



City Council Meeting

August 16, 2021

6:00 p.m.

Cadillac Municipal Complex

Council Chambers

200 N. Lake St.

Cadillac, MI 49601



August 16, 2021 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

This opportunity for public comment provides the public with a chance to make a statement regarding any subject matter. Public comment is not an opportunity to necessarily ask questions or converse with City Staff, Council Members or other meeting attendees. Contact information for Council and staff is available on our website, www.cadillac-mi.net, or can be obtained by calling (231) 775-0181. Comment time is limited to 3-minutes, and unused time may not be yielded back or given to someone else to use.

III. CONSENT AGENDA

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

A. Minutes from the regular meeting held on August 2, 2021.
Support Document III-A

B. Minutes from the special meeting held on August 10, 2021.
Support Document III-B

IV. COMMUNITY SPOTLIGHT

A. Special Recognition Regarding Water Donation

Cadillac City Council Agenda

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B. Wexford County Airport

V. COMMUNICATIONS

A. Cadillac Farmers Market Support Document V-A

B. Pride in the Park Support Document V-B

C. Relay for Life Support Document V-C

D. First Baptist Church Support Document V-D

VI. APPOINTMENTS

A. Recommendation regarding reappointment to the Cadillac-Wexford Airport Authority. Support Document VI-A

VII. CITY MANAGER'S REPORT

A. Recommendation regarding Public Safety Director Vehicle and Police Vehicle Purchase. Support Document VII-A

VIII. INTRODUCTION OF ORDINANCES

A. Adopt resolution to introduce Ordinance Amending Section 46.664 of the Zoning Ordinance Regarding Temporary Use Signs and set a public hearing for September 7, 2021. Support Document VIII-A

IX. PUBLIC COMMENTS

This opportunity for public comment provides the public with a chance to make a statement regarding any subject matter. Public comment is not an opportunity to necessarily ask questions or converse with City Staff, Council Members or other meeting attendees. Contact information for Council and staff is available on our website, www.cadillac-mi.net, or can be obtained by calling (231) 775-0181. Comment time is limited to 3-minutes, and unused time may not be yielded back or given to someone else to use.

X. GOOD OF THE ORDER

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XI. CLOSED SESSION

Adjourn to closed session for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement.

XII. ADJOURNMENT

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

Respect

Integrity

Trust

Excellence

Guiding Behaviors

We support each other in serving our community

We communicate openly, honestly, respectfully, and directly

We are fully present

We are all accountable

We trust and assume goodness in intentions

We are continuous learners

CITY COUNCIL MEETING MINUTES

August 2, 2021

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, King, Mayor Filkins
Council Absent: Engels
Staff Present: Peccia, Roberts, Wallace, Ottjepka, Homier, Wasson

APPROVAL OF AGENDA

2021-141 Approve agenda as presented.

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

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2021-142 Approve consent agenda as presented.

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

Motion unanimously approved.

COMMUNITY SPOTLIGHT

A. Update from the Alliance for Economic Success

City Manager Peccia provided a brief background on City Council's specific strategic goal and priority program regarding the importance of working with a formal EDC or EDO, and mentioned that the Alliance for Economic Success (AES) was here to provide an update to the City on their agency and their progress in evolving into an economic development corporation or organization.

Representatives from AES; Kelly Smith, Mark Lagerway and Lisa Leedy, and Caitlyn Berard, Cadillac Area Chamber of Commerce, addressed Council and provided updates including how AES is in the process of structurally evolving to be modeled after the Northern Lakes Economic Alliance, whereby their Executive Director will be an employee of Michigan State University, and how they are also strongly collaborating with our

Chamber of Commerce and other regional agencies. Updates on past successes were also shared, and it was mentioned that it is anticipated a formal partnership agreement will likely be back before Council for consideration in about a month.

Mayor Filkins stated she appreciates their collaborative spirit and their determination to continue to make a difference moving forward.

PUBLIC HEARINGS

A. Public hearing to consider adoption of Ordinance Amending the City Zoning Map.

John Wallace, Community Development Director, noted the property proposed for rezoning is located at 2713 Sunnyside Drive. He stated the request is to rezone the property from the R-3 zoning district to the TS-2 zoning district. He noted the Planning Commission held a public hearing on June 28, 2021 and voted unanimously to recommend approval of the rezoning to the City Council.

