

City Council Meeting

July 18, 2022 6:00 p.m.

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



July 18, 2022 City Council Meeting Agenda 6 p.m. at City Hall - 200 N. Lake St. – Cadillac, MI 49601

We support each other in serving our community

CALL TO ORDER
PLEDGE OF ALLEGIANCE
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 June 20, 2022 Support Document III-A
- B. Minutes from the closed session held on June 20, 2022

IV. COMMUNICATIONS

A. Call to All Family Festival Support Document IV-A

Cadillac City Council Agenda

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B. Wedding Reception
Support Document IV-B

V. CITY MANAGER'S REPORT

- A. Special Recognition of Robert LeVand
- B. Introduction of Police Officer Oath of Office
- C. Emergency Purchase Report-Out Support Document V-C

VI. MINUTES AND REPORTS OF BOARDS AND COMMISSION

A. Downtown Development Authority Support Document VI-A

VII. 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.

- VIII. GOOD OF THE ORDER
 - IX. 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

June 20, 2022

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, Mayor Filkins

Council Absent: King (joined meeting at 6:24 pm)

Staff Present: Peccia, Roberts, Dietlin, Ottjepka, Genovich (via Zoom), Wasson

APPROVAL OF AGENDA

2022-120 Approve agenda as presented.

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

Motion unanimously approved.

PUBLIC COMMENTS

Jimmy McHugh, Yankee Zephyr Racing Promotions, stated they are interested in holding snowmobile drag races in the City of Cadillac during the second week of February.

CONSENT AGENDA

2022-121 Approve consent agenda as presented.

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

Motion unanimously approved.

PROCLAMATION

A. Honoring Cadillac News for 150 Years of Reporting

Mayor Filkins presented a proclamation Honoring Cadillac News for 150 Years of Reporting to Chris Huckle.

COMMUNICATIONS

A. Festival of the Arts

2022-122 Approve banner, street closures, and alcoholic beverages for Festival of the Arts.

Motion was made by Elenbaas and supported by Engels to approve the display of a banner from July 5-18, 2022, the requested street closures from July 14-16, 2022, and the serving of alcoholic beverages at the Market from 6:00 pm to 9:00 pm on July 15, 2022 for the Festival of the Arts.

Motion unanimously approved.

B. Wedding

2022-123 Approve alcoholic beverages at the Market for a wedding.

Motion was made by Schippers and supported by Engels to approve the serving of alcoholic beverages at the Market from 12:00 pm to 10:00 pm on October 8, 2022 for a wedding.

Motion unanimously approved.

C. Crafters for a Cause

2022-124 Approve partial closure of parking for Crafters for a Cause-Erics Wraps.

Motion was made by Engels and supported by Elenbaas to approve the closure of 3-4 spaces of the southwest portion of the City parking lot from 7:00 am to 7:00 pm on Saturdays from June 24, 2022 through September 17, 2022 for Crafters for a Cause – Erics Wraps food truck.

Motion unanimously approved.

D. Chamber of Commerce Sidewalk Sales

2022-125 Approve street closure for Chamber of Commerce Sidewalk Sales.

Motion was made by Elenbaas and supported by Engels to approve the closure of Harris St. between Mitchell St. and Elk Alley from 10:00 am to 5:00 pm on July 30, 2022 for the Chamber of Commerce Sidewalk Sales.

Motion unanimously approved.

E. After 26 Music Festival

2022-126 Approve street closures and alcoholic beverages for the After 26 Music Festival.

Motion was made by Elenbaas and supported by Schippers to approve the requested street closures and the serving of alcoholic beverages in the pavilion area from 12:00 pm to 11:00 pm on July 30, 2022 for the After 26 Music Festival.

Motion unanimously approved.

F. Craft Beer Festival

2022-127 Approve parking lot closures and alcoholic beverages for the Craft Beer Festival.

Motion was made by Schippers and supported by Elenbaas to approve the requested parking lot closures from 9:00 am to 10:00 pm and the serving of alcoholic beverages in the City Park from 1:00 pm to 10:00 pm on September 24, 2022 for the Craft Beer Festival.

Motion unanimously approved.

G. Lake Cadillac Resort Fireworks Display

2022-128 Approve fireworks display and street closure for Lake Cadillac Resort.

Motion was made by Elenbaas and supported by Engels to approve the Lake Cadillac Resort fireworks display along with the closure of a portion of North Boulevard as noted from approximately 6:00 pm to 10:00 pm on August 27, 2022.

