1) truck for the Police Department to Galeana's Van Dyke Dodge in the amount of \$29,163.

2020-031 Award purchase of vehicle for Police Department.

Motion was made by Elenbaas and supported by Engels to award the purchase of one (1) truck for the Police Department to Galeana's Van Dyke Dodge in the amount of \$29,163.

Motion unanimously approved.

C. Agreement with Cadillac Industrial Fund.

Peccia stated in 2018 Council approved a Resolution to Support Environmental Clean-Up Activities and Create a Renewable Energy Resource for the City of Cadillac at the Property Commonly Known as the Mitchell-Bentley Property.

Peccia noted the resolution states: In support of the grant application the City of Cadillac will consider and execute agreements that will be necessary, including but not limited to a potential: (a) Property transfer agreement of the Mitchell-Bentley Property to the Cadillac Industrial Fund.

Peccia noted 2.5 acres of the property will be a Consumers Energy Solar Farm and 8.4 acres will be available for redevelopment. Peccia stated if not for the Cadillac Industrial Fund we wouldn't be at the point where the property is close to being ready for redevelopment.

Peccia stated the proposed agreement lists the seven (7) provisions that outline the potential transfer of the property to the Cadillac Industrial Fund (CIF). He noted in summary, the CIF would have the right to request that the City transfer the property to them in the amount of \$1 and if the CIF sells the property, they will receive 90% of the proceeds and the City will receive 10% of the proceeds. He added if the City sells the property before it is transferred to the CIF the financial arrangement is the same.

Peccia noted the sale of the property would have to occur by ordinance but this agreement establishes the framework for moving it forward in the future. He stated the acreage covered in this agreement does not include the Consumers Energy Solar Farm property.

2020-032 Approve Agreement with Cadillac Industrial Fund.

Motion was made by King and supported by Schippers to approve the Agreement between the City of Cadillac and the Cadillac Industrial Fund Regarding the Mitchell-Bentley Property.

Motion unanimously approved.

D. State of the City Presentation

City Manager Peccia provided the State of the City 2019 presentation.

The presentation can be viewed on the City's website at www.cadillac-mi.net

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Downtown Development Authority

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Schippers briefly discussed the first annual Family Skating Event sponsored by the Cadillac Mayor's Youth Council. She noted the next meeting of the Cadillac Mayor's Youth Council is scheduled for 4:00 pm on February 19, 2020.

Elenbaas congratulated Ruth Jacobs and Camille Lipke on their recent retirement from the City of Cadillac. He thanked them for their years of hard work and dedication to the City. He noted an employee will be filling the ordinance enforcement officer position on a part-time basis to address blight in the City.

<u>ADJOURNMENT</u>

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk



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 1st through April 30th. The ribbons are cloth with a wire in it and the small signs will be laminated, protecting them from the rain (see attached photo). There request is for 22 ribbons on Mitchell Street lamp posts between Cass St. on the south and Spruce St. to the north.

This is the same request from Oasis as they did in 2019.

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

- 1. The program shall run from April 1, 2020 through April 30, 2020.
- 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



February 14, 2020

Mike Coy
200 N. Lake St
Cadillac, MI 49601
Dear Mr. Coy,
As April draws upon us, so does Sexual Assault Awareness Month. Once again, Oasis Family Resource
Center is asking permission to place teal ribbons, approximately 1-1/2' x 6", and a card discussing the purpose of the ribbons on 22 lamp posts on both sides of S. Mitchell St between Cass St. and Spruce St.
Both the ribbon and card would be attached using zip ties, ensuring a more secure placement. They
would be hung by Oasis staff no earlier than April 1, 2020, and removed by Oasis staff no later than April

30, 2020. We have found that these ribbons, tastefully hung, bring about greater awareness to the issue of sexual assault across the lifespan. If you have further questions regarding this endeavor, please do not hesitate to contact us at Oasis. Otherwise, we look forward to hearing your decision regarding the

Sincerely,

Kim Venema

Kim Venema, MA, LPC, NCC

ribbons. Thank you in advance.