Wallace stated most of the property surrounding the subject site is in the TS-2 zoning classification. He noted the Master Plan has designated the proposed rezoning site for medium density residential development. He noted in consideration of the existing zoning, existing land use, and the City's Master Plan it is staff's recommendation that the proposed rezoning be granted. He stated past planning as well as current planning has this area of the City being planned for tourist-oriented uses. He added all public services necessary to support uses in a TS-2 zoning classification are available at the site.

Mayor Filkins opened the public hearing.

There were no public comments.

Mayor Filkins closed the public hearing.

2021-143 Adopt Ordinance 2021-12.

Motion was made by Schippers and supported by King to approve the Resolution to Adopt Ordinance Amending the City Zoning Map.

Motion unanimously approved.

COMMUNICATIONS

A. Cadillac Festival of Races

2021-144 Approve street closure for Cadillac Festival of Races.

Motion was made by Elenbaas and supported by King to approve the closure of Lake St. between Harris St. and Cass St. from 7:00 am to 1:00 pm on September 4, 2021 for the Cadillac Festival of Races.

Motion unanimously approved.

B. Call to All

Judy Coffey noted the requested street closures are the same as they have done in the past and she provided a brief overview of the event.

Mayor Filkins asked that people be reminded that parking is not permitted on Lake Street.

2021-145 Approve street closure for Call to All.

Motion was made by Schippers and supported by Elenbaas to approve the closure of Lake St. between Harris St. and Cass St. on August 20-22, 2021 at the times noted for the Call to All community event.

Motion unanimously approved.

CITY MANAGER'S REPORT

A. Maple Hill Cemetery Board Rate Recommendations

Peccia stated the recommendation is to approve the recommendations of the Maple Hill Cemetery Board regarding cemetery rates. He noted Council Member Elenbaas is currently serving on the Maple Hill Cemetery Board.

Elenbaas noted winter rates will increase but summer rates will remain the same. He added there will also be an increase in the Sunday and holiday rates. He noted it is very unusual to find a cemetery in Michigan that will perform burials on a Sunday.

2021-146 Approve Maple Hill Cemetery Board Rate Recommendations.

Motion was made by Elenbaas and supported by Schippers to approve the recommendations of the Maple Hill Cemetery Board regarding cemetery rates.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSIONS

A. Zoning Board of Appeals

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Schippers thanked City staff and sponsors for the recent movie night. She stated the next meeting of the Mayor's Youth Council will be held the third Wednesday of August. She encouraged youth who either live or attend school in Cadillac to consider joining the Mayor's Youth Council. She noted there is an application along with additional information available on the City's website.

Mayor Filkins commended the staff at the Wastewater Treatment Plant for being helpful and compassionate during the distribution of water after the recent watermain break.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

DRAFT

CITY COUNCIL SPECIAL MEETING MINUTES

2:00 PM – August 10, 2021
Cadillac City Hall – 200 N. Lake St. - Cadillac, Michigan 49601

CALL TO ORDER

Mayor Filkins called the City Council meeting to order at approximately 2:00 pm.

ROLL CALL

Council Present: Elenbaas, King, Mayor Filkins
Council Absent: Schippers, Engels
Staff Present: Peccia, Wasson

APPROVAL OF AGENDA

2021-147 Approve agenda as presented.

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

Motion unanimously approved.

PUBLIC COMMENTS

There were no public comments.

LAKE CADILLAC RESORT REQUEST

Consideration of allowing the discharge of fireworks at the Lake Cadillac Resort property on Saturday, August 14, 2021.

Peccia stated the Lake Cadillac Resort is hosting two special events on Saturday, August 14, 2021 and they are requesting approval to discharge fireworks. He noted the City's ordinance allows for fireworks on and around federal holidays identified by the State of Michigan. He stated for consumer grade fireworks to be launched, the current ordinance requires approval by the City Council.

Mayor Filkins asked if City staff will be required to be onsite during the fireworks.

Peccia stated they will be consumer grade fireworks so City staff will not need to be onsite.

King asked if they have provided appropriate proof of insurance.

Peccia stated he will ask the Fire Department if appropriate proof of insurance has been provided.

2021-148 Approve fireworks for Lake Cadillac Resort.

Motion was made by King and supported by Elenbaas to approve the request for the discharge of fireworks at the Lake Cadillac Resort on August 14, 2021, conditional on providing appropriate proof of insurance.

Motion unanimously approved.