Motion unanimously approved.

Mayor Filkins noted members of the Arts Council were in attendance and asked if they wanted to share any information about the upcoming events.

Curtis Baney noted that this year there will be many new additions to the Festival of the Arts such as the Art & Unwined Event at the Market. He stated the Mayor's Youth Council will be hosting a movie on Friday night. He noted a multitude of organizations help support the Festival of the Arts.

Mike Filkins stated they are committed to keeping the Craft Beer Festival something comfortable that people are used to except the entrance will be located underneath the archway of the City Park. He noted they are also adjusting the line so it will be a shorter wait time.

APPOINTMENTS

A. Recommendation regarding reappointment to the Cadillac Housing Commission.

2022-129 Approve reappointment to the Cadillac Housing Commission.

Motion was made by Schippers and supported by Elenbaas to approve the reappointment of Judy Coffey to the Cadillac Housing Commission for a 5-year term to expire on July 19, 2027.

Schippers noted Judy Coffey was first appointed to the Housing Commission in 2007.

Motion unanimously approved.

B. Recommendation regarding reappointment to the Cadillac-Wexford Transit Authority.

2022-130 Approve reappointment to the Cadillac-Wexford Transit Authority.

Motion was made by Elenbaas and supported by Engels to approve the reappointment of Michael Hayes to the Cadillac-Wexford Transit Authority for a 2-year term to expire on June 20, 2024.

Motion unanimously approved.

ADOPTION OF ORDINANCES AND RESOLUTIONS

A. Adopt Resolution Amending General Appropriations Act for Fiscal Year 2022.

Owen Roberts, Director of Finance presented the proposed budget amendment.

* The information presented is included in the June 20, 2022 City Council Packet which is available on the City's website.

<u>2022-131 Adopt Resolution Amending General Appropriations Act for Fiscal Year 2022</u>. Motion was made by Schippers and supported by Engels to adopt the Resolution Amending General Appropriations Act for Fiscal Year 2022 as presented.

Motion unanimously approved.

MINUTES AND REPORTS OF BOARDS AND COMMISSION

A. Planning Commission

PUBLIC COMMENTS

There were no public comments.

GOOD OF THE ORDER

Schippers noted the Mayor's Youth Council is hosting the movie "Despicable Me" on Friday night during the Festival of the Arts. She stated anyone in attendance with any type of costume will receive free popcorn. She noted the movie "Night at the Museum" will be shown on August 3, 2022 which is also being hosted by the Mayor's Youth Council. She stated the Mayor's Youth Council will be setting up an instrument building table for children during the Festival of the Arts. She noted they will hold a parade of all the children with their instruments followed by a concert at the Rotary Performing Arts Pavilion where the children will play their instruments accompanied by the Lake Effect Band.

*Council Member King joined the meeting at 6:24 pm.

Elenbaas congratulated the Cadillac News for 150 years of reporting. He read a portion of the Cadillac Evening News that was published on March 1, 1947.

Peccia noted two Council Members recently received the highest honors from the Chamber of Commerce. He stated Mayor Filkins received the Outstanding Citizen Award and Mayor Pro-Tem Schippers received the Spirit of the Community Award.

Mayor Filkins stated she recently had the opportunity to speak with the President of CCI. She noted he invited the City Council Members and their spouses to their upcoming 100th Anniversary celebration on July 9, 2022.

CLOSED SESSION

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

2022-132 Adjourn to closed session.

Motion was made by Schippers and supported by Engels to adjourn to closed session for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement; invite Owen Roberts, Director of Finance, and Jeff Dietlin, Director of Utilities.

Motion unanimously approved.

2022-133 Return to open session.

Motion was made by Schippers and supported by Elenbaas to return to open session.

Motion unanimously approved.

Peccia stated it would be appropriate to consider a motion to approve the Tentative Agreement with the United Steelworkers.

2022-134 Approve Steelworkers Collective Bargaining Agreement.

Motion, as stated by the City Manager, was made by Schippers and supported by King.

Motion unanimously approved.