Sexual Assault Counselor

Date: March 2, 2020

Council Communication

Re: Tasting Room License Request

Introduction

The Cadillac Tuxedo & Cadillac Winery Tasting Room located at 209 N. Mitchell Street is in the process of evolving into a tasting room for Gypsy Vodka, which is based out of Petoskey, and requires a new Off-Premise Tasting Room License. At this time it is still the intent for the business to also include the rentals of tuxedos.

The Michigan Liquor Control Commission does require a resolution of support from the local unit of government, and following this communication is a copy of the resolution that is up for Council's consideration.

For reference, the following pictures are screenshots from Gypsy Vodka's website, and they showcase the "High Five Spirits" that will be available through this new tasting room business.

Recommended Action

Approve the Michigan Liquor Control Commissions' resolution for Local Government Approval for an Off-Premises Tasting Room License.



High Five Spirits



A high five is used to celebrate, say hello, and give thanks. The beautify of a high five is It is shared amongst friends and strangers alike, it shows no prejudice. It is just a still moment in time that is pure bliss. At high five spirits we wanted to embrace this magical moment by providing you with the smoothest, most satisfying spirits in the mitten state. We love life and took a chance to chase our dreams so let this bottle be our high five to you to take the leap of faith and live the life of your dreams.



Mackinac Island Rum

Released in May 2018. Bourbon Barrel Aged for 8 years in old American white oak barrels. This Great Lakes Style Rum is blended in Northern Michigan using flavors like cinnamon and nutmeg and is finished with chocolate fudge from Murdick's on Mackinac Island. Our handcrafted Great Lakes Rum is a warm greeting and friendly postcard from Mackinac Island, a sailors true paradise.



Petoskey Stone Gin

Released in Feb 2018 it is quickly earning the reputation as one of the best New American Style Gins in the world. When formulating this Gin we wanted to stray away from the typical Gin and focus on the botanicals that grow locally in Northern Mi. We hand pick juniper berries from Bear Creak Organics in Petoskey and get lavender from Lavender Hill Farm in Boyne city.



Fossilized Petoskey Stone Gin

Just like the fossilized coral of the Petoskey Stone this Gin is a beauty of time in itself. We aged our Petoskey Stone Gin in 30 gallon American White Oak Barrels that we source from Kalamazoo Michigan, making this Gin truly a Michigan product. As the regular style is more floral the aging process transoms this Gin to a spicier, more raw Gin. We taste notes of ginger and cardamon which makes this Gin taste similar to a scotch.



Apple Pie Vodka

Nothing is better during a beautiful fall day then our Apple Pie Gypsy. This fan favorite is unlike anything on the market. Our Vodka is proofed down with fresh apple cider from Friske's Farms and mixed with a secret, special concoction by our mixologist Michael Williams leaving this low proof Vodka tasting like grandma's apple pie you have grown to love. Its is served both hot and cold making the possibilities of this unique Vodka priceless.

Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission (MLCC) Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID:	
Request ID:	
_	(For MLCC use only)

Local Government Approval For Off-Premises Tasting Room License

(Authorized by MCL 436.1536)

Instructions for Applicants:

• You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

Instructions for	Local	Legis	lative	Body:
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At a	meeting of the			council/board
(regular or special)		(town:	hip, city, village)	
called to order by		on	at	
the following resolution was offered:			(date)	(time)
Moved by		and suppor	ted by	
that the application from				
-	(name of applicant - if a	corporation or limited	liability company, please state	the company name)
for a NEW OFF-PREMISES TASTING RO	OM LICENSE			
** + - + - + - + - + - + - +				
It is the consensus of this body that it		this application be considered for		
, <u> </u>	(recommends/do	pes not recommend)	ans application t	oe considered for
approval by the Michigan Liquor Control		oca nocrecommenta)		
Maltanana and the control of the				
If disapproved, the reasons for disapprov	/al are			.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	7	<u>/ote</u>		
	Yeas:			
	Nays:			
	Absent	:		
hereby certify that the foregoing is true	and is a complete copy	of the resolution of	ered and adopted by th	e
ouncil/board at a		eting held on		(township, city, village)
(regular o			(date)	

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.