ADJOURNMENT

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk

DRAFT



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

Today's Date 7/1/21

City Assigned Date

8/30/21 Banner Request Form

9/6/21

Monday Banner Start Date 8/2/21 flexible

Monday Banner End Date 8/2/21

(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

To Promote Cadillac Farmers Market

Organization

Cadillac F.M.

Contact Person

Mary Gahlan

Contact Phone

231 920 2971

Contact Email

Cadillacmarketmaster@gmail.com

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

Mary Gahlan

Signature

Mary Gahlan

Date 7/1/21

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



Cadillac Farmers Market

JUNE thru OCTOBER





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

Today's Date _____

City Received Date

RECEIVED CITY OF CADILLAC MI

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) Caddy Pride Inc. Contact Address 206 1st St. Marion
Contact Phone(s) [REDACTED] Contact Email [REDACTED]
Sponsoring Organization _____ ☐ Private ☒ Non-Profit _____
Purpose of Event Pride In The Park Approx # of Attendees 250+

Beginning Date:	Ending Date:	Reoccurring: YES NO		
<u>8/128/2021</u>	<u>8/128/2021</u>			
1st Day <u>Saturday</u>	Set-up <u>11:00</u> AM/PM	Start <u>12:00</u> AM/PM	End <u>8:00</u> AM/PM	Clean-up <u>8:00</u> 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

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?

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



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

All City Parks Request Form

Reason for Request Pride In The Park
Organization Caddy Pride Inc. Contact Person Jason Teare
Contact Phone [REDACTED] Contact Email [REDACTED]
Date August 28th 2021 Times 12pm-8pm

City Parks

Please Check One

- ☒ Downtown "Fountain" City Park
- ☒ Cadillac Commons Plaza
- ☐ Sound Garden
- ☐ The Bridge
- ☐ Naval Reserve Flower Open Space
- ☐ Tree Zoo Gazebo

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.
- ☒ If needing speakers or microphone fee may be required (\$15)

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 Jason Teare Signature Jason Teare Date 8/28/21



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

Today's Date _____

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Please Submit 30-days Prior to Event Date

Event Pride In The Park

Special Requests: Please Circle

Electricity

Water

Wind Screens

Sound System

Movie Screen/Projector System**

**Weather Dependent

Usage Rules

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace, and must be lowered at the City's request.
3. No decorations, props, or appurtenances shall be used or placed in a manner that will cause damage to the Pavilion, grounds (including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Movies/programs shown at the Pavilion are at the discretion of the City, and proper licensing to show copyrighted material is required. One potential resource is www.swank.com. MPAA ratings of G and PG are appropriate.
5. Any signage or decorations must be removed immediately following any event.
6. No vehicles are permitted on sidewalks or grass. However, the sidewalk immediately south of the pavilion can be utilized for temporary parking for the purpose of drop-off and/or pick-up of equipment only. Parking is prohibited on Lake Street, even if it has been closed for the event.
7. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
8. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
9. **Sound System Fees** - \$20 per hour for use of our sound board and sound technician. (MUSICAL PERFORMANCES)

Reservation Fees:

- Daily Rate (4 hours or more) \$100
- Hourly Rate (less than 4 hours) \$55 per hour
- Non-Profit Daily Rate (4 hours or more) \$50
- Non-Profit Hourly Rate (less than 4 hours) \$25 per hour

Reoccurring Events: Events that are a minimum of once a week, for four consecutive weeks or more

- Daily Rate of \$25:
- Non-Profit Daily Rate of \$15

All Fee options require a deposit of \$25 that will be applied to your total cost to hold your date(s), and would only be refunded if event was denied for any reason.

I understand and agree to comply with these rules, and acknowledge that the City reserves the right to change or cancel any event or program that is not in compliance with them.

Jason Teare
Signature

Form must be mailed/emailed or delivered to Cadillac City Hall 200 N. Lake Street in Cadillac, MI 49601 javila@cadillac-mi.net

Print Name Jason Teare Total Fees Required: \$50 Total Fees Paid: \$50 Date / /



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 Pride In The Park
Contact Person Jason Teare
Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u>8/28/2011</u>		Street Closures	
Street Name <u>N. Lake St.</u>	Beginning Location <u>W. Harris</u>	Ending Location <u>Cass St.</u>	
	Beginning Time <u>11:00</u> AM/PM	Ending Time <u>8:00</u> AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	

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

Form must be mailed or delivered to the above address or emailed to: 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 Jason Teare Signature Jason Teare Date ____/____/____

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



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

Alcoholic Beverage Request Form

Event Name Pride In The Park

Requesting Organization Caddy Pride Inc.