<u>ADJOURNMENT</u>

Respectfully submitted,

Carla J. Filkins, Mayor

Sandra L. Wasson, City Clerk



Today'	s Date	



Banner Request Form

	barmer mequ		
Monday Banner Start Date	18122	Monday Banner End Date	81/51 22
(Banners are installed and re	moved on Mondays (unless it is a Holiday, then it w	ill be the following day)
		d for one week at a time per f	
Reason for Banner Coll	To All GAI	2/14 8007/4/	
	17		will Market
Organization CAIITO A		Contact Person	11/24 / WHACKE
	ntact Ema		
	50		
City of	Cadillac & State	of Michigan Guidelines	<u>:</u>
Banner requested date is a mi	nimum of 2 months p	rior to display date requested.	
Banner picture or a design pro	of is attached with th	is request form or it will not be	e approved.
The City reserves the right to	determine when the b	panner is hung during inclemen	it weather.
The City is not responsible for			
Banner requested is for a reas	V20010 10 10 10 10 10 10 10 10 10 10 10 10		
		h may be construed to advertis	se, promote the sale of, or
publicize any merchandise or			,
		lying for the banner if such is n	ot an obvious advertising of
and promotion of the sale of t	he sponsor's goods or	services.	-
The lettering of the sponsor's	name or a logo does r	not exceed three inches if on a	single line or two-inches if on
more than one line.			
Banner does not contain an ac			
Banner meets all the design sp			
The banner will be delivered to			
City Garage is located at 1001			
Banner will be picked up within	n <u>1 week after</u> being o	displayed; if it is not picked up,	the banner will be disposed of
Form must be mailed or delivered to the			
I understand and agree to these requir			est will be denied.
Print Name William G. MAI	21.1	10/1 //	2.2.23
Print Name William G. TIA	Signature	Mer G/	Date <u>Z / 3 / Z 2</u>
			a supert is appropriate or denied
Request will be reviewed & you will be		<u>information is needed and/or if r</u>	equest is approved or deflied.
*************************	For Office U		***************************************
Streets	Date Approved		
City Manager	Date Approved		
State of Michigan	Date Approved	Comments	
City Council	Date Approved	Comments	

CALL TO ALL FAMILY FESTIVAL

2nd weekend of August - City Park

FaceBook / Call to All - Cadillac, MI



ty Rece	ived Date	
, nece	ivea bate	

Request Planning Guide

This form must be completed and return to the City <u>60 days</u> 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.

	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) William Markhan Contact Address
1	-Contact Phone(s)
	Sponsoring Organization CALL To ALL Private Non-Profit
,	Purpose of Event FAM 1/1 FASTERAL Approx # of Attendence 700 - 500
	Beginning Date: 8 1/2 22 Ending Date: 8 1/4 22 Reoccurring: YES NO
	1st Day Set-up/Z: 60AM/PM Start S: 4AM/PM End 9: 4AM/PM Clean-up 9: 30AM/PM
	2nd Day Set-up /2:00AM/PM Start 7: UAM/PM End 9:00AM/PM Clean-up 9:30AM/PM
	3rd Day Set-up 7: @AM/PM Start 9: @AM/PM End 9: @AM/PM Clean-up 9:3@AM/PM
	4th Day Set-up:AM/PM Start:AM/PM End:AM/PM Clean-up:AM/PM
	Please answer the following questions:
	YESNO Will you be requesting permission to close any streets or parking lots? YESNO Will you be requesting permission to display any off site signage? YESNO Will you be requesting permission to display a banner over Mitchell Street? YESNO 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

If you answered <u>YES</u> to any of the above questions, additional form(s) must be completed for each one. All forms must be completely filled out and all information provided before requests will be brought to City Council for approval.

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



Today'	s Date	
City Re	ceived Date	or represent the
	MECE	IVE
	U	2 2022

the

Event_	Please Submit 30-days Prior to Event Date					
	Special Requests: Please Circle					
(E	(lectricity) Water Wind Screens Sound System Movie Screen/Projector System**					
Usage	**Weather Dependent					
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					
3.	(including trees), or surrounding areas. The use of nails, tacks, staples, etc. is strictly prohibited, along with the use of stakes in 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					
	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)					
Reser	vation 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					
Reoco	curring 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					
	e options require a deposit of \$25 that will be applied to your total cost to hold your date(s), and would only be refunded					
	nt was denied for any reason. Erstand and agree to comply with these rules, and acknowledge that the City reserves the right to change or cancel any event or					
	am that is not in compliance with them.					
hingi	Signature					