Contact Person(s) Jason Teare

Contact Phone [REDACTED] Contact Email [REDACTED]

Date of Event Aug. 28th 2021 Approx. number of participating groups 300

Starting Time 12pm Ending Time 8pm

City of Cadillac & State of Michigan Guidelines:

- Double fence
- Inspection of site

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

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

Print Name Jason Teare Signature Jason Teare Date 8/10/2021

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 _____
State of MI _____	Date Approved _____	Comments _____
City Council _____	Date Approved _____	Comments _____



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

Today's Date 5/19/21

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) Kristine Arnold Contact Address

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

Sponsoring Organization Relay for Life ☐ Private ☒ Non-Profit

Purpose of Event music, food, activities Approx # of Attendees 100+

Beginning Date: 8/29/21 Ending Date: 8/29/21

Reoccurring: YES ☒ NO

1st Day 8/29 Set-up 11:00 AM/PM Start : AM/PM End 11:00 AM/PM Clean-up : 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

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?

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



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

Today's Date 5/27/21

City Received Date

Cadillac Rotary Performing Arts Pavilion Reservation Request Form

Event Relay for Life *Please Submit 30-days Prior to Event Date*

Special Requests: Please Circle

☒ Electricity

☐ Water

☒ Wind Screens

☐ Sound System

☐ Movie Screen/Projector System**

**Weather Dependent

Usage Rules

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace, and must be lowered at the City's request.
3. No decorations, props, or appurtenances shall be used or placed in a manner that will cause damage to the Pavilion, grounds (including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Movies/programs shown at the Pavilion are at the discretion of the City, and proper licensing to show copyrighted material is required. One potential resource is www.swank.com. MPAA ratings of G and PG are appropriate.
5. Any signage or decorations must be removed immediately following any event.
6. No vehicles are permitted on sidewalks or grass. However, the sidewalk immediately south of the pavilion can be utilized for temporary parking for the purpose of drop-off and/or pick-up of equipment only. Parking is prohibited on Lake Street, even if it has been closed for the event.
7. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
8. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
9. **Sound System Fees** - \$20 per hour for use of our sound board and sound technician. (MUSICAL PERFORMANCES)

Reservation Fees:

- Daily Rate (4 hours or more) \$100
- Hourly Rate (less than 4 hours) \$55 per hour
- Non-Profit Daily Rate (4 hours or more) \$50
- Non-Profit Hourly Rate (less than 4 hours) \$25 per hour

Reoccurring Events: Events that are a minimum of once a week, for four consecutive weeks or more

- Daily Rate of \$25:
- Non-Profit Daily Rate of \$15

All Fee options require a deposit of \$25 that will be applied to your total cost to hold your date(s), and would only be refunded if event was denied for any reason.

I understand and agree to comply with these rules, and acknowledge that the City reserves the right to change or cancel any event or program that is not in compliance with them.

Kristine Arnold
Signature

Form must be mailed/emailed or delivered to Cadillac City Hall 200 N. Lake Street in Cadillac, MI 49601 javila@cadillac-mi.net

Print Name Kristine Arnold Total Fees Required: 50⁰⁰ Total Fees Paid: _____ Date ____/____/____



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

Today's Date 5/27/21

City Received Date

The Market at the Cadillac Commons Reservation Form

Event Relay for Life Please Submit 60-days Prior to Event Date

Special Requests: Please Circle

Electricity/Lights

Heat

Wind Screens

Usage Rules:

1. Profanity and offensive language is strictly prohibited.
2. Noise must be limited to levels that do not disturb the peace, and must be lowered at the City's request.
3. No decorations, props, or appurtenances shall be used or placed in a manner that will cause damage to the Market, grounds (including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in the ground.
4. Any signage or decorations must be removed immediately following any event.
5. The sale of food and non-alcoholic beverages may require an additional license. (Code of Ordinances-Chapter 28)
6. The consumption or sale of alcoholic beverages requires approval of City Council. (Code of Ordinances-Chapter 26)
7. Quilted floor **MUST BE** protected at all times please make sure tables; chairs and etc. are equipped with rubber or felt protection.

Reservation Fees:

- Daily Rate (4 hours or more) \$100
- Hourly Rate (less than 4 hours) \$55 per hour
- Non-Profit Daily Rate (4 hours or more) \$50
- Non-Profit Hourly Rate (less than 4 hours) \$25 per hour

Reoccurring Events: Events that are a minimum of once a week, for four consecutive weeks or more

- Daily Rate of \$25:
- Non-Profit Daily Rate of \$15

All Fee options require a deposit of \$25 that will be applied to your total cost to hold your date(s), and would only be refunded if event was denied for any reason.

Market Hours 7:00 AM through 11:00 PM

I understand and agree to comply with these rules, and acknowledge that the City reserves the right to change or cancel any event or program that is not in compliance with them.

Kristine Arnold
Signature

Form must be mailed/emailed or delivered to Cadillac City Hall, Attention Events Coordinator at

200 N. Lake Street in Cadillac, MI 49601

javila@cadillac-mi.net

Print Name Kristine Arnold Total Fees Required: 50⁰⁰ Total Fees Paid: _____ Date ____/____/____



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

Today's Date 5/27/21

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 Safety for Families
Contact Person Kristine Arnold
Contact Phone [REDACTED] Contact Email [REDACTED]

Date: <u>5/29/21</u>		Street Closures	
Street Name <u>lake</u>	Beginning Location <u>Cass</u>	Ending Location <u>harris</u>	
	Beginning Time <u>11:00</u> AM/PM	Ending Time <u>11:00</u> AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	
Street Name _____	Beginning Location _____	Ending Location _____	
	Beginning Time ____:____ AM/PM	Ending Time ____:____ AM/PM	

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

Form must be mailed or delivered to the above address or emailed to: 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 Kristine Arnold Signature Kristine Arnold Date 5/27/21

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

SIGN UP TODAY!

Help Support the Fight Against Cancer!

RELAY FOR LIFE 2021

Covering Wexford-Missaukee-Osceola-Mecosta Counties

Sponsored by:



**Family Practice of Cadillac
Wexford Civic Center**



Primos BBQ and Eric's Wraps

A Walk *"Around the World"* A Community Celebration

Saturday Main Event August 28th 10 am to 8 pm



THE WEXFORD CIVIC CENTER

HONORING CANCER SURVIVORS AND CAREGIVERS

THROUGH CEREMONIES, LUMINARIES, MUSIC ENTERTAINMENT, AND FOOD.
ENJOY CRAFTS, VENDORS AND CULTURE, BLESSING OF THE BIKES, FAMILY PICTURES

Sunday August 29th Noon to 10pm

DOWNTOWN CADILLAC CITY PARK

SPIRITUAL MUSIC AND LUMINARIES

**1ST 100 SURVIVORS AND CARGIVERS TO SIGN UP WILL RECEIVE
A GIFT BAG AND FREE MEAL, AT THE SURVIVORS DINNER**

SIGN UP ON OUR WEB SITE TODAY RelayForLife.org or

www.relayforlife.org/wexfordcountymi

RAISE or SPONSOR \$100 OR MORE FOR YOUR TEAM

or as an INDIVIDUAL

AND EARN A HOPE AND OR A SURVIVOR T-SHIRT

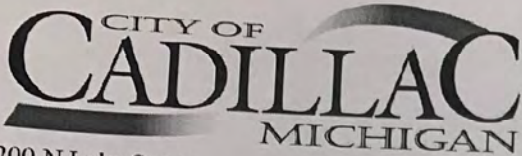
Honoring all Vets and First Responders

NO COST TO ENTER PUBLIC WELCOME



REGISTER ONLINE, NO WALKING OR RUNNING REQUIRED

Please any Cancer Fighters and Caregivers sign up



200 N Lake Street
Cadillac, MI 49601
Ph: (231) 775-0181
Fx: (231) 775-8755

REQUEST FOR BLOCK PARTY

Person/group requesting block party Chad Zaucha, First Baptist Church

Street requested for block party Stimson Street

Close street between (cross street) Mitchell Street (but after Shell driveway)