Street & Parking Lot Closure Request Form

Please fill out a separate form for each date					
Reaso	on for Request	Evertia Rotary Paralion			
Conta	act Person <u>Ju</u>	dy Coffee L			
Conta	act Phone_	Contact Em			
	Date: / /	/ Street Closures			
rust12	Street Name	Lake St. Beginning Location Harris Ending Location Caso			
		Beginning Time 5:00 AM PM Ending Time 0 00 AM PM			
1-110+18-	- Street Name_	Lake St. Beginning Location Harris Ending Location Caso			
1817		Beginning Time 2: \(\mathcal{D} \) AM/PM Ending Time \(\frac{iO}{iO} : \(\mathcal{D} \) AM/PM			
w th	Street Name 👃	are St. Beginning Location Hair 115 Ending Location Caso			
15 vs 14	511 COC 114111C	Beginning Time 8:00 AM/PM Ending Time / :0 AM/PM			
togust 14	Street Name <u>L</u>				
1815117	-	Beginning Time S: COAM/PM Ending Time 10 (AM/PM			
	Date/_				
	Lot Location				
	Lot Location	Beginning Time:AM/PM Ending Time:AM/PM			
1100	Lot Location_	Street Nearest Cross Street			
NH	Lot Location	Beginning Time:AM/PM Ending Time:AM/PM			
	Lot Location	Street Nearest Cross Street			
	Lot Location	Beginning Time:AM/PM Ending Time:AM/PM			
Form	must be mailed o	or delivered to the above address or emailed to: javila@cadillac-mi.net (No Faxes accept	ted)		
Lund	erstand and agree	to these requirements & understand if these are not met the request will be denied.			
	I	di Calferia () la Calla a raise	2,77		
Print	Name VC	My Cotten Signature / Jan 1919 Date 02/03	11_		
Re	quest will be review	ved & you will be notified if additional information is needed and/or if request is approved or	denied.		

Stree	ts	For Office Use Only Date Approved Comments			
	e				
	Manager	Date Approved Comments			
	Council				



Today's Date	10 2022
City Received D	ate
(Pd) 47	52 CK
	TAVI

Request Planning Guide

This form must be completed and return to the City <u>60 days</u> 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) Kristen Taloma Contact Address						
Contact Phone(s Contact Email						
Sponsoring OrganizationXPrivate Non-Profit						
Purpose of Event Wedding Reception Approx # of Attendees 200						
Beginning Date: 8 12612022 Ending Date: 8 12812022 Reoccurring: YES NO						
1st Day Tow West-up :AM/PM Start :AM/PM End:AM/PM Clean-up:AM/PM						
2nd Day all day Set-up : AM/PM Start : AM/PM End : AM/PM Clean-up : AM/PM						
3rd Day Clean-up : AM/PM Start : AM/PM End : DO AM/PM Clean-up : AM/PM						
4th Day Set-up:AM/PM						
Please answer the following questions:						
YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES NO YES						
YESNO 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 <u>YES</u> to any of the above questions, additional form(s) must be completed for each one. All forms must be completely filled out and all information provided before requests will be brought to City Council for approval.

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



Today's Date		10	202	<u></u>
City Received D	ate	e	SERVICE SERVIC	

The Market at the Cadillac Commons Reservation Form

Please Submit 60-days Prior to Event Date

Event Leading Veception

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.

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 Krisken Ta coma Total Fees Required: 300.00 Total Fees Paid: _______ Date 1/0/2022



Today's Date _	1	12	2002
	_		

City Received Date

MUST BE OFFICIALLY CITY DATE STAMP

Alcoholic B	everage Red	quest Form
-------------	-------------	------------

Event Name Wedding receptor	U Accept 27 2022	
Requesting Organization	O	
Contact Person(s) Kristen Tale	DMC-	
Contact Phone	Contact Email	
Date of Event Pagest 27 2022 Approx. number of participating groups 200		
Starting Time 10am	Ending Time 12:00 Am	

City of Cadillac & State of Michigan Guidelines:

- Double fence for Public Events
- Inspection of site
- Market at the Cadillac Commons requires either all sides down or 3 sides down with one side of fencing that the city has available for rent (\$100)
- Cash Bar requires State of Michigan Liquor License
- Open Bar requires the Event to be a private event not open to public ie Weddings, reunions Etc.
- City Council Approval (Article 1 Sec. 26-8)
- Liability Insurance naming City of Cadillac

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

Print Name Kristen Tacoma Signature Date __/_/_

Council Communication

Re: Emergency Purchase Report-Out

The following memorandum from the Finance Department summarizes two emergency purchases: self-contained breathing apparatus and a roof-top heating unit.

Recommended Action

No action required.