and (cross street) Shelby Street

Date of requested use Sunday, September 12, 2021

Start time 8:00 AM

End time Noon

Contact Person Chad Zaucha

Address 125 Stimson Street

Telephone No. 231.775.5629

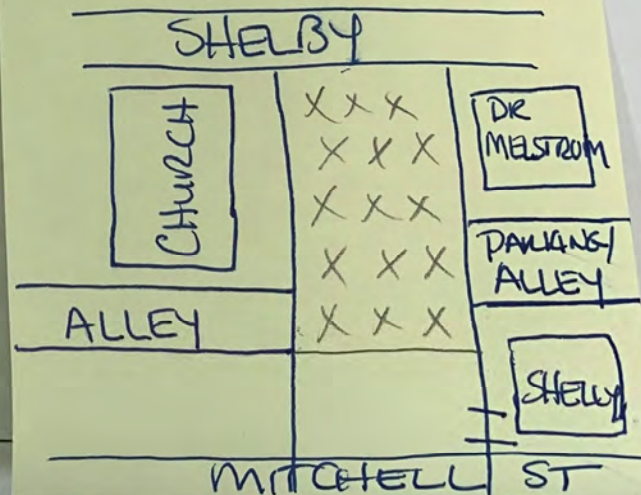
Please draw area to be blocked off or supply map

Date submitted August 12, 2021

Signature

Chad Zaucha

XXX - AREA TO BE BLOCKED



Approval: _____

Clerk's Office/Date

City Manager/Date

Public Works/Date

August 16, 2021

COUNCIL COMMUNICATION

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

Karl Holder has expressed interest in continuing his service on the Cadillac-Wexford Airport Authority for another two-year term. He was originally appointed in 2017.

Recommended Council Action:

Motion to reappoint Karl Holder to a two-year term on the Cadillac-Wexford Airport Authority, which will expire on 8/21/23.

August 16, 2021

Council Communication

Re: Public Safety Director Vehicle and Police Utility Interceptor Purchase

The Cadillac Public Safety Director's unmarked car has been reassigned to the Detective, a position recently filled this summer. Because of a significant shortage of new vehicles available to replace this car, as evidenced by two as-yet unfilled orders for utility patrol vehicles that the City has had outstanding since March, City staff explored the purchase of a used SUV-type utility vehicle from local dealers. These vehicles were approximately three years old with low mileage but were selling for \$35,000 or more.

City staff also reached out to dealers that were available through the MiDEAL state purchasing contract. One of these dealers responded that they would have a vehicle that meets the City's requirements that would be available by the end of August. This is a brand new 2021 Jeep Grand Cherokee 4x4 that is available for \$33,509.

In addition, because of the lead time involved in the delivery of new police patrol vehicles, and the current condition of the fleet due to the delayed delivery times for new vehicles, the Police Department would like to have authorization to order an additional patrol vehicle pursuant to the March bid. The City is awaiting a response from Signature Ford, the winning bidder in March, to find out the current pricing and availability of new models. However, authorization to order a third vehicle is being sought at this time. The communication from March related to the prior purchase is attached.

Recommended Action:

It is recommended that competitive bidding be waived, and the purchase of a Public Safety Director vehicle be awarded to LaFontaine Chrysler Dodge Jeep Ram from Lansing, Michigan in the amount of \$33,509. In addition, it is recommended that a third Ford Utility Police Interceptor be ordered from Signature Ford of Owosso, Michigan. Funds will be available in the FY2022 budget in the General Fund.

March 1, 2021

Council Communication

Re: Police Utility Interceptor Purchase

The City recently received bids for two (2) new Ford Utility Police Interceptor vehicle. The following bids were received:

Dealer	Bid Price
Signature Ford Owosso, Michigan	\$69,730
Jorgensen Ford Detroit, Michigan	\$70,743

Recommended Action:

It is recommended that the purchase of two (2) new Ford Police Utility Interceptors be awarded to Signature Ford of Owosso, Michigan in the amount of \$69,730. Funds will be available in the FY2021 budget in the General Fund.

August 16, 2021

Council Communication

Re: Amendment to zoning ordinance regarding temporary signs.

The text amendment to the city's zoning ordinance which is on your agenda this evening for introduction and the setting of a public hearing addresses the issue of temporary signs. One of the primary reasons for this amendment is to get our zoning ordinance to be consistent with the legal directive of content neutrality which came out of the Supreme Court Case *Reed v. Town of Gilbert*. The Supreme Court in this case essentially said you cannot regulate signs differently based upon what they say (content). Our current temporary sign ordinance does contain regulations that regulate signs differently due to their content such as real estate signs, political signs, and trailer/mobile signs etc.

A second reason for this zoning text amendment is that our current ordinance does not address how many temporary signs can be placed on a property and the size of those signs. We had a recent instance of numerous temporary signs of a variety of sizes being placed on a property for which we received several complaints. This case highlighted the need for us to reevaluate our sign ordinance.

The proposed amendment which is in your packet "AN ORDINANCE AMENDING SECTION 46.664 OF THE ZONING ORDINANCE REGARDING TEMPORARY USE SIGNS" addresses both of these issues.

Essentially the ordinance amendment places all temporary signs into one category and then establishes regulations regarding size, placement, and number of signs. Temporary signs in the city will no longer be regulated differently based on content.

As you review this proposed amendment pay special attention to Schedule D – Temporary Signs, as this table contains the bulk of the changes to our existing ordinance.

Key changes from our existing sign ordinance include the following:

- Changing the number of days allowed for the removal of a temporary sign related to an event from a range of 5-10 days to 7 days.
- Establishing a maximum number of temporary signs for residential property at 4.
- Establishing a maximum number of temporary signs for commercial property at 2.
- Establishing a maximum area of temporary sign for residential property of 4 square feet.
- Establishing a minimum distance between temporary signs of 10 feet.
- Establishing a minimum setback distance of 10 feet from a right-of-way line.
- Allowing single-family residential properties to have up to two off-site temporary signs on private property for the purpose of directing the public to a residential activity for a commercial purpose (e.g., real estate open house, garage/yard sale, estate sale).

In establishing the maximum number of temporary signs for residential properties staff evaluated 10 other recently written zoning ordinances from other communities. Most of these communities capped

temporary signs at a total of 14 square feet. This amendment allows up to 16 square feet based on a maximum of four signs at a maximum of 4 square feet.

Recommended Action

To approve the RESOLUTION TO INTRODUCE ORDINANCE AMENDING SECTION 46.664 OF THE ZONING ORDINANCE REGARDING TEMPORARY SIGNS with the following change to footnote 2 of Schedule D -Temporary Use Signs

Footnote 2 to read: *“In single-family residential districts, each single-family residential use with at least one principal structure may place up to 2 offsite temporary signs on private property for the purpose of directing the public to a residential activity for a commercial purpose (e.g., real estate open house, garage/yard sale, estate sale) with owner permission.”*

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Bryan Elenbaas
Robert J. Engels
Stephen King

RESOLUTION NO. _____

**RESOLUTION TO INTRODUCE ORDINANCE AMENDING SECTION 46.664 OF THE
ZONING ORDINANCE REGARDING TEMPORARY USE SIGNS**

At a meeting of the City Council of the City of Cadillac, Wexford County, Michigan, held on the 16th day of August, 2021, at 6:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by _____ and seconded by _____.

WHEREAS, the City wishes to consider amendments to its Zoning Ordinance regarding temporary use signs that comply with the Zoning Ordinance's requirements (the "Ordinance"); and

WHEREAS, upon giving notice in accordance with the Michigan Zoning Enabling Act, Act 110 of 2006, MCL 125.3101 *et seq.* ("MZEA"), the City Planning Commission conducted a public hearing regarding the amendments on July 26, 2021; and

WHEREAS, the City Planning Commission has recommended that the City Council approve the Ordinance; and

WHEREAS, the City Council wishes to conduct a public hearing to hear public comments regarding the Ordinance.

STATE OF MICHIGAN)
)
COUNTY OF WEXFORD)

I, Sandra Wasson, City Clerk of the City of Cadillac, hereby certify this to be a true and complete copy of Resolution No. ____, duly adopted at a meeting of the City Council held on the 16th day of August, 2021.

Sandra Wasson
Cadillac City Clerk

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Robert J. Engels
Stephen King
Bryan Elenbaas

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SECTION 46.664 OF THE ZONING ORDINANCE
REGARDING TEMPORARY USE SIGNS**

THE CITY OF CADILLAC ORDAINS:

Section 1.

The City hereby amends Section 46.664(f) of the Zoning Ordinance to permit temporary use signs that comply with the Zoning Ordinance's requirements. The section, as amended, shall read in its entirety as follows:

- (f) *Temporary Use Signs.* Temporary use signs not otherwise prohibited by this chapter are permitted, provided they comply with all of the requirements of this section and Schedule D.

Section 2.