Financial Services Department

200 N. Lake Street Cadillac, MI 49601 (231) 775-0181

MEMORANDUM

To: Marcus Peccia, City Manager
From: Owen Roberts, Director of Finance
Subject: Emergency Purchases Update

Date: July 7, 2022

Marcus:

Please see update below on two emergency purchases.

Fire Department Self-Contained Breathing Apparatus

Self-contained breathing apparatus (SCBA) is a critical piece of protective gear utilized by firefighting personnel to maintain the ability to breathe when entering a fire, both to be able to effectively fight the fire and to perform life-saving rescues as may be necessary. The SCBA gear deployed by the Cadillac Fire Department experienced potentially catastrophic and fatal failures when utilized in cold temperatures frequently seen in our climate. As reported to the City Council several months ago, the department worked very diligently with the engineers from the manufacturer of the gear to try to resolve the issue; however, the manufacturer was unable to resolve the issue. After testing SCBA from several other manufacturers, replacement equipment was subsequently ordered.

This equipment is of the most critical nature to the department, and supply chain issues created the potential for significant price increases and time delays. In fact, while the City's order was processing, prices of the units went up nearly 9%. However, the vendor honored the quote originally provided to the City. The gear was recently delivered, and payment will soon be required. Total costs to replace all SCBA units is expected to be \$141,881, approximately \$8,500 less than the original estimate of \$150,000. An amendment to the FY2023 budget will be required to cover these costs.

Roof-Top Heating Unit - Cadillac Wastewater Plant

Work was recently completed on a new roof-top heating unit at the Cadillac Wastewater Plant. The previous unit failed, and because of the weather at the time the unit failed, portions of the building were being heated by portable electric heaters. Therefore, it was critical to get a new unit as quickly as possible, given the critical nature of the operations at the plant, and the supply chain issues that are pervasive in the industry. Due to the timing issues, the project was not bid out, but three quotes for the work were received:

Advanced Mechanical \$16,941.51
Maveric Mechanical \$17,450.00
Temperature Control, Inc. \$16,450.00

Temperature Control, Inc. was the lowest quote and was selected to perform the work which was recently finalized. These costs were able to be absorbed in the FY2022 budget without additional appropriations being required.

Minutes (Draft) Downtown Development Authority (DDA) Business Improvement District (BID) Board

Regular Meeting April 27, 2022

A regular meeting of the Cadillac Downtown Development Authority (DDA) and Business Improvement District (BID) Board was held at 7:30 a.m. on Wednesday, February 23, 2022.

MEMBERS PRESENT: Huckle, Coffey, Peccia, Kelsey, Grunow, Barnes, LeVand, Crawley, Swanson **STAFF PRESENT:** Wallace, Payne, Coy, Pluger

APPROVAL OF Minutes

- Motion to approve meeting minutes from Huckle, Supported by Barnes.
- Motion approved unanimously.

CITY MANAGER REPORTS

- Peccia went over the Financial Report including updates.
 - o Motion to approve Finance Report by Barnes, Supported by Coffey.
 - The vote to approve was unanimous.
- Peccia introduced the topic of the Northwoods Building, ownership and use of the building. There has been a lot of discussion with difficulties, there is not currently any collaboration or cooperation happening between the owners and the City, or other businesses.
 - o Peccia updated that Simply Delightful received the second Match on Main Grant and that several other businesses downtown are trying to grow and develop.
 - A groundbreaking took place at the Trailhead quietly due to the Governor being present. There will be a ribbon cutting, hopefully this fall.

DIRECTOR REPORT

- Match on Main recent application was Simply Delightful and Charming North both applied and Simply Delightful received it. Owl Eye has signed their contract.
- A grant for 1 million was submitted to the State CBDG Placemaking for local parks and school projects. The picnic shelter at the trailhead, a new dock at the pavilion, a kayak launch by the senior center and assist the school with the football stadium. This would connect sidewalks around the football field and lighting. This was a collaborative effort to apply for this grant.
- A hotel study is taking place. Wallace explained the desire to have a hotel in the downtown to help boost the downtown and create lodging. The Chesapeake Group is coming to perform that study. We should have the results of that study within the next month or two. He will also be doing a study of the West Corridor to see if Niche housing would be successful.
- Charming North is moving forward with developing their building and assessing the building to determine their options.
- Snowmobile trails has been discussed at City Council a couple of times. Wallace explained the routes and that Council is still considering this issue.
- LeVand asked if they Owl Eye is aware that they can request the DDA Façade Loan? Wallace explained that they are doing some with the grant.

COMMITTEE REPORTS:

- Parking Assessment formula was discussed changing at the last meeting, to change to the total square feet, a simplified process. Wallace briefly explained how the current parking assessment works and requested feedback from the DDA on switching to a new formula.
 - LeVand requested an estimate of how much money would be received under both formulas.
 Barnes stated the hope is to not incentivize people not remodeling their building because their taxes are so much lower.

- Estimate of all square footage and a square footage by taking away the unusable space. Make sure to factor in space that they can finish and use.
- Peccia suggested looking at updating the ordinance to state the staff may do a yearly audit of changes in use. Wallace stated that if the formula changes to the new version, then updates would not be necessary because everyone is paying the same rate, its not by use anymore.
- Sub Committee Assignments
 - O Combining Wayfinding Committee with Streetscape: Wallace explained that the Visitors Bureau has taken a lead on Wayfinding in the community, and it makes sense to combine this with Streetscape. They are putting in kiosks in the trailhead and possibly downtown. Discussion followed about having the Visitors Bureau and Chamber of Commerce join meetings for the Streetscape so that a united vision and collaboration will take place.
 - o Grunow volunteered to join the Streetscape Committee in Bill Cinco's resignation. The new Vice Chair will fill the Administrative Committee (later voted for Steve Barnes).
- Streetscape Subcommittee Working on Banner Programs and they will be update to the full DDA in the coming months.
- LeVand requested information from Payne about repairs. Payne reported that there is no sealing planned for this year, last year they were ahead of schedule.

OLD BUSINESS

- Coy gave an update on the pigeon bird feeder. The feeder on the City building is worn out so the feeder from the Elks is being moved to City Hall. Need authorization to order more birth control feed. The feed is around \$250 per bag. The board expressed interest in continuing the program to maintain the pigeon population. The current feed for this year, and research another location to add a feeder in the future.
 - o Motion by Barnes, support by Kelsey to order a bag of feed. Approved unanimously.

NEW BUSINESS

- Hope Network Work Agreement was reviewed and a typo was found on the final page. Motion to approve with the correction to the July cost by Huckle, supported by Barnes. Approved unanimously.
- Interlocal Agreement Northwoods Property: Peccia explained that this is required every time the Brownfield puts into place a TIF, and there is no "double dipping" allowed. The DDA needs to approve the pause of the DDA TIF while the Brownfield is in place. This is being renewed because COVID postponed the project moving forward. Mac explained that the Brownfield shared arrangement brings in state capture and brings in outside resources.
 - Barnes asked if anything had changed since the last time. Mac stated that there was a change to require more parking be added.
 - o LeVand clarified that the DDA will keep capturing the current amount and that the Brownfield will capture an extra until they repay all of their loan
 - Motion to approve the motion outlined in the agreement by Huckle. Supported by Coffey. Approved unanimously.
- Vice Chair Selection: LeVand and Wallace opened the chair for discussion. LeVand requested that the DDA write a letter and send it to Cinco for his years of service.
 - Nomination by LeVand to have Barnes the new Vice Chair. There were no other nominations. Supported by Coffey. Approved Unanimously.
 - Approved Steve Barnes as Vice Chair
 - LeVand shared that he and his husband have purchased a home in another state and will
 permanently be moving in August. His final meeting will be July, and he recommends that
 Barnes take his place as the Chairperson. Huckle thanked LeVand for his years of service
 as the Chairperson.
- Changing Meeting Time was discussed. Several members expressed a desire to move the meeting time later in the day. It was decided to change the time to 9:30 AM. Pluger agreed to double check the by-laws to be sure that this vote was enough to make the change or determine if an amendment

to the by-laws is necessary.

o Motion by Huckle, supported by Kelsey. Approved unanimously.

COMMUNICATIONS/OTHER ITEMS

- Coy Comments:
 - o Arbor Day is approaching and there is a display in Hall with the contestants. The Ceremony will take place soon and this is part of the city being a "Tree City"
 - o Coy and Peccia attended an interview discussing the placemaking of the Cadillac Commons with MSU.
- LeVand discussed an article about Big Rapids doing a community clean-up day and that he would like to see that in Cadillac. Staff explained that already occurs and Huckle expressed interest in doing an article about it.

PUBLIC COMMENTS – None.

ADJOURNMENT: Meeting Adjourned at 9:00 AM.