The City hereby amends Schedule D of Section 46.664 of the Zoning Ordinance regarding the regulation of temporary use signs to amend the category of signs regulated and the regulations placed on such signs. This section, as amended, shall read in its entirety as follows:

Schedule D – Temporary Use Signs

	Residential Zoning Districts	All Other Districts
Maximum Number of Signs Per Parcel ¹	4 ²	2 ²
Maximum Area Per Sign	4 sq. ft.	32 sq. ft.
Sign Height Maximum for a Pole/Yard Sign	6 ft.	6 ft.
Sign Height Maximum for a Wall Sign	6 ft.	14 ft. (not to exceed wall height)
Minimum Setback/Distance from Right of Way	10 ft.	10 ft.
Minimum Spacing from any Other Sign	10 ft.	10 ft.
Maximum Duration After Conclusion of Event if Sign Pertained to an Event ³	7 days	7 days
Permit Required	No	Yes
Lighting or Illumination Allowed	No	No
Movement Allowed	No	No
Allowed on Public Sidewalk or Right of Way	No	No ⁴
Off-Premise Signs	Prohibited ²	Prohibited

* Notes are in footer

In addition to the restrictions in Schedule D, temporary use signs shall comply with the following:

- a. Signs shall not conflict with traffic control signs and devices or pre-existing signs, nor impact the safe and efficient circulation of pedestrians and motorists.

¹ Excludes window signs and other interior signs visible from the street. Maximum of two sides per sign.

² In single-family residential zoning districts, each single-family residential use with at least one principal structure may place up to 2 offsite temporary signs on private property for the purpose of directing the public to a residential activity for a commercial purpose (e.g., real estate open house, garage/yard sale, estate sale). Said signs may be displayed during the hours that the single-family residence is open for public inspection and may not exceed 4 sq. ft. in area per sign.

³ For single-family subdivisions under development, signs shall be removed within the year after sale of 90 percent of all lots.

⁴ Except for one sandwich board sign of six square feet or less in the Downtown Development Authority District.

- b. Signs shall not be placed in clear vision zones as required by the city or Michigan Department of Transportation.
- c. Signs shall not impact the ability of people to safely and efficiently enter and exit parked vehicles.
- d. Signs shall be designed and located such that they are harmonious with the character of the surrounding area.

Section 3.

Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 4.

All other ordinances inconsistent with the provisions of this Ordinance are hereby repealed but only to the extent necessary to give this Ordinance full force and effect.

Section 5.

This Ordinance shall take effect twenty (20) days after its adoption.

Approved this ____ day of _____, 2021.

Sandra Wasson, Clerk

Carla J. Filkins, Mayor

City Council

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



Mayor
Carla J. Filkins

Mayor Pro-Tem
Tiyi Schippers

Councilmembers
Robert J. Engels
Stephen King
Bryan Elenbaas

NOTICE OF PROPOSED ORDINANCE AND PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held in the Council Chambers, Cadillac Municipal Complex, 200 North Lake Street, Cadillac, Michigan, on September 7, 2021, at 6:00 p.m., at a Meeting of the City Council, to consider the adoption of Ordinance No. 2021-__, Ordinance Amending Section 46.664 of the Zoning Ordinance Regarding Temporary Use Signs. The City of Cadillac complies with the "Americans with Disabilities Act." If auxiliary aids or services are required at a public meeting for individuals with disabilities, please contact Sandra Wasson, City Clerk, at least three (3) business days prior to any such meeting. Copies of the proposed ordinance are available for examination at the office of the City Clerk and copies may be provided at a reasonable charge. The following is a summary of the proposed ordinance.

**AN ORDINANCE AMENDING SECTION 46.664 OF THE ZONING ORDINANCE
REGARDING TEMPORARY USE SIGNS**

Section 1 of the proposed ordinance amends section 46.664(f) of the Zoning Ordinance to permit temporary use signs that comply with the Zoning Ordinance's requirements.

Section 2 of the proposed ordinance amends Schedule D of Section 46.664 of the Zoning Ordinance regarding the regulation of temporary use signs to amend the category of signs regulated and the regulations placed on such signs.

Section 3 of the proposed ordinance states that all other ordinances inconsistent with the provisions of this Ordinance are hereby repealed but only to the extent necessary to give this Ordinance full force and effect.

Section 4 provides the effective date of the ordinance.

CITY COUNCIL OF THE
CITY OF CADILLAC, MICHIGAN

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